

December 6, 2023
Township of Cedar Grove
525 Pompton Ave Cedar Grove, New Jersey 07009

Notice of the Solicitation of Qualifications for Professional Services

The Cedar Grove Public Library Board seeks Request for Proposals (“RFP”) from law firms licensed to practice law in the State of New Jersey that wish to provide legal services to the Library Board of the Township of Cedar Grove (“Board”) on an as needed basis as directed by the Board or other appropriate official within the Library for a contract period from January 1, 2024 through December 31, 2024. The successful firm must have experience in representing New Jersey municipal library boards, including knowledge of the law and administrative code regulations governing libraries. Contracts will be awarded as provided by law at public meetings. This proposal is being solicited through a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Proposals shall be submitted to the Catherine Wolverton, Cedar Grove Public Library, 1 Municipal Plaza, Cedar Grove, N.J. 07009 during normal business hours:

Monday, Tuesday and Thursday 9:00am – 8:00pm

Wednesday and Friday 9:00am-5:00pm

Proposals should arrive no later than Wednesday January 10, 2024 at 10:00 a.m. at which time sealed proposals will be opened.

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm’s offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the Library Board;
3. Areas of Practice;
4. Description of firm’s attorneys’ education, experience, qualifications, number of years with the firm and a description of their experience with New Jersey municipal library boards;
5. At least four (4) references, three (3) of which must have knowledge of your representation of New Jersey library boards;
6. The firm’s ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and, a total cost of “not to exceed” amount;

8. Statement executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company

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

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Please submit three (3) hard copies in a sealed envelope to Catherine Wolverton, Cedar Grove Public Library, 1 Municipal Plaza Cedar Grove, NJ, 07009

Please include the following with your Proposal:

- a. A copy of your NJ Business Registration Certificate
- b. A copy of your NJ Certificate of Employee Information Report (AA-302)
- c. A completed Ownership Disclosure Statement
- d. Certificate of Insurance
- e. A Letter of Intent and Qualifications

Evaluation of Proposals:

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include but not be limited to the following:

1. Qualifications of the individuals who will render professional service.
2. Experience.
3. Knowledge of the particular needs of the Library and Board.
4. Availability to accommodate the meeting dates established by the Board.
5. Other factors deemed to be in the best interests of the citizens of Township as determined in the sole judgment of the Library Board.

Contracts will be awarded as provided by law at a public meeting.

Prospective providers are expected to comply with the requirements of N.J.S.A 10:5-31 et seq and N.J.A.C. 17:27. Additionally, prospective providers are expected to comply with P.L. 2001 C. 134 (C. 52:32-44 et all) by submitting a copy of their Business Registration Certificate (BRC) with their proposal.

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This Request for Proposals (RFP) is not an offer to purchase. The RFP is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Library and any other person can or will be created hereunder. The Library assumes no financial responsibility for the cost of preparation of proposals by respondents nor does it make any commitment to enter into a contract for service based on responses to this RFP.