

PUBLIC NOTICE

PASSAIC VALLEY WATER COMMISSION

PUBLIC NOTICE FOR THE SOLICITATION OF DOCUMENT MANAGEMENT AND RETENTION SOLUTION

NOTICE IS HEREBY GIVEN that sealed submissions will be received by Passaic Valley Water Commission, **up to 2:00 p.m.** prevailing time on **Friday, January 30, 2026**, at the Commission's office located at 1525 Main Avenue, Clifton, New Jersey, 07011 for the following project:

DOCUMENT MANAGEMENT AND RETENTION SOLUTION

Project No. 25-PA-13

Standardized submission requirements and selection criteria for the Project are on file and available in electronic form by forwarding an e-mail request to lbresemann@pvwc.com. Each submission shall be provided on the standardized forms as supplied in the submission package and the said standardized forms shall not be modified or altered in any way.

Submissions shall be hand-delivered between the hours of 8:30 am and 4:30 pm or mailed by way of First Class Mail or overnight delivery service to the Commission's office located at 1525 Main Avenue, Clifton, New Jersey 07011, attention Purchasing Department. No proposals will be accepted after the time set forth above.

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.