

TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL AND OTHER CONTRACTS
UNDER THE FAIR AND OPEN PRACTICE

NOTICE IS HEREBY GIVEN, for applicants for the position of Special Council as included in a notice of publication N.J.S.A.19:44a-20.5 authorized by the Toms River Township Board of Fire Commissioners District No. 1 by Motion of October 30, 2018 for submission of qualifications. The Toms River Township Board of Fire Commissioners District No.1 shall take into consideration the following factors, which will be weighted by the Toms River Township Board of Fire Commissioners District No.1 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Board of Fire Commissioners District No. 1:

I. Resume and letter application for Attorney including all documentation that provides the following for evaluation by the Toms River Township Board of Fire Commissioners District No. 1:

- Experience, qualifications and reputation in the field for the position sought
- Knowledge of the area of expertise for the position sought
- Willingness to accept the fee schedule promulgated by the Toms River Township Board of Fire Commissioners District No. 1.
- Availability to accommodate any required meeting of the Toms River Township Board of Fire Commissioners District No. 1.
- Designated professional and support staff and location of firm's offices
- References in general and in particular regarding the professional contractor

II. Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and with the Americans with Disabilities Act.

III. A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue shall be provided with the submission.

IV. The applicant will provide a Non-Collusion Affidavit; Disclosure of Ownership; and, Proof of Professional Liability Insurance.

V. Selection of professionals shall be based solely upon the evaluation by the Toms River Township Board of Fire Commissioners District No. 1 of the submitted material. The Board of Fire Commissioners reserves the right to set the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous situation of the Board of Fire Commissioners.

VI. Applicants shall submit all materials in a sealed envelope addressed to Jesse Sipe, Toms River Township Fire Commissioners District No. 1, 1144 Hooper Ave Suite 306, Toms River, New Jersey, 08753, to be received on or before 12:00 p.m. on November 16, 2018.

Submit (2) two original paper copies,

Faxed or E-Mailed proposals will NOT be accepted.