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## PUBLIC NOTICE

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### **CITY OF RAHWAY** **Request for Qualifications for CY 2024**

The City of Rahway is soliciting Proposals and Qualifications for CY 2024 from interested persons and/or firms for the provision of listed services. Through a Request for Qualifications (“RFQ”) process, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in a statement of Qualifications in accordance with the RFQ. The City will review Qualifications only from those firms that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the City). The City intends to enter into a professional services agreement with a firm(s) that (a) possess(es) the professional, financial and administrative capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions that have been determined by the City to provide the greatest benefit to the citizens of Rahway.

The selection of a Respondent is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. However, the selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. The City has structured a procurement process that seeks to obtain the desired results, while establishing a “fair and open” process, to assure that each person and/or firm is provided an equal opportunity to submit a Proposal or Qualification Statement in response to the RFQ.

Proposals and Qualification Statements must be submitted to and be received by the Department of Revenue and Finance/Purchasing Agent, City of Rahway, 1 City Hall Plaza, 1<sup>st</sup> Floor, Rahway, NJ 07065 on or before **3:00 p.m.** prevailing time on **November 15, 2023**. Proposals and Qualification Statements will not be accepted by facsimile transmission or e-mail.

#### REQUEST FOR QUALIFICATIONS:

##### 1. City of Rahway - RFQ - Labor Counsel Services

The Proposals and Qualifications are on file in the office of the Chief Finance Office/Purchasing Agent at City Hall Plaza, Rahway, N.J. 07065 Copies may be obtained on the City’s website: <https://cityofrahway.com/474/Purchasing> by prospective respondents beginning on Thursday, **October 26, 2023**. Interested parties may also contact the office of Revenue and Finance at (732) 827-2020 and request that the Proposals and Qualifications documents be faxed or emailed. Proposals and Qualification Statements must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing name and address of the bidder and the title of the service on the outside, addressed to the City of Rahway. All communications concerning the RFP or the RFQ process shall be directed to the City’s Designated Contact Person, in writing, as stated in the original document.

#### Designated Contact Person:

Anissa Leung  
Purchasing Agent  
City of Rahway  
Department of Revenue and Finance  
1 City Hall Plaza, Rahway, NJ 07065  
[aleung@cityofrahway.com](mailto:aleung@cityofrahway.com)  
Jeffrey Jotz, City Clerk