



ELIZABETH PUBLIC LIBRARY, COUNTY OF UNION, NEW JERSEY

REQUEST FOR QUALIFICATIONS

EMPLOYMENT COUNSEL

Contract Term

November 1, 2017 through October 31, 2018

SUBMISSION DEADLINE

3:00 PM
OCTOBER 19, 2017

ADDRESS ALL QUALIFICATIONS STATEMENT PROPOSALS IN THE FORM
REQUIRED IN THE SPECIFICATIONS AND ONE (1) ORIGINAL AND (2) COPIES
MUST BE DELIVERED TO:

MARY FAITH CHMIEL, LIBRARY DIRECTOR
ADMINISTRATION OFFICE
ELIZABETH PUBLIC LIBRARY
11 SO. BROAD STREET
ELIZABETH, NJ 07202

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATION STATEMENTS (PROPOSALS)

ELIZABETH PUBLIC LIBRARY
ADMINISTRATION OFFICE
11 SO. BROAD STREET
ELIZABETH, NJ 07202

CONTACT PERSON

MARY FAITH CHMIEL, LIBRARY DIRECTOR
ADMINISTRATION OFFICE
ELIZABETH PUBLIC LIBRARY

ELIZABETH, NEW JERSEY 07202
Office:(908) 354-6060, X 7253
Fax: (908)354-5845
E-MAIL: MFChmiel@elizpl.org

PURPOSE OF REQUEST

This document, entitled a Request for Qualifications for Employment Counsel, is issued by the Administration Office of the Library of Elizabeth. This Request for Qualifications (RFQ) is for the sole purpose of pre-qualifying prospective Employment Counsel on Qualification Statements and experience.

This RFQ does not constitute a bid and is intended solely to obtain qualifications from which the Library of Elizabeth ("the Library") may choose counsel that best meets the Library's need. It is the Library's intent that no statutory, regulatory, or common law bidding requirement apply to this RFQ. The Library intends to award contracts for these services pursuant to N.J.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 service. Accordingly, this Request For Qualifications is being solicited under a fair and open process.

PERIOD OF CONTRACT

November 1, 2017 through October 31, 2018.

CONTRACT FORM

The successful Firm shall be required to execute the Library's contract, which includes the indemnification, insurance, termination and licensing provision

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Library arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR EMPLOYMENT COUNSEL

1. ELIZABETH PUBLIC LIBRARY-FACTS AND FIGURES - The Elizabeth Public Library is a legal, governmental entity operating under New Jersey Library Law and, as such, receiving its primary funding from the City of Elizabeth. The mission of the Free Public Library of Elizabeth, NJ, is to provide services, resources and collections to serve as a focal point for the community's lifelong educational, technological, informational, cultural and recreational needs.

The Library serves the fourth largest city in New Jersey, currently estimated at 129,000, and employs 53 staff in various positions. Approximately one-third of the staff is part-time, with the remainder full time. All but administrative staff are covered by a Union contract.

The Library's operating budget is approximately \$4 million and has been essentially flat for the past 10 years. The Library is governed by a nine-member Board of Trustees, which meets monthly to review and approve Library business. This independent Board has seven members appointed by the Mayor of Elizabeth on a rotating schedule; a mayoral representative and a representative appointed by the Superintendent of the Elizabeth Public Schools.

2. NATURE/ SCOPE OF SERVICES - The Elizabeth Public Library is requesting proposals from qualified individuals and firms to provide Legal Services spanning all facets of employment counsel.

The Proposer(s) shall provide employment counsel and legal services including, but not limited to, contract negotiations, grievances and counsel on employment matter. The Proposer may also be required to represent/defend the Library and its officers and employees, if the need arises, in connection with any employment related matter

3. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL - Proposers should submit a technical proposal which contains the following:

A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;

B. The proposing attorney, who must be the lead attorney for the firm, must have a minimum of five (5) years experience as an attorney and with experience servicing the Library of Elizabeth or other large governmental entities;

C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;

The lead attorney must be admitted to practice in the State of New Jersey and the Federal District Court of New Jersey;

D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) year. This should include other Municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Library may obtain references from any of the parties listed;

A description of all other areas of legal services of the proposer, with emphasis on a description of those services of interest to a City government client;

E. A Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;

4. COST PROPOSAL - Any services will be billed through hourly rates and what are the established rate(s) of \$175 per hour for attorneys, \$75 per hour for paralegals and \$25 per hour for secretarial overtime. The amount of the contract shall not exceed \$20,000. The Library does not provide payment for or reimbursement for travel expense

5. PROPOSAL EVALUATION - The Library will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Library will make the award(s) that is in the best interest of the Library.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Library reserves the right to:

- a. Not select any of the proposals;
- b. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled".)

The Library shall not be obligated to explain the results of the evaluation process to any proposer.

The Library may require proposers to demonstrate any services described in their proposal prior to award.

6. PROPOSAL LIMITATIONS - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Library by issuance of this RFQ. The Library reserves the right at the Library's sole discretion to refuse any proposal submitted.

7. USE OF INFORMATION - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Library to the proposer in connection with this RFQ shall remain the property of the Library. When in tangible form, all copies of such information shall be returned to the Library upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Library or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8. GENERAL TERMS AND CONDITIONS -

- A.** The Library reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Library to do so.

- B.** The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- C.** Each proposal must be signed by the person authorized to do so.
- D.** The contract shall be in effect November 1, 2017 through October 31, 2018 unless otherwise stated.
- E.** Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposer. 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. Proposals will not be accepted by facsimile or e-mail.
- F.** In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. 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, sex or handicap. 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- G.** By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Library harmless in any case of any such infringement.
- H.** No proposer shall influence, or attempt to influence, or cause to be influenced, any Library officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- I.** No proposer shall cause or influence, or attempt to cause or influence, any Library officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- J.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Library Counsel's decision shall be final and conclusive.
- K.** The Library of Elizabeth shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- L.** The checklist presented at the end of this Request for Qualifications is a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

(To be completed by Library Director and Library Attorney)

EVALUATION FACTORS

- A.** Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned

- B.** Knowledge of the Library of Elizabeth and the subject matter to be addressed under this engagement

- C.** Relevance and Extent of Similar Engagements performed

- D.** Technical Proposal contains all required information

- E.** Reasonableness of Cost Proposal

- F.** Any other consideration(s) and/or qualification(s) which, upon determination by the Library Attorney and Library Director is/are beneficial to the Elizabeth Public Library.

REQUEST FOR QUALIFICATIONS CHECKLIST

DOCUMENTS THAT WILL BE REQUIRED PRIOR TO A CONTRACT EXECUTION:

- A. An original and two (2) signed copies of your complete proposal
_____ (to be submitted with RFQ)
- 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 form

- E. Business Registration Certificate(s)

- F. Partnership Disclosure Statement

- G. Affirmative Action Statement

Note: N.J.S.A 52:32-44 provides that the 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
THE ABOVE LISTED REQUIREMENTS PRIOR TO EXECUTION OF CONTRACT.**

NAME OF PROPOSER:

Person, Firm or Corporation
Date

BY: (PRINT NAME)
(TITLE)

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 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.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 City/Library 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 practice

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 decision

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 decision

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 (electronically provided by the Division and distributed to the public agency through the Division's website at

www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance 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 hour

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
ELIZABETH PUBLIC LIBRARY

SS:

I AM _____

OF THE 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 LIBRARY 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 OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20____.

(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: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

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 within the last calendar year or a member of his/her immediate family? 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 a indictable offense? If yes, then please provide further explanation and copies of any relative document

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 Date
Government

- (f) Has your firm sued the Library 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 document

Yes _____ No _____

Name Date