

**Parking Authority of the Township of Weehawken  
4528 Park Avenue  
Weehawken, NJ 07086**

**REQUEST FOR PROPOSALS**

PLEASE TAKE NOTICE that the Parking Authority of the Township of Weehawken, hereinafter referred to as the WPA, requests proposals for the services set forth below, for the year 2020 in accordance with the "fair and open process" pursuant to N.J.S.A. 19:44A-20.5, et seq.

Request for Proposals responses shall be received by the Executive Director of the WPA or his designee, on or before **Thursday, December 5, 2019 at 3 p.m.**, prevailing time, at the Weehawken Parking Authority, 4528 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and read.

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope:

- (1) The name and address of the service provider;
- (2) The service for which the response is submitted, "RFP – Auditor/Accountant";
- (3) "Sealed RFP Response".

Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Executive Director of the WPA by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of its response. Please submit eight (8) copies of proposals.

The services sought are:

**PARKING AUTHORITY AUDITOR/ACCOUNTANT**

Proposals will be evaluated on the basis of the following factors:

1. Proposer must be a Registered Municipal Accountant.
2. Experience and reputation in the field.
3. Knowledge of parking authorities and of the subject matter to be addressed under the contract.
4. Availability to attend to any required WPA meetings and other matters.
5. Availability of personnel and other resources to provide such services.

6. Compensation proposal.

7. Other factors if demonstrated to be in the best interests of the WPA.

Contracts will be awarded based on the most advantageous responses, price and other factors considered. The WPA reserves the right to reject any and all responses.

Carmela Silvestri-Ehret

Executive Director

Dated: November 15, 2019

CSE/en