

North Bergen Parking Authority
4225 Bergen Turnpike
North Bergen, New Jersey 07047

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, the North Bergen Parking Authority requests qualifications for the services set forth below in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

Pursuant to NJSA 40:11A-6.1, the North Bergen Parking Authority is in need of a registered municipal accountant or certified public accountant of New Jersey to conduct an annual audit of the accounts of the Authority for the year 2016 and to perform general municipal auditing services.

Request for qualification (“RFQ”) responses shall be submitted to Robert P. Baselice, Executive Director of the North Bergen Parking Authority, 4225 Bergen Turnpike, North Bergen, NJ, 07047, on or before Wednesday, October 12, 2016 at 1:00 p.m., at which time said responses will be publicly opened and read.

Responses (one (1) original and five (5) copies) must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) “RFQ – Auditor” the service for which the response is submitted; and (3) “**Sealed RFQ Response**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Parking Authority by the date and time set forth above. No late responses will be accepted.

Compensation will be a sum not to exceed \$9,600.00.

Responses will be evaluated by the North Bergen Parking Authority on the basis of the following factors:

1. The experience and reputation in the field.
2. Knowledge of the North Bergen Parking Authority, and of the subject matter to be addressed under the contract.
3. Availability to attend meetings of the North Bergen Parking Authority and other matters as required.
4. Availability of personnel and other resources to provide such services.
5. Other factors if demonstrated to be in the best interests of the North Bergen Parking Authority.

Contract will be awarded based on the most advantageous responses and is for a one (1) year term with an option to renew the Contract for two subsequent years. The option to renew is solely that of the Parking Authority. The North Bergen Parking Authority reserves the right to reject any or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of

the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

Robert P. Baselice, Executive Director
North Bergen Parking Authority