

BURLINGTON COUNTY BOARD OF SOCIAL SERVICES  
795 WOODLANE ROAD  
MOUNT HOLLY, NEW JERSEY 08060-3335

**2017 Request for Proposals: Public Records Storage**  
*Public Notice and Proposal Document*

Pursuant to Resolution No. 2005-51, the Burlington County Board of Social Services (BCBSS) requests qualified individuals and firms to submit proposals to furnish the following services for the period July 1, 2017 through June 30, 2018:

- Public Records Storage

Instructions and specifications may be obtained at no charge by prospective bidders between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday, from the Purchasing Department of the Burlington County Board of Social Services, with offices located at the Burlington County Human Services Facility, 795 Woodlane Road, Mount Holly, New Jersey 08060-3335, Telephone Number: (609) 518-4703.

Proposals will be evaluated by the Burlington County Board of Social Services on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Qualifications, experience, and reputation in the field;
- b. Knowledge of the Burlington County Board of Social Services and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the agency;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Burlington County Board of Social Services.

Proposals must comply with the following:

- Furnish complete information addressing each of the selection criteria listed above;
- Clearly reference on the outside of the sealed envelope the service listed above for which the proposal is being submitted;
- Mail or deliver the proposal before the deadline to the following address:

Purchasing Department  
Burlington County Board of Social Services  
795 Woodlane Road  
Mount Holly, New Jersey 08060-3335

The deadline for submitting proposals is May 17, 2017 at 10:00 a.m. prevailing time. Proposals must be received by the Board at its offices on or before this date and time. All proposals shall be publicly opened at this date and time by the Purchasing Agent or designee, and the name of each proposer, their price proposal, and other pertinent information read aloud. The opening of the proposals shall take place at the Human Services Facility in Café 2, lower level Conference Room, at 795 Woodlane Road, Mount Holly (Westampton Township), New Jersey. The general public is invited to attend.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Questions should be directed to Nicole LeCates, at [Nicole.LeCates@bcbss.org](mailto:Nicole.LeCates@bcbss.org), or (609) 518-4702.

BY ORDER OF THE BURLINGTON COUNTY BOARD OF SOCIAL SERVICES, A PUBLIC BODY  
CORPORATE AND POLITIC OF THE STATE OF NEW JERSEY

Charles SanFilippo  
Acting Director