

TOWNSHIP OF WANTAGE

REQUEST FOR PROPOSALS

The Township of Wantage is soliciting qualified firms or individuals to provide Prosecutorial Services.

Proposals can be obtained in the Administrator and Municipal Clerk at 888 Route 23, Wantage, NJ 07461 or on the Township's website at www.wantagetwp.com.

Proposal will be accepted until 4:00 p.m. on January 23, 2019, in the Office of the Administrator, Municipal Clerk & Qualified Purchasing Agent, Township of Wantage, 888 Route 23, Wantage, NJ 07461 or mailed to the attention of Debra Millikin, Administrator, Municipal Clerk & Qualified Purchasing Agent.

The award of a contractual agreement for the described services will be made by the Township of Wantage based on the respondent's qualifications including, but not limited to the following: cost of services, references, knowledge and interpretation of the Township of Wantage needs and experience as a Municipal Prosecutor.

Debra Millikin
Administrator, Municipal Clerk & QPA
Township of Wantage

TOWNSHIP OF WANTAGE

January 10, 2019

REQUEST FOR PROPOSAL for PROSECUTORIAL SERVICES

The Township of Wantage is soliciting Requests for Proposal for the position of Municipal Prosecutor.

A. INTRODUCTION

The Township of Wantage wishes to contract for prosecutorial services effective February 2019. To illustrate the potential workload, in 2018, a total of 1,350 cases were charged. The Township of Wantage provides shared services for Court to Sussex Borough, Stillwater Township, and Branchville Borough.

Municipal Court is active each Wednesday morning.

Compensation please provide salary requirement to complete this service for the year, with no medical benefits.

B. SCOPE OF WORK

1. Represent the Township of Wantage, Borough of Sussex, Township of Stillwater and Borough of Branchville Court in the prosecution of all criminal violations
2. Responsible for all aspects of prosecution including: investigation, arraignments, pre-trial hearings and motions, bench and/or jury trials, sentencing, review hearings and appeals.
3. Follow cases through sentencing procedures and non-compliance post sentencing matters.
4. Provide legal research, training and assistance to the State Police Department, Code Enforcement Officer, Animal Control Officer and Zoning Officer in all criminal matters, including statutory interpretation, enforcement issues, and case decisions.
5. Prepare cases for prosecution including contacting the State Police Department, Code Enforcement Officer, Animal Control Officer and Zoning Officer, witnesses, victims and defense attorneys.
6. Provide advice and representation in criminal forfeiture hearings, search warrant review and similar matters.
7. Provide prosecutorial services for Alcohol Beverage Control matters.

C. MINIMUM REQUIREMENTS:

1. Five years of prosecutorial or criminal defense experience;
2. Provision for a back-up Prosecutor (when/if necessary);

D. INSTRUCTIONS

A proposal should include a cover letter and resume outlining candidate's credentials and experience.

All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Prosecutor Position"

Proposals must be received by 4:00 p.m., Wednesday, January 23, 2019.

Five copies of the proposal must be presented.

All proposals are to be delivered to:

Debra Millikin, Administrator, Municipal Clerk and Qualified Purchasing Agent
Township of Wantage
888 Route 23
Wantage, NJ 07461

Questions and comments should be directed to Debra Millikin, Township Administrator, Municipal Clerk and Qualified Purchasing Agent, (973) 875-7192.

**RFP COST FORM
TOWNSHIP OF WANTAGE
PROSECUTORIAL SERVICES**

Proposed Monthly Rate of Pay

\$ _____

Signature

Type or Printed Name

Title

Firm Name

Address

Telephone

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

SS:

COUNTY OF _____

I, _____ of the
City/Town of _____, in the County
of _____ and the State of _____, of full age, being duly sworn
according to law, on my oath depose and say that:

I am _____, a _____
(Name) (Title, Position, etc.)

of _____
(Name of Firm, Company or Corporation)

the Bidder making the bid for the Township of Wantage for Prosecutorial Services, and that I executed the said Bid with full authority so to do; that said Bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Bid for Prosecutorial Services; and that all statements contained in said Bid and in the affidavit are true and correct, and made with full knowledge that the Town of Newton relies upon the truth of the statements contained in said Bid, and in the statements contained in this affidavit, in awarding the Contract for the said Prosecutorial Services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract, upon an agreement or understanding, for a commission, percentage, brokerage or contingent fee, except bona fide employees of the Bidder or bona fide established commercial or selling agencies maintained by

(Name of Bidder)

(Signature of Bidder)

(Printed or Typed Name and Title of Bidder)

(Address of Bidder)

SEAL (if bid by a Corporation)

Subscribed and sworn to before me this _____ day of
_____, 20____.

(SEAL) Notary Public

My commission expires _____.
(Date)

(Seal)

PUBLIC DISCLOSURE INFORMATION STATEMENT

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, county, municipality or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the Bid, or accompanying the Bid of said corporation or partnership, there is submitted a statement which shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) per cent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10%) per cent or greater interest therein. **FAILURE TO SUPPLY THIS INFORMATION WITH YOUR FORM OF PROPOSAL WILL BE CAUSE TO REJECT THE BID.**

Name of Stockholder

Address of Stockholder

Name of firm, company or corporation

Signature of Bidder

Printed or typed Name and Title of Bidder

Address of Bidder

SEAL (If bid by a corporation)

MANDATORY EQUAL EMPLOYEMENT OPPORTUNITY LANGUAGE

(N.J.S.A. 10.5-31 et seq)

(N.J.A.C. 17:27)

GOODS, SERVICES and PROFESSIONAL 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 race, creed, color, national origin, ancestry, marital status, sex, 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, affectional or sexual orientation. 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 Contracting 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 received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.27, as amended and

supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A. C. 17:27-5.2 promulgated by the Treasure pursuant to P.L.1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Div. Of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L.1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, 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.

The contractor of 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, martial status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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 (NJAC 17:27).**

PROCUREMENT AND SERVICE CONTRACTS
LANGUAGE "A"

In the event that you or your firm is awarded this contract, our office upon award will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirements of N.J.S.A. 10:5-3 1 et seq., codified at N.J.A.C. 17:27-1.1 et seq.)

1. Does this contract have the potential of having dollar value or \$ or better?
 Yes (If yes, complete #2)
 No (If no, no further documentation is required)

2. Does your company have a Federal Affirmative Action Plan Approval Letter?
 Yes (If yes, submit a Photostat copy)
 No (If no, complete "A" below)

A. Does your company have a Certificate of Employee Information Report?
 Yes (If yes, submit a Photostat copy)
 No (If no, complete "B" Below)

3. Each Contract over \$ must also contain Language "A".
4. Are you a minority-owned business?
 Yes No

All successful vendors must submit one of the following forms of evidence:

1. Letter of Federal Approval Or 2. Certificate of Employee Information Report

I certify that the above information is correct to the best of my knowledge.

Name: _____ Title: _____

Signature: _____ Date: _____

Contractor: Please complete and sign this form and return it with your contract or Bid Proposal.

“NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS”

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44 (g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales or tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.134 (C. 52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (C.5:12-92), or that provides false business registration information under the requirement of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”