

NOTICE FOR THE SOLICIATION OF
REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES
UNDER A FAIR AND OPEN PROCESS

Please be advised that the Township of Lyndhurst, NJ is accepting sealed proposals for professional services for the position of Special Counsel – Property Maintenance and Code Enforcement.

Proposals shall be submitted, in writing, to Angela White, Township Clerk, Township of Lyndhurst, 253 Stuyvesant Avenue, Lyndhurst NJ no later than 2 p.m., prevailing time on August 3, 2017 at which time they will be opened in public. One (1) copy must be submitted. An electronic copy (pdf or Word document) must be e-mailed to angelaw@lyndhurstnj.org no later than 4 p.m. on August 3, 2017.

Proposals will be evaluated on the basis of the most advantageous to the Township of Lyndhurst, all factors considered. The evaluation will consider:

- 1) Experience and reputation in the field of Municipal Property Maintenance and Code Enforcement;
- 2) Knowledge of the Township of Lyndhurst
- 3) and the subject matter to be addressed under the contract;
- 4) Availability to accommodate any required meetings;
- 5) Compensation proposal;
- 6) Other factors if demonstrated to be in the best interest of the Township of Lyndhurst.

Contracts will be awarded as provided by law at a public meeting.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et. Seq. and N.J.A.C. 17:27. Please provide a copy of your Affirmative Action Employee Information Certificate and a copy of your Business Registration Certificate.

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.

This notice is the complete Request for Proposals.

Thomas F. Carroll
Qualified Purchasing Agent