

**TOWNSHIP OF HILLSIDE  
PUBLIC NOTICE  
FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS  
FOR THE YEAR 2019**

**NOTICE IS HEREBY GIVEN** that, in accordance with NJSA 19:44-20.5 et seq. through a fair and open process that sealed submissions will be received by the Township of Hillside, County of Union, State of New Jersey on **December 20, 2018 at 11:00 am**, prevailing time, in the **Clerk's Office**, located at the Township of Hillside Municipal Building, **1409 Liberty Avenue, Hillside Township, NJ 07205** then publicly opened and read aloud for the following:

1. LEGAL SERVICES (Bond Counsel, Labor Attorney, Conflict Attorney, Redevelopment Attorney, ABC Board Attorney, Tax Appeal Attorney, Special Township Attorney Services and Land Use Attorney)
2. ENGINEERING SERVICES (Consulting Engineer, Redevelopment Engineer, Environmental Engineer and Special Engineering Services)
3. Insurance Broker (Health, Prescription, Dental, Property/Casualty and Liability)
4. Planner
5. Architect
6. Real Estate Appraiser
7. Township Auditor
8. Public Relations Services
9. Website Development Services
10. Photography Services
11. Videography Services
12. Actuary Services
13. Payroll Administrator Services
14. Fixed Assets Management Services
15. Human Resource Specialist
16. Grant Writing Services

Proposals/Submissions will be received by the Township Clerk's Office on the date and time noted above. Firms do not need to be present and may mail or deliver proposal package to the attention of Terence Wall, Township Clerk at the above address prior to date and time above. Standardized submission requirements and selection criteria are on file and available in the Clerk's Office during regular business hours, 8:00 AM to 4:00 PM, Monday through Friday, excluding holidays. **Addenda will also be posted on the Township website.**

**All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).**

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Township reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Township shall award the contract or reject all submissions no later than 60 days from receipt of same.