

**BOROUGH OF WOODBURY HEIGHTS
GLOUCESTER COUNTY, NJ
NOTICE FOR R.F.P.
(Request for Proposal)**

Request for Proposals will be received by the Purchasing Agent of the Borough of Woodbury Heights at the Woodbury Heights Municipal Building, 500 Elm Avenue, Woodbury Heights, NJ 08097 on **Friday, December 16th at 10:30 AM** for the following, in accordance with the Request for Proposals which is now on file in the office of the Borough Clerk, Woodbury Heights Municipal Building, 500 Elm Avenue, Woodbury Heights, NJ, where the same may be obtained during the regular office hours of the Borough Hall: Monday through Friday: 8:30 AM to 4:30 PM.

FIXED ASSET INVENTORY SERVICES PROVIDER

All RFP's shall be submitted in a sealed envelope addressed to the Purchasing Agent of the Borough of Woodbury Heights. The envelope shall have marked conspicuously on its face at the top right-hand side in letters not less than one-half inch, the words: **"REQUEST FOR PROPOSAL FOR FIXED ASSET INVENTORY SERVICES PROVIDER"**. If RFP's are to be accepted by mail or courier, the RFP's must be placed in an outer envelope. The inner envelope shall have the same information as noted. Please note that proposals will not be accepted by email or facsimile transmission.

Requests for Proposals are available at the Office of the Purchasing Agent, Borough of Woodbury Heights, 500 Elm Avenue, Woodbury Heights, NJ 08097 (phone number: 856-848-2832; fax number: 856-848-5241; email: vikki@bwhnj.com). Proposals must be submitted on the forms provided and shall be in accordance with the specifications contained in the Request for Proposals.

The Borough intends to award any contract for these services pursuant to N.J.S.A. 40A:11-5. 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 and N.J.A.C. 17:27 and all other requirements set forth in the Request for Proposal.

Respondents must submit an original and two (2) copies of their proposal to the designated contact person or designee:

Vikki Holmstrom, Purchasing Agent
Borough of Woodbury Heights
500 Elm Avenue
Woodbury Heights, NJ 08097.

The Borough of Woodbury Heights 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 Borough.

Date: December 1, 2016

Janet Pizzi, Municipal Clerk