

SPECIAL PUBLIC NOTICE
CY 2017
REQUEST FOR QUALIFICATIONS/PROPOSALS:

Purpose:

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

Scope:

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

General Requirements:

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City's budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ. All RFQs/RFPs will be delivered by mail or in person by applicants to the City Clerk in sealed envelopes with the name of the applicant and the specific RFQ noted on the outside of the envelope.

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

CITY AUDITOR

The City Auditor shall make the annual audit of the City's financial records for the calendar year ending December 31, 2016 to serve as the City Auditor for the calendar year, January 1, 2017 to December 31, 2017. The City Auditor shall perform the duties prescribed by law all in accordance with the generally accepted auditing standards and the laws and regulations of the State of New Jersey, regarding the same. The City Auditor shall perform such duties and render such services as may from time to time be requested by the City, the Mayor, the Council, the Chief Financial Officer, the City Clerk or the City Law Director.

The City Auditor shall be both a certified public accountant and a registered municipal accountant, in the State of New Jersey, with a minimum of ten (10) years experience in auditing and reporting on fiscal matters for public entities. The City Auditor shall also have a working knowledge of the City's form of government, its departments and its general fiscal affairs.

THE REQUIRED RFQ/RFP SUBMISSION FORMS **MUST** BE OBTAINED BY CONTACTING:

ANGEL ALBANESE, CFO
CITY OF SOUTH AMBOY
140 N. BROADWAY
SOUTH AMBOY, NJ 08879
albanesea@southamboynj.gov

Phone: 732.525.5922

Fax: 732.727.6139

DEADLINE FOR ALL SUBMISSIONS FOR THIS RFQ IS WEDNESDAY, DECEMBER 14th, 2016 AT 1PM. ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL AND THREE (3) COPIES DELIVERED IN A SEALED ENVELOPE CLEARLY MARKED WITH THE NAME OF THE SUBMITTER AS WELL AS THE WORDS "RFQ-CITY AUDITOR" ON THE OUTSIDE OF THE ENVELOPE ADDRESSED TO:

**LAURA KEMBLE, CITY CLERK
CITY OF SOUTH AMBOY
140 NORTH BROADWAY
SOUTH AMBOY, NJ 08879**

The City of South Amboy retains the right to reject any and all submissions deemed unacceptable for any reason.