

NOTICE OF SOLICITATION FOR PROFESSIONAL SERVICE CONTRACT  
CITY OF BAYONNE – PANEL COUNSEL – LABOR/EMPLOYMENT COUNSEL

TAKE NOTICE: The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, New Jersey 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking a professional services provider or providers (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 service / title 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:  
CITY OF BAYONNE – LABOR/EMPLOYMENT PANEL COUNSEL

The City desires to appoint legal counsel to represent the City in labor and employment negotiations and litigation including disciplinary matters and handle the following services and render legal advice and opinions as follows:

- a. Labor & Employment Law and Litigation
- b. Litigation before Administrative Boards and Courts
- c. Arbitration Hearings
- d. Union Negotiations
- e. PERC Hearings
- f. Disciplinary matters, departmental hearings and appeals involving City Employees
- g. Act as hearing officers for internal disciplinary matters.

**The contract shall term is \_\_\_\_\_ to \_\_\_\_\_.**

QUALIFICATIONS:

Each interested firm shall submit a proposal with the following information:

- a. name of firm
- b. address of firm
- c. all employees of firm
- d. experience in representing other public entities
- e. number of years in business
- f. must have a minimum of five (5) years experience representing public entities in labor, employment and related-litigation matters
- g. must hold a license to practice law and be a member of the New Jersey bar;
- h. the services are paid at an hourly rate of \$165.00 per hour.

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 Profession Service RFQ-RFP SUBMISSION FORMS” AND
2. Are Subject to the Standardized “General Instructions, Submission and Selection Criteria for Professional Service Contracts”.

The above mentioned standardized documents are available on the City of Bayonne Website “<http://www.BayonneNJ.org>” under the heading “Notice of Solicitation for Professional Service” or by going directly to “<http://www.BayonneNJ.org/bids>” and clicking on the link bearing their name. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Division, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Division is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES SHOULD INCLUDE:**

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:
  - a. A signed and notarized “Non-Collusion Affidavit.”
  - b. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. 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.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed responses must be received in the City Law Division, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time (“due date” set forth in this notice (also referred to as the “submission deadline”). The City’s Corporation Counsel and/or his designated representative will receive submissions up to the submission deadline noted above.

The City 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 City.

Notice Posted: \_\_\_\_\_

Due Date: \_\_\_\_\_ @ \_\_\_\_\_ prevailing time

All proposals will be opened at the City Council Chambers on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_, Esq., Corporation Counsel, 630 Avenue C, Rm. 15, Bayonne, NJ 07002