

**BOROUGH OF SPRING LAKE HEIGHTS**  
**CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR**  
**PROFESSIONAL CONTRACTS UNDER**  
**THE FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN for all applicants in positions set forth more fully in a notice authorized by the Borough Council of the Borough of Spring Lake Heights, for submission of qualifications that shall take into consideration the following factors which will be weighed by the Borough Council of the Borough of Spring Lake Heights as the basis of an award for professional services most advantageous to the Borough:

I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough Council.

- a. Experience and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought.
- c. Experience and knowledge of the Borough of Spring Lake Heights.
- d. Availability to accommodate any required meeting of the Borough.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Spring Lake Heights.
- g. Proposed Contract with all proposed fees and charges,
- h. A Statement disclosing the names and addresses of all persons having more than a 10% ownership interest in the entity applying.
- i. Copy of Business Registration Certificate
- j. Certificate of Employee Information Report with the State of New Jersey.
- k. Business Entity Annual Statement (ELEC)

II. Selection of professionals shall be based solely on the Mayor and Councils' evaluation of the submitted material in the criteria set forth in this document.

III. Applicants must submit all materials (including 3 copies) in a sealed envelope addressed to the Municipal Clerk of the Borough of Spring Lake Heights, 555 Brighton Avenue, Spring Lake Heights, N.J. 07762, and shall be received on or before Wednesday, December 19, 2018 no later than 11:00 am, at which time they shall be opened and publicly read.

Janine Gillis  
Borough Clerk