BOARD OF FIRE COMMISSIONERS
ISELIN FIRE DISTRICT 9

REQUEST FOR QUALIFICATIONS FOR 2027 LEGAL SERVICES AS FOLLOWS:

GENERAL LEGAL SERVICES
BOND COUNSEL
LABOR AND EMPLOYMENT COUNSEL
GENERAL LITIGATION COUNSEL
PERSONAL INJURY LITIGATION DEFENSE COUNSEL
WORKERS' COMPENSATION COUNSEL

SUBMISSION DEADLINE:
December 3, 2026
11:00 A.M.

ADDRESS ALL QUALIFICATIONS TO:

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
PURCHASING DEPARTMENT
1222 GREEN STREET
ISELIN NEW JERSEY 08830

ATTN: MARIA J. RIVERA, RPPS, QPA, PACO
FIRE DISTRICT ADMINISTRATOR / PURCHASING AGENT

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
NOTICE OF REQUEST FOR QUALIFICATIONS FOR 2027 LEGAL SERVICES

Notice is hereby given that the Board of Fire Commissioners - Iselin Fire District 9 (the "District"), 1222 Green Street, Iselin New Jersey 08830, will receive sealed Responses from qualified Offerors on **December 3rd, 2026** at **11:00 a.m.** to its Request for Qualifications for 2027 Legal Services (RFQ) listed below, at which time the Responses will be opened in public:

GENERAL LEGAL SERVICES
BOND COUNSEL
LABOR AND EMPLOYMENT COUNSEL
GENERAL LITIGATION COUNSEL
PERSONAL INJURY LITIGATION DEFENSE COUNSEL
WORKERS' COMPENSATION COUNSEL

The RFQ is issued in accordance with Section 98.21 et seq. of the Code of the Board of Fire Commissioners - Iselin Fire District 9 (District Code), which requires that the District utilize a fair and open procurement process in selecting professional services, including legal services. The RFQ also satisfies the requirements of a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. Professional services are exempt from bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

The RFQ documents may be obtained from the Division of Purchasing, 1222 Green Street, Iselin New Jersey 08830 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or can be downloaded from the District's website: www.iselinfire.com or via email at: m.rivera@iselin9firenj.gov

An **original and a copy of the response** to the RFQ must be submitted in a sealed envelope, clearly marked on the outside with the word, "Confidential," and indicate the legal service(s) for which the Response is submitted (e.g., "Response to RFQ for General Legal Services"). Responses must be addressed to: Maria J. Rivera, QPA, RPPS, PACO, Board of Fire Commissioners - Iselin Fire District 9, 1222 Green Street, Iselin New Jersey 08830 to be received no later **than 11:00 a.m. prevailing time on December 3rd, 2026.**

Offerors are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action Program, Equal Employment Opportunity).

The District reserves the right to consider submitted Responses for sixty (60) days after receipt, and further reserves the right to reject any and all Responses, waive informalities, and make an award or take any other action as may be in the best interest of the District, consistent with applicable law.

MARIA J. RIVERA, QPA, RPPS, PACO
Fire District Administrator / Purchasing Agent
1222 Green Street
Iselin, NJ 08830
(732) 283-3636
m.rivera@iselin9firenj.gov

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR 2026 LEGAL SERVICES

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"District" – refers to the Board of Fire Commissioners - Iselin Fire District 9.

"Response" – refers to a complete response to this RFQ submitted by a Offeror.

"Offeror" – refers to the interested professionals who submit a response to the RFQ.

"**RFQ**" – refers to the Request for Qualifications for 2026 Legal Services, including any amendments or supplements thereto.

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

SECTION 1
INTRODUCTION AND GENERAL INFORMATION

1.1 INTRODUCTION AND PURPOSE

The Iselin Fire District 9 of Fire Commissioners ("Iselin Fire District 9") is a local government entity. The Iselin Fire District 9 was founded in 1922, and operates pursuant to N.J.S.A. 40A:69A-31 et seq.

The Iselin Fire District 9's population is approximately 18,511 and it occupies approximately 3.13 square miles of area. The Iselin Fire District 9 staffs over 35 people (including FT & PT salaried employees).

The Iselin Fire District 9's operating and utility budget is approximately $3,460,188.00. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

The District is soliciting Responses to this Request for Qualifications for 2027 Legal Services as follows:

GENERAL LEGAL SERVICES
BOND COUNSEL
LABOR AND EMPLOYMENT COUNSEL
GENERAL LITIGATION COUNSEL
PERSONAL INJURY LITIGATION DEFENSE COUNSEL
WORKERS' COMPENSATION COUNSEL

Through this RFQ process, firms interested in providing the requested services must prepare and submit a Response in accordance with the procedure and schedule in this RFQ. The District will review only those Responses that include all the information required to be submitted as described herein (in the sole judgment of the District). The District intends to award a contract to Qualified Offerors whose Responses are in the best interest of the District, as determined by the District in accordance with law.

1.2 PROCUREMENT PROCESS AND SCHEDULE

This RFQ is issued in accordance with Section 98.21 et seq. of the District Code (Attachment to Appendix F), which requires that the District utilize a fair and open procurement process when soliciting professional services, including legal services. This RFQ also satisfies the requirements of a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. Professional services are exempt from bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

The District has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to ensure that each firm is provided with an opportunity to submit a Response to the RFQ. Responses will be evaluated by an evaluation committee in accordance with the criteria set forth in Section 4 of this RFQ, which will be applied in the same manner to each Response received. Under no circumstances will a member of the evaluation committee review Responses to the RFQ if they have a personal or financial interest in any of the Offerors.

Based upon the totality of the information contained in the Responses, the District will select a Successful Offeror whose response, in the District's sole judgment, best serves the interests of the District, in accordance with law. The timetable for award of any contract hereunder is set forth in Section 1.8 hereof.

The District reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Offerors.

Designated Contact Person:

Maria J. Rivera, RPPS, QPA, PACO – Fire District Administrator / Purchasing Agent
m.rivera@iselin9firenj.gov

Through issuance of addenda, or as otherwise deemed necessary or appropriate by the District, the District may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Offerors. Offerors are responsible for obtaining addenda's from the District's website.

1.3 SUBMISSION DEADLINE

An **original and a copy** of the response to the RFQ must be submitted in a sealed envelope, clearly marked on the outside with the word, "Confidential," and indicate the legal service(s) for which the Response is submitted (e.g., "Response to RFQ for General Legal Services"). Responses to the RFQ must be addressed to:

Board of Fire Commissioners - Iselin Fire District 9
Division of Purchasing
1222 Green Street, Iselin New Jersey 08830

Responses must be **received by the District, via United States mail or hand delivery, on or before 11:00 a.m. prevailing time on December 3rd, 2026. Responses not received at that time and place will not be accepted but will be returned unopened. Responses will not be accepted by facsimile transmission or email.**

1.4 CONDITIONS APPLICABLE TO RFQ

Upon submission of a Response to the RFQ, the Offeror acknowledges and consents to the following conditions relative to the submission, review and consideration of its Response:

a. All costs incurred by the Offeror in connection with responding to this RFQ shall be borne solely by the Offeror.

b. The District reserves the right (in its sole judgment) to reject for any reason, consistent with law, any and all Responses to the RFQ.

c. The District reserves the right (in its sole judgment) to reject any Offeror that submits an incomplete Response or whose Response does not comply with the requirements of this RFQ.

d. The District reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

e. All Responses shall become the property of the District and will not be returned.

f. All Responses will be made available to the public in accordance with law.

g. The District may request that Offerors' representatives meet with the District for interviews.

h. Neither the District, nor its staff or consultants, shall be liable for any claims or damages resulting from the solicitation or preparation of a Response, nor will the District reimburse Offerors for the cost of preparing and submitting a Response or for participating in this procurement process.

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

1.5 RIGHTS OF THE DISTRICT

The District reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

a. To determine that any Response received complies or fails to comply with the terms of this RFQ.

b. To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Offerors who have received a copy of this RFQ.

c. To waive any technical non-conformance with the terms of this RFQ.

d. To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Offerors who have received a copy of this RFQ.

e. To conduct investigations of any or all of the Offerors, as the District deems necessary or convenient, to clarify the information provided as part of the Response, and to request additional information to support the information included in any Response.

f. To suspend, abandon or terminate the procurement process described in this RFQ at any time. If abandoned or terminated, the District may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Offerors.

The District shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

SECTION 2
SCOPE OF SERVICES

2.1 DESCRIPTION OF PROFESSIONAL SERVICES NEEDED

It is the District's intent to solicit Responses from Offerors that have expertise in the provision of the required legal services that are the subject of this RFQ. Firms responding to this RFQ shall be able to demonstrate that they have the continuing capabilities to perform the specific legal services for which a Response is submitted, and that they possess the necessary professional license to do so.

2.1.1 GENERAL LEGAL SERVICES

General Legal Services are any legal services as may be required by the District from time to time, which are not within the salaried duties of the Director of Law pursuant to District's Code.

In addition to all other requirements of this RFQ, Offerors submitting a Response for General Legal Services must include a cost proposal to perform General Legal Services.

2.1.2 BOND COUNSEL

Bond Counsel will represent the interests of the District in connection with public financing, providing legal advice and opinions and drafting financing documents concerning particular projects and issues. Bond counsel works closely with the District's Business Administrator and must be a Designated Bond Counsel by the State of New Jersey.

In addition to all other requirements of this RFQ, Offerors submitting a Response for Bond Counsel must include a cost proposal to perform Bond Counsel services.

2.1.3 LABOR AND EMPLOYMENT COUNSEL

Labor and Employment Counsel will advise the District on labor and employment matters for both unionized and non-unionized employees in a Civil Service jurisdiction. Counsel may represent the District in arbitrations, matters before the New Jersey Public Employment Relations Commission, New Jersey Civil Service Commission and Office of Administrative Law and Department of Labor and Workforce Development.

The District has established a rate of up to $200.00 per hour for these legal services.

2.1.6 GENERAL LITIGATION COUNSEL

General Litigation Counsel will represent the interests of the District and public officials in connection with civil litigation of various types, excluding personal injury and workers' compensation.

The District has established a rate of up to $200.00 per hour for these legal services.

2.1.7 PERSONAL INJURY LITIGATION DEFENSE COUNSEL

Personal Injury Litigation Defense Counsel will represent the District in defense of personal injury claims filed in the Superior Court of New Jersey and will provide legal advice in connection with the New Jersey Tort Claims Act and defenses and immunities applicable to the District.

The District has established a rate of up to $200.00 per hour for these legal services.

2.1.9 WORKERS' COMPENSATION DEFENSE COUNSEL

Workers' Compensation Defense Counsel will provide legal advice to the District Administration on worker's compensation claims and will represent the interests of the District in connection with worker's compensation petitions, will interact with the District's third-party insurance administrator, and will attend meetings of the District Insurance Committee.

The District has established a rate of up to $200.00 per hour for these legal services.

2.2 CONTRACT TERMS

The term of any contract awarded under this RFQ shall be for one (1) year. The successful Offeror shall be required to execute the District's form contract, which includes, among other things, indemnification, insurance, termination and licensing provisions.

2.3 INSURANCE REQUIREMENTS

All firms or individuals providing professional legal services to the Municipality shall maintain, at their own expense, insurance coverage with limits and conditions not less than those set forth below. Certificates of Insurance evidencing such coverage shall be furnished prior to the execution of any contract and maintained for the duration of the engagement.

a. Professional Liability / Errors and Omissions Insurance
b. Minimum Coverage: $1,000,000 per claim / $2,000,000 aggregate.
   Coverage Period: Must remain in effect for the duration of the contract and for at least one (1) year after completion of services.
   Scope: Must cover errors, omissions, negligent acts, or malpractice in the performance of professional legal services.
   Proof: Certificate of insurance must state that coverage is specific to legal or professional services.
c. Commercial General Liability (CGL)
d. Minimum Coverage:
   • $1,000,000 per occurrence
   • $2,000,000 general aggregate
   Coverage Must Include: bodily injury, personal injury, property damage, contractual liability, independent contractors, and broad form property damage.
   Additional Insured: The Municipality, its elected and appointed officials, employees, and agents shall be named as Additional Insured on a primary and non-contributory basis.

e. Workers' Compensation and Employers' Liability
f. Coverage: Statutory coverage in compliance with New Jersey law.
   Employers' Liability: $500,000 each accident / $500,000 disease policy limit / $500,000 disease per employee.
   Applicability: Required for all employees and subcontractors engaged in work for the Municipality.
g. Automobile Liability
h. Minimum Coverage: $1,000,000 combined single limit per accident for bodily injury and property damage.
   Coverage Must Include: owned, non-owned, and hired or leased vehicles.
i. Umbrella or Excess Liability (Recommended)
j. Minimum Coverage: $1,000,000 per occurrence, providing excess coverage over CGL, Auto, and Employers' Liability.
   Condition: Must follow form over underlying policies.
k. Certificates of Insurance
l. Certificates must reference the Municipality as certificate holder and include policy numbers, effective/expiration dates, and liability limits.
   Carrier must provide 30 days' written notice prior to cancellation, non-renewal, or material change.
   All carriers must be licensed or authorized in New Jersey and rated A- (Excellent) or better by A.M. Best.
m. Indemnification and Hold Harmless Clause
n. The Attorney or Law Firm shall indemnify, defend, and hold harmless the Municipality, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided such claim is caused in whole or in part by any negligent act or omission of the Attorney, Firm, or anyone directly or indirectly employed by them.

CERTIFICATION OF COMPLIANCE

I, the undersigned, hereby certify that I have read and understand the above insurance requirements and agree to maintain such coverage throughout the term of the contract with the Municipality.

Authorized Representative:
Firm Name:
Signature:
Date:

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

SECTION 3
QUALIFICATIONS AND CRITERIA FOR AWARD

3.1 MINIMUM QUALIFICATIONS FOR EACH ATTORNEY POSITION

a. Licensed New Jersey Attorney in Good Standing;

b. Minimum of Ten (10) years of substantial legal experience in the applicable legal specialty.

c. No record of disciplinary sanctions or legal malpractice judgments in the last seven (7) years.

d. Applicants for Bond Counsel must be on the State of New Jersey list of Designated Bond Counsel.

3.2 SELECTION CRITERIA

The District's objective in soliciting Responses to this RFQ is to enable it to select a firm or firms that will provide high quality and cost effective services to the citizens of Perth Amboy. The District will consider Responses only from firms that, in the District's judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in this RFQ. Responses will be evaluated by the District on the basis of the most advantageous, all relevant factors considered. The following factors will be taken into consideration and weighed by the District as the basis for selecting qualified attorneys to provide professional services under terms most advantageous to the District:

a) Experience, credentials and reputation in the specific field of expertise;
b) References and record of success in the specific area of law;
c) Interview (if conducted at the District's option) and/or demonstrated ability to competently handle the matters;
d) Educational background, awards and honors;
e) Knowledge of the District and the subject matter, and any prior successful representation of the Board of Fire Commissioners - Iselin Fire District 9.
f) Availability to accommodate required meetings of the District.
g) Other factors demonstrated to be in the best interest of the District.
h) As to General Legal Services and Bond Counsel only, proposed fee arrangement.

SECTION 4
SUBMISSION REQUIREMENTS

4.1 GENERAL REQUIREMENTS

Responses submitted by Offerors must meet or exceed the professional and administrative qualifications set forth in the RFQ. In addition to the information required herein, Offeror may submit supplemental information that it feels may be useful in evaluating its Response. Offerors are encouraged to be clear, factual and concise in their presentation of information.

No Offeror shall influence, or attempt to influence, or cause to be influenced, any District officer or employee to use his/her official capacity District in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

4.2 RESPONSE CONTENT

4.2.1 LETTER OF TRANSMITTAL

Offerors shall submit a letter of transmittal signed by the individual who is authorized to commit the firm to the Scope of Services for which the Response is being submitted. The letter of transmittal must incorporate the following:

a) An acknowledgment that all conditions contained in this RFQ may be incorporated into any resulting contract.
b) A narrative statement of the Offeror's understanding of the District's needs and goals.
c) A statement acknowledging that all information contained in the Response is factual and accurate.
d) A statement that the Offeror is in compliance with all applicable affirmative action regulations.
e) A statement acknowledging that the individual signing the letter of transmittal has the authority to commit the firm to all the provisions contained in this RFQ and in the firm's Response.

Offeror must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or to the District.

4.2.2. QUALIFICATION STATEMENT

In addition to the letter of transmittal, Offerors shall submit a qualification statement indicating the professional position(s) sought, and providing all pertinent information regarding their qualifications, which shall include, at a MINIMUM the following.

a) Full name and business address;

b) Identify all attorneys who will provide legal services, and describe their roles in the provision of legal services; identify supervising attorneys and submit "Certificates of Good Standing" for all attorneys who will provide legal services;

c) List all college and graduate degrees, including years awarded, held by all attorneys who will provide legal services;

d) Fully describe the firm's and individual attorneys' experience in area(s) of law applied for and any other information demonstrating the ability to provide quality representation in these areas;

e) List all clients whom the firm has represented in connection with the area(s) of law applied for; include dates of service and contact information;

f) Provide the number of New Jersey licensed professionals employed by, or associated with, the firm;

g) List any relevant professional affiliations or membership in any professional societies or organizations, including any offices or honors held by all attorneys who will provide legal services;

h) Include the resumes and/or biographies of all attorneys who will provide legal services, and provide the names and qualifications of any other individual(s) who will assist in the performance of the tasks and the amount of their respective participation;

4.2.3 OTHER SUBMISSION REQUIREMENTS

a) Provide a certification attesting to the fact that in the last seven (7) years neither the firm nor any professional associated with the firm has received any attorney disciplinary sanction, and further certify that no adverse judgment has been rendered against the firm or its attorneys in a professional negligence/malpractice matter. If the applicant cannot so certify, provide a detailed explanation.

b) Provide Request for Qualifications Checklist Items (Appendix A);

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX A
REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR SUBMISSION

Please initial below next to each item, indicating that your Response includes the required documents. Failure to provide any of the Checklist items with your submission may be cause for rejection of your Response.

Offeror's Initials

1. Request for Qualifications Checklist (Appendix A) _____
2. An original signed copy of your complete Response _____
3. Authorized signatures on all forms _____
4. Executed Letter of Transmittal (Section 4.2.1) _____
5. Ownership Disclosure Statement (Appendix B) _____
6. Mandatory EEO Compliance and Contract Language (Appendix C) _____
7. Non-Collusion Affidavit (Appendix D) _____
8. Request for References (Appendix E) _____
9. Professional Services Entity Information Form (Appendix F) _____
10. Certification of No Disciplinary Sanctions or Professional Negligence (Appendix G) _____
11. NJ Business Registration Certificate (Appendix H) and **current** W9 _____
12. Disclosure of Investments Activities in Iran & Russia Belarus (Appendix I) _____
13. Acknowledgement of Receipt of Addenda (Appendix J) _____
14. Fee Proposal (General Legal Services and Bond Counsel **ONLY**) _____
    [Separate sheet with fee proposal to be submitted by the offeror(s)]
15. Certificates of Good Standing for Attorneys (Section 4.2.2) _____
16. Certification of No Conflict of Interest (Appendix K) _____
17. Vendor Litigation Disclosure Form (Appendix L) _____

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Name of Offeror: _____

By: _____
(Signature of Authorized Representative) (Title)

_____
(Print Name of Authorized Representative)

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX B
OWNERSHIP DISCLOSURE CERTIFICATION

Name of Offeror: _____

❑ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

❑ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

❑ Partnership ❑ Corporation ❑ Sole Proprietorship
❑ Limited Partnership ❑ Limited Liability Corporation ❑ Limited Liability Partnership
❑ Subchapter S Corporation

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

_____ _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

_____ _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

_____ _____

Subscribed and sworn before me this ___ day of _____ , 20 __.

_____
(Affiant)

(Notary Public)

_____
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX C
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Board of Fire Commissioners - Iselin Fire District 9, 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 vendor 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. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Proposer understands and acknowledges that the attached Exhibit A Mandatory Equal Employment Opportunity Language shall be part of any agreement awarded hereunder.

OFFEROR:_____

SIGNATURE: _____

PRINT NAME:_____

TITLE:_____DATE:_____

EXHIBIT A TO APPENDIX C
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. l7:27-5.2, 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**.

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX D
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
COUNTY OF _____) ss.:

I,_____, of _____, in the , State of_____, of full age and being duly sworn according to law on my oath depose and say:

1. I am _____ (title) of _____, the Offeror, who has submitted a Response to the RFQ in the above matter.

2. I executed the Response with full authority to do so.

3. The Response is genuine, submitted in good faith and not a sham.

4. Neither the Offeror nor any of its employees or agents have, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposing in connection with the above-named RFQ. I further certify that neither the Offeror, nor any of its employees or agents, have directly or indirectly with any other Offeror or person colluded to put in a sham bid or refrain from submitting a Response, and have not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the prices or to secure any advantage.

5. All statements contained in the Response and in this Affidavit are true and correct and were made with full knowledge that the Board of Fire Commissioners - Iselin Fire District 9 relies upon the truth of the statements contained in the Response and the truth of the statements contained in this Affidavit, in awarding any contract under the RFQ. I am aware that I am personally subject to the penalties of perjury, as is the Offeror, if statements made herein are untrue.

6. I further warrant that no person or selling agent has been employed or retained to solicit or secure any contract under an agreement or understanding for a commission, percentage, brokerage or contingent fee. If the Offeror engages bona fide employees or a bona fide established commercial or selling agency to perform any similar related acts, the names are set forth as follows (see N.J.S.A. 52:34-15):

_____
(Signature)

_____
(Print name of Affiant/Title)

Subscribed and sworn to before me this ____ day of _____, 2016.

_____
A Notary Public of New Jersey

My Commission Expires:

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX E
REQUEST FOR REFERENCES

1. Name _____

   Address _____

   Telephone _____

   Email address _____

   Contact Individual _____

2. Name _____

   Address _____

   Telephone _____

   Email address _____

   Contact Individual _____

3. Name _____

   Address _____

   Telephone _____

   Email address _____

   Contact Individual _____

4. Name _____

   Address _____

   Telephone _____

   E-mail address _____

   Contact Individual _____

5. Name _____

   Address _____

   Telephone _____

   E-mail address _____

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX F
PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an ***INDIVIDUAL***, sign name and give the following information:

Name:_____

Address:_____

Telephone No.: _____ Tax Identification No.:_____

Fax No.: _____ E-Mail address: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

****

If the Professional Service Entity is a ***PARTNERSHIP***, give the following information:

Name of Partners:_____

Firm Name:_____

Address:_____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail address: _____

Tax Identification No. _____

Signature of authorized agent: _____

****

If the Professional Service Entity is ***INCORPORATED***, give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail address:_____

Name of agent in charge of said office upon whom notice may be legally served:

_____

Telephone No.: _____Name of Corporation: _____

Signature: _____

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX G
AFFIDAVIT OF NO DISCIPLINARY SANCTIONS OR PROFESSIONAL NEGLIGENCE

I _____ of the _____
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 _____ , an officer of the Offeror firm of _____ submitting a Response to the RFQ in the above matter, and I executed the said RFQ with full authority to do so; Offeror at the time of making this Response, Offeror is not included on the State of New Jersey, Department of Treasury, Division of Property Management & Construction List of Debarred, Suspended and Disqualified bidders and that all statements contained in the Affidavit are true and correct.

The undersigned further warrants that the professional licenses and/or certifications of those individuals listed in this RFQ are valid and not expired or suspended.

The undersigned further warrants that should the name of the firm making this submission appear on the Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this contract, including any Guarantee Period, that Offeror shall immediately notify the District. Further, should the professional licenses and/or certification of any individuals listed in the RFQ be suspended or revoked, Offeror shall immediately notify the District.

_____
Name of the Firm (Print or Type)

_____
Signature of Authorized Representative/ Title

_____
(Type or Print Name of Authorized Representative Affiant)

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

_____
Notary Public of New Jersey

My Commission Expires _____

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX H
NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

Submit a copy of your Business Registration Certificate with your Response

All Offerors shall comply with P.L. 2009, C315 in accordance with N.J.S.A. 52:32-44 as amended on January 18, 2010. Offerors will be required to be registered as defined in the law at the time of contract. The Board of Fire Commissioners - Iselin Fire District 9 requests that Offeror submit its Business Registration Certificate (BRC) at the time of submittal of its Response to the RFQ. In no event shall a contract be awarded, unless prior thereto, the District has received the Successful Offeror's BRC.

Offeror shall include proof of its own BRC and the BRC of any subcontractors

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, the contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide a BRC or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Registering a business with the New Jersey Department of the Treasury
Business organizations or individuals doing business in New Jersey are required to register with the department of the treasury, division of revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, County, municipal, local board of education, charter school, County college, authority, or state college or university. The contracting agency may be required to have a copy of the "proof of registration certificate" submitted as part of a public proposal or prior to issuing a purchase order.

To register: businesses must complete **form NJ-REG** and submit it to the division of revenue. The form can be filed form online or by mailing a paper form to the division. Online filing is strongly encouraged.

a. Register online at http://www.state.nj.us/treasury/revenue/busregcert.shtml. Click the "online" link and then select "register for tax and employer purposes."
b. Download the paper form and instructions at www.state.nj.us/treasury/revenue/revprnt.shtml.
c. Call the division at 609-292-1730 to have a form mailed to you.

Write to the division at: Client Registration Bureau, Po Box 252, Trenton, NJ 08646-0252

Appendix I

Board of Fire Commissioners - Iselin Fire District 9

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity	

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS

☐	*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS

☐	*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.)
IF UNABLE TO CERTIFY	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		**Title**	
Signature		**Date**	

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX J
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Offeror hereby acknowledges its receipt of the below-listed notice(s) of revisions, clarifications and/or addenda to the RFQ. By indicating the date of receipt, the Offeror hereby acknowledges that its submitted Response takes into account all of the provisions contained in such listed notices of revisions, clarifications and/or addenda. The Offeror hereby acknowledges and agrees that the District's record of notices of revisions, clarifications and/or addenda shall take precedence over the Offeror's accounting of such notices. The Offeror further acknowledges and agrees that any failure of the Offeror to include and specifically reference its receipt of any such notices of revisions, clarifications and/or addenda on this document as part of its Response, may be cause for rejection of the response.

Revision/Addenda Title/Number	Method of Receipt	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

□ **CHECK HERE IF NONE.**

OFFEROR'S ACKNOWLEDGEMENT:

Offeror' Name: _____

Authorized Representative: _____,_____

(print name) (print title)

Signature: _____

Date: _____

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX K
CERTIFICATION OF NO CONFLICT OF INTEREST

I, _____ representing _____ hereby certify that neither I nor any other parties in my organization have any vested interest, financial or otherwise, that would present a conflict of interest in providing professional services to the Board of Fire Commissioners - Iselin Fire District 9.

I affirm that:

1. I have disclosed all relevant financial interests or affiliations that may be perceived as influencing the provision of the services requested through this procurement event.

2. I understand the importance of impartiality and transparency in providing these services and will act in the best interest of the Board of Fire Commissioners - Iselin Fire District 9.

3. I will not engage in any activities that could compromise the integrity or objectivity of the services to be provided to the Fire District.

4. I will promptly disclose any potential conflicts of interest that may arise during the term of our engagement.

I understand that any misrepresentation of facts or failure to disclose conflicts of interest may result in the termination of our agreement and may subject me and my company to legal consequences.

_____
(Signature)

_____
(Type or print name of Affiant)

_____
(Title)

_____
(Company)

Subscribed and sworn to before me this _____ day of _____, 2024

_____
A Notary Public of New Jersey

(SEAL)

My Commission Expires: _____

BOARD OF FIRE COMMISSIONERS - ISELIN FIRE DISTRICT 9
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

APPENDIX L
VENDOR LITIGATION DISCLOSURE FORM

Vendor Name: _____

Business Address: _____

Telephone: _____ Email: _____

Please check Yes or No for each question. If Yes, provide the requested information in the disclosure section below or attach additional pages as necessary.

1. Are you currently involved in any litigation, arbitration, or other legal proceedings?

☐ Yes ☐ No

If Yes: Identify the nature of the proceeding, parties involved, current status, and any potential impact on your ability to perform contractual obligations.

2. Are you aware of any threatened, anticipated, or pending litigation in which your company may be named as a party?

☐ Yes ☐ No

If Yes: Describe the matter, parties involved (if known), current status, and any potential impact on contract performance.

3. During the past ten (10) years, has your company been involved in any litigation, arbitration, or other legal proceedings?

☐ Yes ☐ No

If Yes: Identify the nature of each matter, parties involved, disposition or current status, and any potential impact on contract performance.

4. During the past ten (10) years, has your company been subject to any legal dispute, formal complaint, or regulatory investigation, whether pending or resolved?

☐ Yes ☐ No

If Yes: Describe each matter, the relevant parties or agency, its outcome or current status, and any potential impact on contract performance.

5. During the past ten (10) years, has any principal, officer, or representative of your company been involved in a legal dispute, formal complaint, or regulatory investigation that could materially affect your company's ability to fulfill its contractual obligations?

☐ Yes ☐ No

If Yes: Identify the individual's role, nature of the matter, current status or outcome, and potential impact on contract performance.

DISCLOSURE DETAILS / ADDITIONAL INFORMATION

_____

_____

_____

_____

_____

_____

_____

CERTIFICATION

I certify that the information provided in this form and any attachments is true, complete, and accurate to the best of my knowledge and belief. I understand that material omissions or misrepresentations may be considered in evaluating the vendor's responsibility and eligibility for contract award, consistent with applicable law.

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2024

_____

A Notary Public of New Jersey

(SEAL)

My Commission Expires: _____