

BOROUGH OF CLOSTER  
BERGEN COUNTY  
295 CLOSTER DOCK ROAD  
CLOSTER, NEW JERSEY 07624-0569

LORETTA CASTANO, RMC  
BOROUGH CLERK

ARLENE MARIE GRAY, RMC  
DEPUTY BOROUGH CLERK



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**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL CONTRACT POSITIONS  
IN THE BOROUGH OF CLOSTER, COUNTY OF BERGEN**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.5 et seq. commonly called the “Pay to Play Law”, the Borough of Closter shall pursue a “Fair and Open Process” in awarding contracts for positions set forth more fully below, and hereby solicits qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Closter, which shall be submitted to the Borough Clerk at 295 Closter Dock Road, Closter, New Jersey 07624 with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope addressed to the Borough Clerk to be received no later than 11:00 a.m. on Tuesday, December 3, 2019. Interested parties may receive criteria for the various positions from the office of the Borough Clerk prior to submission of qualifications.

**Qualifications for professional services for the following positions are hereby requested:**

Borough Attorney  
Borough Bond Attorney  
Borough Appraiser - Commercial Properties  
Borough Appraiser – Residential Properties  
Borough Public Defender  
Borough Prosecutor  
Borough Alternate Prosecutor  
Attorney to the Planning Board\*  
Attorney to the Zoning Board of Adjustment\*  
Borough Planner (Master Plan Reexamination)\*  
COAH Planner  
Borough Auditor  
Borough Engineer; including Planning Board and Zoning Board of Adjustment  
Financial Advisory Services  
Risk Manager  
Landscape for Foreclosed and Abandoned Properties  
Qualified Purchasing Agent  
Duly licensed personnel to carry out the following public health activities:

- (a) Public Health Administration: health officer, electronic information notification (LINCS), health education.
- (b) Environmental Health Services – Registered Environmental Health Specialist (Approximately 4 days per week but additional hours may be assigned subject to Board of Health approval).
- All of the services described in a & b above shall meet “Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.”

\*The governing body recognizes that under the law, the Planning Board and Zoning Board of Adjustment may make the final decision as to whether or not to use the Fair and Open process when awarding their contracts; however, the governing body strongly recommends that these Boards use the Fair and Open process.

*A copy of this notice is available at [www.closterboro.com](http://www.closterboro.com)  
under the section **Bids & RFP's***

LORETTA CASTANO, RMC  
Borough Clerk, Borough of Closter