

BOROUGH OF FAIR HAVEN  
COUNTY OF MOMOUTH  
STATE OF NEW JERSEY

REQUEST FOR PROPOSAL / QUALIFICATIONS  
BOROUGH AUDITOR

Sealed proposals will be received by the Borough Clerk of the Borough of Fair Haven, New Jersey at 748 River Rd., Fair Haven, New Jersey on **November 17, 2021, 10:00 am.**

Request for Proposal/Qualifications from Auditing Firms interested in serving as Borough Auditor to the Borough of Fair Haven for the period January 1, 2022, through December 31, 2022.

Successful applicants will be required to comply with requirements of N.J.S.A. 30:5-33, et. Seq. (N.J.A.C. 37:27), Equal Employment Opportunity, N.J.S.A.52:32-4, et. seq., New Jersey Business Registration, N.J.S.A. 10:5-31 Affirmative Action.

The Borough of Fair Haven reserves the right to reject any and/or all proposals if it is deemed to be in the best interest of the Borough of Fair Haven to do so. The Borough of Fair Haven also reserves the right to conduct interviews of any and or all applicants, as it deems necessary.

By order of the Mayor and Council of the Borough of Fair Haven.

**Request for Proposals from Auditing Firms Interested in  
Serving as “Borough Auditor”  
to the Borough of Fair Haven for the Period  
January 1, 2022, through December 31, 2022**

**Introduction**

Pursuant to the Fair and Open Process established by N.J.S.A. 39:44A-3, et. Seq., the Borough seeks Requests for Proposal (“RFP”) from auditing firms licensed to practice in the State of New Jersey that wish to serve as Borough Auditor for the Borough of Fair Haven. The successful firm must have significant experience in representing New Jersey public entities in the capacity as a municipal auditor. The successful auditing firm will provide the following services:

The Borough Auditor must be a firm in the State of New Jersey and shall provide all necessary and desirable auditing services and advice requested by the Borough, including, but not limited to the Municipal Audit, AFS, Debt Statement and assistance with budget preparations.

1. Hourly rate of Auditor and Associates and any other charges for services.
2. Flat fee for the Audit, the Annual Financial Statement (AFS) and the Annual Debt Statement (ADS) listed separately.
3. Break down of billing method.

**Professional Information and Qualifications**

Each interested Auditor shall submit the following information:

1. Name of Auditor and auditing firm in which Auditor is associated.
2. Address of principal place of business and all Auditor’s offices and corresponding telephone, email addresses and fax numbers.
3. Areas of Practice.
4. Description of auditor’s education, experience, qualifications, number of years with the current firm and a descriptive narrative of their experience with projects similar to those required herein.
5. Experience related to representation of Municipalities and other public entities.
6. At least three (3) references, of which must have knowledge of your representation of a public entity.
7. Examples of your record of auditing municipalities.
8. The auditor’s ability to provide the services in a timely fashion and availability for appearances on behalf of the Borough (including staffing, familiarity, and location of key staff).
9. A copy of your New Jersey Business Registration Certificate.
10. A copy of your W9 form.
11. A completed Statement of Ownership form (attached).
12. A completed Affirmative Action form (attached).

13. Any other information which the interested auditor deems relevant.

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Experience and reputation in the field.
2. Experience with or specific knowledge of the Borough of Fair Haven as it pertains to the contract.
3. Qualifications of the individual who will perform the tasks and the amounts of their respective participation.
4. Experience of the individuals as it relates to the particular expertise required to perform the contract.
5. Ability of the firm to perform the services in a timely basis, including staffing and familiarity with the subject matter.
6. Availability for appearances on behalf of the Borough.
7. References.
8. Any other factors determined by the Governing Body to be in the best interests of the Borough.

### **Submission Requirements**

Responses to this RFP must be delivered in a sealed envelope bearing the title and received no later than **10:00 A.M. on November 17, 2021**, to:

Borough Clerk,  
Borough of Fair Haven  
748 River Rd.  
Fair Haven, NJ 07704

**One (1) original, hard copy document** of the proposal shall be submitted on  
Wednesday, November 17, 2021, 10:00 am.

**One (1) electronic copy** shall be submitted to the Municipal Clerk, Allyson Cinquegrana at  
[ACinquegrana@FHBoro.net](mailto:ACinquegrana@FHBoro.net) **AFTER midnight on November 18, 2021** and received by the end of business  
day on November 18, 2021, 4:00 pm.

*No original proposals shall be accepted after the specified date and time.*

BOROUGH OF FAIR HAVEN  
CHECKLIST OF REQUIRED DOCUMENTS

The following are required submissions in this proposal package:

	Initials
Qualification Proposal Form	_____
Checklist of Required Documents, signed below	_____
Proposed Form of Contract and fees	_____
Affirmative Action Certification or Report	_____
Applicant and Sub-Applciant Business Registration Certificate	_____
Disclosure of Ownership	_____
Affidavit of Non-Collusion	_____
Business Entity Disclosure Certification	_____
W9 Form	_____
Exhibit A to Proposed Contract – Mandatory Equal Opportunity Language	_____
Exhibit B to Proposed Contract – Mandatory ADA Language	_____

EACH REQUIRED ITEM MUST BE INITIALED ON THIS FORM IN THE SPACE PROVIDED.  
THIS CHECKLIST MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL PACKAGE.

\_\_\_\_\_  
COMPANY/APPLICANT'S NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT)                      DATE

\_\_\_\_\_  
TITLE

## AFFIRMATIVE ACTION CERTIFICATION

P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent: (1) A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter); OR (2) A photocopy of approved Certificate of Employee Information Report; OR (3) An Affirmative Action Employee Information Report (Form AA302).

All successful construction contractors must submit within three days of the signing of the contract an initial Project Workforce Report (AA201) for any contract aware that meets or exceeds the Public Agency bid threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975 C. 127.

The following questions must be answered by all applicants:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C. 127 and agrees to furnish the required documentation pursuant to the law.

**Note: A contractor's proposal must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, C. 127, within the time frame.**

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**Applicant's Name**

**Title**

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**Authorized Signature**

**Telephone**

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**Print Name**

**BUSINESS ENTITY DISCLOSURE CERTIFICATON**  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF FAIR HAVEN**

**Part I – Vendor Affirmation**

The undersigned being authorized and knowledgeable of the circumstances, does not hereby certify that \_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2021 to any of the following name candidate committee, joint candidates committee or political party committee representing the elected officials of the Borough Council of the Borough of Fair Haven as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Mayor Joshua Halpern	Fair Haven Republican Club
Councilwoman Meghan Chrisner-Keefe	Fair Haven Democratic Club
Councilwoman Elizabeth Koch	Fair Haven Republican Club
Councilwoman Suzanne McCabe	Fair Haven Republican Club
Councilman Michael McCue	Fair Haven Democratic Club
Councilwoman Laline Neff	Fair Haven Democratic Club
Councilman Christopher Rodriguez	Fair Haven Democratic Club

**Part II – Ownership Disclosure Certification**

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

Name of Stock or Shareholder	Home Address

**Part III – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or party this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Affiant)

My Commission expires:

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)

### AFFIDAVIT OF NON-COLLUSION

The undersigned, bring duly sworn according to law, deposes and says:

1. I reside at:

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2. The name of the within applicant is:

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3. I executed said proposal of behalf of the applicant with the full authority to do so.
4. The applicant has not directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive proposal in connection with the contract.
5. All statements contained in the Qualification Statement and Proposal and in this Affidavit are true and correct and were made with the full knowledge that the Borough of Fair Haven, Monmouth County, its officers and employees, relies upon the truth of the statements therein made in awarding the above-named contract.
6. I further warrant that no person or selling agency has been employed or retained to solicit or service such contract upon an agreement or understanding for a commission, percentage. Brokerage or contingent fee, except bona fide employees of or bona fide established commercial selling agencies maintained by the applicant.

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Signature of Applicant

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Print Name

Subscribed and sworn before me this \_\_\_\_ day of  
\_\_\_\_\_, 2\_\_\_\_.

My Commission expires:

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(Affiant)

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(Print name & title of affiant) (Corporate Seal)

DISCLOSURE OF OWNERSHIP  
N.J.S.A. 52:25-24.0 (P.L. 1977, C.33)

Check one:

☐ I certify that the list below contains the names and addresses of all stockholders holding more than 10% or more of the issues and outstanding stock of the undersigned.

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

LEGAL NAME OF APPLICANT:

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☐ Limited Partnership

☐ Limited Liability Company

☐ Corporation (Profit or Non-Profit)

☐ Limited Liability Partnership

☐ Subchapter S Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Other \_\_\_\_\_

**Complete if the applicant/respondent is one of the three (3) types of corporations:**

Date Incorporated: \_\_\_\_\_

Where Incorporated: \_\_\_\_\_

Business Information:

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Street Address

City

State

Zip

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Telephone Number

Fax Number

Email Address

Listed below are the names and addresses of all stockholders, partners or individuals who own ten percent (10%) or more of its stock of any classes, or who own ten percent (10%) greater interest therein.

**(To be completed by for profit only)**

Full Name of Individual, Address and Share (%) Owned:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Notes:

1. Attach additional sheets in this format, if necessary.
2. If an organization is shown as a greater than 10% ownership, attach a similar breakdown of their/its individual owners.



## **EXHIBIT A**

### **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. 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, race, 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.