

BOROUGH OF WOODCLIFF LAKE
Request for Qualifications

The Borough of Woodcliff Lake (the "Borough") is soliciting Qualification Statements from interested persons and/or firms for the provision of the service listed below. Through a Request for Qualifications ("RFQ") process, persons interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQ. The Borough will review Qualification Statements only from those persons that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Borough). The Borough intends to qualify a person that possesses the professional and administrative capabilities to provide the proposed services.

Qualification Statements must be submitted to, and be received by Thomas Richards, Interim Administrator, Borough of Woodcliff Lake, 188 Pascack Road, Woodcliff Lake, New Jersey 07677 on or before 11:00 a.m. on August 23, 2013. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened on September 11, 2013 in the Office of the Interim Administrator.

Position: CERTIFIED MUNICIPAL CLERK

The Instructions for Qualification Statements are filed in the office of Thomas Richards, Interim Administrator, 188 Pascack Road, Woodcliff Lake, New Jersey 07677 and may be inspected by prospective respondents during regular business hours beginning at 9:00 a.m. on August 16, 2013.

Qualification Statements must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing name and address of the respondent and the name of the position on the outside, addressed to the Borough of Woodcliff Lake.

Thomas Richards, Interim Administrator
Borough of Woodcliff Lake

Dated: August 15, 2013