

NOTICE TO CONSULTANTS

The Township of Marlboro invites proposals for:

Contract # RFP-2016-2

MEASUREMENT AND VERIFICATION CONSULTANT FOR ENERGY AUDIT

Proposals will be opened and read in public for consideration by the Township of Marlboro, 1979 Township Drive, Marlboro, New Jersey 07746 on **Tuesday, November 1, 2016 at 10:00 AM prevailing time**. All proposals shall be received at the Township of Marlboro Business Administrator's Office any time prior to 10:00 AM. Proposals arriving after 10:00 AM will not be accepted.

All proposals shall be presented to the Township of Marlboro by parties proposing or their agents previous to the time designated, or when called for by the Township of Marlboro.

If you are interested in downloading the RFP Package, please visit the Township's website at www.marlboro-nj.gov/bids. You may download the RFP Package for free. If you do not have internet connection and need a copy of the RFP Package please make all requests to the Administration Department at (732) 536-0200 ext. 1807 between the hours of 8:30 AM to 4:00 PM, Monday through Thursday.

Proposals shall be made on the standard proposal form and be enclosed in a sealed envelope addressed to the Township Business Administrator at the above address. The name and address for the Consultant and the name of the proposal and number must be printed on the face of the envelope. Proposal package should not be disassembled or duplicated. One (1) original and one (1) digital copy CD of the proposal must be submitted. Proposals will be rejected if not submitted within time, date and at place designated.

In all cases, in which a proposal is delivered by public or private mailing, or hand delivered, the following address and notation shall appear prominently on the front of the outside envelope:

Re: Contract # RFP-2016-2

Contract Name: MEASUREMENT AND VERIFICATION CONSULTANT FOR ENERGY AUDIT

Business Administrator
Township of Marlboro
1979 Township Drive
Marlboro, NJ 07746

The proposal document shall be placed in an inside envelope which shall have the following endorsement in the upper right corner of the envelope:

Proposal for: Contract # **RFP-2016-2**

MEASUREMENT AND VERIFICATION CONSULTANT FOR ENERGY AUDIT

Proposal opening date: Tuesday, November 1, 2016

Proposal opening time: 10:00 AM

Consultants who elect to utilize public or private mailing for delivery of proposal assume the burden of correctly addressing the envelope. Consultants shall comply with the Affirmative Action Requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27), as amended from time to time, the Americans with Disabilities Act, and N.J.S.A. 52:25-24-2 P.L. 1977, Chapter 33.

The Township reserves the right to reject any and all proposals for the above listed contract in whole and/or in part which do not comply with the specifications and/or the statutory requirements. The Township reserves the right to waive informalities as the Township may deem to be in its best interest.

All Contract documents are to be submitted intact in accordance with proposal checklist. All erasures, interpolations, and other physical changes in the proposal form shall be signed or initialed by the Consultant.

By the order of the Township of Marlboro
Jonathan A. Capp
Business Administrator