

PUBLIC NOTICE
BOROUGH OF ELMER
NOTICE OF RFPs SOLICITED
FOR PROFESSIONAL SERVICES FOR CALENDAR YEAR 2020

Notice is hereby given by the Borough of Elmer, Salem County, that sealed proposals for professional services will be received by the Borough Clerk on Thursday, December 5, 2019, on or before 11:00 A.M. prevailing time in the Borough of Elmer Municipal Building, 120 South Main Street, Elmer, NJ 08318, at which time and place the sealed proposals will be opened for:

MUNICIPAL AUDITOR
MUNICIPAL SOLICITOR
MUNICIPAL ENGINEER
BOND COUNSEL
LAND USE BOARD SOLICITOR
LAND USE BOARD ENGINEER
RISK MANAGEMENT CONSULTANT
INSURANCE PROFESSIONALS
LICENSED OPERATOR FOR THE WATER DEPARTMENT
CONFLICT COUNSEL FOR MUNICIPAL SOLICITOR
CONFLICT COUNSEL FOR LAND USE BOARD SOLICITOR
CONFLICT MUNICIPAL ENGINEER
CONFLICT LAND USE BOARD ENGINEER
SPECIAL COUNSEL FOR MATTERS RELATED TO EMPLOYEE RELATIONS
BANKRUPTCY COUNSEL

These proposals are being solicited in accordance with N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et seq. Proposals must be enclosed in an opaque sealed envelope bearing the name and address of the applicant and the words "Proposal for Professional Services" with the identification of the category of professional services sought. Sealed proposals should be addressed to the Borough Clerk, Borough of Elmer, 120 South Main Street, P.O. Box 882, Elmer, NJ 08318 and may be sent through the mail or presented in person.

Each submission to be considered shall comport to the criteria set forth herein:

- (1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- (2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- (3) The applicant shall submit a resume, which shall set forth information including, but not limited to, to the following (as applicable to a business entity or individual professional):
 - (a) Full name and business address;
 - (b) A listing of all post high school education of the applicant;
 - (c) Dates of licensure in the State of New Jersey and any other State;
 - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;
 - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;

- (f) A listing of all special accreditations held by the individual licensed professional or business entity;
- (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held;
- (h) Compensation proposal.

Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership). 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. Therefore, please include an original Contract, Affirmative Action Certificate, Exhibit A Language, and a Certificate of Employee Information Report.

The Borough Council of the Borough of Elmer reserves the right to reject any and all proposals, and further reserves the right to waive minor irregularities and immaterial variances or formalities in the proposals received and to accept any proposal which is deemed most favorable to the Borough of Elmer, County of Salem, New Jersey at the time and under the conditions stipulated.

The Borough is not responsible for the loss or destruction of any proposals mailed or delivered to the Borough Clerk prior to the time set for the proposal opening.

Notice is hereby provided that any proposals and documents submitted in response to prior solicitation notices shall not be considered in the process of the appointment or award of these professional service contracts. Only one copy needed.

Sarah D. Walker, Borough Clerk
11/7/2019