

City of Union City

Request for Proposals from Individuals Interested in Serving as Certified Court Reporters for the Union City Boards for the Period November 15, 2013 through November 14, 2014

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks proposals from individuals who wish to serve as the Certified Court Reporters, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract period beginning on or after November 15, 2013 and ending November 14, 2014. The position may also be subject to Department of Community approval. The successful applicant must have significant experience with Certified Court Reporters services. If awarded a contract, the individual shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The successful applicant will engage in/be responsible for, but not be limited to, the following activities:

1. Shall appear at the regularly scheduled sessions and special meetings as scheduled of the Union City Board of Commissioners, Union City Zoning Board, Union City Planning Board and Union City Redevelopment Agency. A list of the regularly scheduled meetings is attached. The schedule of these meetings is subject to change.

The aforesaid times are approximate and may change subject to the board calendar. The Certified Court Reporter must attend the complete meeting.

In the event of vacation or unavailability, the Certified Court Reporter is permitted to utilize a substitute for a limited period, with the approval of the appropriate board.

CERTIFIED COURT REPORTER SHALL:

1. Provide a stenographic recording of each meeting. Provide the transcript of the meeting as requested by the specific Board.
2. Any other service necessary to perform the duties of Certified Court Reporters for the City of Union City.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which certified court reporter will be assigned to work with the City;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to providing Certified Court Reporters services for other public entities;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details of each of the individuals who will perform the services; and
8. Any other information which the interested firm deems relevant;
9. Statement of corporate ownership (c.52:25-24.2); and
10. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L.2004 c. 57).
11. Each candidate shall submit a copy of their Certified Court Reporter Certificate.

Selection Criteria

The selection criteria used in awarding a contract for professional services as described herein shall include, but not be limited to:

1. Education, as described in the Certified Court Reporters job description.

2. Experience, as described in the Certified Court Reporters job description.
3. Professional and personal references.
4. Requested costs for services.

OTHER INFORMATION

Questions regarding the RFP should be submitted by October 25, 2013 in writing to: Michael Robinson, Purchasing Agent

City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087
Phone: 201-348-5620
Fax: 201-617-0283

SUBMISSION REQUIREMENTS

Sealed RFPs will be publicly opened by the Union City Clerk in her offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11 a.m. on October 29, 2013. The RFP must be received no later 11 a.m.. on October 29, 2013 by:

Laura M. Miller - City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and two (2) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.