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

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 **Monday, February 1, 2016 till Wednesday, March 2, 2016, 11:00 a.m. prevailing time** for the following titles, in accordance with the 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.:

Request for Proposals:

Landscaping for Little League Field
Landscaping for Waterfront Park

All 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 Proposals"** followed immediately below those words in letters not less than one half inch high: **Requests for Proposal of (insert whichever title you are submitting a response)"** and underneath that **"To be received on or before Wednesday, March 2, 2016."** and underneath that the time ("**11:00 a.m**.") **Qualification Statements will not be accepted by facsimile transmission or e-mail.**

If RFPs are to be accepted by mail or courier, the 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 "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 RFP not delivered in the manner as set forth in this "Notice for "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 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 three (3) copies use white 81/2 x 11 paper. Please also deliver one (1) copy to the office of Charles P. Daglian, attorney for the Town of Guttenberg at 6808 Park Avenue, Guttenberg, New Jersey 07093. 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 Proposal and to reject any and all Requests for Requests for Proposal, if deemed in the best interest of the Town so to do.

By Orders of the Mayor & Town Council of the Town of Guttenberg

Alberto Cabrera, RMC
Town Clerk