

# VILLAGE OF RIDGEWOOD

## Request for Proposals

Request for proposals will be received by the Village of Ridgewood's Department of Parks and Recreation, up to 2:00 p.m. prevailing time on Tuesday, November 20, 2018, at The Stable, 259 North Maple Avenue, Ridgewood, NJ 07450, for the following:

### RECREATIONAL PROGRAM INSTRUCTION THROUGH THE DEPARTMENT OF PARKS AND RECREATION JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

Proposal instructions may be obtained from the Department of Parks and Recreation, 259 North Maple Avenue, Ridgewood, NJ 07450, Monday through Friday, 8:30 a.m. through 4:30 p.m., telephone 201-670-5560. You may request instructions by Email to [recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net). Prospective professional responders requesting proposal documents be mailed to them shall be responsible for providing their own postage/delivery service remuneration.

Prices quoted must be net and exclusive of all Federal, State and Local Sales and Excise Taxes. Proposals may be submitted prior to the due date in person or by mail, addressed to the Department of Parks and Recreation. The Village assumes no responsibility for loss or non-delivery of any proposal sent to it prior to the proposal opening.

Each proposal must be enclosed in a sealed envelope with the name of the responder thereon and endorsed, **“Recreational Program Instruction with the Department of Parks and Recreation, January 1, 2019 through December 31, 2019”**.

All professional service responders are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), 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).

The Village of Ridgewood reserves the right to reject any or all proposals, to waive any informalities, or to accept a proposal which, in its judgment best serves the interest of the Village. No proposal may be withdrawn for a period of sixty-days (60) after the date and time set for the opening of bids.

Responders are required to comply with the requirements of P.L.1975, C. 127. (NJAC 17:27) regarding Affirmative Action, and Executive Order No. 11246 regarding equal employment opportunity, as amended.

By Order of the Village Manager