

BOROUGH OF WANAQUE, NJ
INFORMATION FOR PROFESSIONAL SERVICES ENTITIES
(FAIR & OPEN PUBLIC SOLICITATION PROCESS)

1.1 RECEIPT AND OPENING OF SUBMISSIONS

1.1.1 OWNER AND PROJECT

The Borough of Wanaque located in Wanaque, Passaic County, New Jersey (hereinafter called the "Borough") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

1.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

The Borough Administrator and/or his designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

1.1.3 SUBMISSIONS NOT IN COMPLIANCE

The Borough may waive any informality or reject any and/or all submissions, in accordance with the Fair and Open Public Solicitation Process for Professional Service(s) pursuant to P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 et seq.)

1.1.4 WITHDRAWING SUBMISSIONS

Submissions forwarded to the Borough Administrator and/or his designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity that shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions.

1.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES (information to be included with submission)

1.2.1 INDIVIDUALS PERFORMING TASKS

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

1.2.2 PAST PERFORMANCE

Documented past performance of same and/or similar service.

1.2.3 REFERENCES

References and record of success of same or similar service.

1.2.4 DESCRIPTION OF ABILITIES

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).

1.2.5 COST DETAILS

If applicable, cost details including the hourly rates of each of the individuals who will be performing services and all expenses.

1.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment (if any) used in performing the task(s).

1.3 PREPARATION OF SUBMISSIONS

1.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections.

Each submission shall be contained in a sealed envelope addressed to the Borough of Wanaque, 579 Ringwood Avenue, Wanaque, New Jersey 07465, and said envelope shall specify the position and title for which the submission is provided. The submission is to be clearly marked "Sealed Submission Enclosed Professional Services RFP 2025" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

The Borough of Wanaque will not be responsible for submissions forwarded through U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by (1) RFP Document Submission Checklist, (2) Listing of Qualifications of Professional Service Entities, (3) Non-Collusion Affidavit, (4) Stockholder Disclosure Certification, (5) NJ Business Registration Certificate, (6) Mandatory Affirmative Action Language Form with the Americans with Disabilities Act of 1990 Language, and (7) the applicable Equal Employment Opportunity Compliance Forms.

All forms listed above, shall be completed in their entirety.

1.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1.4 TIME FOR AWARD OF CONTRACT

The Borough shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

The award of the Contract for this service will not be made unless the Borough's Certified Financial Officer has certified the necessary funds in a lawful manner.

1.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his/her submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The Borough, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the Borough will not know the final price(s) or term(s) until the sealed submission is opened.

1.6 REJECTION OF SUBMISSIONS

1.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

1.6.2 UNBALANCED SUBMISSIONS

Submissions, which are obviously unbalanced, may be rejected at the option of the Borough.

1.6.3 RIGHT TO REJECT SUBMISSIONS

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

1.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the Borough to award submissions on a "*service by service*" basis, "*per project*" basis, in part or in whole as determined by the Owner.

1.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED

The Borough expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the Borough's judgment serves its best interests.

1.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

1.8 PAYMENT

Checks are processed by the Borough approximately on the second week of each month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted in advance of these dates.

1.9 TRANSITIONAL PERIOD

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

1.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION

Under no circumstances, on submission documents requiring authorized signatures, will the Borough accept documents provided through facsimile machines.

1.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

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

1.12 GENERAL REQUIREMENTS/INFORMATION

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by the Borough of Wanaque and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

The Borough of Wanaque reserves the right to cancel any contract entered into upon thirty (30) days written notice.

This solicitation is for a one (1) year contract for services, from **January 1, 2025 through December 31, 2025.**