

RESOLUTION No. 25-454

DEC 02 2025

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

WESLEY BRIDGES, ESQ., CITY ATTORNEY

Factual content certified by

TONYA STEWART, DIRECTOR OF MUNICIPAL COURT

Councilman/woman \_\_\_\_\_ presents the following Resolution:

SPONSORED BY: \_\_\_\_\_

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO ACCURATE LANGUAGE SERVICES FOR IN-PERSON AND VIRTUAL INTERPRETING/TRANSLATING SERVICES AND TELEPHONIC INTERPRETING SERVICES FOR MUNICIPAL COURT IN AN AMOUNT NOT TO EXCEED \$235,000.00 FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD - RFP2025-27**

**WHEREAS**, the City has a need for In-person and Virtual Interpreting/Translating Services and Telephonic Interpreting Services for the City of Trenton, Municipal Court for a period of one (1) year from the date of award; and

**WHEREAS**, a request for proposal was advertised, and one (1) sealed proposal was received on September 24, 2025 at 11:00AM, by the Purchasing Agent and was evaluated by a committee based on criteria that included, experience, qualifications, references and fee; and

**WHEREAS**, the proposal of Accurate Language Services, 501 Grand Avenue, L-3, Asbury Park, NJ 07712 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$235,000.00 have been certified to be available in the following account numbers: 5-01- -75-7500-297 (\$40,000.00) and 6-01- -75-7500-297 (\$195,000.00) for a period of one (1) year from date of award.

**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 Accurate Language Services, 501 Grand Avenue, L-3, Asbury Park, NJ 07712 for In-person and Virtual Interpreting/Translating Services and Telephonic Interpreting Services; in an amount not to exceed \$235,000.00 for a period of one (1) year from the date of award for the City of Trenton, Municipal Court; and

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
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.

MOTION:					SECOND			Aye Nay Abstain Absent						
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				FRISBY					✓	GONZALEZ		✓	
FELICIANO	✓				HARRISON					✓				
FIGUEROA KETTENBURG	✓				WILLIAMS	✓								

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

**DEC 02 2025**

President of Council

City Clerk

**PROFESSIONAL SERVICES CONTRACT**

**RFP2025-27**

**RESOLUTION 25-454**

**AWARDED TO ACCURATE LANGUAGE SERVICES, FOR IN-PERSON AND VIRTUAL  
INTERPRETING/TRANSLATING SERVICES AND TELEPHONIC INTERPRETING SERVICES FOR THE CITY OF  
TRENTON, MUNICIPAL COURT**

**THIS CONTRACT** made this **3<sup>rd</sup> day** of **DECEMBER 2025** by and between the **CITY OF TRENTON, 319  
EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey,  
("City") and **ACCURATE LANGUAGE SERVICES, 501 GRAND AVENUE, L-3, ASBURY PARK, NJ 07712**  
("CONTRACTOR").

**WHEREAS**, the City has a need **FOR IN-PERSON AND VIRTUAL INTERPRETING/TRANSLATING SERVICES  
AND TELEPHONIC INTERPRETING SERVICES** for the City of Trenton, Municipal Court.

**WHEREAS**, Contractor agrees to provide **IN-PERSON AND VIRTUAL INTERPRETING/TRANSLATING  
SERVICES AND TELEPHONIC INTERPRETING SERVICES** for the City of Trenton, Municipal Court in  
accordance with the terms and conditions as set forth hereinafter, and the City being agreeable  
thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**FOR IN-PERSON AND VIRTUAL INTERPRETING/TRANSLATING SERVICES AND TELEPHONIC INTERPRETING  
SERVICES** for the City agrees to retain **ACCURATE LANGUAGE SERVICES, 501 GRAND AVENUE, L-3,  
ASBURY PARK, NJ 07712** at the request of and under the general supervision of the City of Trenton,  
Municipal Court.

**1. SCOPE OF SERVICES**

**SEE ATTACHED SCOPE OF SERVICES**

**DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of one (1) year from **DECEMBER 3,  
2025, TO DECEMBER 2, 2026**, in an amount not to exceed **\$235,000.00**.

- 2. 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.
- 3. 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.
- 4. INTEGRATION: Resolution #25-454** 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 this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 5. 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.
- 6. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

**MISCELLANEOUS PROVISIONS:**

- a. 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;
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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).

h. 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

*Victoria Ewing, Owner*

10/22/2015

DATE

ACCURATE LANGUAGE SERVICES  
501 GRAND AVENUE, L-3  
ASBURY PARK, NJ 07712

Seal: *MLA*

Attest: *Victoria Ewing*

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

ATTEST:

*Brandon L. Garcia*  
BRANDON L. GARCIA  
MUNICIPAL CLERK

CITY OF TRENTON

*W. Reed Gusciora*  
W. REED GUSCIORA, ESQ.  
MAYOR

DATE

*2/2/2020*

DATE

*1.29.26*

**CONTRACT AWARD**

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. If the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.



Check here if you are willing to hold the pricing consideration for over sixty days or until the contract is awarded.



Check here if you are not willing to hold the pricing consideration for over sixty days or until the contract is awarded.



**2025-2027 Over the Phone & Video Remote Interpreting Rates**  
**Pre-Scheduled & On-Demand**

**City of Trenton Municipal Court**

<b>Pre-Scheduled Over the Phone Interpreting Scheduled via Accurate's Office (per minute rate)</b>		<b>On-Demand Over the Phone Interpreting (per minute rate)</b>
Spanish	\$1.75	Language Category A: Spanish \$1.25
Other Languages	\$2.50	Language Category B: Arabic, Burmese, Chinese (Cantonese & Mandarin) French, Haitian Creole, Italian, Korean, Russian, Somali & Vietnamese \$1.75
<b>Pre-Scheduled Video Remote Interpreting Scheduled via Accurate's Office using Zoom, Google Meet, etc. (per minute rate)</b>		Language Category C: All other languages \$2.25
Spanish	\$2.00	<b>On-Demand Video Interpreting (per minute rate)</b>
Other Languages	\$2.50	Language Category A: Spanish \$1.75
American Sign Language - Legal	\$5.50	All Languages Listed (Category B) \$2.00
		American Sign Language (Legal) \$4.50
<ul style="list-style-type: none"> <li>* Pre-scheduled phone and video calls have a 60-minute minimum &amp; are billed in 30-minute increments thereafter.</li> <li>* 24-hour cancellation policy for spoken languages.</li> <li>* 48-hour cancellation policy for ASL.</li> <li>* Additional fee may apply for off-business hours (before 8am &amp; after 6pm), weekends/holidays, and for rush/emergency requests.</li> <li>* Certain languages may be subject to a 2-hour minimum.</li> </ul>		
<ul style="list-style-type: none"> <li>* All on-demand calls have a 15-minute minimum &amp; are billed in 15-minute increments thereafter.</li> <li>* Conference calls/video are an additional \$.30 per minute.</li> <li>* Calls longer than one (1) hour and calls that require a specialized skill set (Court) or a rare language should be pre-scheduled.</li> <li>* See our Brochure for our list of supported languages.</li> <li>* All rates and minimums are subject to change.</li> </ul>		

<b>To Access On-Demand Interpreters via Interpret Manager Platform</b>
<b>Landline Telephone:</b> toll free number and access code.
<b>Online Portal:</b> <a href="http://accuratelanguage.interpretmanger.com">http://accuratelanguage.interpretmanger.com</a>
<b>App:</b> on your smart device, phone or tablet.

<b>To Pre-Schedule an Interpreter</b>
<b>Phone:</b> 732-898-9144, ext. #1
<b>E-mail:</b> <a href="mailto:admin@accuratelanguageservices.com">admin@accuratelanguageservices.com</a>
<b>Fax:</b> 866-924-0744
<b>Online Portal:</b> <a href="http://accuratelanguage.interpretmanger.com">http://accuratelanguage.interpretmanger.com</a>

This is not an all-service list, please contact ALS for on-site interpreting and document translation services



# Accurate Language Services Translation & Interpretation

RFP2025-27

## 2025-2027 In-Person Interpreting Rates – Trenton Municipal Court

Language	Rate per Hour
Spanish	\$95.00
Chinese: Mandarin / Cantonese	\$125.00
French	\$125.00
Italian	\$125.00
Portuguese	\$125.00
Arabic	\$140.00
Bengali/Gujarati/Hindi/Punjabi/Urdu	\$140.00
Creole	\$140.00
German	\$140.00
Hebrew	\$140.00
Greek	\$140.00
Hebrew	\$140.00
Hungarian	\$140.00
Korean	\$140.00
Polish	\$140.00
Romanian	\$140.00
Russian	\$140.00
Turkish	\$140.00
Ukrainian	\$140.00
Vietnamese	\$165.00
American Sign Language	quoted upon request
Other Exotic Languages	quoted upon request

- \* This is not an all-language list, please contact ALS for other languages and for Document Translations and Telephone & Video Interpreting Rates.
- \*\* Discounts offered for assignments over 8 hours and long-term assignments.
- \*\*\* Rates are subject to change. Mileage rate is determined by the IRS.

Fine Print and Additional Fees	
All languages are billed at a two-hour minimum, except for American Sign Language (Legal) which is billed at a three (3) hour minimum.	
<b>Travel fees</b>	Spanish: \$0.70/ mile + tolls and parking as incurred.
	All other languages, including American Sign Language: \$25/hr travel time + \$0.70/ mile + tolls and parking as incurred.
<b>Other fees</b>	An additional fee of \$20/hr. may be incurred for services provided outside of normal business hours, (after 6pm and before 8am), weekends, and holidays and for rush/emergency requests. For American Sign Language the additional fee is \$25/hr.
	Rush/emergency requests are within 12 hours of the assignment.
<b>Cancellation Policy</b>	
	Advanced cancellation notice of 24 hours or more: No Charge.
	Less than 24 hours' notice: Full amount of interpreting fee will be charged plus travel, if applicable.
	American Sign Language cancellation requirement: Two (2) full business days (48 hours) from the day of the assignment.
<b>To Schedule an Interpreter</b>	
	<b>We are available 24/7/365</b>
	Phone: <b>732-898-9144</b>
	E-mail: <a href="mailto:admin@accuratelanguageservices.com">admin@accuratelanguageservices.com</a>
	Fax: <b>866-924-0744</b>
	Website: <a href="http://www.accuratelanguageservices.com">www.accuratelanguageservices.com</a>
	Portal: <a href="https://accuratelanguage.interpretmanger.com">https://accuratelanguage.interpretmanger.com</a>

**RFP2025-27**  
**SCOPE OF SERVICES**  
**FOR**  
**ON-SITE TRANSLATING AND/OR INTERPRETING SERVICES**  
**AT**  
**TRENTON MUNICIPAL COURT**  
**225 NORTH CLINTON AVENUE**  
**TRENTON, NEW JERSEY 08607**

**SCOPE OF SERVICES**

Sealed Request for 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 On-site Interpreting, virtual interpreting, and/or translation services and Telephonic Interpreting and or Translating Services on an as needed basis at/for the Trenton Municipal Court, 225 North Clinton Avenue, Trenton, New Jersey 08607. These contracts shall be awarded for a period of one (1) year from the time of the award. These contracts shall be awarded to one or multiple proposers, or whichever is in the best interest of the City of Trenton. The proposers have the right to bid on **one** or **both** Request for Proposals. **Proposers must identify on the front of their sealed envelope which proposal/s they are submitting. Example: On-site Interpreting and /or Translating Services or Telephonic Interpreting and /or Translating Services.**

**All languages required (Spanish, Polish, Russian, Korean, Portuguese, Sign Language, Chinese-Mandarin, Greek, Arabic, Panjabi, Arabic, Japanese, French Creole-Haitian, African- Loma, Urdu, Sign Language, Misc.).**

- The proposal shall be awarded to one or **multiple** Proposers
- The City of Trenton has encountered a need for on-site and virtual interpreting and/or translating services for any other language other than the ones mentioned in the Scope of Services
- The Trenton Municipal Court cannot provide a list of expected languages to be translated. /Interpreters/Translators are needed **on an as needed basis.**
- Proposer **must** provide proof of registration and approval by the New Jersey Supreme Court Language Services as an interpreter in the languages stated above.
- Proposers **may** submit alternate pricing rates in their proposal page.
- Able to accommodate morning court sessions beginning at 9:00am and evening sessions beginning at 5:00pm.

**Interested parties must be approved by the New Jersey Supreme Court and must provide proof at the time of the request for proposal submission. Pay will be based upon the classification level as follows:**

**These are the testing levels on Court Examination.**

- Master's Level – Half Day \$194.00, Full Day \$331.50, Hourly rate \$56.00 per Hour.
- Journeyman's Level – Half Day \$152.50, Full Day \$266.00, Hourly rate \$45.00
- Conditionally Approved Level – Half Day \$103.00, Full Day \$192.00, Hourly rate

Travel shall be paid at a rate of \$.31 cents per mile above the first 60 miles plus tolls. Toll receipts **must** be provided.

Preparation time will be paid at the following rates: The review of court documents prior to translating or interpreting on a case.

- Masters level - \$34.00/hour
- Journeyman's level - \$26.00/hour
- Conditionally Approved level - \$17.00/hour

**CONTRACT TERM**

The term of this contract shall be for a period of one (1) year.

The following criteria are being included as the basis for the award of services:

**EVALUATION CRITERIA**

- A. Experience and reputation in the field - **25%**
- B. Availability to accommodate any required meetings of the City of Trenton - **25%**
- C. References may be requested - **20%**
- D. Such other factors demonstrated to be in the best interest of the city of Trenton - **15%**
- E. Background Check Required prior to commence of work- **15%**

## **PROCUREMENT REQUIREMENTS:**

- A. A copy of the State of New Jersey Business Registration Certificate (**REQUIRED FROM AWARDED RESPONDENT PRIOR TO AWARD**)
- B. Documentation of required Affirmative Action Compliance (**Mandatory**)
- C. Acknowledgement of Addenda (**MANDATORY**) **Failure to Submit with Proposal Submittal is an automatic fatal defect**
- D. Ownership Statement Disclosure (**MANDATORY**) **Failure to Submit with Proposal Submittal is an automatic fatal defect**
- E. Affirmative Action Statement (**Mandatory**)
- F. Affirmative Action Mandatory Language (**Mandatory**)
- G. Americans with Disabilities Act Mandatory Language (**Mandatory**)
- H. Non-Collusion Affidavit (**Mandatory**)
- I. Certification and Disclosure of Political Contributions (**Required**)
- J. Disclosure of Investment Activities in Iran (**Require prior to award**)
- K. Disclosure of Invested Activities in Russia and Belarus (**Require prior to award**)
- L. Federal Non-Debarment Certification (**Mandatory**)
- M. Certificate of Insurance for general liability, professional liability and Worker's Comp is required **from the awarded** Proposer with a 30-day cancellation clause.

## **QUESTIONS**

Questions **must** be submitted in writing to [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org).

## **ACKNOWLEDGEMENT OF ADDENDA**

If changes are made to the Request for Proposal, an Addendum will be advertised in the Trenton Times and on the City's Website at <https://nj-trenton.civicplus.com/list.aspx>

Proposer shall visit the City of Trenton's website at for any addenda/notifications issued prior to the request for proposal opening at <https://nj-trenton.civicplus.com/list.aspx> in order to be considered.

### **PROPOSAL SUBMITTAL INSTRUCTIONS**

Provide one (1) full original proposal (**with original signature**), labeled "**Original**," and three (3) identical additional copies of the full request for proposal package in a sealed envelope. Proposals **must** be clearly identified on the outside of the sealed envelope with the firm's name, proposal opening date, **RFP2025-27**, and "**ON-SITE INTERPRETING AND/OR TRANSLATING SERVICES FOR TRENTON MUNICIPAL COURT.**"

Sealed Request for Proposals **must** be submitted in a sealed envelope addressed: to Ms. Isabel Garcia, QPA, Purchasing Agent, City of Trenton, City Hall, 319 East State Street, Trenton, Division of Purchasing, 1<sup>st</sup> floor NJ 08608 on or before **SEPTEMBER 24, 2025, 11:00AM**. The City of Trenton **will not** assume responsibility for any proposals received after the required scheduled due date and time.

Proposers are required to complete, sign (**original signature**), date, and notarize (**as required**) all forms in the Request for Proposal.

### **N.J.A.S.40A:11-13(e)**

Any prospective proposer who wishes to challenge a bid/proposal specification/scope of services shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no impact on the contracting unit or the award of a contract.