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## PUBLIC NOTICE

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### BOROUGH OF FANWOOD

#### **Request for Proposals (RFP) for CY 2022** **Professional and Exempt Services**

The Borough of Fanwood is soliciting proposals and qualifications for CY 2022 from interested contractors for the provision of listed services. Through a Request for Proposals ("RFP") process, prospective vendors interested in offering the Borough the provision of such services must prepare and submit a proposal in accordance with the procedure and schedule in a statement of qualifications in accordance with the specifications.

Copies of specifications may be obtained on the Borough's website: <http://www.fanwoodnj.org> by prospective respondents on or after **November 15, 2021**. Interested parties may also examine or obtain specifications from the Purchasing Agent at Borough Hall, 75 North Martine Avenue, Fanwood, N.J. 07023 between 8:00 a.m. and 3:30 p.m. (Eastern Prevailing Time) Monday through Thursday and between 8:00 a.m. and 11:30 a.m. (Eastern Prevailing Time) Friday. Any RFP **addenda** will be issued on the website and processed in accordance with N.J.S.A. 40A:11- 23(c)(1). All interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Sealed proposals and qualification statements must be submitted to and received by the Purchasing Agent of the Borough of Fanwood, 75 North Martine Avenue, Fanwood, N.J. 07023 on or before **December 3, 2021, at 12:00 p.m.** (Eastern Prevailing Time). Proposals and Qualification Statements will not be accepted by facsimile (fax) transmission or e-mail. The Borough will not be responsible for the late delivery of proposals, regardless of the method of delivery. Courier delivery confirmation is recommended. Proposals received after the designated date and time will not be considered. In-person drop-off of packages must adhere to all Covid-19 guidelines.

Submissions must be enclosed in a sealed envelope/package bearing **name** and **address** of the respondent and the **title of the service** on the outside, addressed to the Borough of Fanwood. Please provide one (1) original proposal, and one (1) copy on an external USB flash drive/data storage device. Proposals and Qualification Statements must be submitted in the manner designated in the specification instructions on or before **December 3, 2021, at 12:00 p.m.** (Eastern Prevailing Time). All communications concerning the RFP process shall be directed to the Borough's Designated Contact Person, in writing, as stated in the original document.

Designated Contact Person:  
Pat Hoynes, Purchasing Agent  
Borough Hall, 75 North Martine Avenue, Fanwood, New Jersey 07023  
[phoynes@fanwoodnj.org](mailto:phoynes@fanwoodnj.org); Tel: (908) 322-8236 x 121

The Borough will review proposals only from those prospective vendors that submit a Qualification Statement which includes all required information as described in the specification instructions at the sole judgment of the Borough. The Borough intends to enter into a professional services agreement with vendors that (a) possess the professional, financial, and administrative capabilities to provide the proposed services and (b) agrees and meets the terms and conditions that have been determined by the Borough to provide the greatest benefit to the citizens of Fanwood. The Borough of Fanwood reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough of Fanwood. The Borough of Fanwood shall award the contract or reject all submissions no later than 60 days from receipt of same.

The selection of a respondent is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* However, the selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 *et seq.* The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a “fair and open” process, to assure that each person and/or firm is provided an equal opportunity to submit a Proposal or Qualification Statement in response to the RFP. All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 *et seq.* (Contract Compliance and Equal Employment Opportunities in Public Contracts). Submission by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

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| Animal Control Services                   | Human Resources Consulting Services             |
| Appraisal Services                        | Information Technology (IT) Services            |
| Architectural Services                    | Labor Counsel Services                          |
| Auditor Services                          | Open Public Records Act (OPRA) Legal Services   |
| Bond Counsel Services                     | Planning Board Legal Services                   |
| Borough Attorney/ General Legal Services  | Planning Board Planner                          |
| Cleaning Services for Municipal Buildings | Planning Board Conflict Planner                 |
| Conflict Counsel Services                 | Redevelopment Agency Legal Services             |
| Consulting Engineering Services           | Redevelopment Agency Planner                    |
| Dental & Life Insurance Broker            | Senior Assisted Transportation Services         |
| Downtown Economic Development Services    | Senior Citizen General Services                 |
| Environmental Counsel Services            | Snow And Ice Removal Services                   |
| Environmental Engineering Services        | Special Engineering Services                    |
| Financial Advisory Services               | Structured Data and Telecom Wiring Services     |
| General Liability Insurance Broker        | TV Production & Videography                     |
| General Planning Services                 | Tax Appeal Legal Services                       |
| Grant Writing Services                    | Webmaster, Newsletter & Editorial Services      |
| Historical Architectural Services         | Wireless Telecommunications Consulting Services |

By order of the Borough of Fanwood, Union County, New Jersey.