

REQUEST FOR PROPOSALS

COV RFP # 2025-44

2026 PROFESSIONAL SERVICES

**FOR THE
CITY OF VINELAND
NEW JERSEY**

**DUE DATE: FRIDAY, DECEMBER 12, 2025
BY 1:00 PM**

SEND RESPONSES TO:

**MIGUEL A. MERCADO, QPA
PURCHASING AGENT
640 E. WOOD STREET
5TH FLOOR
P.O. BOX 1508
VINELAND, NJ 08362-1508**

PUBLIC NOTICE

CITY OF VINELAND

**PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS
FOR THE PERIOD OF FEBRUARY 1, 2026, TO JANUARY 31, 2027
COV RFP #2025-44**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Purchasing Agent of the City of Vineland, on Friday, **December 12, 1:00 pm** prevailing time, in the Purchasing Office, 5th Floor, City Hall, 640 E. Wood Street, Vineland, NJ 08360, then publicly opened and read aloud for the following:

Auditing Services	PT Municipal Court Prosecutors (1 or 2)
Municipal Advisor	PT Municipal Court Public Defender
Municipal Bond Counsel	PT Alternate Municipal Court Public Defender
Labor Attorney	Legal Serv.- Energy Capacity & FERC Support
Associate Solicitor	Occupational Health Services
Tax Attorney	Planning Services
Bankruptcy Attorney	Affordable Housing Attorney
Municipal Foreclosure Attorney	Title Insurance Services
Environmental Attorney	Prof. Labor Relations Specialist
Workers' Compensation Attorney	
Public Power Attorney	

Submission packages may be obtained at the Purchasing Department, (856) 794-4040 during regular business hours: 8:00 AM to 4:30 PM, Monday through Friday, excluding holidays or by emailing the Purchasing Agent at: PurchasingOffice@vinelandcity.org

If awarded a contract your company/firm shall be 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. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

By Order of the Council of the City of Vineland
Miguel A Mercado, QPA

GENERAL REQUIREMENTS/INSTRUCTIONS

Proposal Submission Information

Submission Date and Time:

Friday, December 12, 2025, by 1:00 P.M.

Submission Office:

City of Vineland Purchasing Department
5th Floor
City Hall
640 E. Wood Street
Vineland, NJ 08360

Respondents shall clearly mark their submittal package with the title of this RFP and the name of the responding firm, addressed to the Purchasing Agent. The original proposal shall be marked to distinguish it from the copies.

Respondents are required to submit their expressions of interest, qualifications and experience. **One (1) original and Three (3) copies** of the Proposal, INCLUSIVE OF ALL information must be provided to the City's Purchasing Agent. Proposals are scheduled to be opened **1:00 PM on Friday, December 12, 2025.** Any proposals received after said opening whether by mail or otherwise, will be returned unopened. It is recommended that each proposal package be hand delivered. The City assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, e-mail or telephone is NOT PERMITTED. Delivery of a proposal to any other City of Vineland Department or office is not acceptable and may result in your bid arriving late in the Purchasing Department. It is the bidder's responsibility to make sure the proposal is delivered to the proper office as listed above.

Only those RFP responses received prior to or on the submission date & time will be considered.

Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Please direct all questions in writing no later than noon, Monday, November 24, 2025, to:

Miguel A. Mercado, QPA
Purchasing Agent
Voice: (856) 794-4040
Fax: (856) 794-4327
Email: PurchasingOffice@vinelandcity.org

Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

Cost Liability and Additional Costs

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner, are not to be billed and will not be paid.

Statutory and Other Requirements

Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as identified in the documents attached hereto. The form enclosed herein shall be properly executed.

Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. Respondents shall complete and submit the form of statement included herein.

N.J. Business Registration Certificate

Pursuant to C57, PL2004, all New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall be required to submit proof of their valid Business Registration prior to contract award. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm.

Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall purchase and maintain during the entire period of this contract, professional liability insurance which shall protect the contractor and the City from any and all claims that may arise out of or result from the contractor's performance of this contract. A Certificate of Insurance in the amount of one million (\$1,000,000.00) dollars per occurrence/three million (\$3,000,000.00) annual aggregate shall be provided to the City prior to contract award.

Multiple Proposals Not Accepted

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

Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor violates any requirements of the contract, the owner shall thereupon have the right to terminate the contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the owner under this provision. In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Director of Purchasing no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Document.

The City may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the contractor not complying with the terms of the contract.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

Contractors shall be required to sign a City voucher for payment.

Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, MS Windows based, Lotus Suite.

Annual Disclosure Statement on Political Contributions

The contractor is hereby advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, s.3) if the contractor receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

Proposal Forms

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

- Proposal Checklist
- Stockholder Disclosure
- EEO/Affirmative Action Statement
- Acknowledgment of Receipt of Addenda, if any.
- Disclosure of Investment Activities in Iran
- Prohibited Activities in Russia or Belarus

Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the Contract within the applicable time period or reject all proposals. The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

Evaluation Criteria

The criteria considered in the evaluation of this proposal shall be as follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent or respondents.

Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and adequately fulfill the requirements specified herein.

Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services.

The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

Cost to Provide Services

Respondents shall specify all costs associated with performing the requirements of this contract whether such costs are in the form of a per hour fee, an all-inclusive total project fee not to exceed a specific amount, a per-component fee, a per hour per component fee and/or a schedule of fees, including an hourly rate schedule the City shall be charged when services are provided by other members of your staff.

Respondents shall also specify any reimbursable expenses, including but not limited to, mileage, tolls, reproduction of documents, etc., that they may charge the City while performing the requirements of this contract.

Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body at which time the respondent shall be required to execute a Vineland City contract.

Contract Records

As per N.J.A.C. 17:44-2.2 Vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

ATTACHMENT A – EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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. 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 nondiscrimination 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 applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 any 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 make good faith efforts to meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the 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.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance.)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
NJ.S.A.10:2-1 ET SEQ.**

Pursuant to NJ.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

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AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Vineland, (hereafter "City") do hereby agree that the provisions of title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the City of Vineland 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 City in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the City, its agents, servants, and employees from and against any and all suits, claims, losses, 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 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 City's grievance procedure, the contractor agrees to abide by any decision of the City which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the City of Vineland or if the City of Vineland 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 City 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 proceedings is brought against the City of Vineland, or any of its agents, servants, and employees, the City shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the City or its representatives.

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

It is further agreed and understood that the City of Vineland assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and 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 contractors obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the City from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

City of Vineland

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including Purchase Orders)

*Construction Contracts (including Public Works related Purchase Orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
3. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used;
4. During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sale of tangible personal property delivered into this State.

Pursuant to J.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

NEW JERSEY BUSINESS REGISTRATION


Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. A consultant or sub-consultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54:49-4.1. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busreqcert.shtml> or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Sample New Jersey Registration Certificates:

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		<small>DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252</small>
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>J.P. & Tully</i> Acting Director	
FORM-BRC(08-01)	<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>	

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

SCOPE OF WORK

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The City of Vineland solicits statements of qualifications to award the following professional services. Responses should address the general criteria and submission requirements for the position sought. **Anyone wishing to provide a proposal for more than one position MUST submit separate, complete proposals for each position. Submissions with multiple positions listed will ONLY be considered for the position listed first.** Awards shall be for the fiscal year of 2026-2027 and subject to the execution of an appropriate contract. The City reserves the right to award a single contract or multiple contracts for the provision of these services. The contract period for these services will be for the period starting February 1, 2026 and ending January 31, 2027. Should the contractor(s) become involved in a matter(s) that would extend beyond January 31, 2027, the contract shall then be for the length of time authorized and necessary to complete said matters or completion of the specific project. **Insurance – as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for liability/malpractice coverage with limits as to liability acceptable to the City. Additionally, Financial Disclosure – as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law N.J.S.A. 40A:9-22(1) et seq.**

AUDITING FIRMS

GENERAL CRITERIA: The City of Vineland desires to appoint an individual or firm in accordance with N.J.S.A. 40A:55-4 for the purpose of conducting an annual audit of the books and records, including the Length of Service Awards Program (LOSAP) of the City for the calendar year ending December 31, 2026. In addition to the statutory requirements, the individual or firm will be called upon to assist in the preparation of the Annual Financial Statement, the Annual Debt Statement and the Annual Budget. Also, if necessary, the individual or firm will assist the City of Vineland in all extraordinary matters concerning debt offerings and other municipal auditing issues which may arise. Any experience or knowledge of matters that directly affect the City of Vineland should be addressed. The individual or firm must have a minimum of ten (10) year experience in municipal finance and auditing in the State of New Jersey.

SUBMISSIONS MUST INCLUDE:

1. Evidence of license to practice as a Registered Municipal Accountant.
2. List of current and past municipal audit clients served by the firm.
3. Resumes of partners and managers in the firm expected to act on this assignment.
4. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include number of Registered Municipal Accounts and Certified Public Accountants.
5. Amount of Professional Liability Insurance coverage maintained.
6. Addresses of offices located in close proximity to the City of Vineland.
7. Description of debt financing experience including the number and amount of financing for the past year for the firm.
8. Description of any other factors the proposing party believes are relevant to its ability to provide the City of Vineland with superior service.
9. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

NOTE: Please provide a separate price breakdown for each of the following:

- a. Annual City Audit
- b. LOSAP

MUNICIPAL ADVISOR

Any persons or firms interested in providing professional services to the City of Vineland (“City”) as defined in the New Jersey Statutes, N.J.S.A. 40A:11-2(6).

The City is seeking proposals to retain the services of an experienced Municipal Advisor qualified to do business in the State of New Jersey. The Municipal Advisor will be responsible for advising the City and providing certain services as described herein including, but not limited to, the City’s debt financing, revenue sources, capital improvement plan, investments and legislation impacting the City’s finances.

When requested, the Municipal Advisor shall work with the Chief Financial Officer, the City Business Administrator, the City Solicitor, other City staff and the City’s Bond Counsel in advising the City and the City Council on municipal finance matters as described herein.

A. Governmental Bond & Notes Issues – When requested, the Municipal Advisor shall provide the services listed below in connection with any type of obligation in which the proceeds of such obligation will be used to pay the cost of governmental projects and any obligation issued to refund such obligations (collectively, referred to herein as “Governmental Bond & Note Issues”).

- Provide advice regarding the planning and development of Governmental Bond & Note Issues, including providing an analysis of the most cost effective financing method to accomplish the City’s goals, taking into consideration revenue sources and projections, credit rating impact, credit enhancements, arbitrage consequences, draw schedules, outstanding obligations, future bonding needs, administrative demands on the City’s staff and available alternative methods.
- Prepare (or, if circumstances require, cause an outside consultant to prepare) and review any feasibility studies or redevelopment plans prepared in connection with Governmental Bond & Note Issues and in consultation with the City’s staff, Bond Counsel, accountants, architects, engineers or other consultants.
- Provide ongoing advice on the appropriateness of refunding and/or restructuring any and all outstanding Governmental Bond & Note Issues and outstanding general obligation bonds, including preparing all necessary numbers analysis and escrow structures, preparing or reviewing, if prepared by another party, any required securities orders for escrows, reviewing accountant’s verifications, preparing timetables for required activities to complete the refunding/restructuring, assisting the City with the acquisition of any required escrowed securities at the least cost, and assist the City’s staff and Bond Counsel with all documents prepared in connection with the refunding/restructuring.

- Provide advice and assistance in connection with the marketing and sale of all Governmental Bond & Note Issues including providing an analysis of market conditions that might normally be expected to influence interest in purchasing or the interest rate on the Governmental Bond & Note Issue; providing recommendations with respect to the use of a competitive versus negotiated sale process; reviewing the City's distribution list for prospective purchasers of Governmental Bond & Note Issues for competitive sales and providing recommendations with respect to other potential purchasers; assisting in the preparation of the official statement and other sale materials, providing, on an ongoing basis, advice to the City regarding the use of internet sale and disclosure possibilities; coordinating, when deemed advisable by the City, the use of credit enhancements and preparing all information necessary to provide to bond insurers or other providers of credit enhancements; providing assistance in receiving and opening bids at public sales and evaluating bids or responses for public and negotiated sales; participating in the pricing process for negotiated sales and advising the City as to the appropriateness of accepting or requiring repricing of issues; preparing a calendar of activities for each issue; preparing a debt service schedule for each issue and, if applicable, a schedule of combined debt service on outstanding issues; preparing the closing memorandum including detailed wire instructions and instructions as to the disposition of issue proceeds; preparing a memorandum to the Governing Body prior to its acceptance of a bid analyzing the bid vis a vis the market and comparable financings and verifying the accuracy of the bids; and, if requested by the City, preparing any credit rating applications or presentations.
- Prepare, when needed, requests for proposals for underwriters, accountants, trustees, escrow securities providers, printers or other services necessary in connection with the issuance of Governmental Bond & Note Issues and assist the City's staff and Bond Counsel in analyzing responses to such requests.

B. Other Financial Programs – If requested, the Municipal Advisor shall provide ongoing advice to the City, working with the Chief Financial Officer, to develop and maintain a coordinated approach to the overall requirements of the City's financing programs including the services listed below.

- Provide assistance with the preparation and review of the City's Capital Improvement Plan. (The City will be primarily responsible for the preparation of this Plan.)
- Provide advice with respect to the City's investment options, strategies and the administration of the investment of bond proceeds, and all idle and active funds.

SUBMISSION MUST INCLUDE:

1. Qualification requirements to compete for the needed service or activity as set forth in the “duties and responsibilities” of the position defined in the City’s Request for Proposal. Qualifications, at a minimum, shall include requirements defined as follows:
 - A. Full name and business address.
 - B. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposal
 - C. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the City.
 - D. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
 - E. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the City. A description of each individual’s qualifications, including education, licensure and years of professional experience.
 - F. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
 - G. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:
 - a. Meetings.
 - b. Site visits and expenses.
 - c. Expenses for travel, postage and telephone excluded from the hourly rate.
 - d. Additional services defined beyond the scope of regular services.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The City of Vineland desires to appoint an attorney or firm who will be the primary legal representative of the City of Vineland in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the City of Vineland. The Bond Counsel shall:

- A. Provide legal services on general public finance matters, i.e. preparation of bond ordinances, etc.
- B. Provide legal services in connection with the issuance of short-term obligations, as set forth in Section D below.
- C. Provide legal services in connection with the issuance of long-term obligations, as set forth in Section D below.
- D. With respect to the issuance of short-term obligations (“Notes”) and long-term obligations (“Bonds”), Bond Counsel will undertake the following tasks, as applicable and appropriate.
 - a. Meet with City officials, including its counsel, auditor and others, as often necessary for the issuance of the Bonds or Notes and
 - b. Review or draft all authorizing and operative financial documents necessary to effectuate the transaction. In developing a financing plan, Bond Counsel will give advice with respect to tax law, securities law and state law consequences and will review the proposed use of the proceeds of the Bonds or Notes to ensure compliance with the provisions of the Internal Revenue Code and the regulations promulgated thereunder.
 - c. Attend meetings with rating agencies and/or insurance companies, as necessary, to assist in obtaining a credit rating for the Bonds or Notes.
 - d. Prepare all applications and filings and appear before the appropriate state agencies, if necessary, in connection with the sale of the Bonds or Notes.
 - e. After the sale of the Bonds or Notes, Bond Counsel will prepare and arrange for the preparation of the Bonds or Notes for execution, will prepare and oversee the execution of the necessary closing certifications and will establish a time and place for delivery of the Bonds or Notes to the purchaser. Bond Counsel will attend the closing with appropriate City officials, at which time the Bonds or Notes will be delivered, payment will be made for the Bonds or Notes and Bond Counsel will issue a written legal opinion based on facts and laws existing as of said date that:

1. The Bonds or Notes are legal, valid and binding obligations of the City enforceable in accordance with the terms thereof; and
2. Subject to certain limitations which may be expressed in the opinion, the interest on the Bonds or Notes will be:
 - i. excluded from gross income for federal income tax purposes;
 - ii. exempt from New Jersey income tax.

In rendering opinions, Bond Counsel will rely upon the certified proceedings and other certifications of City officials and other persons furnished to us without undertaking to verify the same by independent investigation.

- f. Bond Counsel does not advocate the interests of the City or any other party in the transaction. Bond Counsel assumes that the City will be represented by its counsel and other parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interest.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.
8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

LABOR ATTORNEY

GENERAL CRITERIA: The Labor Counsel shall be an attorney at law of New Jersey. The Labor Counsel shall be responsible for all labor and employment matters in the City. These matters include labor negotiations, fact-finding interest arbitration, arbitrations, labor and employment counseling, PERC proceedings, disciplinary hearings and employment litigation. Labor Counsel must be available for consultation on a daily basis and shall deal directly with the Business Administrator and Director of Law. All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated.

All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection labor negotiations and PERC proceedings.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.
8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

ASSOCIATE SOLICITOR GENERAL CRITERIA

The City of Vineland desires to retain the service and appoint one (1) to three (3) Associate Solicitors who shall be attorneys at law licensed to practice in the Superior Court of New Jersey as well as the United States District Court for the District of New Jersey. Preference shall be given to Vineland Residents and these appointments are subject to the Residency Requirements of the City of Vineland. All applicants must have a bona fide law office in the City of Vineland. All Associate Solicitors shall be paid based upon an hourly rate and shall receive no other compensation or benefits. All Associate Solicitors shall be considered part-time employees of the City of Vineland. All applicants shall state whether they agree to accept the hourly rate of \$160.00 per hour or in the alternative the hourly rate they intend to be compensated.

The Applicant shall be chosen based upon years as a licensed attorney in the State of New Jersey, years of service for governmental entities as a licensed attorney as well as type of service provided. Preference shall further be given based upon description of support staff to provide all services necessary including secretary and office staff.

Submissions must include information and documentation, if applicable, of preferences and requirements stated above, evidence of license to practice law in the above mentioned courts and year of admission to said Courts. Submissions must further include a statement of no conflict of interest.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities.
3. Evidence of a bona fide office in the County of Cumberland or any contiguous county to Cumberland in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.
8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

TAX ATTORNEY

The City of Vineland desires to retain the services of a tax attorney to represent the City in matters regarding local property tax appeals. All applicants must be licensed to practice law in the Superior Court of New Jersey. All applicants must have experience in the representation of governmental clients before the Tax Court of the State of New Jersey and County Boards of Taxation. Applicants must have a minimum of 5 continuous year experience as a practicing attorney in the State of New Jersey. All applicants shall state whether they will accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated as well as other charges they intend to bill. Preference shall be given to applicants who maintain a bona fide law office in the City of Vineland.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing clients including municipal entities in connection with tax appeals.
3. Evidence of a bona fide office in the County of Cumberland or any contiguous county to Cumberland in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

BANKRUPTCY ATTORNEY

GENERAL CRITERIA: The Bankruptcy Attorney shall be an attorney at law of the State of New Jersey licensed to practice in the United States Bankruptcy Court and Superior Court of New Jersey. The Bankruptcy Attorney shall be responsible for all bankruptcy matters in the City. These matters include filing proofs of claims, attendance at hearings, filing pleadings and collection of funds due to the City through the Bankruptcy Court and Superior Court. Bankruptcy Attorney must be available for consultation during regular work days and times and deal directly with the Business Administrator and Director of Law. The Bankruptcy Attorney must be available when called for meetings with the Mayor and City Council. All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated as well as any other charges they intend to submit for payment.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Description of experience representing clients including municipal entities in connection with bankruptcy matters.
3. Evidence of a bona fide office in the County of Cumberland or any contiguous county to Cumberland in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

MUNICIPAL FORECLOSURE ATTORNEY

GENERAL CRITERIA: The Foreclosure Attorney shall be an attorney at law in the State of New Jersey. The Foreclosure Attorney shall be responsible for all foreclosure matters, including in rem foreclosures and foreclosure matters representing government entities. The foreclosure Attorney must be available for consultation during regular work days and times and deal directly with the Business Administrator, Tax collector and Director of Law. The Foreclosure Attorney must be available when called for meetings with the Mayor and City Council. All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated as well as any other charges they intend to submit for payment.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with foreclosure matters including in rem foreclosures.
3. Evidence of a bona fide office in the County of Cumberland or any contiguous county to Cumberland in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

ENVIRONMENTAL ATTORNEY

GENERAL CRITERIA: The Environmental Attorney shall be an attorney at law of the State of New Jersey. The Environmental Attorney shall be familiar with environmental litigation involving the New Jersey Department of Environmental Protection and United States Environmental Protection Agency and the related laws and regulations. The Environmental Attorney shall be responsible to present legal opinions regarding all environmental issues in the City of Vineland. All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated as well as any other charges they intend to submit for payment.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with environmental issues and administrative and court actions representing governmental entities. The approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

WORKERS COMPENSATION ATTORNEY

GENERAL CRITERIA: The Workers Compensation Attorney shall be an attorney at law of the State of New Jersey. The Workers Compensation Attorney shall be familiar with the New Jersey Workers Compensation Act and Workers compensation litigation both for petitioner and respondent. The Workers Compensation Attorney shall be responsible to file responsive pleadings and motions before the Worker's Compensation Court as well as the Superior court of New Jersey. The Workers Compensation Attorney shall have represented governmental agencies before the Workers Compensation Court. All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated as well as any other charges they intend to submit for payment.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with Workers Compensation claims.
3. Evidence of a bona fide office in the County of Cumberland or any contiguous county to Cumberland in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

8. All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

PUBLIC POWER ATTORNEY

GENERAL CRITERIA: The Public Power Attorney shall be an attorney at law of the State of New Jersey. The Public Power Attorney shall be familiar with appearing before the Federal Energy Regulatory Commission, energy industry standard boards. The Public Power Attorney shall have experience representing municipally owned electric generation and distribution facilities and familiar with regulations governing them and regional transmission organizations which govern the City of Vineland Municipal Electric Utility. All applicants shall state their hourly rate(s) as well as all charges they intend to submit for payment for services.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the United States and State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal electric generation and distribution entities in connection with State and Federal regulations regarding municipally owned electric generation and distribution facilities.
3. Evidence of a bona fide office in the State of New Jersey, if any.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

**PART TIME MUNICIPAL COURT PROSECUTOR (1 OR 2)
VINELAND AND MAURICE RIVER TOWNSHIP**

SCOPE OF WORK

Respondents must demonstrate knowledge and experience with respect to all aspects of Municipal Court matters. There may be One (1) or Two (2) Part Time positions, of which one shall be the Chief Municipal Prosecutor. However, one attorney may apply for both part time positions as is specified in Section 1.3 *A prosecutor must be available for all scheduled court sessions. Both positions shall also service the Maurice River Township Municipal Court which is located in the Vineland Court facility.*

1.1 General Criteria:

Any experience or knowledge of matters that directly affects the City of Vineland or *Maurice River Township* should be addressed. The successful individuals shall comply with all applicable federal, state, and local statutes, rules and regulations.

1.2 Qualifications:

In addition to the qualifications as specified herein and in *City and Township Code*, the Municipal Prosecutors shall have all of the qualifications as specified in N.J.S.A. 2B:25-4. Should two attorneys be chosen to serve, the decision regarding the appointment as Chief Municipal Prosecutor shall be made in accordance with the City of Vineland Code.

1.3 Services:

The Municipal Court presently has morning, afternoon and evening sessions which service both Vineland Municipal Court and Maurice River Township Municipal Court. Morning sessions begin at 8:30 am and end at the lunch recess. Afternoon sessions begin at the completion of lunch recess and end at 5 pm or at such time of the completion of the court docket for that session. Evening sessions begin at 5:30 pm and end at 8 pm or at such time of the completion of the court docket for that session. The Court is in session Tuesday (morning and afternoon sessions), Wednesday (morning, afternoon and evening sessions) and Thursday (morning and afternoon sessions) This shall include both Court Dockets. A Respondent may apply for the (1) Tuesday sessions (2) Wednesday sessions or (3) Thursday sessions or (3) all sessions. There may be Special Sessions as well. The Part Time Municipal Prosecutors will provide professional legal services in the form of Municipal Prosecutors to the City of Vineland and Maurice River Township Municipal Court including but not limited to the following:

- a) Prosecute all matters before the Vineland *and Maurice River Township* Municipal Court and shall perform such other duties as are required by the Law Department in case of need.
- b) Represent the State, the county or the municipality in the prosecution of all offenses within the statutory jurisdiction of the municipal court as defined by

law; including municipal ordinance and municipal code violations pertaining to zoning, land or property use regulation, property maintenance, building or construction, among other violations.

c) Handle all phases of the prosecution of an offense, including but not limited to discovery, depositions, motions, pretrial and post-trial hearings, trials, removals to Superior Court or federal district court and other collateral functions reasonably related to the prosecution of matters including the preparation of both expert and lay investigations and testimony as well as other preparations as needed and authorized to be performed by law or Rule of Court.

d) Municipal appeals not handled by the County Prosecutor

e) The Chief Municipal Prosecutor shall be responsible for scheduling and such other supervisory requirements as necessary for the efficient operation of the Municipal Court as related to that office in accordance with N.J.S.A. 2B:25-4(f).

f) Other services, as needed and assigned and as specified in N.J.S.A. 2B:25-5. The Administration may call upon the Municipal Prosecutors to attend meetings, including meetings of the governing body, provide the same does not interfere with the orderly administration of the Municipal Court.

1.4 Submission Requirements:

1.4.1 General

A Qualification Statement shall be submitted by the Respondent setting forth the professional and administrative qualifications specified in the RFP and incorporating the information requested below. In addition to the information required 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.

1.4.2 Administrative

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 via an executed Letter of Qualification.

2. Name, address, office address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFP, and the name of the key contact person.

3. A description of the business organization (i.e., corporation, partnership etc.) of each Respondent and its organization structure, if applicable.

4. The number of years Respondent has been practicing law under the present name.

5. The number of years Respondent has been practicing law under the current management.

6. Any judgments or ethical violations within the last five (5) years in which Respondent has been adjudicated liable for professional malpractice or ethical violations. For any such judgment or violation, please explain.

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

8. Confirm appropriate federal and state licenses to perform legal services.

1.4.3 Professional

1. 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 of past experience should be included as appropriate to the RFP.

- a. Description and scope of work by Respondent
- b. Name, address and contract information of reference to the RFP.
- c. Explanation of perceived relevance of the experience to the RFP, including any Board Certification in relevant area of practice.

2. Brief description of Respondents relevant municipal government or other public entity clients, during the last three years.

3. A narrative statement of the Respondents legal experience in practicing criminal law, both in the municipal and Superior courts.

4. List of all immediate relatives of Respondent who are City of Vineland or *Maurice River Township* employees or elected officials of the City of Vineland.

5. A listing of all other engagements where services of the type proposed provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City of Vineland may obtain references from any of the parties listed.

6. Respondents must demonstrate a familiarity with the New Jersey Court Rules and/or demonstrate a proven record of cases tried or argued at the trial level and the Superior Court of New Jersey.

7. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion.

8. Demonstration of ability to properly perform the services of a Municipal Court Prosecutor.

9. A listing of all professional organization memberships.

10. Respondents must list all cases where they have been a plaintiff or represented a plaintiff in which they sued the City of Vineland *or Maurice River Township* in the last five calendar years.

11. A listing of all employment positions with the City of Vineland *or Maurice River Township*, their Boards, Authorities or subordinate entities, including salaried positions and/or professional service or other contracts of Respondent, stating the period of time and position held.

12. A detailed statement of whether potential conflicts exist that would preclude the Respondent from performing any of the legal services herein described.

13. Proof of Professional Liability Insurance in the amount of not less than \$500,000.00 per occurrence.

1.4.4 Salaries

All Respondents shall provide a proposal of costs for services to be provided. The City of Vineland shall adopt a Salary Ordinance which shall indicate the maximum salary the City will consider which shall be a total of up to \$120,000.00 to be divided based upon the number of sessions assigned to each prosecutor if more than one prosecutor is appointed. In addition, the Chief Prosecutor shall be paid \$5,000.00 to serve as Chief Prosecutor. The Chief Prosecutor shall be responsible for additional administrative requirements. The Municipal Prosecutor and Chief Municipal Prosecutor shall be responsible, at no additional cost to the City or Township, to fill in if one or the other be unavailable to serve and in the event neither Municipal Prosecutor is available or only one person is serving for all sessions, to arrange for Court coverage from any appointed Alternate Municipal Prosecutor at no additional cost to the City.

PART TIME MUNICIPAL COURT PUBLIC DEFENDER

SCOPE OF WORK

Respondents must demonstrate knowledge and experience with respect to all aspects of Municipal Court matters. There shall be one Part Time position as public defender. A public defender must be available for all scheduled court sessions involving matters in which the public defender has been assigned to represent qualified individuals. Court Sessions shall be defined as time meeting with prosecutor and appearance before the Court. It shall not include trial prep or interviews which shall be done outside of Court Sessions. The Public Defender must be available for all scheduled court sessions. The Public Defender shall also service the Maurice River Township Municipal Court which is located in the Vineland Court facility during normal court sessions.

1.1 General Criteria:

Any experience or knowledge of matters that directly affects the City of Vineland *or Maurice River Township* should be addressed. The successful individuals shall comply with all applicable federal, state, and local statutes, rules and regulations.

1.2 Qualifications:

In addition to the qualifications as specified herein and in City and Maurice River Township Codes, the Municipal Public Defender shall have all of the qualifications as specified in N.J.S.A. 2B:24-4.

1.3 Services:

The Municipal Court presently has morning, afternoon and evening sessions *which service both Vineland Municipal Court and Maurice River Township Municipal Court*. Morning sessions begin at 8:30 am and end at the lunch recess. Afternoon sessions begin at the completion of lunch recess and end at 5 pm or at such time of the completion of the court docket for that session. Evening sessions begin at 5:30 pm and end at 8 pm or at such time of the completion of the court docket for that session. The Court is in session Tuesday (morning and afternoon sessions), Wednesday (morning, afternoon and evening sessions) and Thursday (morning and afternoon sessions) This shall include both Court Dockets. It is anticipated that there will be 200 court sessions per year. There may be Special Sessions as well which shall be paid separately at the rate of \$250.00 per session, however any Special Session paid by Alcohol Education Grant Funds shall be paid at \$400.00 per session. The Part Time Municipal Public Defenders will provide professional legal services in the form of Municipal Public Defenders to the City of Vineland and Maurice River Township Municipal Court including but not limited to the following:

- a) Defend all matters to which the public defender is assigned before the Vineland and Maurice River Township Municipal Court and shall perform such

other duties as are required by the Judge of the Vineland Municipal Court in case of need.

b) Represent qualified individuals who have been assigned the public defender by the Judge of the Vineland or Maurice River Township Municipal Court or Superior Court of New Jersey, the county or the municipality within the statutory jurisdiction of the municipal court as defined by law; including municipal ordinances.

c) Handle all phases of the defense of an offense of magnitude, including but not limited to discovery, depositions, motions, pretrial and post-trial hearings, trials, removals to Superior Court or federal district court and other collateral functions reasonably related to the defense of matters including the preparation of both expert and lay investigations and testimony as well as other preparations as needed and authorized to be performed by law or Rule of Court.

d) Municipal appeals not handled by the Office of the Public Defender of Cumberland County

1.4 Submission Requirements:

1.4.1 General

A Qualification Statement shall be submitted by the Respondent setting forth the professional and administrative qualifications specified in the RFP and incorporating the information requested below. In addition to the information required 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.

1.4.2 Administrative

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 via an executed Letter of Qualification.
2. Name, address, office address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFP, and the name of the key contact person.
3. A description of the business organization (i.e., corporation, partnership etc.) of each Respondent and its organization structure, if applicable.
4. The number of years Respondent has been practicing law under the present name.
5. The number of years Respondent has been practicing law under the current management.

6. Any judgments or ethical violations within the last five (5) years in which Respondent has been adjudicated liable for professional malpractice or ethical violations. For any such judgment or violation, please explain.

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

8. Confirm appropriate federal and state licenses to perform legal services.

1.4.3 Professional

1. 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 of past experience should be included as appropriate to the RFP.

- a. Description and scope of work by Respondent
- b. Name, address and contract information of reference to the RFP.
- c. Explanation of perceived relevance of the experience to the RFP, including any Board Certification in relevant area of practice.

2. Brief description of Respondents relevant municipal court experience during the last three years.

3. A narrative statement of the Respondents legal experience in practicing criminal law, both in the municipal and Superior Courts.

4. List of all immediate relatives of Respondent who are City of Vineland *or* Maurice River Township employees or elected officials of the City of Vineland *or* Maurice River Township.

5. A listing of all other engagements where services of the type proposed provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City of Vineland may obtain references from any of the parties listed.

6. Respondents must demonstrate a familiarity with the New Jersey Court Rules and/or demonstrate a proven record of cases tried or argued at the trial level and the Superior Court of New Jersey.

7. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion.

8. Demonstration of ability to properly perform the services of a Municipal Court Public Defender.

9. A listing of all professional organization memberships.

10. Respondents must list all cases where they have been a plaintiff or represented a

plaintiff in which they sued the City of Vineland in the last five calendar years.

11. A listing of all employment positions with the City of Vineland, its Boards, Authorities or subordinate entities, including salaried positions and/or professional service or other contracts of Respondent, stating the period of time and position held.

12. A detailed statement of whether potential conflicts exist that would preclude the Respondent from performing any of the legal services herein described.

13. Proof of Professional Liability Insurance in the amount of not less than \$500,000.00 per occurrence.

1.4.4 Salaries

All Respondents shall provide a proposal of costs for services to be provided. The City of Vineland shall adopt a Salary Ordinance, which shall indicate the maximum salary the City and Maurice River Township will consider which shall be up to \$50,000.00 per annum for Municipal Court Public Defender. Should the Public Defender be unable to appear on a regular or special session, the Vineland and Maurice River Township Municipal Public Defender shall be responsible, at no additional cost to the City or Township, to arrange for Court coverage from any individual sworn in as a municipal public defender in the County of Cumberland at no additional cost to the City or Township. This shall represent all regular sessions which is approximately 200 sessions. The Municipal Public Defender shall be paid an additional amount of \$250.00 for each special session.

PART TIME ALTERNATE MUNICIPAL COURT PUBLIC DEFENDER

SCOPE OF WORK

Respondents must demonstrate knowledge and experience with respect to all aspects of Municipal Court matters. There shall be one Part Time position as alternate public defender. An alternate public defender must be available for all scheduled court sessions involving matters in which the alternate public defender has been assigned to represent qualified individuals.

1.1 General Criteria:

Any experience or knowledge of matters that directly affects the City of Vineland or Maurice River Township should be addressed. The successful individuals shall comply with all applicable federal, state, and local statutes, rules and regulations.

1.2 Qualifications:

In addition to the qualifications as specified herein and in City and Township Code, the Alternate Municipal Public Defender shall have all of the qualifications as specified in N.J.S.A. 2B:24-4.

1.3 Services:

The Municipal Court presently has morning, afternoon and evening sessions which service both Vineland Municipal Court and Maurice River Township Municipal Court. Morning sessions begin at 8:30 am and end at the lunch recess. Afternoon sessions begin at the completion of lunch recess and end at 5 pm or at such time of the completion of the court docket for that session. Evening sessions begin at 5:30 pm and end at 8 pm or at such time of the completion of the court docket for that session. The Court is in session Tuesday (morning and afternoon sessions), Wednesday (morning, afternoon and evening sessions) and Thursday (morning and afternoon sessions) This shall include both Court Dockets. There may be Special Sessions as well. The Part Time Alternate Municipal Public Defenders will provide professional legal services in the form of Municipal Public Defenders to the City of Vineland and Maurice River Township Municipal Court including but not limited to the following:

a) Defend all matters to which the alternate public defender is assigned before the Vineland and Maurice River Township Municipal Court and shall perform such other duties as are required by the Judge of the Vineland and Maurice River Township Municipal Court in case of need.

b) Represent qualified individuals who have been assigned the alternate public defender by the Judge of the Vineland or Maurice River Township Municipal Court or Superior Court of New Jersey, the county or the municipality within the statutory jurisdiction of the municipal court as defined by law; including municipal ordinances.

c) Handle all phases of the defense of an offense of magnitude, including but not limited to discovery, depositions, motions, pretrial and post-trial hearings, trials, removals to Superior Court or federal district court and other collateral functions reasonably related to the defense of matters including the preparation of both expert and lay investigations and testimony as well as other preparations as needed and authorized to be performed by law or Rule of Court.

d) Municipal appeals not handled by the Office of the Public Defender of Cumberland County

1.4 Submission Requirements:

1.4.1 General

A Qualification Statement shall be submitted by the Respondent setting forth the professional and administrative qualifications specified in the RFP and incorporating the information requested below. In addition to the information required 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.

1.4.2 Administrative

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 via an executed Letter of Qualification.
2. Name, address, office address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFP, and the name of the key contact person.
3. A description of the business organization (i.e., corporation, partnership etc.) of each Respondent and its organization structure, if applicable.
4. The number of years Respondent has been practicing law under the present name.
5. The number of years Respondent has been practicing law under the current management.
6. Any judgments or ethical violations within the last five (5) years in which Respondent has been adjudicated liable for professional malpractice or ethical violations. For any such judgment or violation, please explain.
7. Whether the Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
8. Confirm appropriate federal and state licenses to perform legal services.

1.4.3 Professional

1. 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 of past experience should be included as appropriate to the RFP.
 - a. Description and scope of work by Respondent
 - b. Name, address and contract information of reference to the RFP.
 - c. Explanation of perceived relevance of the experience to the RFP, including any Board Certification in relevant area of practice.
2. Brief description of Respondents relevant municipal court experience during the last three years.
3. A narrative statement of the Respondents legal experience in practicing criminal law, both in the municipal and Superior Courts.
4. List of all immediate relatives of Respondent who are City of Vineland or *Maurice River Township* employees or elected officials of the City of Vineland or Township.
5. A listing of all other engagements where services of the type proposed provided in the

past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City of Vineland may obtain references from any of the parties listed.

6. Respondents must demonstrate a familiarity with the New Jersey Court Rules and/or demonstrate a proven record of cases tried or argued at the trial level and the Superior Court of New Jersey.

7. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion.

8. Demonstration of ability to properly perform the services of a Municipal Court Public Defender.

9. A listing of all professional organization memberships.

10. Respondents must list all cases where they have been a plaintiff or represented a plaintiff in which they sued the City of Vineland in the last five calendar years.

11. A listing of all employment positions with the City of Vineland, its Boards, Authorities or subordinate entities, including salaried positions and/or professional service or other contracts of Respondent, stating the period of time and position held.

12. A detailed statement of whether potential conflicts exist that would preclude the Respondent from performing any of the legal services herein described.

13. Proof of Professional Liability Insurance in the amount of not less than \$500,000.00 per occurrence.

1.4.4 Salaries

All Respondents shall provide a proposal of costs for services to be provided. The City of Vineland and Maurice River Township shall adopt a Salary Ordinance, which shall indicate the maximum salary the City or Township will consider which shall be \$375.00 per session, which may be 4 sessions (two days) per month, for Alternate Municipal Public Defender. However any Special Session paid by Alcohol Education Grant Funds shall be paid at \$400.00 per session. The Alternate Municipal Public Defender may serve in the absence of the public defender at no cost to the City.

AFFORDABLE HOUSING ATTORNEY

GENERAL CRITERIA: The Affordable Housing Counsel shall be an attorney at law of New Jersey. The Affordable Housing Counsel shall be responsible for all Affordable Housing matters in the City.

All applicants shall state whether they agree to accept the City's hourly rate of \$160.00 per hour or in the alternative, the hourly rate they intend to be compensated.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with Affordable Housing proceedings.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services requested by the City of Vineland, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
5. List of all past and present governmental entities represented by applicant including dates of service for the past 2 years.
6. A statement of no conflict of interest.
7. A description of any other factors which the applicant believes are relevant to its ability to provide the City of Vineland with superior service.

All documentation and information required pursuant to Instructions for Professional Services Entities form provided in Professional Services Solicitation package, including cost of professional services.

**BUSINESS PLANNING & STRATEGIC GOVERNMENT
RELATIONS CONSULTING SERVICES**

PURPOSE: The City of Vineland is in need of professional business planning and strategic government relations consulting services. The professional shall be responsible to arrange meetings with key local, state and federal officials to develop and secure economic opportunities in the City of Vineland. The professional shall have experience in representing governmental entities and businesses in regulatory matters involving all levels of government, including public policy and government relations.

CONTENTS OF RFP:

1. Firm Qualifications – Provide a description of the firm, including the size and number of licensed professionals. Please describe only the office that will be assigned to handle

this contract, if a multi-office company.

2. Staff Qualifications – Provide resumes of the professionals who would be directly involved with this contract and designate a project manager.
3. Experience – Provide brief description of services the firm (preferably involving above-referenced staff) has worked on during the past 3 years that demonstrate diversity of required experience as specified above.
4. References – Provide three (3) references, with names and telephone numbers.
5. Proposal – Provide scope of work for the planning and strategic government relations consulting services.
6. List any additional services that may be relevant to the required services listed above.
7. Provide your cost for said services and related reimbursable expenses to fulfill the services requested.

**LEGAL SERVICES IN CONNECTION WITH
ENERGY/CAPACITY CONTRACTS AND
FERC SUPPORT FOR THE VINELAND
MUNICIPAL ELECTRIC UTILITY**

PURPOSE: The City of Vineland is in need of a firm who can provide Professional Legal Services in Connection with Energy/Capacity Contracts and FERC Support for the VMEU. The selected Firm shall provide professional advice, counsel and representation in any matters involving the Vineland Municipal Electric Utility. The firm must be familiar with regulatory matters before the FERC and PJM matters.

CONTENTS OF RFP:

1. Firm Qualifications – Provide a description of the firm, including the size and number of licensed professionals. Please describe only the office that will be assigned to handle this contract, if a multi-office company.
2. Staff Qualifications – Provide resumes of the professionals who would be directly involved with this contract and designate a project manager.
3. Experience – Provide brief description of services the firm (preferably involving above-referenced staff) has worked on during the past 3 years that demonstrate diversity of required experience as specified above.
4. References – Provide three (3) references, with names and telephone numbers.
5. Proposal – Provide scope of work for the services requested.
6. List any additional services that may you provide that may be relevant to the required services listed above.
7. Provide your cost for said services and related reimbursable expenses to fulfill the services requested.

OCCUPATIONAL HEALTH SERVICES

GENERAL CRITERIA:

The City of Vineland desires to appoint one or more Occupational Health Medical Service Providers to offer medical services as part of a worker's compensation injury management program and to provide medical services required by the City of Vineland to comply with the guidelines of various regulatory agencies and that of the City of Vineland. Services shall include but not be limited to those listed on Schedule "A" which is attached hereto. Applicants may propose to provide any or all of the services listed on Schedule "A".

Medical providers shall further be licensed and/or certified to provide those services as required on Schedule "A" attached hereto. Applicants must have a minimum of five (5) year experience in the occupational health field and have the ability to provide services twenty-four hours per day, seven days per week and shall have the ability to provide such services at the South Jersey Regional Medical Center as necessary. Applicant must have the ability to examine City of Vineland employees within one hour of arrival at the office of the Applicant or such other location as required by the Applicant.

Applicants proposing to provide worker's compensation injury related services must be in the QualCare network.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice medicine in the State of New Jersey for a period of not less than fifteen (15) years.
2. Description of experience representing municipal government entities.
3. Evidence of a bona fide office in the City of Vineland.
4. Description of sufficient support staff to provide all services necessary including consulting staff in all areas required.
5. A Statement of "No Conflict of Interest".

Schedule A

Medical and Workers Compensation Program Requirements for Employees:

Post- Offer Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, complete past & current occupational injury/medical

history.

Firefighter Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, urinalysis, chest x-ray w/interpretation, pulmonary function screening, complete past & current occupational injury/medical history, Hepatitis B vaccination series if necessary or Hepatitis B titer and booster.

Emergency Medical Technician Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, urinalysis, chest x-ray w/interpretation, pulmonary function screening, complete past & current occupational injury/medical history, Hepatitis B vaccination series if necessary or Hepatitis B titer and booster, Rubella/Rubeola/Varicella Zoster titer and vaccines if applicable.

Police Officer & Police Dispatch Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, urinalysis, EKG, complete past & current occupational injury/medical history, Hepatitis B vaccination series if necessary or Hepatitis B titer and booster, Cardiac Stress Test (required over age 45).

Community Nursing Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, complete past & current occupational injury/medical history, Hepatitis B vaccination series if necessary or Hepatitis B titer and booster, Rubella/Rubeola/Varicella Zoster titer and vaccines if applicable.

Hazardous Materials Physical Examination

Physical examination, required blood work, urine drug screen, tuberculosis screening, tetanus vaccination, audiology examination, urinalysis, EKG, chest x-ray w/B reader interpretation, pulmonary function screening, complete past & current work/occupational injury/medical history.

Respirator Clearance Examination

Review and interpretation of Respiratory Medical Questionnaire and/or Physical examination, pulmonary function screening, chest x-ray w/interpretation, complete past & current work/occupational injury/medical history.

Schedule A (continued)

Bloodborne Pathogen Post-Exposure Examination

Physical examination, initial counseling, HIV screening, Hepatitis B screening, Hepatitis C screening, Hepatitis B vaccination series if necessary or titer and/or booster, hepatitis A vaccine if applicable, tetanus vaccination if applicable.

Bloodborne Pathogens Post Exposure Prophylaxis Treatment

For post bloodborne exposure, antiviral treatment to be determined by treating physician. If applicable, required blood work, urine pregnancy test, liver profile.

Bloodborne Pathogens Post Exposure Follow-Up Evaluation

Third, sixth, and twelfth month following initial examination HIV screening, Hepatitis C antibody, professional counseling.

Hepatitis B Vaccination

Individual or series of three injections.

Hepatitis B Titer & Booster

Hepatitis antibody screening, Hepatitis booster if necessary.

DOT/CDL Physical Examination

Physical examination, vision, urinalysis, audiology examination, complete past & current occupational injury/medical history, issuance of medical clearance certificate.

DOT & Non-DOT Drug Screening (Post-Offer/Random/Post-Accident/Reasonable Suspicion)

Drug Screening with review by certified medical review officer.

DOT & Non-DOT Breath Alcohol Testing (Random/Post-Accident/Reasonable Suspicion)

Breath alcohol testing by certified breath alcohol technicians (BATC).

Baseline or Annual Audiogram Testing

Baseline post-offer by Department or annual testing and review of abnormal tests.

Treatment of Initial Work Related Injuries & Illnesses

Required treatment for work related injury and/or work-related illnesses and/or referral to specialist.

Follow-Up Examination for Work Related Injuries & Illnesses

Required ongoing treatment for work related injuries and/or work related illnesses, including laboratory services, radiological services, medical or rehabilitation.

Schedule A (continued)

Consulting/Referral Services Required for the Following:

Infection Control
Infectious Disease
Audiology
Ophthalmology
Internal Medicine
Orthopedics
Ear, Nose, & Throat
Pulmonology
Neurology
General Surgery
Radiology
Rehabilitation

PLANNING SERVICES

PURPOSE: The City of Vineland is in need of a diversified planning firm to provide continuing professional planning services on an as-needed basis. The firm selected will work at the direction of the Planning Division staff.

CONTENTS OF RFP:

1. Firm Qualifications – Provide a description of the firm, including the size and number of licensed professionals. Please describe only the office that will be assigned to handle this contract, if a multi-office company.
2. Staff Qualifications – Provide resumes of the professionals who would be directly involved with this contract and designate a project manager. Limit to 5 resumes.
3. Experience – Provide brief description of 5 projects the firm (preferably involving above-referenced staff) has worked on during the past 3 years that demonstrate diversity of planning experience. Of particular interest to the City is affordable housing, redevelopment and land use.
4. References – Provide 3 references, with names and telephone numbers.
5. The City wants a rate schedule for licensed professionals and support staff.

SPECIFICATIONS FOR PROVIDING TITLE INSURANCE SERVICES FOR THE CITY OF VINELAND

1. INTENT OF SPECIFICATION

The intent and purpose of this specification is to adequately describe the requirements for Providing TITLE INSURANCE SERVICES FOR THE CITY OF VINELAND and to list all requirements necessary for entering into a contract, for being declared qualified, and for providing the services described herein.

2. **AWARD OF CONTRACT.** The award of contract(s) shall be made to the responsible and responsive bidder(s) as deemed qualified by the City of Vineland. Invitations will be shared with particular vendors as deemed appropriate by the City on a project by project basis.

3. **DETAIL SPECIFICATIONS.** The City of Vineland is requesting qualifications from Title Insurance Agencies who are licensed Title Insurance Services and certified by the State of New Jersey in order to create a pool of pre-qualified contractors from which the City may draw, when required, to provide Professional Title Insurance Services to the City of Vineland as described and proposed herein.

4. **DESCRIPTION OF SERVICE.** Provide required title searches, title binders/commitments and title insurance policies required by City of Vineland in connection with its various property interests that the City may be acquiring. These property interests will include, purchases, fee takings, and easements. Provide advice concerning title insurance matters and issues to the City of Vineland and its Solicitors. Provide title searches to be used in connection with foreclosures, tax foreclosures, and identifying ownership interests in real estate for other purposes. Respondent must be a Licensed Title Insurance Agency in the State of New Jersey and shall provide a copy of said license with their proposal submission. Respondent must comply with the requirements of the Equal Opportunity Act.

5. PROPOSAL REQUIREMENTS.

Respondent shall provide the names of the principals of the firm.

Respondent shall provide a copy of their New Jersey Title Insurance Agency License.

Respondent shall provide current information documenting the appropriate licensure, credentials, certifications, education and professional experience for the individuals who may be providing services pursuant to this contract.

Respondent shall describe their experience and knowledge in providing title insurance services to government entities.

Respondent shall provide the location of their office(s) that will be supporting this contract.

Respondent may describe any value added services that may not have been addressed in this Request for Proposals that they feel should be considered by the officials evaluating their proposal submission.

6. COST TO PROVIDE SERVICES. Cost to provide the service/work shall be determined by the solicitation of quotations for each specific project arising during the term of this contract.

PROFESSIONAL LABOR RELATIONS SPECIALIST

SCOPE OF WORK

Respondents must demonstrate knowledge and experience with facilitating communication between employees, unions and managers and ability to resolve disputes and improve cooperation. The position shall focus on contract negotiations and grievance resolution. The Respondent should have the ability to communicate between labor leaders and management. Must have a firm understanding of legal contract language, Project Labor Agreements and collective bargaining agreements.

1.1 General Criteria:

Experience and knowledge in collective bargaining procedures, including drafting, reviewing and modifying proposals should be addressed. Management of labor grievances including investigating circumstances of incidents and adherence to contract policies are to be considered as well. Applicants shall be familiar with Project Labor Agreements.

1.2 Qualifications

Respondent firm must have individuals with Bachelor's Degree in labor relations or related field, minimum of 5 years' experience in employee relations, strong decision making skills, exceptional verbal and written communication abilities with conflict resolution experience. Respondent shall also have professional training in labor law or collective bargaining.

1.3 Services

Meeting and negotiations with union leaders regarding terms and conditions of a collective bargaining agreements and grievance matters on an as needed basis, but not less than 32 hours per month. Contract review regarding grievable issues and recommending resolutions to union representatives and the administration. Meetings with administration and staff regarding policies for employees and recommend policy changes based upon best practices and insurance carrier requirements.

1.4 Submission Requirements

1.4.1 General

A Qualification Statement shall be submitted by the Respondent setting forth the professional and administrative qualifications specified in the RFP and incorporating the information requested below. In addition to the information requested below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents must be clear, factual and concise in their presentation of information.

1.4.2 Administrative

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

1. An executive summary of the information requested.
2. Name, address, office address and telephone number of the Respondent submitting the Qualification Statement and the name of the key contact person.
3. A description of the business organization (ie corporation, LLC, etc.)
4. Firm qualification including the size and number of professionals and licenses and certifications held.
5. Staff qualifications of those persons who will directly be involved in the contract.
6. Provide brief description of services the firm has worked during the past 3 years that demonstrate required experience in accordance with this RFP.
7. Provide your cost for said services and related reimbursable expenses to fulfil the services requested. Cost may be based upon an hourly rate or a flat yearly fee payable monthly based upon not less than 32 hours per month. Please advise if your firm will bill at the hourly rate of \$160.00 per hour or less and the rate requesting.

1.4.3 Professional

1. Brief description of Respondent's relevant union, municipal government or other public entity clients in the last 3 years.
2. Narrative of Respondent's legal experience in government contract matters and matters before any governmental hearing tribunal, including PERC.

**THE FOLLOWING
DOCUMENTS
TO BE SUBMITTED
WITH YOUR
PROPOSAL**

STATEMENT OF
AUTHORITY COV RFP
#2025-44

RFP SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

RFP SUBMITTED BY: _____

(Print Name of Company Officer)

SIGNATURE: _____

(Signature of Company Officer)***

TITLE: _____ DATE: _____

TELEPHONE: _____ EXT: _____

FACSIMILE: _____

EMAIL ADDRESS: _____

TAXPAYER IDENTIFICATION NUMBER: _____

***** The RFP must be signed by a Company Officer in order to be accepted by the City as a valid RFP. Failure to sign the RFP shall cause the RFP submission to be rejected as non-responsive.**

PROPOSAL CHECKLIST

COV RFP 2025-44

The following checklist is provided as assistance in the development of the RFP response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

- General Requirements/Instructions _____
- Scope of Work _____
- Proposal requirements _____
- Evaluation Criteria _____
- Acknowledgment of Receipt of Addenda _____
- Statement of Ownership Disclosure _____
- Statement of Authority _____
- EEO/Affirmative Action Compliance Notice _____
- Affirmative Action Mandatory Language _____
- Americans with Disabilities Act Mandatory Language _____
- Disclosure of Investment Activities in Iran _____
- Prohibited Activities in Russia or Belarus _____

PROPOSAL DOCUMENT

TO THE COUNCIL OF THE CITY OF VINELAND:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits, and Scope of Services attached, that he/she has determined the conditions affecting the proposal, and agrees, if this proposal is accepted, to provide the materials and services described and proposed herein, for the following:

Name of Service: **2026 PROFESSIONAL SERVICES:** _____
(Print Name of Service)

RFP SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

RFP SUBMITTED BY: _____
(Please Print Name)

SIGNATURE: _____

TITLE: _____ DATE: _____

EMAIL ADDRESS: _____

TELEPHONE: _____ FACSIMILE: _____

TAXPAYER IDENTIFICATION NUMBER: _____

EMAIL: _____

By submitting and signing this RFP, we certify that we are familiar with all conditions and requirements of this RFP.

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I:

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific):

Part II:

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) :		Title :	
Signature :		Date :	

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS

(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor 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. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

FAILURE BY THE BIDDER TO COMPLETE AND RETURN THIS NOTICE WITH THEIR BID SUBMISSION SHALL BE CAUSE FOR THEIR BID TO BE REJECTED AS NON-RESPONSIVE

CITY OF VINELAND
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Addendum Number	Dated	Acknowledge Receipt (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ No addenda received.

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Please type or Print)

Title: _____

Date: _____



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor"ⁱ) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature _____

Date _____

Print Name and Title _____