

**Town of Guttenberg**  
**Hudson County, NJ**  
**Notice for RFQ**  
**(Request for Qualifications)**

Request for Qualifications 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 **Friday, December 6, 2024 till Friday, December 27, 2024, 10:00 a.m. prevailing time** for the following titles, in accordance with the Request for Qualifications 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 Qualifications:**

**Insurance Risk Manager Property and Casualty (2<sup>nd</sup> Occasion)**  
**Risk Manager Health Insurance (2<sup>nd</sup> Occasion)**

All RFQs 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**” followed immediately below those words in letters not less than one half inch high: “**Request for Qualification of (insert whichever title you are submitting a response)**” and underneath that “**To be received on or before Friday, December 27, 2024.**” and underneath that the time (“**10:00 a.m.**”) **Qualification Statements will not be accepted by facsimile transmission or e-mail.**

If RFQs are to be accepted by mail or courier, the RFQs 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”. 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 not delivered in the manner as set forth in this “Notice for Request for Qualifications” 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.

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 **one (1) copy** use white 8 1/2 x 11 paper. Qualification Statement to the designated contact person or designee:

Dr. Cosmo A. Cirillo, 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 and to reject any and all Requests for Qualification, if deemed in the best interest of the Town so to do.

The Town reserves the right to amend any posted RFQ prior to December 27, 2024.

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

Dr. Cosmo A. Cirillo, RMC  
Town Clerk