

BOROUGH OF HIGHLANDS  
LEGAL NOTICE  
NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Borough Administrator or Clerk, for the Borough of Highlands, County of Monmouth, State of New Jersey on **June 13, 2023 at 11:00am** prevailing time at Borough Highlands 42 Shore Dr., Highlands, NJ 07732, New Jersey at which time and place bids will be opened and read in public for:

**COMMUNITY RATING SYTEM (CRS) COORDINATOR**

Specifications and other bid information may be obtained at the Office of the Municipal Clerk/Administrator, Borough Highlands 42 Shore Dr., Highlands, NJ 07732, NJ 07732 during regular business hours, Monday through Friday 8:30am to 4:00pm. or by visiting [WWW.HIGHLANDSBOROUGH.ORG](http://WWW.HIGHLANDSBOROUGH.ORG).

If a bidder is requesting specifications through the mail, bidder must include their company name, full business address, business phone number, e-mail if available. The Borough of Highlands disclaims any responsibility for specifications forwarded by mail. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to the procurement. Respondents shall comply with the said requirements with the BID. All Bid Addenda shall be published in the Asbury Park Press and on the Borough website no later than seven days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of bids. Therefore, all interested respondents should check the newspapers and website from now through the Bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to the procurement.

1. This solicitation will be awarded via a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.
2. Bidder must be registered with the State of New Jersey at the time of the contract award. Bidders will be required to present a copy of their Business Registration Certificate (BRC).
3. Bidders must provide an Ownership Disclosure Affidavit with the bid proposal; failure to provide the same is a non-waivable defect.
4. Bidders must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27
5. Price and other factors considered.

Responses one (1) original with original signatures and two (2) flash drives containing exact copies of the original submission.

Michael F Muscillo, MPA  
Borough Administrator

Publication date: **May 25, 2023**