TOWNSHIP OF WASHINGTON
FAIR AND OPEN PROCESS
REQUEST FOR PROPOSALS
2026 PROFESSIONAL APPOINTMENTS

I. Notice of Request for Proposals

The Township of Washington ("Township") is soliciting Request for Proposals from interested persons and/or firms for awarding 2026 contracts for the provision of the services listed below by a Request for Proposals process ("RFP"). Individual persons and/or firms interested in assisting the Township with the provisions of these services must prepare and submit a Request for Proposal in accordance with the procedure and schedule in the RFP. The Township will review the Request for Proposal only from those persons or firms that submit a Request for Proposal that includes substantially all the information required to be included as described, in the sole judgment of the Township's Mayor and Committee.

The Township intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial, and administrative familiarity with the Township, experience, training, and capabilities to provide the proposed services, and (b) agrees with and meets the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of the Township of Washington.

The selection of qualified respondents are not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11 -l et seq. The selection is, however, subject to the fair and open process authorized by the "New Jersey Local Unit Pay-To-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the request.

Proposers must submit one (1) original plus one (1) copy on a USB stick or CD. Proposals must be submitted by mail to Christine Ciallella, RMC, Township Clerk, Township of Washington, P.O. Box 1106, Turnersville, New Jersey 08012 or in person to Christine Ciallella, RMC, Township Clerk, Township of Washington, 523 Egg Harbor Road, Sewell, NJ 08080 on or before 10:00 a.m. on Thursday May 28, 2026. Proposals will not be accepted by facsimile transmission or e-mail. The responses will be opened at 10:00 a.m. on May 28, 2026 in the flag room of the Township of Washington for subsequent review by the Mayor, Township Committee, Township Attorney. The contract awards may be announced at the Township's Regular Council meeting on June 10, 2026, at 6:00 PM. All regular council meetings will be held at the Washington Township Municipal Building located at 523 Egg Harbor Road, Sewell, NJ 08080.

- **CONFLICT PROSECUTOR**

II. Instructions for Proposals and Criteria

One (1) original plus one (1) copy on a USB stick or CD must be submitted in the manner designated in these instructions, and must be enclosed in sealed envelopes bearing the name, address, and telephone number of the person and/or firm submitting the statement and the name of the position on the outside, addressed to the Township Clerk of the Township of Washington with the appropriate address as listed above.

Qualification statement shall demonstrate the following:
Rates/Cost
Staffing
Experience and reputation of the person/firm in the field
Training and Licensing of the person/firm
Availability to accommodate the needs of the Township's meeting schedule
Knowledge of the Township's needs and history and the subject matter to be addressed under the contract
Proof of Business Registration
Proof of Insurance
Stockholder Disclosure Certificate
Non-Collusion Affidavit
Affirmative Action Statement
American with Disability Act of 1990 Statement
Equal Employment Opportunity Language
Prohibited Russia-Belarus Activities & Iran Investment Activities

The Township's Mayor and Committee reserves the right to select qualified person/firm in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFP's are required to comply with the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq, if applicable. Additionally, all proposals shall include a contract for services for the 2026 year in compliance with all applicable provisions of N.J.S.A 40A:11-1 et. seq. and N.J.A.C. 5:34 and will be subject to review by the Township Attorney.

Christine Ciallella, RMC/CMR
Clerk of the Township of Washington