

**PUBLIC NOTICE  
BOROUGH OF SPOTSWOOD  
NOTICE OF SOLICITATION OF  
PROPOSALS FOR PROFESSIONAL SERVICES  
UNDER A FAIR AND OPEN PROCESS**

Sealed proposals will be received by the Municipal Clerk of the Borough of Spotswood, County of Middlesex, in the second floor conference room at the Municipal Building, 77 Summerhill Road, Spotswood, NJ 08884, for: **Third-Party Billing Services for Emergency Medical Services.**

**Proposal opening date: Thursday, November 30, 2017, at 10:00 a.m.**

**No proposals will be accepted after that time and date, and any proposals received after such time and date will be returned unopened to the Applicant. Sealed proposals will be publicly opened and read aloud at the address set forth above at that time.**

The Borough of Spotswood is requesting proposals from qualified service providers in accordance with the specifications set forth by the Borough. Specifications and other proposal information may be obtained at the Municipal Clerk's Office, 77 Summerhill Road, Spotswood, NJ 08884 (732-251-0700, ext. 825) between the hours of 9:00 AM – 4:30 P.M.

Each proposal must be enclosed in a sealed envelope bearing the name and address of the Applicant, endorsed with the words "***Third-Party Billing Services - Sealed Submission Enclosed,***" and sent to the Municipal Clerk's Office. Proposals must be delivered prior to the date and time of the proposal opening. All proposals must be delivered to the Municipal Clerk's Office at the above address during normal business hours, 9:00 AM – 4:30 P.M., Monday through Friday. We will not accept proposal packages on weekday holidays when the Municipal Clerk's Office is closed. No other office is authorized to accept proposals. Proposals can be hand-delivered. If using an outside delivery and/or messenger service (i.e., Federal Express, UPS, etc.), please note the following: The Borough will not be responsible for deliveries made prior to or after normal business hours, or to any other office.

Potential providers are required to comply with the requirements of N.J.S.A. 10-5-31, et seq. and N.J.A.C. 17-27-1, et seq.

The Borough reserves the right to reject any or all submissions due to any defects, or waive informalities and accept any submissions that, in their judgment, will be in the best interest of the Borough.

**CALL THE CLERK'S OFFICE TO REQUEST A COPY OF THE RFP**

Patricia DeStefano  
Municipal Clerk  
(732) 416-1825