

PUBLIC NOTICE

Request for Proposals from Firms Interested in Serving as “Customer Communication Services” for the Town of West New York Parking Authority

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the West New York Parking Authority (“WNYPA”) seeks Request for Proposals (“RFP”) from firms that wish to provide “Customer Communication Services”, as directed by the Board of Commissioners of The West New York Parking Authority. **All Proposals will be publicly opened on January 8, 2019 at 9:15 a.m. West New York, NJ 07093 in the Conference Room.**

The West New York Parking Authority intends to award a contract for these services pursuant to N.J.S.A. 40A:11-5. 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 et seq. The successful firm will provide the WNYPA with public information consultation and services relating to the West New York Parking Authority in order to best serve the residents of the Town of West New York. The successful firm must have significant experience in representing New Jersey municipalities and/or authorities. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 et seq.

Request for Proposals will be received by the Executive Director of the West New York Parking Authority, in the County of Hudson, New Jersey, at the Parking Authority, 224-60th Street, West New York, N.J. on January 8, 2019 no later than 9:15 a.m., in accordance with the Request for Proposals now on file in the office of the Executive Director, 224-60th Street, West New York, N.J. (telephone no. 201-295-1575; aperez@wnypanj.com), where same may be obtained during office hours from 8:00 a.m. to 5:00 p.m.

All RFPs shall be submitted in sealed envelopes addressed to the Executive Director of The West New York Parking Authority, 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: **“Request for Proposals for “Customer Communication Services” for the West New York Parking Authority”** and underneath that **“To be received on the 8th day of January, 2019 by 9:15 a.m.”** Proposals will **not** be accepted by **facsimile transmission or e-mail**. Proposals shall be submitted using white 8.5” x 11” paper and shall be in accordance with the specifications contained in the Request for Proposals.

In order for RFPs to be accepted by mail or courier, the RFPs must be placed in an outer envelope, and be clearly marked in the same manner as set forth above, with the same size and information.

Proposals 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. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.

Respondents must submit an original and two (2) copies of their Proposal to:

West New York Parking Authority
Attn: Amiris Perez, Executive Director or Steven Rodas, QPA
224 – 60th Street
West New York, NJ 07093

The West New York Parking Authority reserves the right to reject any or all Proposals, to waive any informalities or to accept a Proposal which, in its judgment, best serves the interest of The West New York Parking Authority.