

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

PRIVATE COLLECTION AGENCY FOR MUNICIPAL COURT DEBT

Notice is hereby given that the Borough of Little Ferry, in the County of Bergen, State of New Jersey, is soliciting Requests for Qualifications (RFQ) from qualified firms to provide **Professional Services as a Private Collection Agency for Municipal Court Debt.**

The contract term shall be for a two (2) year period, commencing March 1, 2026 and ending February 29, 2028, with an option to extend the contract for one (1) additional one-year term, subject to approval by resolution of the Mayor and Council.

This procurement is being conducted as a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The contract shall be awarded as a professional services contract and is therefore exempt from public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

RFQ documents may be obtained by emailing b-maldonado@littleferrynj.org or in person at the Office of the Borough Clerk of the Borough of Little Ferry, 215-217 Liberty Street, Little Ferry, New Jersey between 9:00 a.m. and 4:00 p.m. daily except Saturdays, Sundays and holidays.

RFQ responses must be in a sealed envelope marked "**RFQ for Private Collection Agency for Municipal Court Debt**" and must be received by the Borough Clerk, Barbara Maldonado, no later than 11:00 a.m. on Thursday, February 12, 2026, at which time responses will be opened.

All submissions must include the required New Jersey statutory disclosure forms, including but not limited to: Affirmative Action Compliance documentation, Political Contribution Disclosure, Ownership Disclosure, Disclosure of Investment Activities in Iran, a valid Business Registration Certificate and the Acknowledgement of Receipt of Addenda.

The Borough reserves the right to reject any or all RFQ responses, to waive informalities, and to award a contract deemed to be in the best interest of the Borough.

By Order of the Mayor and Council
Barbara Maldonado, RMC
Borough Clerk
Borough of Little Ferry