

**TOWNSHIP OF WEST WINDSOR
MERCER COUNTY, NEW JERSEY**

PUBLIC NOTICE

FOR THE SOLICITATION OF BANKING SERVICES 2023/2024

NOTICE IS HEREBY GIVEN that sealed proposals will be opened and read in public on Tuesday, September 19, 2023, at 1:00 p.m., prevailing time in the Township of West Windsor's public meeting room, Municipal Building, 271 Clarksville Rd. West Windsor, NJ 08550. The Township is seeking proposals from financial institutions to provide the Township with primary banking services.

Proposal packages are available by email by contacting Janis DiNatale at jdinatale@westwindsortwp.com and providing complete contact information. Any questions concerning this RFP should also be emailed to John Mauder at jmauder@westwindsortwp.com. A copy of the RFP is also on file and may be examined and obtained at no cost at the Department of Administration during regular business hours which are 9:00 a.m. to 5:00 p.m. Should a bidder(s) request the bid documents to be mailed, said bidder(s) shall be assessed a shipping charge in an amount to be determined by the purchasing agent.

Each bidder shall submit One (1) original and one (1) copy of their sealed RFP. Original must be marked "Original" and must be left unbound for copying purposes. Proposals will be rejected if not submitted within time, date and place designated. RFP submission must be enclosed in a sealed envelope which shall have the following endorsement in the upper right corner of the envelope:

Proposal for: BANKING SERVICES

Proposal opening date: Tuesday, September 19, 2023 Proposal opening time: 1:00 p.m.

The name and address of the Consultant and the name of the proposal must be printed on the face of the envelope. In all cases, whether delivered by mail or hand delivered, the following address and notation shall appear prominently on the front of the outside envelope:

RFP: BANKING SERVICES

ATTN: Janis DiNatale, Township of West Windsor, 271 Clarksville Rd. West Windsor, NJ 08550

Bids may be mailed or hand delivered. Bidder is solely responsible for the timely delivery of the bid proposal and no bids shall be considered which are presented after the public call for receiving bids. Consultants who elect to utilize public or private mailing for delivery of proposal assume the burden of correctly addressing the envelope.

All financial service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration Certificate), 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 Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Township Council reserves the right to reject any or all submissions for the above listed contract in whole and/or in part which do not comply with the specification and/or the statutory requirements. The Township Council reserves the right to waive informalities as the Township may deem to be in its best interest.

By Order of the Township of West Windsor
Marlena Schmid, Business Administrator

