

## THE TOWNSHIP OF LYNDHURST

### **REQUEST FOR PROPOSALS – BILLING SERVICES FOR EMERGENCY MEDICAL SERVICES**

The Township of Lyndhurst is soliciting Requests for Proposals from interested persons and/or firms for the provision of the services listed below. Through a Request for Proposal (“RFP”) process, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedure and schedule in the RFPs. The Township will review Proposal Statements only from those firms that submit a Proposal Statement which includes all the information required to be included as described (in the sole judgment of the Township). The Township intends to qualify (a) persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) agree and meet the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of Lyndhurst.

The selection of Qualified Respondents is subject to the provisions of the Local Public Contracts Law, *N.J.S.A. 40A:11-1, et seq.* 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 Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Proposal Statement in response to the RFP. The factors to be considered by the Township include, but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the Township or Township agency; (iv) any other factors demonstrated to be in the best interest of the Township.

Instruction and Proposal documents may be picked up at the Office of the Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071. Completed Proposal Statements must be submitted to, and be received by, Mrs. Angela White, Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071 on or before 2:00 p.m. on Tuesday December 4, 2018. Respondents are instructed to label the outside of the envelope or package to the effect that the enclosure consists of a Proposal in response to this request. Proposals will not be accepted by facsimile transmission or email. The responses will be opened after 2:00 p.m. on Tuesday December 4, 2018 in the Office of the Township Clerk.

The services for which the Township seeks Proposals are:

#### **PROVIDE BILLING SERVICES FOR EMERGENCY MEDICAL SERVICES**

The instructions for Proposal Statements are filed in the office of Mrs. Angela White, Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071, and may be inspected by prospective Respondents during regular business hours.

Completed Proposals must be submitted in the manner designated above, must be enclosed in sealed envelopes bearing the name and address of the Respondent, and the name of the service on the outside, addressed to the Township of Lyndhurst.

Bidders are required to submit with their bid a New Jersey Business Registration Certificate in accordance with N.J.S.A. 52:32-44. (P.L. 2004, c. 57).

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

Each bid proposal must be accompanied by a duly executed Non-Collusion Affidavit

**BY ORDER OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWNSHIP OF LYNDHURST.**

**Angela White, Township Clerk**

**NOTE: The Township of Lyndhurst will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.**