BOROUGH OF BLOOMINGDALE
PASSAIC COUNTY, NJ

Request for Proposals
2027 Professional Services

RFP - Borough Attorney, Borough Auditor, Insurance Risk Manager, & Bond Counsel
Release Date: October 27, 2026

BOROUGH OF BLOOMINGDALE
MUNICIPAL BUILDING
101 Hamburg Turnpike
Bloomingdale, NJ 07403

PLEASE TAKE NOTICE, that the Borough of Bloomingdale is soliciting proposals for the following professional services for the calendar year of 2027: Borough Attorney, Borough Auditor, Insurance Risk Manager, and Bond Counsel; therefore, is requesting proposals for the award of such a contract(s) in accordance with N.J.S.A. 40A:11-5(1)(a)(i).

All those interested in submitting proposals should review the request for proposals and submit all documentation requested to the Municipal Clerk of the Borough of Bloomingdale located at the Municipal Building, 101 Hamburg Turnpike, Bloomingdale, NJ or may review the request on the Borough's Webpage: www.bloomingdalenj.net – under the 'Announcements' section.

All proposals must be submitted to the Municipal Clerk of the Borough of Bloomingdale at Bloomingdale Municipal Building on or before Monday, November 30, 2026, by 4:00 p.m.

Breeanna Smith, R.M.C.
Municipal Clerk

RFP FOR PROFESSIONAL SERVICES: MUNICIPAL AUDITOR, BOROUGH ATTORNEY, INSURANCE RISK MANAGER & BOND COUNSEL FOR CALENDAR YEAR 2027

All communications concerning this RFP, or the RFP process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:

Michael Sondermeyer, BA
Borough of Bloomingdale
101 Hamburg Turnpike
Bloomingdale, New Jersey 07403
msondermeyer@bloomingdalenj.net
973-838-0778 Ext 243

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INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit one (1) copy of all requested documentation. All proposals must address all the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein may render the submission unresponsive and may result in rejection. The Borough reserves the right to reject all proposals and negotiate a professional service contract. All submissions shall be hand-delivered, mailed by way of first-class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is a resolution appointing a Borough Attorney, Borough Auditor, Insurance Risk Manager, & Bond Counsel and a contract awarded by the Borough Council of the Borough of Bloomingdale.

SECTION A

IDENTIFICATION PAGE

CONTACT INFORMATION

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

NAME & ADDRESS OF FIRM: _____

_____

_____

_____

NAME OF PROPOSER: _____

STATES IN WHICH THE PROPOSER HOLDS CURRENT LICENSES: _____

YEARS OF EXPERIENCE AS A LICENSED PROFESSIONAL: _____

YEARS OF EXPERIENCE AS A LICENSED PROFESSIONAL (*PRACTICING IN THE STATE OF NEW JERSEY:* _____

Please provide a description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.

1. Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal. For purposes of this RFP, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

2. If a firm is a partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal. Describe the approval process.

3. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

4. The number of years your organization has been in business under the present name.

5. The number of years the business organization has been under the current management.

6. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

7. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

SECTION B

PROFESSIONAL RECORD AND REPUTATION

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:

   a. Description and scope of work by Respondent
   b. Explanation of perceived relevance of the experience to the RFP
   c. At least three references, with name, address and contact information.

2. Describe the services that Respondent would perform directly

3. A narrative statement of the Respondent's understanding of the Borough's needs and goals.

4. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

SECTION C

PERFORMANCE INFORMATION

1. Respondent shall include a narrative and/or provide any documentation that may demonstrate the abilities and accomplishments of the firm.

2. The Borough Council typically meets twice a month on the first & third Tuesday of each month at 7PM. Additional meetings with Council Subcommittees or staff may be required either during, before or after the workday. Please include a statement indicating the firm's availability to meet with Borough officials as needed.

3. Provide a narrative indicating the abilities and expertise of the firm along with resumes of the main point of contact and all other personnel that would perform work for the Borough.

SECTION D

FEES / COMPENSATION PROPOSAL

Please provide fee schedule the firm's compensation proposal, including a full fee schedule, any proposed retainer, fees for travel costs and reimbursable expenses.

SECTION E

LEGAL REQUIREMENTS

1. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

2. Provide evidence of insurance coverage showing coverages for the following:

    - Errors and Omissions in an amount of at least $1,000,000
    - Statutory Workman's Compensation Insurance
        - General Liability Insurance in an amount of at least $1,000,000 combined single limit per occurrence.
        - Auto Insurance Liability for bodily injury or property damage in an amount of at least $500,000 combined single limit.
    - Contractual Hold Harmless Liability coverage for the above

3. Business Registration Certificate.

4. Copies of Professional certificates and licenses.

5. The successful respondent will be required to comply with applicable Political Contribution Disclosure requirements.

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, Counsel agrees as follows:

Counsel 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 or sex. Except with respect to affectional or sexual orientation, Counsel 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 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. Counsel 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.

Counsel will, in all solicitations or advertisements for employees placed by or on behalf of Counsel, 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 or sex.

Counsel will send to each labor union or representative of 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 Counsel's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Counsel agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

Counsel agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

Counsel agrees to inform in writing appropriate recruitment agencies in the area, including 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 or sex, and that it will discontinue the use of any recruitment agency which

engages in direct or indirect discriminatory practices.

Counsel 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.

Counsel 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 or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

Counsel shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

SECTION F

EVALUATION

The Borough's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Bloomingdale. The Borough will consider Proposals only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFP.

Proposals will be evaluated by the Borough based on factors deemed the most advantageous, with all relevant factors considered. The evaluation will consider:

1. Past experience, reputation and achievements both of the firm and assigned team members in successfully implementing similar projects;
2. Demonstrated understanding of the Borough's needs.
3. Knowledge of the Borough and the subject matter addressed under the contract;
4. Ability to meet timeframes
5. Compensation proposal
6. Other factors demonstrated to be in the best interest of the Borough.

SECTION G

SUBMISSION STATEMENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

(insert date)

Attn: Michael Sondermeyer, BA
Borough of Bloomingdale
101 Hamburg Turnpike
Bloomingdale, New Jersey 07403

Dear Mr. Sondermeyer:

The undersigned have reviewed our proposal submitted in response to the Request for Proposals issued by the Borough of Bloomingdale, dated October XX, 2026, in connection with the Borough's need for Professional Services-(*fill in title as appropriate*)

We affirm that the contents of our proposal are accurate, factual, and complete to the best of our knowledge and belief and that the proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)
_____	_____
(Typed Name and Title)	(Typed Name and Title)
_____	_____
(Type Name of Firm*)	(Type Name of Firm)*
_____	_____
Dated: _____	Dated: _____

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.