

PASSAIC COUNTY IMPROVEMENT AUTHORITY  
PUBLIC NOTICE

Notice is hereby given that the Passaic County Improvement Authority (the "Authority") will be seeking qualifications for the provision of certain professional and extraordinary unspecifiable services. The qualifications are being sought as part of a fair and open process being undertaken by the Authority pursuant to N.J.S.A. 19:44-20.4 et seq.

Responses to provide the services will be received by the Authority its offices located at 930 Riverview Drive, Suite 250, Totowa, New Jersey 07512, until 11:00 a.m. prevailing time, on February 20, 2020, at which time the responses will be publicly opened and the name of the responder shall be read aloud.

Qualifications will be accepted for the following:

TRUSTEE SERVICES. The Authority is seeking the services of a trustee in connection with the issuance and administration of bonds in connection with projects and financings that the Authority may undertake within the following year. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- a) Qualifications and experience of the institution in providing trustee services for governmental bonds as well as services relating to the administration of bond proceeds.
- b) A financial institution with corporate trust functions, with assets over \$100 million.
- c) A dedicated department serving trustee, bond registrar, and paying agent functions relating to government bonds.
- d) Offices available for servicing the Passaic County Improvement Authority.
- e) Ability to efficiently and easily sweep accounts from other financial institutions on a daily basis, if necessary.

Individuals and/or firms are to submit their responses evidencing that it meets the minimum requirements, along with any other information it would like the Authority to review to. At a minimum, the individual and firm is to provide the following information:

- a) Describe your firm's organizational structure, including office location.
- b) Identify the individuals from your firm who will be primarily and directly responsible for providing services to the Authority (include the name and telephone number for lead personnel).

c) Provide three references to public issuers to which your firm has provided similar services in the past five (5) years that can be contacted by the Authority during the RFQ process. Include the issuer name and contact person (title, address, telephone number and e-mail address (if available)).

d) Respondent(s) must identify any conflict of interest that may arise from providing services to the Authority. The Authority reserves the right: 1) to disqualify any Respondent or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) to require the Respondent to take any action or supply information necessary to remove the conflict; or 3) to terminate any contract from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to the Authority's satisfaction.

The Authority shall select the professionals or business entities and enter into an appropriate contract for the provision of the services so advertised, on a project by project or financing by financing basis. Selection shall be by resolution of the Authority. The Authority reserves the right to cancel or amend this process at any time and to deem any requirement and not material.

**Individuals and/or firms are to submit one (1) copy and one (1) digital copy (USB drive) of their responses to Nicole S. Fox, Executive Director, Passaic County Improvement Authority, 930 Riverview Drive, Suite 250, Totowa, New Jersey 07512 no later than 11:00 a.m. on February 20, 2020.**

**Questions concerning this notice may be directed to Peter A. Tucci, Jr., Esq, Counsel to the Improvement Authority at 201-880-1800.**

**The foregoing represents the full RFQ for these services. Should there be any changes, additions, modifications, or questions and answers regarding this RFQ, they will be posted on the Authority's official website at [www.passaiccountynj.org/PCIA](http://www.passaiccountynj.org/PCIA).**