# REQUEST FOR PROPOSAL
# LEASE OF OFFICE SPACE

The Township of Irvington is soliciting through the Fair and Open Process in accordance with the New Jersey "Local Unit Pay to Play" Law N.J.S.A. 19:44A-20.4 et seq., Requests for Proposals (RFP) for Lease of Office Space.

Detailed Requests for Proposals may be obtained from the Finance and Revenue Department, Division of Purchasing, Municipal Building, Room 203 one Civic Square, Irvington, NJ 07111, between the hours of 9:30 a.m. and 4:00 p.m., Monday through Friday. There will be a non-refundable cost of $50.00 per RFP packet to cover the cost of printing and administrative expenses. Checks are to be made payable to the TOWNSHIP OF IRVINGTON.

Proposals must be received by the Township Clerk in the Municipal Building, Room 116, One Civic Square, Irvington, New Jersey 07111 no later than **Wednesday July 01, 2026, at 10:00 a.m.** at which time proposals will be publicly opened and read aloud in the Council Chambers.

Proposals must be enclosed in a sealed envelope bearing the **Name of the Proposer** and the **title:- Lease of Office Space** on the outside and addressed to the TOWNSHIP CLERK, TOWNSHIP OF IRVINGTON, one Civic Square, Irvington, NJ 07111. Original and four copies are required.

All Service Contractors are required to comply with the requirements of N.J.S.A. 10:5-3 et seq. Affirmative Action, P.L. 1975 c. 127 N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts), and N.J.S.A. 52:25-24.2 (Disclosure of Ownership).

The Township reserves the right to waive any and all formalities or altogether reject any RFP as is in the best interest of the Township. Awards made under the Fair and Open Process shall be made to those contractors whose proposal is most advantageous to the Township of Irvington.

Unless otherwise provided in any supplement to these instructions, no contractor shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposals in the advertisement or Request for Proposal.

Althea Headley, QPA, RPPO, MPA, BA

Qualified Purchasing Agent