

Township of Belleville
Essex County, New Jersey

Notice for R.F.P.
(Request for Proposals)

Requests for Proposals will be received by the Clerk's Office of the Township of Belleville in the County of Essex, New Jersey, at the Township Clerk's Office in the Municipal Building, 152 Washington Avenue, Belleville, N.J. from **Friday, October 20, 2023 to Thursday, November 9, 2023, 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 Township Clerk, where same may be obtained during office hours from 8:00 a.m. to 4:00 p.m.

The selection committee shall consist of the Township Manager, Township Chief Financial Officer and Township Clerk.

All necessary documents can be downloaded from the official Township of Belleville website, <https://bellevillenj.org>

REQUEST FOR PROPOSALS:

Ambulance Administration/EMS Billing Services
Animal Control Services
Automotive Parts and Accessories
Collision Repairs and Vehicle Painting
Elevator Inspection and Maintenance Service
E-One Fire Vehicle Parts and Services
Floor Mat Services
HVAC Maintenance Services
Landscaping Services
Pest / Rodent Control Services
Plumbing Materials and Supplies Services
Purchase of Asphalt Materials Services
Purchase of Building Supplies
Purchase of Water Supplies
Removal and Disposal of Dirt Services
Repair and Maintenance of Overhead Doors Services
Tree Trimming and Removal Services
Vegetative Waste Removal Services

All RFP's shall be submitted in sealed envelopes addressed to the Township Clerk of the Township of Belleville, the envelopes shall be 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 Proposals of (insert whichever title you are submitting a response)** and underneath that **“To be received on or before Thursday, November 9, 2023.”** and underneath that the time (**“11:00 a.m.”**)

Qualifications Statements will not be accepted by facsimile transmission or e-mail.

If RFP’s are to be accepted by mail or courier, the RFP’s must be placed in an outer envelope, which on 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 terrorists threats; packages may be opened if directed to the wrong office of the Township.

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

Qualifications 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 Qualifications Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Respondents must submit an original unbound by using white 8 ½ paper and one (1) Thumb Drive.

Qualifications Statement to be designated contact person or designee:

Albert Cabrera, Township Clerk
Belleville Municipal Building
152 Washington Avenue (Clerk’s Office)
Belleville, N.J. 07109

The Township of Belleville reserves the right to waive informalities in Requests for Proposal and to reject any and all Requests for Proposals, if deemed in the best of the Township so to do.

By Orders of the Mayor and Municipal Council of the Township of Belleville.

Albert Cabrera, R.M.C.
Township Clerk

