**PUBLIC NOTICE**

**BOROUGH OF WOODBURY HEIGHTS**

**REQUEST FOR PROPOSAL UNDER A FAIR AND OPEN PROCESS**

**NOTICE** is hereby given that sealed Proposals will be received by the Borough of Woodbury Heights, Gloucester County, New Jersey, and opened and read in public at the Municipal Building located at 500 Elm Avenue, Woodbury Heights, New Jersey, 08097, on the **22nd day of December, 2021, at 10:00 a.m.,** prevailing time, for the following:

**REQUEST FOR PROPOSALS FOR INVESTMENT AND GENERAL BANKING SERVICES**

Contract documents may be obtained directly from the Municipal Clerk, Shannon Elton, at the Municipal Building located at 500 Elm Avenue, Woodbury Heights, NJ 08097. The contact number for the Municipal Clerk, Shannon Elton, is as follows: 856-848-2832, or via e-mail at [rmc@bwhnj.com](mailto:rmc@bwhnj.com).

Prospective vendors shall use complete sets of Proposal documents in preparing their Proposals. All Applications must be submitted on forms furnished by the Borough. Proposals must be prepared and submitted in accordance with the Instructions to Bidders. The Borough of Woodbury Heights is soliciting Proposals for General Banking Services through a fair and open process in accordance with N.J.S.A.19:44A-20.5, et seq. The Borough of Woodbury Heights reserves the right to waive informalities in Proposals and/or reject all Proposals. Negotiations may be conducted with all vendors who submit Proposals that have a reasonable chance of being selected for award.

The Proposal selected shall comply with all applicable federal, state and local statutes, rules, ordinances and regulations. This Request for Proposal constitutes an invitation to submit bids to the Borough, however, the Borough further reserves the right to waive any technical error; to reject any proposal; or any part thereof for any reason whatsoever, or to reject all proposals. Specifically, the Borough reserves the right to reject all proposals without cause. The Borough shall not be responsible for the loss, non-delivery or physical condition of Bid Proposals sent by mail or courier service. All bidders are further required to comply with the requirements of N.J.S.A.10:5-31, et seq., and N.J.A.C.17:27. Business Registration Certification must be supplied with the Proposal and failure to submit the requisite Certificate requires mandatory rejection of a Proposal as a non-waiverable defect.

No Proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the date of receipt of the Bid Proposal without the consent of the Borough.

Each Proposal Application must be enclosed in a sealed envelope, properly endorsed with the name of the vendor, with the designation **“BANKING SERVICES”**. Applications shall be received before the hour designated in the Office of the Municipal Clerk.

# BOROUGH OF WOODBURY HEIGHTS

SHANNON ELTON, MUNICIPAL CLERK

Municipal Building

500 Elm Avenue

Woodbury Heights, NJ 08097

Telephone: (856) 848-2832

E-mail: [rmc@bwhnj.com](mailto:rmc@bwhnj.com)