

RESOLUTION

No. 14-363

Date of Adoption JUN 19 2014

Approved as to Form and Legality

[Signature]
City Attorney, *[Signature]*

Factual content certified by

[Signature]
Title: HONORABLE HAROLD W. GEORGE

Councilman /woman *Phyllis Holly Ward* presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO PARA-PLUS TRANSLATIONS, INC., 2 COLEMAN AVENUE, CHERRY HILL NEW JERSEY 08034 FOR TELEPHONIC TRANSLATING AND OR INTERPRETING SERVICES AT TRENTON MUNICIPAL COURT FOR A PERIOD OF ONE YEAR IN AN AMOUNT NOT TO EXCEED \$17,500.00 - RFP2014-08

WHEREAS, the City has a need for a Telephonic Translating and or Interpreting Services for the City of Trenton, and

WHEREAS, a request for proposal was advertised, and three (3) proposals were received on March 18, 2014, and were evaluated by a committee based on criteria that included experience, understanding of requirements and cost; and

WHEREAS, the proposal of Para-Plus Translations, Inc., 2 Coleman Avenue, Cherry Hill, New Jersey 08034 was deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal; and

WHEREAS, the contract with Para-Plus Translations, Inc shall be for a period of one (1) year in an amount not to exceed \$17,500.00; and

WHEREAS, funds in the amount not to exceed \$17,500.00 have been certified to be available in account number 5-01-75-7500-290 from July 1, 2014 through June 30, 2015 contingent upon the adoption of the temporary or final budget; and

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Para-Plus Translations, Inc., 2 Coleman Avenue, Cherry Hill, New Jersey 08034.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-4.1.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BETHEA	✓				HOLLY WARD	✓				MUSCHAL	✓			
CALDWELL WILSON	✓				MCBRIDE	✓								
CHESTER	✓				REYNOLDS JACKSON	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

JUN 19 2014

[Signature]
President of Council

City Clerk

**PROFESSIONAL SERVICES CONTRACT
RFP # 2014-08
RESOLUTION #14-363**

THIS CONTRACT, made this **19TH day of JUNE 2014** by and between the City of Trenton, a municipal corporation of the State of New Jersey, ("City") and **PARA-PLUS TRANSLATIONS INCORPORATED, 2 COLEMAN AVENUE, CHERRY HILL, NEW JERSEY 08034 ("CONTRACTOR")**.

WHEREAS, the City has need for **TELEPHONIC TRANSLATION OR INTERPRETING SERVICES** for the City of Trenton, Department of Administration, Trenton Municipal Court.

WHEREAS, Contractor agrees to perform **TELEPHONIC TRANSLATION OR INTERPRETING SERVICES** in terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

1. **PROFESSIONAL SERVICES:** The City agrees to retain **Para-Plus Translations Inc., 2 Coleman Ave, Cherry Hill, NJ 08034** at the request of and under the general supervision of the City of Trenton, Department of Administration, Trenton Municipal Court.
2. **SCOPE OF SERVICES:** The contractor warrants that the representations made by it regarding its ability and skill level to carry out these services are true. Contractor shall, in a good, professional and workmanlike manner, in conformity with the responsibilities, demands and ethics of their profession, perform all reasonable and necessary services as described as follows:
 - Proposals for the above listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The City of Trenton Municipal Court is interested in firms and/or individuals to provide interpreting and/or translation services on an as needed basis at Trenton Municipal Court, 225 North Clinton Avenue, Trenton, New Jersey 08607. All languages required (Spanish, Polish, Russian, Korean, Portuguese, Sign Language, Chinese-Mandarin, Greek, Arabic, Panjabi, Japanese, French Creole-Haitian, African- Loma, Urdu, Misc.).

3. **DURATION OF THE CONTRACT:** This contract shall remain in full force effective beginning **July 1, 2014 through June 30, 2015.**

4. **COMPENSATION:**
 - (a) All work performed by Contractor according to the attached scope of services shall not exceed \$17,500.00.

 - (b) Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing;

 - (c) In no event during the terms of this Contract, Contractor's billings shall hereunder exceed the amount set forth in **Resolution No. 14-363**, which is incorporated herein by reference. In the event Contractor anticipates exceeding the aforesaid contract amount, the Independent Contractor, shall give prior written notice to the City of Trenton, Department of Administration, Trenton Municipal Court. Notice shall be given in the billing cycle before the contract amount is expected to be exhausted.

5. **STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

6. **NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

7. **INTEGRATION:** RFP2014-08 and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract.

8. **ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

9. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

10. **MISCELLANEOUS PROVISIONS:**

Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality . 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, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not 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. 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;

Contractor, 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, gender identity or expression, affectional or sexual orientation.

Contractor, where applicable, 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 and the American with Disabilities Act.

Contractor, where applicable, agrees to attempt to schedule 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, amended and supplemented from time to time.

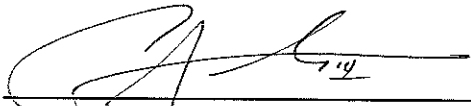
Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Contractor, where applicable, 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, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

Contractor, where applicable, 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. Contractor 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 (N.J.A.C. 17:27).

Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the Independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4



**Para-Plus Translation, Inc.,
2 Coleman Ave
Cherry Hill, NJ 08034**

Seal

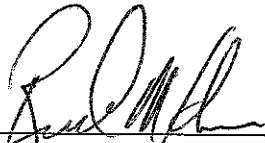
Attest: *Mary Lou Palazzolo*
7/7/14

Mary L. Palazzolo
Notary Public, New Jersey
My Commission Expires 9-19-15

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals
the day and year above written.

ATTEST:

CITY OF TRENTON



**RICHARD M. KACHMAR
CITY CLERK**



**ERIC E. JACKSON
MAYOR**