

BOROUGH OF HOPATCONG

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES

**MUNICIPAL PROSECUTOR, TAX MAP REVISION and G.I.S SERVICES, RISK
MANAGER, LAND SURVEYOR, LAND USE ATTORNEY, MUNICIPAL PLANNER,
MUNICIPAL ENGINEERS, MUNICIPAL AUDITOR, GRANT WRITER, MUNICIPAL
ATTORNEY, LABOR ATTORNEY, BOND ATTORNEY, IT SERVICES**

The Borough of Hopatcong, a municipal corporation in the County of Sussex and the State of New Jersey, having its offices at 111 River Styx Road, Hopatcong, New Jersey, through a Required Disclosure process, is soliciting competitive proposals from qualified proposers interested in providing (TITLE) Services.

The purpose of this RFP is to allow for the award of a contract based on qualifications, merit, references, and cost effectiveness.

Submission Deadline: December 6, 2019

Number of Proposals to be Sent: An Original and 10 Copies

Address all Proposals to: Ron Tappan, Borough Administrator / QPA
Borough of Hopatcong
111 River Styx Road
Hopatcong, NJ 07843

The Proposal Documents may be examined and obtained, at no cost, at the Borough of Hopatcong Municipal Building, 111 River Styx Road, Hopatcong, New Jersey 07843, between the hours of 9:00 a.m. and 4:30 p.m.

Proposals must be returned in a sealed envelope bearing the proposer's name and address written on the face of the envelope and clearly marked:

REQUEST FOR PROPOSAL FOR (Service Provided) – Attn: Ron Tappan, Borough Administrator / QPA.”

Proposals may be hand delivered or mailed. In the case of mailed proposals, the Borough assumes no responsibility for proposals received after the above-stated designated date and time. Proposals received after the designated date and time for receipt will not be accepted and will be returned unopened. Proposals will not be accepted by facsimile or e-mail.

There is no specific proposal form required; therefore proposers may submit their proposal in letter form or any similar method. Each proposal and all required forms must be signed by a person authorized to do so. Proposals must cover all information requested in this RFP. Responses which in the judgment of the Borough fail to meet the requirements of the RFP or

which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this RFP or the RFP process shall be directed, in writing, to the Borough Administrator. The Borough's decision shall be final and conclusive.

During the period provided for the preparation of responses to this RFP, the Borough may issue addenda or answers to written inquiries. Addenda will be posted on our website and noticed by the Borough and will constitute part of the RFP. All responses shall be prepared with full consideration of any addenda issued.

Proposer must complete and submit the Acknowledgement of Receipt of Addenda.

The Borough, in its sole discretion, reserves the right to reject any or all proposals and to waive any and all irregularities as is in the best interest of the Borough.

Appointment : Appointment shall be by Mayor and Borough Council for a term of one (1) year. The appointee shall receive such compensation as shall be agreed upon by Mayor and Borough Council for services rendered.

The purpose of this is to summarize some of the more important provisions of the requested proposals. Prospective proposers are cautioned not to rely solely on this summary, but to obtain and read the Proposal Documents in their entirety.

By Order of the Borough of Hopatcong

Ron Tappan, Borough Administrator /QPA