

BOROUGH OF FANWOOD, COUNTY OF UNION, STATE OF NEW JERSEY

NOTICE TO PROPOSERS – REQUEST FOR PROPOSALS (COMPETITIVE CONTRACTING) – TV PRODUCTION AND VIDEOGRAPHY SERVICES, CALENDAR YEAR 2027

Notice date: October 15, 2026

The Borough of Fanwood invites proposals for TV Production and Videography Services for January 1, 2027 through December 31, 2027, including recording, producing and editing Borough public meetings and events for the local government access channel and online distribution. This procurement is conducted by competitive contracting pursuant to N.J.S.A. 40A:11-4.1 et seq. and N.J.A.C. 5:34-4.

Proposals will be received by the Borough Clerk until 12:00 p.m. prevailing time on Thursday, November 5, 2026, at Borough Hall, 75 North Martine Avenue, Fanwood, New Jersey 07023, at which time the names of the proposers will be announced. Proposals may be delivered by mail, overnight carrier or in person, in a sealed envelope addressed to the Borough Clerk and marked "RFP – TV Production and Videography Services 2027 – DO NOT OPEN." Submit one (1) unbound original and one (1) electronic copy (PDF on a flash drive), with the Cost Proposal Form in a separate sealed envelope inside the package. Proposals sent by fax or email will not be accepted. Late proposals will be returned unopened.

The RFP may be obtained at no charge by emailing Courtney Agnello, Borough Clerk, at cagnello@fanwoodnj.org, or from the Borough Clerk's office, Monday through Friday except legal holidays, 8:00 a.m. to 4:00 p.m. Proposers who obtain the RFP from a third party are responsible for obtaining all addenda.

Written questions must be emailed to cagnello@fanwoodnj.org by **October 22, 2026 at 4:00 p.m.** Addenda will be posted on the Borough website.

Proposers must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), the Americans with Disabilities Act, and N.J.S.A. 52:32-44 (Business Registration). The contract will be awarded, if at all, to the proposer whose proposal is most advantageous, price and other factors considered, based on the evaluation criteria in the RFP. The Borough reserves the right to reject any or all proposals in accordance with applicable law.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF FANWOOD

Courtney Agnello, Borough Clerk