PUBLIC NOTICE

PASSAIC VALLEY WATER COMMISSION

PUBLIC NOTICE FOR THE SOLICITATION OF

PROFESSIONAL SERVICES (OR EXTRAORDINARY UNSPECIFIABLE SERVICES) CONTRACTS

NOTICE IS HEREBY GIVEN that electronic submissions will be received by Passaic Valley Water Commission, **January 7, 2027, at 2:00PM prevailing time** through the Commission's e-Bidding Platform at https://www.bidnetdirect.com/new-jersey/passaicvalleywatercommission for the following project:

DOCUMENT MANAGEMENT AND RETENTION SOLUTION

PROJECT NO. 26-C-06

Standardized submission requirements and selection criteria for the Project are available electronically through the Commission's designated electronic procurement platform (the "e-Bidding Platform"). Prospective respondents shall access the solicitation documents, submission requirements, forms, and other procurement information through the e-Bidding Platform.

Each proposal shall be submitted in accordance with the requirements set forth in the solicitation and shall include all forms, certifications, disclosures, schedules, and other documents required by the Commission and applicable New Jersey law. Where standardized forms are provided by the Commission, such forms shall be completed and submitted as provided in the solicitation and shall not be modified or altered in any material respect.

All proposals shall be submitted electronically through the Commission's e-Bidding Platform at https://www.bidnetdirect.com/new-jersey/passaicvalleywatercommission - No paper, hand-delivered, mailed, overnight-delivery, facsimile, or e-mail proposal submissions will be accepted.

Proposals must be electronically submitted through the e-Bidding Platform no later than

January 7, 2027, at 2:00PM prevailing time

(the "Submission Deadline"). The e-Bidding Platform's electronic time stamp shall constitute the official time of submission. Proposers are solely responsible for allowing sufficient time to complete the electronic submission process, including the uploading of all required documents, and for confirming successful submission through the e-Bidding Platform. The Responder shall submit any questions regarding this RFP no later than 3:00PM on Friday, December 11, 2026, via the Commission's e-Bidding Platform.

Proposals received or electronically submitted after the Submission Deadline will be deemed late and will not be considered, except as otherwise expressly permitted by applicable law. The Commission shall not be responsible for a proposer's inability to complete an electronic submission due to insufficient time, internet connectivity, equipment failure, file-upload issues, or other circumstances within the proposer's control.

The Commission reserves the right to modify or extend the Submission Deadline in accordance with applicable law and the requirements of the solicitation. Any such

modification or extension will be communicated through the e-Bidding Platform and, where required by law, through the applicable public notice or advertisement.

All 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).

All responders shall include, with their submissions, a completed Conflict of Interest Certification, Non-Collusion Affidavit, Disclosure of Ownership Statement (N.J.S.A. 52:25-24.2), Insurance Requirements Acknowledgement, a Mandatory Equal Employment Opportunity acknowledgement, and a copy of the applicable New Jersey Business Registration Certificate.

In accordance with the Fair and Open Public Solicitation Process as set forth in N.J.S.A. 19:44A-20.4 et seq., the Commission reserves the right to reject any or all submissions for any reason including, but not in any way limited to, any defects; or the Commission, in its sole discretion may waive formalities and accept any submissions that in their judgment will be in the best interest of the Commission and its users and member cities. The Commission shall award the contract or reject all submissions no later than sixty (60) days from receipt of same, unless extended with the consent of the professional service responders (or extraordinary unspecifiable services responders).

This Public Notice is authorized by the Passaic Valley Water Commission, County of Passaic, in the State of New Jersey.