

**CITY COUNCIL**

**The City of Orange Township, New Jersey**

**DATE** March 19, 2024

**NUMBER** 175-2024

**TITLE:**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR THE PROVISION OF INTERPRETING SERVICES FOR THE YEAR 2024 TO THE CITY OF ORANGE TOWNSHIP MUNICIPAL COURT PURSUANT TO THE NON-FAIR AND OPEN PROCESS**

**WHEREAS**, the MUNICIPAL COURT of the CITY OF ORANGE TOWNSHIP is required to provide to interpreting services during Court sessions; and

**WHEREAS**, N.J.S.A. 40A:11-5(1)(a) does not require professional service contracts to be publicly bid and time is of the essence due to an ever present and expanding need for interpreting services; and

**WHEREAS**, per P.L. 2004, Chapter 19, as amended, provides for the awarding of a contract for "Professional Services" according to the non-fair and open process; and

**WHEREAS**, the agreement attached to this resolution provides that **Emmanuel Pierre and EMEL INTERPRETING AND TRANSLATING SERVICES LLC** will interpret Spanish, Creole, Portuguese and Mandarin at the MUNICIPAL COURT of the CITY OF ORANGE TOWNSHIP on a per session basis; and

**WHEREAS**, the agreement for the provision of interpreting services from **Emmanuel Pierre and EMEL INTERPRETING AND TRANSLATING SERVICES LLC** sets forth hourly rates of \$90.00 for Spanish and Creole interpreting services and \$125.00 per hour for Mandarin interpreting services in an amount not to exceed \$15,000.00 during calendar year 2024; and

**WHEREAS**, the prior contract with the interpreter for Calendar year 2023 expired on December 31, 2023, and the proposed agreement presented for authorization in the instant resolution is capped at \$15,000.00 and said cap cannot be raised without further authorization from the City Council, and;

**WHEREAS**, **Emmanuel Pierre and EMEL INTERPRETING AND TRANSLATING SERVICES LLC** has completed and submitted a Business Entity Disclosure Certification and/or will complete and submit a Business Entity Disclosure Certification within ten (10) days of the passage of this resolution which certifies that **Emmanuel Pierre and EMEL INTERPRETING AND TRANSLATING SERVICES LLC** has not made any reportable contributions to a political or candidate committee in the City of Orange Township in the previous year; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and



EMMANUEL PIERRE

**WHEREAS**, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose, contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 Budget, there will be sufficient funds to contract EMEL INTERPRETING AND TRANSLATING SERVICES LLC.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the **CITY OF ORANGE TOWNSHIP**, in the County of Essex and the State of New Jersey, as follows:

1. That the Agreement attached hereto and made part hereof entered into by Mayor Dwayne D. Warren, Esq. and **Emmanuel Pierre and EMEL INTERPRETING AND TRANSLATING SERVICES LLC**, 1075 Central Avenue, Plainfield, New Jersey 07060, is hereby ratified as an award of a non-fair and open contract in an amount anticipated not to exceed \$15,000 during calendar year 2023 thereby requiring the submission of a Business Entity Disclosure Statement within ten days of ratification if it has not already been submitted.

A copy of this resolution shall be published in Star Ledger, a newspaper giving coverage in this County, within ten (10) days of its passage and shall be available for public inspection, along with the contract, in the office of the **CITY OF ORANGE TOWNSHIP** Municipal Clerk.

Adopted: March 19, 2024

---

Joyce L. Lanier  
City Clerk

---

Tency A. Eason  
Council President



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

<b>Taxpayer Name:</b>	EMEL INTERPRETING & TRANSLATING SERVICES I.LC
<b>Trade Name:</b>	
<b>Address:</b>	1286 MARION AVE PLAINFIELD, NJ 07060-0706
<b>Certificate Number:</b>	2537099
<b>Effective Date:</b>	January 14, 2021
<b>Date of Issuance:</b>	November 10, 2023

**For Office Use Only:**  
20231110100431408

CITY OF ORANGE TOWNSHIP  
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS  
NEXT BUDGET - CURRENT FUND

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2024 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 Budget, there will be sufficient funds to contract with:

Vendor Name: Emel Interpreting & Translating Services LLC.

Address: 1075 Central Ave.

City: Plainfield

State: New Jersey

Zip Code: 07060

Purpose: Court Interpreting services

Vendor ID: EMELO005

Fund: Current Fund

Line Description CRT - Court - Professional Services

Account Numbers(s): CY24                      4-01-43-490-000-519                      \$ 15,000.00

Purchase Order # : 24-00725

Amount not to exceed: \$ 15,000.00

---

Division Head

Date

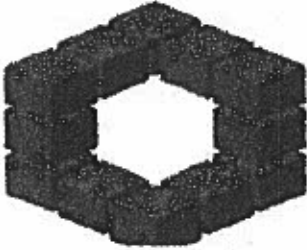
*Nile Clements*

3/8/2024

---

Chief Financial Officer

Date



# EMEL

INTERPRETING & TRANSLATING SERVICES

*"Your Satisfaction is our Passion"*

1075 Central Ave, Plainfield, NJ 07060

Tel. (973) 393-8299

## **Subject: Cancellation and Rate Change Memo**

**Today's date: March 1st, 2024**

**Effective date: April 30<sup>th</sup>, 2024**

**To: All our clients**

**Thank you for patronizing our services. We are proud to service your organization.**

**We strive every day to bring you the best-quality interpretation and translation.**

**Since most interpreters are freelancers and depend on their day-to-day calendars, we**

**adopt this policy to ensure they receive the minimum compensation when a case is canceled within 24 hours.**

**Therefore, starting on April 30<sup>th</sup>, 2024.**

- A- Any cancellation within twenty-four (24) hours of the scheduled date and time will be charged for the two (2) hours minimum.**
- B- Services scheduled for MONDAYS and TUESDAYS must be NOTIFIED by noon on Fridays.**
- C- Services scheduled for a day after a HOLYDAY must be CANCELED by noon on the last workday preceding that HOLYDAY.**

**2024 New Rate per Hour for Common Languages:**

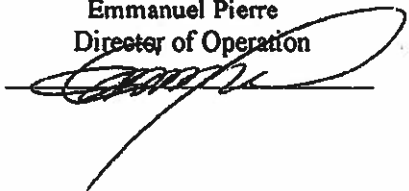
<b>Languages</b>	<b>Rates/hours</b>	<b>2 hours minimum</b>
Spanish		x >10 mn = 30 mn / x >40 mn = 60 mn
Arabic		x >10 mn = 30 mn / x >40 mn = 60 mn
ASL		x >10 mn = 30 mn / x >40 mn = 60 mn
Portuguese		x >10 mn = 30 mn / x >40 mn = 60 mn
Urdu / Hindi		x >10 mn = 30 mn / x >40 mn = 60 mn
Mandarin		x >10 mn = 30 mn / x >40 mn = 60 mn
Korean		x >10 mn = 30 mn / x >40 mn = 60 mn
Haitian Creole / French		x >10 mn = 30 mn / x >40 mn = 60 mn
Russian		x >10 mn = 30 mn / x >40 mn = 60 mn
Tigrinya		x >10 mn = 30 mn / x >40 mn = 60 mn
Amharic		x >10 mn = 30 mn / x >40 mn = 60 mn
Turkish		x >10 mn = 30 mn / x >40 mn = 60 mn
Romanian		x >10 mn = 30 mn / x >40 mn = 60 mn
Greek		x >10 mn = 30 mn / x >40 mn = 60 mn
Farsi (Persian)		x >10 mn = 30 mn / x >40 mn = 60 mn

This is just a list of the most requested languages in our area. However, we are not limited to them alone. We are committed to working diligently to find you the best interpreter for any foreign language you may need.

If you agree with the above changes, please sign it and return it to us at your earliest convenience.

Thank you.

For Emel Interpreting  
Emmanuel Pierre  
Director of Operation



For: \_\_\_\_\_  
\_\_\_\_\_







## STOCKHOLDER DISCLOSURE CERTIFICATION

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: Emmanuel Pierre	Name: Emmanuela Pierre
Home Address: 1075 CENTRAL AVE PLAINFIELD, NJ 07060	Home Address: 1075 CENTRAL AVE PLAINFIELD, NJ 07060
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 20__	_____
(Notary Public)	(Affiant)
My Commission expires:	_____
	(Print name & title of affiant)
	(Corporate Seal)

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave the line blank. <b>EMMANUEL A. PIERRE</b>	
	2 Business name/disregarded entity name, if different from above <b>EMEL INTERPRETING &amp; TRANSLATING SERVICES, LLC</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Apply to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1075 CENTRAL AVE</b> 6 City, state, and ZIP code <b>PLAINFIELD, NJ 07060</b>	7 List account number(s) here (optional)
	8 Requester's name and address (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-				
-	-	-	-									
or												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">8</td> <td style="width: 25%; border: 1px solid black;">5</td> <td style="width: 25%; border: 1px solid black;">-</td> <td style="width: 25%; border: 1px solid black;">3</td> </tr> <tr> <td style="width: 25%; border: 1px solid black;">3</td> <td style="width: 25%; border: 1px solid black;">5</td> <td style="width: 25%; border: 1px solid black;">7</td> <td style="width: 25%; border: 1px solid black;">5</td> </tr> <tr> <td style="width: 25%; border: 1px solid black;">1</td> <td style="width: 25%; border: 1px solid black;">0</td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>	8	5	-	3	3	5	7	5	1	0		
8	5	-	3									
3	5	7	5									
1	0											

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>01-11-2024</u>
------------------	----------------------------	--------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*