

NOTICE OF RFP

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
REQUESTS FOR PROPOSAL & QUALIFICATIONS  
BOROUGH AUDITOR**

Sealed proposals will be received by the Borough Administrator/Clerk of the Borough of Highlands, New Jersey and opened and read in public in the Municipal Building 42 Shore Drive Highlands, New Jersey, on **December 22, 2015 11:00 a.m.**

Request for Proposal/Qualifications from Auditing Firms interested in serving as Borough Auditor to the Borough of Highlands for the period January 1, 2016 through December 31, 2016

Successful applicants will be required to comply with requirements of N.J.S.A. 30:5-33, et seq. (N.J.A.C. 37:27), Equal Employment Opportunity, N.J.S.A. 52:32-44, et. seq., New Jersey Business Registration, N.J.S.A. 10:5-31 Affirmative Action.

The Borough of Highlands reserves the right to reject any and or all proposals if it is deemed to be in the best interest of the Borough of Highlands to do so. The Borough of Highlands also reserves the right to conduct interviews of any and or all applicants, as it deems necessary.

By order of the Mayor and Council of the Borough of Highlands  
the Borough Website [www.highlandsnj.com](http://www.highlandsnj.com)

All RFP Addenda will be issued in the website. Therefore, all interested respondents should check the website from now through the RFP closing. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to the procurement.

Respondents shall comply with the said requirements with the RFP. Please email [highlandspurchasing@gmail.com](mailto:highlandspurchasing@gmail.com) with any questions pertaining to the RFP.