

Text of Ad:

PUBLIC NOTICE
FOR THE SOLICITATION OF PROFESSIONAL SERVICES
CONTRACT APPOINTMENTS
FEBRUARY 1, 2023 TO JANUARY
31, 2024

Notice is hereby given that the Borough of Buena Municipal Utilities Authority (hereafter referred to as "BBMUA" is soliciting proposals through a fair and open process for Professional Services in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed Request for Qualifications (RFQ) responses will be received by the BBMUA, at or before 11:00 a.m. prevailing time on January 19, 2023 at 616 Central Avenue, Minotola, N. J. 08341, at which time and place responses will be opened and reviewed for:

1. Professional Auditing Services for the Borough of Buena Municipal Utilities Authority RFQ #001.
2. Professional Consulting Engineering Services for the Borough of Buena Municipal Utilities Authority RFQ #002.
3. Professional General Counseling Services for the Borough of Buena Municipal Utilities Authority RFQ #003.
4. Professional Bond Counsel Services for the Borough of Buena Municipal Utilities Authority RFQ #004.

Specifications and instructions may be obtained at the BBMUA, 616 Central Avenue, Minotola, New Jersey 08341 daily between the hours of 9:00 a.m. and 4:00 p.m. or by Mail or Email, upon telephone request by calling 856-697-1784.

Respondents shall comply with the requirements of P.L. 1975 C127 (N.J.S.A. 17:27 et seq.) Affirmative Action and P.L. 1977, C.33 (N.J.S.A. 52:25-24.2) Corporate Disclosure.

Cheryl M. Santore
Secretary/Treasurer
Ptr. Fee: \$25.35

0005541353-01

**Request for Qualifications
For
Professional Auditing Services
For Contract Appointment February 1, 2023 to January 31, 2024
for
BOROUGH OF BUENA MUNICIPAL UTILITIES AUTHORITY
NEW JERSEY**

Qualifications for annual Professional Auditing Services required by the Borough of Buena Municipal Utilities Authority, 616 Central Avenue, Minotola New Jersey 08341, are being sought through the fair and open process in accordance with the requirements of N.J.S.A. 19:44A-20.4. Qualifications will be received at or before 11:00 a.m. prevailing time on January 19, 2023, at which time they will be publicly opened and read. **LATE SUBMITTALS WILL BE RETURNED UNOPENED.**

It is anticipated that the BBMUA will award the contract at their regularly scheduled meeting on February 8, 2023.

It is the intent of the Borough of Buena Municipal Utilities Authority to award one (1) contract for Professional Auditing Services after reviewing the qualifications submitted in accordance with the evaluation criteria in Section G of this Request for Qualifications.

Qualifications shall be submitted in sealed envelopes bearing the legend:

**Professional Auditing Services for the Borough of Buena Municipal Utilities Authority
RFQ #23-001**

Qualifications are to be submitted to: Borough of Buena Municipal Utilities Authority
P.O. Box 696
616 Central Avenue
Minotola, NJ 08341
Attn: Cheryl M. Santore, Secretary/Treasurer

The Borough of Buena Municipal Utilities Authority assumes no liability for the cost of preparation of qualifications incurred by any firm submitting a qualifications package.

A. GENERAL DESCRIPTION OF SERVICES TO BE PERFORMED

1. Perform auditing services to insure compliance with audit requirements prescribed by the State of New Jersey Department of Community Affairs, Division of Local Government Services for year ending December 31, 2022;
2. Review, evaluate and report audit findings and recommendations with respect to internal control procedures and accounting controls;
3. At the conclusion of the audit, submit a report with respect to the financial statements and recommendations;

4. Assist Authority Staff in preparing the annual budget for submission to the State of New Jersey, Division of Local Government Services;
5. Assist the Authority, as required, in preparing additional applications and meeting additional reporting requirements of the State of New Jersey;
6. Attend monthly meetings of the Authority and report on activities for preceding month and attend Committee meetings as required;
7. Provide services, as required by the Authority, in connection with the issuance of debt in form of Bond and Note issues;
8. Provide services, if required, in accordance with the Continuing Disclosure Agreement with the Authority's Trustees, including compiling data and preparing the required Secondary Market Disclosure Report;
9. Provide services, as required by the Authority, in compiling and reporting an annual update on the maximum allowable connection fee as prescribed by state statute;
10. Additional services as may be required by the Authority.

B. QUALIFICATIONS

Firms shall submit the Qualifications of their firm in conducting annual Professional Auditing Services as required above. At a minimum the Qualifications shall include:

1. Full name and business address.
2. A description of the firm including the size of the firm, the number of licensed professionals employed by the firm, and resumes of key individuals who will perform the work.
3. Professional affiliations or memberships in any professional societies or organizations with an indication as to offices held therein.
4. All firms submitting qualifications shall include with their proposal a copy of the firm's most recent Peer Review Report.
5. A listing of any special accreditations held by the firm or employees thereof.
6. A listing of similar services performed by the submitting firm including a description of the services performed, and the address and telephone number of the client contact person.

C. TECHNICAL SCOPE OF WORK

Firms shall demonstrate their understanding of the "General Description of the Services to be Performed" in "A" above and shall demonstrate the firm's knowledge of the auditing

requirements of the State of New Jersey Department of Community Affairs, Division of Local Government Services; and the State of New Jersey.

D. FEE SCHEDULE

The Fee Schedule in Exhibit A showing the billing rate by professional and clerical level and reimbursable expenses must be completed and submitted with the Qualifications.

E. INSURANCE REQUIREMENTS

Certificate(s) of Insurance shall be submitted with the qualifications, showing proof of coverage of firm as follows:

1. Workers compensation and employees liability insurance.
2. A Professional errors and omissions policy in an amount not less than \$1,000,000.

F. STATUTORY REQUIREMENTS

1. Affirmative Action

If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Following is the required regulatory text:

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to 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, affectional or sexual orientation 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 for the 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 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 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 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 Division of Contract Compliance and EEO as may be requested by the Division 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 Contract

Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

2. Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included below and agree that the provisions of Title II of the Act are made a part of the contract. The successful Proposer will be obligated to comply with the Act and to hold the owner harmless.

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

The contractor and the Borough of Buena Municipal Utilities Authority, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *SI22 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 owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, 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 and 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

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

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

3. Disclosure of Contributions to New Jersey Election Law Enforcement Commission

Bidders are advised that of the responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Bidder'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.

4. Business Registration Certificates

All Firms submitting proposals must include with their proposal, a Business Registration Certificate as required by N.J.S.A. 52:32-44. **Business Registration Certificates must also be included with the proposal for any sub-consultants, testing labs, or others named in the proposal as a participant in performing the work.**

G. EVALUATION OF QUALIFICATIONS

Qualifications will be evaluated by the Borough of Buena Municipal Utilities Authority on the basis of the most advantageous to the Authority. The evaluation will consider but not be limited to:

1. Experience and reputation in the field;
2. Knowledge of the Borough of Buena Municipal Utilities Authority and the subject matter to be addressed under the contract;
3. Knowledge of the auditing requirements of the State of New Jersey Department of Community Affairs, Division of Local Government Services; and the State of New Jersey;
4. Availability to attend and/or represent the Authority at meetings as requested;
5. Other factors as may be demonstrated to be in the best interest of the Authority;

Request for Qualifications for Professional Auditing Services

EXHIBIT A

FEE SCHEDULE

(Complete and submit with proposal)

Firm Name: _____

Address: _____

Contact: _____

Phone: _____

Email: _____

Be as complete and specific as possible. Fill in each category; blanks will be assumed to equal \$0.00. Where \$0.00, state so; if included in standard hourly rate, state so.

HOURLY RATES:

Principal: \$ _____
Supervisory Accountant: \$ _____
Staff Accountant: \$ _____
Non-Technical (e.g., Clerical, all other employees): \$ _____

REIMBURSABLE EXPENSES:

Photocopying: \$ _____ / copy
Telephone: \$ _____
Faxes: \$ _____ / page
Postage: \$ _____
Overnight Delivery: \$ _____
Travel: \$ _____
Word Processing: \$ _____ /hour

How will you bill for employees' travel time to/from BBMUA's office?

_____ No Charge
\$ _____ Hourly Billing Rate
\$ _____ ½ Hourly Billing Rate
\$ _____ / mile for Mileage

Attach Per Diem Rate Schedule

STATEMENT OF OWNERSHIP

(OWNERSHIP DISCLOSURE CERTIFICATION)

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 Included with All Bid and Proposal Submissions

Name of Business: _____

Address of Business: _____

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal.

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

I certify that 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

I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (Skip to Part IV)

<u>Name of Individual or Business</u>	<u>Home Address (for Individuals) or Business Address</u>	<u>% Stock Owned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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 noncorporate 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.

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 Borough of Buena Municipal Utilities Authority 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 Borough of Buena Municipal Utilities Authority to notify the Borough of Buena Municipal Utilities Authority 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 Borough of Buena Municipal Utilities Authority to declare any contract(s) resulting from this certification void and unenforceable.

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

(Signature of Affiant)

(Notary Public)
My Commission expires:

(Print Name and Title of Affiant)

Notary Seal

(Date)

**BOROUGH OF BUENA MUNICIPAL UTILITIES AUTHORITY
NEW JERSEY**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

SS:

COUNTY OF _____

I, _____ of the City of _____
(Partnership, Corporation, Individual)

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 _____ of the firm of _____

_____, the bidder making the Proposal for the above named Project, and that I executed the said Proposal 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 above named project; and that all statements contained in connection with the above named project; and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that the State of New Jersey 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 project.

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 or bona fide established commercial or selling agencies maintained by

(Name of Contractor) (N.J.S.A. 52:34-15)

Subscribed and Sworn to _____

before me this _____ day of

_____, 20 _____

(also type or print name of affiant under signature)

Notary Public of _____

My Commission expires _____ 20 _____