

**PUBLIC NOTICE**  
**BOROUGH OF ELMER**  
**NOTICE OF RFPs SOLICITED**  
**FOR PROFESSIONAL SERVICES FOR CALENDAR YEAR 2021**

Notice is hereby given by the Borough of Elmer, Salem County, that sealed proposals for professional services will be received by the Borough Clerk on Wednesday, December 2, 2020, on or before 11:00 A.M. prevailing time in the Council Chambers of the Elmer Borough Hall, 120 South Main Street, Elmer, NJ, 08318, at which time and place the sealed proposals will be opened in-person following recommended CDC guidelines (masks & social distancing required) for:

MUNICIPAL AUDITOR  
MUNICIPAL SOLICITOR  
MUNICIPAL ENGINEER  
BOND COUNSEL  
LAND USE BOARD SOLICITOR  
LAND USE BOARD ENGINEER  
RISK MANAGEMENT CONSULTANT  
INSURANCE PROFESSIONALS  
CONFLICT COUNSEL FOR MUNICIPAL SOLICITOR  
CONFLICT COUNSEL FOR LAND USE BOARD SOLICITOR  
CONFLICT MUNICIPAL ENGINEER  
CONFLICT LAND USE BOARD ENGINEER  
SPECIAL COUNSEL FOR MATTERS RELATED TO EMPLOYEE RELATIONS  
BANKRUPTCY COUNSEL

These proposals are being solicited in accordance with N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et seq. Proposals must be enclosed in an opaque sealed envelope bearing the name and address of the applicant and the words "Proposal for Professional Services" with the identification of the category of professional services sought. Sealed proposals should be addressed to Sarah Walker, Clerk, Borough of Elmer, 120 South Main Street, P.O. Box 882, Elmer, NJ 08318 and may be sent by mail, presented in person to the Clerk by appointment by calling (856) 358-4010 x110 or emailing clerk@elmerboroughnj.com), or placed in the mail slot/drop box located next to the south side entrance of the Borough Hall, 120 S. Main St., Elmer, NJ, 08318. Leave a voicemail at (856) 358-4010 x110 for any proposals placed in the mail slot/drop box. Only one copy needed.

Each submission to be considered shall comport to the criteria set forth herein:

- (1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- (2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- (3) The applicant shall submit a resume, which shall set forth information including, but not limited to, to the following (as applicable to a business entity or individual professional):
  - (a) Full name and business address;
  - (b) A listing of all post high school education of the applicant;
  - (c) Dates of licensure in the State of New Jersey and any other State;
  - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;

- (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
- (f) A listing of all special accreditations held by the individual licensed professional or business entity;
- (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held;
- (h) Compensation proposal.

Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership). If awarded a contract your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et.seq. and N.J.A.C. 17:27. Therefore, please include an original Contract, Affirmative Action Certificate, Exhibit A Language, and a Certificate of Employee Information Report.

The Borough Council of the Borough of Elmer reserves the right to reject any and all proposals, and further reserves the right to waive minor irregularities and immaterial variances or formalities in the proposals received and to accept any proposal which is deemed most favorable to the Borough of Elmer, County of Salem, New Jersey at the time and under the conditions stipulated. The Borough is not responsible for the loss or destruction of any proposals mailed or delivered to the Borough Clerk prior to the time set for the proposal opening.

Notice is hereby provided that any proposals and documents submitted in response to prior solicitation notices shall not be considered in the process of the appointment or award of these professional service contracts.

Sarah D. Walker, Borough Clerk  
11/12/2020