

# **Request for Proposals**

The Trustees of the Free Public Library of the City of Elizabeth request proposals from consultants and teams qualified to provide art and antiques appraisals for collections housed at Elizabeth Public Library, for one year, commencing approximately October 22, 2021. It is the Library's intent to utilize the services of the selected consultants to confirm insurance evaluations, to determine possible auction sales values, and to insure the collections are professionally stored and protected.

## **Purpose of Request**

This document, entitled a Request for Proposals for Professional Services is issued by the Free Public Library of the City of Elizabeth. This Request for Proposals (RFP) is for the sole purpose of selecting qualified Professional Consultants on the basis of relevant knowledge and experience.

This RFP does not constitute a bid and is intended solely to obtain Proposals from which the Library may choose a Professional Consultant that best meets the Library needs. The Library intends to award contracts for these services pursuant to N.J.S.A. 40A:11-5 (a)(i) and Chapter 19, P.L. 2004-N.J.S.A. 19:44A-20.5 et seq. One or more individuals/firms may be selected to provide services. Accordingly, this Request for Proposals is being solicited under a fair and open process.

## **Compensation and Standard Consultant Agreement**

Any services will be billed at the fee schedule rate submitted with this RFP. The Library does not provide payment for or reimbursement for travel expenses. No commission, brokerage, percentage or contingent fee shall be paid for the services referenced herein. Actual administrative expenses incurred, such as photocopying, postage, telephone, telefaxing and other out-of-pocket administrative expenses shall be paid by the Library as reimbursables with no mark-up. Payments will be made as project elements are completed, upon the timely submission of invoices.

## **Evaluation of Responses**

Candidates will be evaluated based on professional excellence, demonstrated competence, experience with similar projects, capacity to provide timely and quality responses to work requests and overall performance record. The Library reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria. The Library will make the award that is in the best interest of the facility.

The Library reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

The Library reserves the right to reject all proposals, and will not be obligated to explain the results of the evaluation process to any proposer. Further, the Library may require proposers to demonstrate any services described in their proposal prior to award.

## **Confidentiality and Public Records**

Until publication of the list, the Library will hold all submittals in confidence and they will not be available for public review. Upon award of the contracts to the successful proposer, the Library will consider all submittals and communications as public records. No submitted documents will be returned to the respondents.

## **Submittal Requirements**

Interested respondents shall deliver two original hard copies and one digital copy of their proposal to the Library. The digital copy should be in PDF format and emailed to [eploffice@elizpl.org](mailto:eploffice@elizpl.org) prior to the close of business on Friday, October 1, 2021. Hard copies should be delivered to Administration Office, Elizabeth Public Library, 11 So. Broad Street, Elizabeth, NJ 07202, by close of business on Friday, October 1, 2021.

Proposers shall submit a technical proposal containing the following:

- Name of the proposer and the principal place of business, along with full contact information (phone, fax, street, email);
- The education, Proposals, experience and training of all person who would be assigned to provide services, along with their names and titles;
- A listing of other recent evaluation projects (less than five years old) of a similar scope and dimension, along with contact information for these projects;
- A statement that neither the firm, nor any individuals assigned to the proposed project, are suspended, or otherwise prohibited from professional practice by any federal, state or local agency;
- Submittals may be hand delivered or mailed consistent with the provision of the public notice to proposers. In the case of mailed proposals, the Library assumes no responsibility for proposals received after the designated date and time, and will return late proposals unopened. Submittals will not be accepted by facsimile.

### **Agreement Form**

Provide hourly rates and other applicable fees. Submittals are expected to be concise, and limited to as few pages as possible. This information must be received at the Administration Office,

Elizabeth Public Library, 11 So. Broad Street, Elizabeth, NJ 07202 by 5 PM on Friday, October 1, 2021. **Late submittals will not be accepted.**

## Selection Panel

A Committee of the Trustees of the Elizabeth Public Library, along with the Library Director and the Manager of the Local History Room, will review and rank the proposals. Based on this ranking, the top finalists will be selected and may be invited for an interview. The Library reserves the right to make a selection after the conclusion of the ranking of the written proposals. This RFP does not commit the Library to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the Library to select any interested firm which responds.

## Insurance Requirements

The proposer will maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability. Recommended limits for each are \$1,000,000. The Library shall be named as an addition insured on all of the above policies.

## Questions

To ensure that all responders have access to the same information, the following procedure will be followed for *all* questions:

- Questions must be submitted via email to [eploffice@elizpl.org](mailto:eploffice@elizpl.org);
- Questions must be short and concise and must cite the particular section of the RFP to which it relates.
- Questions and the answers to the questions will be distributed via email to all consultants.
- All questions must be submitted by **4:00 pm on Thursday, September 16, 2021**. Questions received after this time will **not** be answered.

To ensure you receive all pertinent information and responses to questions please follow the instructions in "Electronic Communication" below. Meetings to discuss the project before the submittal due date will not be granted.

## **Electronic Communication**

It is the Library's intent to take advantage of electronic communications. Each proposer, upon receipt of the RFP, will be required to submit contact information (name, phone and email) in order to receive communications from the Library. All correspondence regarding this RFP shall reference "Library Improvements" in the subject line of the email and be addressed to [eploffice@elizpl.org](mailto:eploffice@elizpl.org). The Library will maintain a list of consultants for use in responding to questions and providing clarifications or addenda related to this document.

## **List of Documents to Be Submitted**

- Non-Collusion Affidavit, notarized
- Affirmative Action Affidavits
- Owners Disclosure Statement, notarized
- Partnership Disclosure Statement
- NJ Business Registration Certificate
- W-9

**REQUEST FOR PROPOSALS CHECKLIST**

DOCUMENTS THAT WILL BE REQUIRED PRIOR TO A CONTRACT EXECUTION:

A. Two original, signed copies and one (1) digital copy of your complete proposal

\_\_\_\_\_ (To be submitted with RFP)

B. Non-Collusion Affidavit properly notarized

\_\_\_\_\_

C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity.

\_\_\_\_\_

D. Authorized signatures on all forms.

\_\_\_\_\_

E. Business Registration Certificate(s)

\_\_\_\_\_

F. Partnership Disclosure Statement

\_\_\_\_\_

G. Affirmative Action Statement

\_\_\_\_\_

Note: N.J.S.A 52:32-44 provides that the Public Library shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES AND WILL SUBMIT**  
**ABOVE LISTED REQUIREMENTS PRIOR TO EXECUTION OF CONTRACT.**

NAME OF PROPOSER:

---

Person, Firm or Corporation Date

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BY: (PRINT NAME) (TITLE)

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BY: (SIGNATURE) (TITLE)

## EXHIBIT A

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

#### GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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 take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



**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: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Union  
City of Elizabeth

I AM \_\_\_\_\_ OF THE FIRM OF  
FIRM OF \_\_\_\_\_

UPON MY OATH, I DEPOSE AND SAY;

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF ELIZABETH RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OF BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

\_\_\_\_\_  
NOTARY PUBLIC OF

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_.

**OWNER DISCLOSURE INFORMATION**

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET CITY STATE ZIP

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STREET

CITY

STATE

ZIP

\_\_\_\_\_

NAME OF BUSINESS ENTITY

\_\_\_\_\_

SIGNATURE

TITLE

Notary Public of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_.

**PARTNERSHIP DISCLOSURE STATEMENT**  
(To be submitted with proposal)

(a) Is or was anyone in your firm or company a member of the Library Board of Trustees or a member of his/her immediate family within the last calendar year? If yes, then provide the name of the individual below and his/her relationship.

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Relationship

(b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

Date

(c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Term

Reason for censure: \_\_\_\_\_

(d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes \_\_\_\_\_

No \_\_\_\_\_

Reason for Action:

(e) Has any member of your firm ever been barred from doing business with any State, City or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_

State, County or Municipality Government

Date

(f) Has your firm sued the City of Elizabeth in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation, including date and copies of relevant documents.

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

Date

QUESTIONS and ANSWERS: