

Town of West New York
Hudson County, NJ
Notice for R.F.Q.
(Request for Qualifications)

Request for Qualifications will be received by the **Town Clerk** of the Town of West New York, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 428-60th Street, West New York, N.J. on **Friday, June 17, 2011 at 11:30 a.m.** for the following titles, in accordance with the Request for Qualifications now on file in the office of the Town Clerk, Municipal Building, 428-60th Street, West New York, N.J., where same may be obtained during office hours from 9:00 a.m. to 4:00 p.m.:

Public Relations Specialist

All RFQs shall be submitted in sealed envelopes addressed to the Town Clerk of West New York, 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 for (insert whichever title you are submitting a response)”** and underneath that **“To be received on the 17th day of June, 2011 at 11:30 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.

All Requests for Qualifications must be made in writing on company letterhead and faxed to the Town Clerk's Office at 201-861-2576 or in person at the Town Clerk's Office.

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 three (3) copies of their Qualification Statement to the designated contact person or designee:

Carmela Riccio, Town Clerk
West New York Municipal Building
428 – 60th Street (Room 2)
West New York, NJ 07093

The Town of West New York reserves the right to waive informalities in Requests for Qualifications and to reject any and all Requests for Qualifications, if deemed in the best interest of the Town so to do.

Dated: June 9, 2011

By Order of the Municipal Administrator of
Town of West New York

Carmela Riccio, RMC
Town Clerk