

**Town of Guttenberg  
Hudson County, NJ  
Notice for R.F.Q. and R.F.P.  
(Request for Qualifications)  
(Request for Proposals)**

Request for Qualifications/ Requests for Proposals will be received by the **Town Clerk** of the Town of Guttenberg, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 6808 Park Avenue, Guttenberg, N.J. from **Thursday, October 23, 2014 till November 21, 2014, 2:00 p.m. prevailing time** for the following titles, in accordance with the Request for Qualifications/Request for Proposals now on file in the office of the Town Clerk, Municipal Building, 6808 Park Avenue, Guttenberg N.J., where same may be obtained during office hours from 9:00 a.m. to 3:00 p.m.:

All necessary documents can be downloaded from the official Guttenberg website, [www.guttenbergnj.org](http://www.guttenbergnj.org)

**Request for Qualifications:**

**Municipal Architects  
Municipal Auditors  
Municipal Engineers  
Insurance Consultant  
Professional Grant Specialist  
Employee Payroll Service  
Telephone Consulting Services  
Special Counsel for Bond Matters and Bond Litigation  
Special Counsel "General"  
Special Counsel for Employment Matters and Employment Litigation  
Special Counsel for Master Plan and Zoning Ordinance  
Special Counsel for Tax Matters and Tax Litigation  
Special Counsel for Zoning and Planning Matters & Zoning and Planning Litigation  
New Jersey Licensed Real Estate Appraiser  
Health Benefits Administrator  
Computer Software**

**Request for Proposals:**

**Uniform Services (cleaning & repair)  
Auto & Truck Repairs**

All RFQs /RFPs shall be submitted in sealed envelopes addressed to the Town Clerk of the Town of Guttenberg, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word "**Request for Qualifications**" or "**Request for Proposals**" followed immediately below those words in letters not less than one half inch high: "**Request for Qualification/ Requests for Proposal of (insert whichever title you are submitting a response)**" and underneath that "**To be received on or before Friday, November 21, 2014.**" and underneath that the time ("**2:00p.m.**") **Qualification Statements will not be accepted by facsimile transmission or e-mail.**

If RFQs / RFPs are to be accepted by mail or courier, the RFQs / RFPs must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

The burden is upon the Respondent to comply specifically with the directions in this “Notice for Request for Qualifications”/ “Request for Proposals”. The Respondents are put on notice that because of precautions resulting from terrorist’s threats; packages may be opened if directed to the wrong office of the Town.

Any RFQ / RFP not delivered in the manner as set forth in this “Notice for Request for Qualifications”/“Requests for Proposals” shall be declared void.

Qualification Statements are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and all other requirements set forth in the Request for Qualifications/ Requests for Proposals.

A Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual and concise in their presentation of information.

Respondents must submit an original and seven (7) copies use white 8 1/2 x 11 paper. Please also deliver one (1) copy to the office of Charles P. Daglian, attorney for the Town of Guttenberg at 34 Jones Street, Jersey City, New Jersey 07306. Qualification Statement to the designated contact person or designee:

Alberto Cabrera, Town Clerk  
Guttenberg Municipal Building  
6808 Park Avenue (Clerk’s Office)  
Guttenberg, NJ 07093

The Town of Guttenberg reserves the right to waive informalities in Requests for Qualification/Requests for Proposal and to reject any and all Requests for Qualification/Requests for Proposal, if deemed in the best interest of the Town so to do.

By Orders of Mayor & Council of the Town of Guttenberg

Alberto Cabrera, RMC  
Town Clerk