

**BOROUGH OF NORTH CALDWELL  
ESSEX COUNTY, NEW JERSEY**

**REQUEST FOR PROPOSALS AND QUALIFICATIONS**

**PLEASE TAKE NOTICE** that the Joint Municipal Court of the Boroughs of Essex Fells and North Caldwell request submission of Proposals and Statements of Qualifications from interested individuals/firms for the positions set forth below. Said Proposals/Statements will be received by the North Caldwell Borough Administrator no later than December 14, 2021 by 10:00a.m., prevailing time, at 141 Gould Avenue, North Caldwell, New Jersey 07006, after which time said Proposals/Statements will be opened and evaluated.

Professional services qualifications for the following positions are hereby requested. Additional descriptions of the positions are within the RFQ.

1. Public Defender
2. Municipal Prosecutor

All Proposals/Statements must be in accordance with instructions in the Request for Qualifications document obtained from the Borough of North Caldwell and must be enclosed in a sealed envelope bearing the name and address of the respondent and the words "RFQ for Professional Services." The envelope must be addressed to Kevin O'Sullivan, Borough Administrator, 141 Gould Avenue, North Caldwell, NJ 07006, and may be delivered by hand, overnight courier or mail. The envelope containing the Proposal/Statement must be received by the Borough Administrator by the date and time set forth above. No late Proposals/Statements will be accepted.

Proposal documents may be examined and obtained at the office of the Borough Administrator, 141 Gould Avenue, North Caldwell, NJ 07006, by appointment between the hours of 8:30am and 4:00pm, or at [www.northcaldwell.org/purchasing](http://www.northcaldwell.org/purchasing).

All Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975 c. 127 as amended) and N.J.A.C. 17-27-1.1 et seq.

The Boroughs of Essex Fells and North Caldwell reserve the right to waive any minor irregularities in or to reject any or all Proposals.

Tami Michelotti  
Borough Clerk