

NOTICE OF SOLICITATION

Notice Posted: 7-2-2016

Due Date and Time: June 13, 2016 at 4:00 p.m.

TAKE NOTICE: The Bayonne Municipal Utilities Authority 630 Avenue C, Rm. 11, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “Authority” and/or “BMUA”) is seeking to an professional services provider (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following profession title or service in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

PROFESSIONAL SERVICE/TITLE SOUGHT: “BMUA - Professional Services - Auditor”

DESCRIPTION: The BMUA desires to appoint a firm of certified public accountants to act as municipal auditors for the BMUA and to assist with finalizing budgets and financial matters associated with dissolution of the Authority which is awaiting State of New Jersey Approval. Applicant should demonstrate knowledge of municipal authority auditing laws and regulations and experience in providing advice to municipal authorities or entities on records compliance issues as well as knowledge of the financial issues affecting water and sewer utilities. Any contract awarded shall be subject to cancellation by the BMUA on 30 days notice with any work performed to the date of cancellation prorated accordingly.

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must employ a minimum of five (5) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment,
2. Must have a minimum of five (5) years’ experience in providing auditing services to municipalities within the State of New Jersey,
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to municipal clients.
5. Must list all current and prior municipal clients.
6. MUST OBTAIN THE SOLICITATION PACKAGE AND COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.
- 7.INSURANCE REQUIREMENT. The responding firm or entity must maintain professional liability (errors and omissions) insurance in an aggregate amount of at least \$1,000,000 during any contract awarded and shall prior to commencing work under any contract awarded or at any time requested by the BMUA furnish the BMUA with a certificate of insurance as evidence that it has procured and maintains the required coverage and shall give the BMUA a sixty (60) day notice of cancellation, non-renewal, or change in such insurance coverage. If the responding firm is awarded a contract and fails to obtain or maintain the required insurance, the firm or entity agrees fully indemnify the BMUA for any costs occasioned by the BMUA on account of any damage, claim or liability suffered by or arising against the BMUA with respect to the firms actions under said contract including, but not limited to, attorney fees, and defense costs as well as the amount of any ultimate award or judgment.

EEO COMPLIANCE. The contractor or subcontractor, where applicable, must agree to comply with any regulations promulgated pursuant to P.L. 1975, c. 127 (c. N.J.S.A. 10:5-31, et seq.), 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 pursuant to P.L. 1975, c. 127, (c. N.J.S.A. 10:5-31, et seq.), as amended and supplemented from time to time, and with the Americans with Disabilities Act; and understands that final execution of any contract for goods or services will be

contingent upon documentation of that compliance in as detailed in the "general instructions and submission" criteria.

BE ADVISED THAT, absent an express written notice to the contrary in the detailed requirements, all proposals:

1. Are to be submitted on the standardized **"SUBMISSION FORMS – Professional Service Contract"** AND
2. Are Subject to the standardized **"GENERAL INSTRUCTIONS and CONTRACT REQUIREMENTS"**.

The above mentioned standardized documents are available either as links to this posting or under the topic heading where this posting is found. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the Bayonne Municipal Utilities Authority, 630 Avenue C, 1st Floor, Rm. 11, Bayonne, NJ 07002. The BMUA office is open during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SUBMISSION PROCESS, DEADLINE, CONTENTS, RECEIPT AND RIGHTS RESERVED:

1. Sealed Responses should be clearly marked on the outside of the envelope as a **"Response to Solicitation - BMUA - Professional Services - Auditor"**.
2. They should be mailed or delivered the attention of **"Tim Boyle, Executive Director BMUA, 630 Avenue C, Room 11, Bayonne, NJ 07002"** so that they are **RECEIVED on or before the Due Date and Time noted above**. Unless the due date and time are extended by the Authority, Submissions received late will not be considered.
3. **SUBMISSIONS SHOULD INCLUDE:**
 - A. The above noted **"SUBMISSION FORMS – Professional Service Contract"** which forms include and/or require:
 - (i). The **"Proposal, Qualifications and Costs Submission Form"** signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
 - (ii). A signed and notarized **"Non-Collusion Affidavit."**
 - (iii). A signed Disclosure of Ownership form.
 - B. A copy of the vendor's current **"NJ Business Registration Certificate."**
 - C. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this submission.
4. The Executive Director and/or his designated representative will receive submissions up to the submission deadline noted above and will immediately thereafter publicly open all submission received in the Dorothy E. Harrington Council Chambers on the First Floor of the aforesaid Bayonne Municipal Building, 630 Avenue C, Bayonne, NJ where and at which time submissions will be read aloud and be otherwise available for public scrutiny.
5. The Authority reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in their judgment will be in the best interest of the Authority.