

CITY COUNCIL

The City of Orange Township, New Jersey

DATE August 7, 2024

NUMBER 370-2024

TITLE: A RESOLUTION AUTHORIZING THE AWARDING OF A CONTRACT FOR LANGUAGE TRANSLATION SERVICES TO ACCURATE LANGUAGE SERVICES, LLC, 501 GRAND AVENUE, ASBURY PARK, NJ 07712 IN AN AMOUNT NOT TO EXCEED \$14,000.00

WHEREAS, the Orange Municipal Court requires that response to all callers and defendants in Court; and

WHEREAS, such services require specialized knowledge and expertise in a particularized field necessary to successfully implement and provide such service that specifications cannot reasonably be formulated and public bidding is not feasible; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of a contract for “extraordinary unspecifiable services” without competitive bids and that said contract itself must be available for public inspection as set forth herein; and

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 in Account No 4-01-43-490-000-519, contingent upon Council approval and inclusion of said item in the 2024 Budget, there will be sufficient funds to contract ACCURATE LANGUAGE SERVICES, LLC.


NOW, THEREFORE, BE IT RESOLVED, the Municipal Council of the City of Orange Township, New Jersey as follows:

1. The Mayor and the Municipal Clerk are hereby authorized and directed to execute the attached agreement with Accurate Language Services, LLC, 501 Grand Street, Asbury Park, NJ 07712.
2. This contract is awarded without competitive bidding as an “extraordinary unspecifiable service” in accordance with N.J.S.A 40A:11-5(1)(a)(ii) of the Local Public Contracts Law because the involved service requires a specialized knowledge and expertise in a particularized field, requires performance by a firm with a proven reputation and the scope of services cannot be reasonably described by written specifications.
3. Notice of this action shall be printed in the Orange Transcript as required by law within ten (10) days of its passage.

Adopted: August 7, 2024

Joyce L. Lanier,
Municipal Clerk

Adrienne Wooten
Council President



Adrienne Wooten

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: Accurate Language Services

Address: 501 Grand Ave.
#L3

City: Asbury Park
State: New Jersey
Zip Code: 07712

Purpose: Language translation services

Vendor ID: ACCUR025

Fund: Current Fund		
Line Description CRT - Court O&E - Professional Services		
Account Numbers(s): CY'24	4-01-43-490-000-519	\$ 14,000.00

Purchase Order # : 24-01490

Amount not to exceed: \$ 14,000.00

Division Head

Date

Nile Clements

7/23/2024

Chief Financial Officer

Date

GENERAL SERVICE AGREEMENT

This GENERAL SERVICE AGREEMENT (the "Agreement") dated this 31ST day of July 2024

BETWEEN:

City of Orange Township / City of Orange Township Municipal Court /
City of Orange Township Police Department,
29 Park Street, Orange, NJ 07050, USA
(the "Client")

- AND -

Accurate Language Services of 501 Grand Ave, L-3, Asbury Park, NJ 07712
(the "Contractor").

BACKGROUND:

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience, and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with services (the "Services") consisting of:

Accurate Language Services will provide the following services on an as needed basis:

- **In-Person Interpreting Services**
- **On-Demand Over the Phone Interpreting Services – services will be available 24 hours a day, 7 days a week and 365 days a year, in more than 170 languages**
- **Pre-Scheduled Virtual Interpreting Services**
- **Document Translation Services**

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on August 1, 2024, and will remain in full force and effect until July 31, 2025, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to July 31, 2025, that Party will be required to provide at least 60 days' notice to the other Party.

Performance

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in US Dollars.

Compensation

7. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation (the "Compensation") to the Contractor as follows:

- Please see attached Rate Sheets.

For In-Person and Pre-Scheduled Virtual Assignments:

- 24 hours or more advanced cancellation notice: No Charge
- Cancellation with less than 24 hours notice: Total # of requested hours billed.
- Cancellation upon arrival: total # of requested hours plus travel

Payment Terms:

The City of Orange will make every effort to pay vendors/contractors within thirty (30) to sixty (60) days of receipt of Accurate's invoice.

Invoices will be billed under PO#: TBD.

8. The above Compensation includes all applicable sales tax, and duties as required by law.

Return of Property

9. Upon the expiry or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

Capacity/Independent Contractor

10. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

Notice

11. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
 - a. City of Orange Township
29 Park Street, Orange, NJ 07050 USA
 - b. Accurate Language Services
501 Grand Ave, L-3, Asbury Park, NJ 07712

or to such other address as any Party may from time to time notify the other.

Indemnification

12. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

Insurance

13. The Contractor will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would be considered reasonable in the industry of the Contractor based on the risk associated with the characteristics of this Agreement and only to the extent permitted by law. All insurance policies will remain materially unchanged for the duration of this Agreement.

Legal Expenses

14. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing Party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Modification of Agreement

15. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

16. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

17. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

Entire Agreement

18. It is agreed that there is no representation, warranty, collateral agreement, or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

19. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

20. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Gender

21. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

22. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of New Jersey, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

23. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

24. The waiver by either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this

_____ Day of _____

City of Orange Township

Per: _____ (Seal)

Accurate Language Services

Per: Victoria A. Ewing

Victoria A. Ewing
Owner / President
July 31, 2024



ACCURATE LANGUAGE
SERVICES
TRANSLATION & INTERPRETATION

PROPOSED RATES

FOR THE CITY OF ORANGE TOWNSHIP

Over-the-Phone Interpreting Services for the
Municipal Court and Emergency Services

Victoria A. Ewing
Director

📞 732-898-9144

✉️ victoria@accuratelanguageservices.com

MARCH 25, 2024

1. Executive Summary

Accurate Language is a full-service interpretation and translation agency offering language services in over 200 languages. Founded in Haddonfield, New Jersey we have been providing high-quality language services since 1995. Accurate is a state-certified minority and women-owned, small business enterprise. We are also a New Jersey Administrative Offices of the Court (AOC) approved language agency for in-person and telephone interpreting services.

Our goal is always to provide the highest quality language services possible. We achieve this by attracting the most professional and qualified interpreters and translators and also by understanding the needs of the City of Orange Township, its various departments that will use the telephone services, and its community. Accurate Language Services greatly looks forward to developing a long-lasting relationship with the City of Orange by providing on-demand and telephone interpreting services for the Municipal Court and Emergency Services. We are committed to providing excellent language services to the City of Orange so that the various City Departments can communicate effectively with all non-English speaking community members.

Accurate Language Services proposes to provide the following language services to the City of Orange:

- Over the Phone, On-Demand with Conference Call interpretation services, 24 hours a day, 7 days a week, and 365 days a year, in more than 170 languages
- Accurate will provide the City with a dedicated toll-free number and access pin # (s) to use when calling the toll-free number.
- Pre-call questions will be asked so Accurate and the City can keep track of who is making the calls. Examples of pre-call questions are:
 - What is the caller's name?
 - What department are you calling from?
 - What is the Judge's name?
 - *Pre-call questions are customizable and can be chosen by the City.
 - **Pre-call questions will be removed for all 911 calls to help expedite the services.

Our network of pre-screened interpreters and translators are all qualified, competent, and experienced linguists. Many hold advanced degrees in their perspective fields as well as certifications from various organizations within the language services industry.

Accurate Language Services will be responsible for the recruitment, screening, qualifying, and scheduling of all interpreters. The interpreters will comply with all applicable rules and regulations set forth by the City of Orange, Accurate Language, and as well as industry ethics.

Accurate Language has a diverse client base, comprising of education systems, hospitals/ medical centers, municipalities, judiciary systems, law firms, non-profit organizations, and many global corporations. Here is a short list of some of our local clients:

- Atlantic County Superior Court
- Camden City School System

- Camden City Municipal Court
- Camden County Superior Court
- Hamilton Township Municipal Court
- Hoboken Municipal Court
- Inspira Health Network
- Jersey City Board of Education
- JFK Medical Center
- Geico Insurance Company
- Mercer County Superior Court
- New York Department of Education
- NJ Department of Children and Family (DCF/DYFS)
- NJ Courts (Superior, Municipal, Parole Board & Tax Court)
- New Jersey Manufacturers Insurance Company
- North Bergen Municipal Court
- Pennsauken Public School System
- Rutgers University
- State of Delaware
- Trenton Municipal Cour

2. Technical Criteria - Services Offered

Interpreting, Over-the-Phone, On-Demand

Whether you are face-to-face or on the phone with a Limited English Proficient (LEP) speaker, Over-the-phone Interpreting (OPI) by Accurate Language Services is the fastest and easiest way to eliminate language barriers that are affecting the flow of communication. Accessible by phone in 30-120 seconds through Accurate Language Services' network of professional telephone Interpreters are available to assist you in over 200 language offerings.

The City of Orange will have access to our state-of-the-art InterpretManager Platform and will be given a dedicated toll-free phone # and access code(s), which will provide instant access to interpreters in over 200 languages 24 hours a day, 365 days a year. Pre-call questions can be customized. Note that there are no pre-call questions asked during 911 dispatched calls so that the dispatcher can access the interpreter as quickly as possible. Note that our platform is highly customizable and if additional departments need to be added to the account, we can do so within days of the contract renewal.

Over-the-Phone Interpreting Features

- Specialized call routing options
- Qualified telephone Interpreters
- Client-specific pre-call questions
- 24 / 7 / 365 call center support
- Over 200 language offerings (continually updated)

- Customized call flows
- Dedicated toll-free numbers and access codes
- Fully customizable online real-time reporting platform – The City/City's Representative/Purchasing Department/Department Heads will have 24/7 access to the platform allowing them to log into the platform and to see real-time call logs and usage volumes.
- No monthly minimums / set up fees / hidden fees.

Qualifications and Requirements for all Linguists

Accurate Language Services' network of skilled interpreters and translators are qualified and highly skilled in their language pair and specialty field. All our linguists undergo a strict vetting process; we only work with the best in the industry.

Initial evaluation and hiring of independent contractors (interpreters and translators) include a thorough review of the linguist's resume, education, legal status, work experience, references, certifications, language proficiency evaluation, and writing/translation samples (for translators). The second stage of the evaluation process includes an interview. The interviews are done in person, over the phone, or by video-conference depending on the location of the linguist. Upon successful completion of both stages, the linguist will join our team of freelance interpreters/translators.

Accurate's Over the Phone Interpreters are:

- 100% fluent in their supported language pairs
- Qualified and experienced interpreters
- Bound by confidentiality agreements
- Have a minimum of 2 years in the field experience, 3 for legal interpreters
- Possess industry-specific certifications.
- Background checks are conducted to review the interpreter's language proficiency, education, work experience, and professional associations.
- Random testing is conducted on all interpreters
- All ASL interpreters are RID-certified
- HIPPA compliant

For interpreting in all forms (on-site, phone, or video) Language Services thoroughly evaluates the level of ability, proficiency, and previous experience of each of our interpreters as well as evaluates any feedback received from clients. Additionally, random testing is conducted on all interpreters. Interpreters know, and are committed to, and will conduct themselves when delivering interpreting services in a manner consistent with the Code of Professional Conduct, in addition to ALS's Code of Ethics.

- Must have a college degree or equivalent
- Must have a proven track record of excellence in the industry
- Must have a minimum of three years of experience, or equivalent, in professional interpreting or translation
- Must be competent to communicate effectively in both English and their designated foreign language.

- Must hold professional certifications, or be involved completion of a professional certification such as Bridging the Gap, AOC approvals, RID, NIC.
- Must show culturally-sensitivity and are able to remain objective and unbiased.
- Must adhere to Accurate Language Services' Code of Ethics

In addition to adhering to the Code of Professional Conduct:

- Interpreter(s) will use the utmost courtesy while on assignment.
- Interpreter(s) shall not act as an agent or employee of the City of Orange
- Interpreter(s) shall not discuss personal business or solicit business from the City of Orange.
- Interpreter(s) will respect cultural differences of all.
- Interpreter(s) will accurately interpret all statements and relay the message in its entirety to preserve the intended meaning of the speakers throughout the conversation. Information will not be edited or deleted for this may alter the meaning of the parties' statements.
- Interpreter(s) will ensure that he/she understands the message to be transmitted by seeking clarification, as needed, from either or all parties.
- Interpreter(s) will manage the flow/pace of communication to preserve the accuracy and completeness of all parties' communications.
- Interpreter(s) will adhere to all security regulations.
- All communications, oral or written, between the interpreter(s), City representatives and Accurate Language Services interpreters will remain confidential.

On-Demand Telephone Interpreting - Step-by-Step Guide

(available 24-hours a day/ 7-days a week)

1. DIAL Toll-Free #:
2. ENTER PIN #:
3. SELECT LANGUAGE
 - Press 1 for Spanish
 - Press 2 for Haitian Creole
 - Press 3 for Arabic
 - Press 0 for all other languages

State the language needed or enter the first 3 letters, then press #

Press 1 if correct. Press 0 if incorrect and to try again.
4. Answer pre-call questions.
5. CONFERENCE CALL: Say SKIP if you do not need the system to make a 3-way call or dial the phone number that needs to be conferenced in using 1 + area code

Hold momentarily while your Interpreter is connected.

The Interpreter will come on the line and will provide you with their name and ID number, make a note of this number. Explain the objective of the call to the Interpreter and then proceed by speaking directly to the limited English-speaking person, in the first person. For Example: "What is your name?" NOT "Ask her what her name is."

Wait time for a Spanish interpreter should be 30 seconds or less!

Accurate will provide ongoing training to staff to ensure services are effectively utilized and call flows can be updated as needed.

3. References

1. Trenton Municipal Court

Contact Person: Tonya Stewart, Municipal Court Director

Phone: 609-989-3700

Email: trentoncourts@trentonnj.org

2. North Bergen Municipal Court

Contact Person: Rosangela Segovia, CMCA

Deputy Court Administrator

Phone: (201) 392-2088

Email: rsegovia@northbergen.org

3. Hamilton Township Municipal Court

Contact Person: Jessica Hammill, Court Director

Phone: 609-581-4085

Email: jhammill@hamiltonnj.com

4. City of Elizabeth (Municipal Court and Emergency Services)

Contact Person: Jill McDonough, Purchasing Agent, QPA

Phone: 908 820 4174

Email: jmcdonough@elizabethnj.org

AOC Endorsement

Accurate Language Services is an approved agency by the New Jersey Administrative of the Courts (AOC) for in-person and over-the-phone interpreting services.

Support Services

Should the City need additional support services in addition to Over-the-phone interpreting, Accurate will accommodate. Support services currently available:

- Video Remote Interpreting
- In-Person Interpreting
- Document Translation Services / Audio Transcription Services
- Conference Equipment Rental



ACCURATE LANGUAGE SERVICES

TRANSLATION & INTERPRETATION

ON-DEMAND

OVER THE PHONE INTERPRETING

List of Languages and Rates

2024

ON DEMAND LANGUAGES - OPI

OPI IS
AVAILABLE
24/7

LANGUAGE CATEGORY **A**

Spanish

LANGUAGE CATEGORY **B**

Arabic

Chinese (Cantonese)

Chinese (Mandarin)

French

Italian

Korean

Russian

Somali

Vietnamese

LANGUAGE CATEGORY **C**

Akan

Albanian

Amharic

Armenian

Assyrian

Badini

Bengali/Bangla

Bosnian

Brazilian Portuguese

Bulgarian

Burmese

Cambodian

Cape Verdian

Chaldean

Carolinean

Gujarati

Haitian Creole

Hakka (Chinn)

Hebrew

Hindi

Hmong

Hungarian

Ilocano (Filipino)

Indonesian

Japanese

Karen

Karenni

Kaya

Khmer

Kinyarwanda

Portuguese Creole

Punjabi

Romanian

Serbian

Shanghaiese

Sichuanese

Singhalese

Sorani

Swahili

Tagalog

Taiwanese

Tamil

Telugu

Thai

Tigrinya

Continued on next page...



**ACCURATE LANGUAGE
SERVICES**
TRANSLATION & INTERPRETATION

ON DEMAND LANGUAGES - OPI

OPI IS
AVAILABLE
24/7

LANGUAGE CATEGORY CONTINUED

Chui-Chow	Kirundi	Toisanese
Croatian	Kurdish	Tongan
Dari	Lao	Turkish
Estonian	Lingala	Twi
Ewe	Malaysian	Ukrainian
Farsi	May May	Urdu
French Canadian	Nepali	Wolof
French Creole	Oromo	Yiddish
Fukienese (Chinese)	Pashtu	Yoruba
Fulani	Pashto	Zomi (Chinn)
Ga	Polish	
German	Portuguese	
Greek		



ACCURATE LANGUAGE
SERVICES
TRANSLATION & INTERPRETATION

ON DEMAND LANGUAGES - OPI

OPI IS
AVAILABLE
24/7

LANGUAGE CATEGORY

C

Aderi *
Arabic Juba *
Ashanti *
Azerbaijani *
Cebuano *
Chinn *
Chuukese *
Czech *
Danish *
Dinka *
Dutch *
Falam (Chinn) *
Fanti *
Flemish *
Fuqing *
Georgian *

Hakka (Chinese) *
Ibo *
Kanjoval [Myan] *
Kikuyu *
Latvian *
Lithuanian *
Macedonian *
Malayalam *
Mandingo *
Marathi (Indian) *
Marshallese *
Matu (Chinn) *
Mien *
Mina (Togolese) *
Mizo (Chinn) *
Moldovan *

Mongolian *
Nuer *
Pangasina (Filipino) *
Pulaar *
Rohingya *
Slovak *
Sylheti *
Tibetan *
Tigre *
Turkman *
Uzbek *
Visayan *
Welsh *
Zulu *

LANGUAGE CATEGORY

C

Afar **
African Creole/Krahn **
Afrikaans **
Arakanese **
Aramaic **
Bajuni **
Balochi **
Basque **
Buryat **
Carolinean **
Chamorro **
Chichewa **
Cree **
Dyula **
Finnish **
Grebo **
Harari **
Hausa **
Ibanag **

Icelandic **
Jarai **
Kachin **
Kannada **
Kaqchikel **
Kazak **
Malinke **
Maraka **
Maltese **
Masalit **
Matu (Chinn) **
Mende **
Micronesian Kosrae **
Micronesian Pomphei **
Mixteco Alto **
Mixteco Bajo **
Mon **
Navajo Indian **
Ndebele **

Norwegian **
Pahari **
Palau **
Pokomchi **
Pampango **
Samoan **
Quiche **
Rakhine **
Sarakolle **
Shona **
Slovenian **
Soninke **
Swedish **
Tatar **
Tshiluba **
Ugyhur **
Zophei/Zyphe Chinn **

*hold and connections times may vary

**pre-scheduling request please email to admin@accuratelanguageservices.com



ACCURATE LANGUAGE
SERVICES
TRANSLATION & INTERPRETATION

RATES

Over the phone (OPI)

Language Category A: \$1.25 per minute

Language Category B: \$1.25 per minute

Language Category C: \$1.25 per minute

- All On-Demand OPI calls have a 15 minute minimum and are billed in 15 minutes increments thereafter.
- Conference calls/video calls are an additional \$0.30 per minute.
- There is no monthly minimum or start-up fees.

Additional Information

OPI & VRI interpreters are accessible via: Smartphone, Tablet / iPad, Laptop/Desktop Computer & telephone landlines (for OPI).

Online Portal: <http://accuratelanguage.interpretmanager.com>

App: To access Accurate Language's OPI or VRI on your smartphone or mobile device, visit the Apple's App Store or the Google Play Store and search for "InterpretManager". Download and install the app.

Accurate Language Services OPI & VRI Interpreters are:

- 100% fluent in their supported language pairs
- Qualified & Experienced interpreters
- Bound by confidentiality agreements
- Have a minimum of 2 years in the field experience
- Interpreters possess industry specific certifications
- Background checks are conducted to review interpreter's language proficiency, education, work experience and professional associations.
- All ASL interpreters are RID certified

To Schedule an Interpreter for languages not listed, or to request an on-site Interpreter or document translation services contact our office directly, 732-898-9144 or admin@accuratelanguageservices.com



ACCURATE LANGUAGE
SERVICES
TRANSLATION & INTERPRETATION



2024 In-Person Interpreting Rates – Central & North Jersey Courts

Spanish	\$100.00
Chinese: Cantonese / Mandarin	\$135.00
Greek	\$135.00
Italian	\$135.00
Portuguese	\$135.00
Arabic	\$150.00
Bengali/ Gujarati/ Hindi/ Punjabi/ Urdu	\$150.00
Czech	\$150.00
Haitian Creole	\$150.00
French	\$150.00
German	\$150.00
Hebrew	\$150.00
Hungarian	\$150.00
Korean	\$150.00
Polish	\$150.00
Romanian	\$150.00
Russian	\$150.00
Serbian / Croatian	\$150.00
Turkish	\$150.00
Ukrainian	\$150.00
Vietnamese	\$150.00
American Sign Language	\$195.00
Afghani / Farsi / Pashto / Persian	quoted upon request
Other Languages	quoted upon request

* This is not an all-language list, please contact ALS for other languages and for Phone & Video Interpreting and Document Translation rates.
 ** Rates are subject to change.

April 2024

Phone: 732-898-9144 | Fax: 866-924-0744 | admin@accuratelanguageservices.com
 501 Grand Ave, # L-3, Asbury Park, NJ 07712 | www.accuratelanguageservices.com

Fine Print and Additional Fees

All languages are billed at a two-hour minimum, unless otherwise quoted.

Travel Fees

Spanish: \$.67/ mile + tolls and parking as incurred

All other languages, including American Sign Language: \$25/hr travel time + \$.67/ mile + tolls and parking as incurred.

Other Fees

An additional fee of \$20/hr may be incurred for services provided outside of normal business hours: (before 8am and after 6pm), weekends, and holidays and for rush/emergency requests.

For American Sign Language the additional fee is \$25/hr.
 Rush/emergency requests are within 24 hours of the assignment.

Cancellation Policy

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.

Cancellation notice for American Sign Language: Two (2) full business days (48 hours).

We are available 24/7/365

Phone: 732-898-9144

E-mail: admin@accuratelanguageservices.com

Fax: 866-924-0744

Website: www.accuratelanguageservices.com

Portal: <https://accuratelanguage.interpretingmanager.com>

Translation Rates Government



**ACCURATE LANGUAGE
SERVICES**
TRANSLATION & INTERPRETATION

Language	Rate per Word	
	Standard Turnaround	Rush and Same Day Requests
Spanish	\$.14	\$.17

Additional Information

Translations:

Final costs are based on the final word count of the project, unless we can obtain the source document word count.

Minimum charge per project: \$65.
Rates are subject to change.

Discounts provided for large & long-term projects.

Email requests to:

translations@accuratelanguageservices.com

This is not an all-language list, please contact ALS for other languages and for other services: phone, video & in-person interpreting.

Additional Fees

Desktop Publishing: \$25 per page

Proofreading / editing: \$60 per hour or 1/2 of the per word translation rate.

To Request a Document Translation'

Phone: 732-898-9144, ext. 2

E-mail: translations@accuratelanguageservices.com

732-898-9144

866-924-0744

501 Grand Ave, # L-3, Asbury Park, NJ 07712

admin@accuratelanguageservices.com

www.accuratelanguageservices.com

January 2024

Request for Taxpayer Identification Number and Certification

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

▶ Go to 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 this line blank. Accurate Language Services	
2 Business name/disregarded entity name, if different from above	
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.	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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S</u> <small>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.</small> <input type="checkbox"/> Other (see instructions) ▶	
5 Address (number, street, and apt. or suite no.) See instructions. 501 Grand Ave, #L3	Requester's name and address (optional)
6 City, state, and ZIP code Asbury Park, NJ 07712	
7 List account number(s) here (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													
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or													
Employer identification number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> </tr> </table>	2	6	-	3	9	6	6	3	6	6			
2	6	-	3	9	6	6	3	6	6				

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>1/4/2024</u>
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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.

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-INT (interest earned or paid)

- 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.



New Client Agreement and Billing Information

Please complete the following form and fax or e-mail both pages back to:
fax: 866-924-07744 or e-mail: admin@accuratelanguageservices.com

Where did you hear about us? (so we can thank them) _____

Company/Organization Name: City of Orange Township

Department Name: Office of the Municipal Court

Main Point of Contact for Language Services: Sharon Jordan, Court-Aide
(name and position)

Phone #: (973)952-6912 Email Address: S.Jordan@Orangenj.gov

Manager Name: Tina Dhanwa Email Address: Tina.Dhanwa@NJcourts.gov

Phone #: (973)952-6884

Billing Address: 29 Park St. 2nd Fl. Orange NJ 07050

Attention: ATTN: Tina Dhanwa

Billing Phone #: (973)952-6884 Billing Email Address: tina.dhanwa@NJcourts.gov

We prefer invoiced to be e-mailed sent regular mail

TERMS OF PAYMENT

Accurate Language Services' preferred payment method is by check.

Full payment must be received within 30 days of the date of the invoice. Overdue invoices may be charged 1.5% interest per month, unless prior payment arrangements have been agreed to by Accurate Language Services.

Phone: 732-898-9144 | Fax: 866-924-0744 | admin@accuratelanguageservices.com
501 Grand Avenue # L-3, Asbury Park, NJ 07712
www.accuratelanguageservices.com



****New customers shall provide credit card information. Accurate Language Services, LLC will keep the credit card information on file and will only execute a transaction if payment is not received within 45 days of invoice, unless special arrangements have been made with Accurate Language Services, LLC. An additional 3.5% processing fee will be charge if payment is made via credit card.

CONTRACTUAL AGREEMENT TO RATES, POLICIES, AND TERMS

As the requester for languages services from Accurate Language Services, LLC, I have the financial authorization to make requests for interpreting and translation services. I understand and accept responsibility on behalf of my company/organization/business for all fees incurred and interest due on late payments as outlined by Accurate Language Services, LLC. Prompt payment for services rendered will be made by my company/organization/business according to the schedule on invoices received.

Cancellation Policy for Interpreting Assignments





Cancellation with less than 24 hours notice: 2 hours minimum billed plus travel expenses, if applicable. For American Sign Language, cancellation with less than 48 hours notice: minimum contracted amount is billed plus travel expenses, if applicable.

I have read and accept the terms and conditions as stated above.

SIGN Jina Dhanwa TITLE Court Administrator
 PRINT NAME Jina Dhanwa
 Date 07/18/24

** PAY BY VOUCHER **

For Payment via Credit Card

Card Used (check one)    

Card # _____ 3/4-Digit CVV#: _____ Expiration Date: _____

Name as it Appears on Credit Card: _____

Billing Address (where you receive your credit card bill): Street: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Phone: 732-898-9144 | Fax: 866-924-0744 | admin@accuratelanguageservices.com
 501 Grand Avenue # L-3, Asbury Park, NJ 07712
www.accuratelanguageservices.com

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY//
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

ACCURATE LANGUAGE SERVICES LLC

TRADE NAME:

ADDRESS:

501 GRAND AVENUE
ASBURY PARK NJ 07712

EFFECTIVE DATE:

01/07/09

SEQUENCE NUMBER:

1458511

ISSUANCE DATE:

06/30/16

James J. Giambrone
Director
New Jersey Division of Revenue

FORM-BRC

~~This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.~~