

PUBLIC NOTICE

PASSAIC VALLEY WATER COMMISSION

**PUBLIC NOTICE FOR THE SOLICITATION OF
PROFESSIONAL SERVICES (OR EXTRAORDINARY UNSPECIFIABLE SERVICES)
CONTRACTS**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by Passaic Valley Water Commission's Administrative Secretary, up to 11:00 a.m. prevailing time on **Thursday, November 3, 2016** at the Commission's office located at 1525 Main Avenue, Clifton, New Jersey 07011 for the following project:

INSURANCE AGENT SERVICES FOR PROPERTY, CASUALTY,
AUTOMOBILE, AND EXCESS LIABILITY
PROJECT NO. 17-P-12

Standardized submission requirements and selection criteria for each Project are on file and available in electronic form by forwarding an e-mail request to lbeckering@pvwc.com or glucianin@pvwc.com and may also be obtained in person at the office of the Commission's Purchasing Agent at 1525 Main Avenue, Clifton, New Jersey 07011 during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Each submission shall be provided on the standardized forms as supplied in the submission package and the said standardized forms shall not be modified or altered in any way.

All professional service responders (or extraordinary unspecifiable services responders) 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).

All professional service responders (or extraordinary unspecifiable services responders) shall include, with their submissions, a completed Conflict of Interest Certification, Non-Collusion Affidavit, Disclosure of Ownership Statement (N.J.S.A. 52:25-24.2), Insurance Requirements Acknowledgement, a Mandatory Equal Employment Opportunity acknowledgement, and a copy of the applicable New Jersey Business Registration Certificate.

In accordance with the Fair and Open Public Solicitation Process as set forth in N.J.S.A. 19:44A-20.4 et seq., the Commission reserves the right to reject any or all submissions for any reason including, but not in any way limited to, any defects; or the Commission, in its sole discretion may waive formalities and accept any submissions that in their judgment will be in the best interest of the Commission and its users and member cities. The Commission shall award the contract or reject all submissions no later than sixty (60) days from receipt of same, unless extended with the consent of the professional service responders (or extraordinary unspecifiable services responders).

By authorization of the Passaic Valley Water Commission, County of Passaic, in the State of New Jersey:

Louis Amodio, Administrative Secretary
Passaic Valley Water Commission

Date of Public Notice: October 4, 2016