NOTICE OF RFP

TO ALL INTERESTED PARTIES, PLEASE BE ADVISED THAT THE CITY OF EAST ORANGE (hereafter “The City”), A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY, WILL BE ACCEPTING PROPOSALS IN RESPONSE TO A REQUESTS FOR PROPOSALS FOR THE FOLLOWING PROFESSIONAL SERVICES:

PLANNING BOARD & ZONING BOARD OF ADJUSTMENT CONSULTANT: The City of East Orange, 44 City Hall Plaza, East Orange, New Jersey is seeking Proposals for a PLANNING BOARD & ZONING BOARD OF ADJUSTMENT CONSULTANT to the East Orange Planning Board & Board of Adjustment for a contract period beginning on December 20, 2010 and ending December 19, 2011. All candidates are required to comply with N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:2727 as amended. The successful candidate must have significant experience in municipal planning and drafting planner’s reports with respect to applications for development.

PROPOSALS must be received by the City of East Orange Office of Procurement no later than 11:00 a.m. on Friday, September 24, 2010, and must be mailed or hand-delivered to the East Orange Office of Procurement, Attention Nathaniel Adams 44 City Hall Plaza, East Orange, New Jersey 07019. Telephone number: (973) 266-5162.

REQUEST FOR PROPOSALS FORWARDED BY FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED. PROPOSALS SENT EITHER BY MAIL OR COURIER SERVICE MUST BE RECEIVED BY THE OFFICE OF PROCUREMENT NO LATER THAN 11:00 A.M. ON FRIDAY, SEPTEMBER 24, 2010. THE CITY SHALL NOT BE RESPONSIBLE FOR THE LOSS, NON-DELIVERY, OR PHYSICAL CONDITION OF PROPOSALS SENT BY MAIL OR COURIER SERVICE. PROPOSALS MUST BE SUBMITTED INDIVIDUALLY IN A SEALED ENVELOPE.

PROPOSALS are being solicited through a fair and open process in accordance with the Pay-To-Play Law, N.J.S.A. 19:44A-20.5 ET SEQ., and will be evaluated by the City of East Orange on the basis of the most advantageous to the City, price and other factors considered. The evaluation will consider: (a) Experience and reputation in the field; (b) Knowledge of the City of East Orange, its work and the subject matter to be under contract; (c) Availability to accommodate any required meetings of the agency; (d) Compensation proposal; and (e) Other factors if demonstrated being in the best interest of the City of East Orange.
CITY OF EAST ORANGE

REQUEST FOR PROPOSALS

FOR

PLANNING BOARD & ZONING BOARD OF ADJUSTMENT CONSULTANT

SUBMISSION DEADLINE

11:00 A.M.

September 24, 2010

ADDRESS ALL PROPOSALS TO:

Nathaniel Adams
Purchasing Agent
The City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07019
(973) 266-5162

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATION STATEMENT

The City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07019
THE SUCCESSFUL CANDIDATE WILL PROVIDE THE CITY WITH THE SERVICES RELATED, BUT NOT NECESSARILY LIMITED TO:

1) Providing technical assistance in the implementation of the municipal planning process and assist the Planning Director in the preparation of professional development materials for both the Board of Adjustment and the Planning Board.

2) Reviewing plans submitted to the City for approval and distributing the plans to the appropriate city agencies for review, comment, and approval.

3) Preparation of memoranda which describe pending projects, whether the plans require further review by the Planning Board of Adjustment (“the Boards”) and/or whether the Construction Official/Zoning Officer can act on said plan(s).

4) Attending regular and special meetings of the Board of Adjustment and the Planning Board and conference meetings with municipal boards and/or private entities and/or investors/developers.

5) Preparation of an annual board planner’s report to the Board of Adjustment and the Planning Board.

6) Review of all referrals to the Board of Adjustment and the Planning Board by the City including zoning and land use ordinances and regulations.

7) Review of all applications for site plan or variance approval.

8) Assisting the Secretary to the Board of Adjustment and Planning Board, also known as the Land Use Administrator, in the processing and establishment of procedures for the Board of Adjustment and the Planning Board to hear applications.

9) Review of Site Plan Advisory Committee meeting minutes.

10) Any and all other matters as directed by authorized City officials or the respective Board. Notwithstanding the foregoing, no services outside of the scope of services shall be performed without prior approval or consent of the appropriate City official or Board.

GLOSSARY

The following definitions shall apply to and are used in this REQUEST FOR PROPOSALS (RFP):

"City" - refers to the City of East Orange

"Qualification Statement" - refers to complete responses to this RFP submitted by Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the City) have satisfied the qualification criteria set forth in this RFP.

"RFP" - refers to this REQUEST FOR PROPOSALS, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Qualification Statement(s).
SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose

The City is soliciting PROPOSALS from interested persons and/or firms for the provisions of services, as more particularly described herein. Through a REQUEST FOR PROPOSALS process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure in this RFP.

The City will review PROPOSALS only from those persons and/or firms that submit a Qualification Statement which includes all information which includes all the information required to be included as described herein (in the sole judgment of the City). The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

1.2. Procurement Process and Schedule

The selection is in accordance with the "New Jersey Local Unit Pay-to-Play" Law and municipal ordinances establishing the “Pay-to-Play” criteria. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive fair and open process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFP. PROPOSALS will be evaluated in accordance with the criteria set forth in this RFP, which will be applied in the same manner to each Qualification Statement received.

1.3. Conditions Applicable to RFP

Upon submission of a Qualification Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFP and does not constitute a Request for Proposals (RFP).
- This RFP does not commit the City to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not
responsive to the requirements of this RFP.

• The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

• All PROPOSALS shall become the property of the City and will not be returned.

• All PROPOSALS will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

• The City may request Respondents to send representatives to the City for interviews.

• Any and all PROPOSALS not received by the City’s Office of Procurement by 11:00 a.m. on Thursday, September 24, 2010 will be rejected.

• Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

1.4. Rights of City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

• To determine that any Qualification Statement received complies or fails to comply with the terms of this RFP.

• To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.

• To waive any technical non-conformance with the terms of this RFP.

• To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.

• To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.

• To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5. **Addenda or Amendments to RFP**

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

1.6. **Cost of Qualification Statement Preparation**

Each Qualification Statement and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFP.

1.7. **Qualification Statement Format**

PROPOSALS must cover all information requested in this RFP. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.
SECTION 2

SUBMISSION REQUIREMENTS

3.1. General Requirements

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2. Administrative Information Requirements

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.


3. Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFP, and the name of the key contact person.

4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.

   (a) Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. 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 has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.

   (b) If a Respondent 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 Respondent submitting a Qualification Statement. Describe the approval process.

   (c) 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.

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

5. The number of years Respondent has been in business under the present name.

6. The number of years Respondent has been under the current management.

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

8. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.

9. Confirm appropriate federal and state licenses to perform activities.

10. An executed letter of intent.

11. Provide a copy of your Business Registration Certificate with the State of New Jersey Division of Taxation. (P.L. 2004, c.57). MANDATORY

3.3. Professional Information Requirements

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) Name, address and contact information of references.

   (c) Explanation of perceived relevance of the experience to the RFP.

2. Brief description of Respondent's relevant clients including municipal government clients during the last three (3) years.

3. Resumes of key employees.

4. Names and resumes of individuals who will be assigned to provide services to the City.

5. A narrative statement of the Respondent’s understanding of the City’s needs and goals.

6. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. 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.

7. Limits of Malpractice insurance coverage.

8. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain
SECTION 3

INSTRUCTIONS TO RESPONDENTS

Submission of PROPOSALS

The Proposer shall submit ten (10) paper copies and one (1) identical electronic copy in a pdf format of the RFP, in a sealed envelope addressed as noted above, bearing the Proposer's name and address, and clearly marked: (RFP PLANNING BOARD & ZONING BOARD OF ADJUSTMENT CONSULTANT)

PROPOSALS must be received by the City no later than 11:00 a.m. on Thursday, September 24, 2010, and must be mailed or hand-delivered. PROPOSALS forwarded by facsimile or e-mail will not be accepted.

To be responsive, PROPOSALS must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

Proposal must include a fee Schedule of your firm and all other parties that may be utilized in connection with the fulfillment of the terms of this agreement.
SECTION 4

EVALUATION

The City will consider Proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP. Proposal will be evaluated by the City on the basis of which is the most advantageous, price, experience and other factors considered. The evaluation will consider:

(a) Price
(b) Experience and reputation in the field
(c) Knowledge of the City of East Orange, its work and the subject matter to be under contract
(d) Availability to accommodate any required meetings of the agency
(e) Compensation proposal
(f) Other factors if demonstrated to be in the best interest of the City of East Orange

The City will select the most advantageous Proposals based on all of the evaluation factors set forth in this RFP. The City will make the award(s) that is in the best interest of the City.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFP except as otherwise stated. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to not select any of the Proposals.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.
SECTION 5

GENERAL TERMS AND CONDITIONS

1. The City reserves the right to reject any or all Proposals, if necessary, or to waive any informalities in the Proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.

2. Each Qualification Statement must be signed by the person authorized to do so.

3. PROPOSALS may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for Proposals received after the designated date and time and will return late Qualification Statements unopened. Proposals will not be accepted by facsimile or e-mail.

4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10/ 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the period of engagement, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. 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, sex or handicap. 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which
might tend to impair the objectivity or independence of judgment of said officer or employee.

6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Corporation Counsel's decision shall be final and conclusive.

8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.
LETTER OF INTENT

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

[insert date]

Nathaniel Adams
Purchasing Agent
Office of Procurement
44 City Hall Plaza
East Orange, New Jersey 07019

RE: REQUEST FOR PROPOSALS
PLANNING BOARD & ZONING BOARD OF ADJUSTMENT CONSULTANT

Dear Mr. Adams:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a REQUEST FOR PROPOSALS (RFP), issued by the City of East Orange (hereafter “City”), dated September 24, 2010, in connection with the City’s need for [insert services].

Name of Respondent HEREBY STATES

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the City’s procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.

5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. **(Name of Respondent)** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. **(Name of Respondent)** acknowledges that any letter of engagement executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take actions as are required in order to comply with such applicable laws.

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

(Signature of Chief Executive Officer)

____________ (Typed Name and Title)

____________ (Typed Name of Firm*)

Dated:

* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Intent.
LETTER OF QUALIFICATION

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

[insert date]

Nathaniel Adams
Purchasing Agent
Office of Procurement
44 City Hall Plaza
East Orange, New Jersey 07019

RE: REQUEST FOR PROPOSALS
Planning Board & Zoning Board of Adjustment Consultant

Dear Mr. Adams:

The undersigned have reviewed the Qualification Statement submitted in response to the REQUEST FOR PROPOSALS (RFP) issued by the City of East Orange, dated September 10, 2010, in connection with the City’s need for [insert services].

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement 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)

Typed Name of Firm*)   (Typed Name of Firm*)

Dated: _____________   Dated: _____________

* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Qualification.
4. During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, as 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, or sex. Except with respect to affectional or sexual orientation, 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, 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 non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement 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, 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 the 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, or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor 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.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27-5).

5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Corporation Counsel's decision shall be final and conclusive.

8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.
END OF GENERAL INSTRUCTIONS