

TOWNSHIP OF BLOOMFIELD

**PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICE
CONTRACTS FOR A TOWNSHIP ATTORNEY UNDER THE FAIR AND OPEN
PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL
SERVICE(S) AS SET FORTH IN N.J.S.A. 19:44A-20.5 et seq.**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Thursday, February 4, 2010, 9:00 A.M. prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk's Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003.

Standardized Submission Requirements and selection criteria are on file and available in the Township Clerk's Office and on the internet at www.bloomfieldtwpnj.com under the Quick Links section, Bid Requests and RFP's.

Submission packages may be obtained at the Township Clerk's Office, (973) 680-4015, during regular business hours, 8:30 A.M. to 4:30 P.M., Monday through Friday, excluding holidays.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

Louise Palagano, Township Clerk

Dated:

**TOWNSHIP OF BLOOMFIELD
TOWNSHIP ATTORNEY**

Mandatory responsibilities and requirements of the Township's Attorney shall include, but will not be limited to, the following:

The Attorney shall be an attorney at law of the State of New Jersey. The Attorney must have at least five (5) years experience in municipal government. Must possess excellent written and verbal communications skills. The duties of the Township Attorney shall include the following:

- A. Perform the functions, powers and duties delegated to him by the Charter and by ordinance and resolution of the Township Council.
- B. Be the attorney of record in all court proceedings wherein the Township or any department or officer thereof shall be a party by virtue of their official relationship.
- C. Attend all meetings of the Township Council, whether regular, adjourned or special, and all conferences of the Township Council as requested.
- D. Advise the Mayor and Township Council, Township Administrator and Township Clerk, upon their request, on any and all legal matters relating to the Township government.
- E. Advise department heads on legal matters relating to their departments and Township government.
- F. Prepare and supervise the preparation of contracts, deeds and other legal documents required by the Township Council and administrative officers of the Township.
- G. Supervise the personnel of the Law Department, except where supervision of attorneys would conflict with the duty of their appointment.
- H. Control and manage the property of the Law Department.
- I. Perform all services necessary for the acquisition by negotiation or condemnation of property required by the Township.
- J. Be available for meetings and consultations with the Administrator or his staff when requested by the Administrator.
- K. Review all employee accident reports and medical vouchers for injuries arising out of and in the course of employment.
- L. Provide such other legal services as may be directed by the Township Council.

Submission:

Each proposal must contain:

1. Name, qualifications and experience of the Attorney.
2. Statement of Availability to perform work outlined in the Scope of Services.
3. Copy of Business Registration Certificate.
4. Copies of other required disclosure information.

Selection:

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the Attorney.
2. General experience.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.