

# **HOUSING AUTHORITY OF PLAINFIELD**

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## **REQUEST FOR PROPOSALS**

### **FEES ACCOUNTING SERVICES**

**510 East Front Street, Plainfield, NJ 07060**

The Housing Authority of the City of Plainfield (hereafter called the Authority) requests for proposals from qualified accounting and finance firms for "Fees Accounting Services. Only sealed proposals will be accepted no later than **November 20, 2025**, at 11:00am at the Administrative Office of the Housing Authority of Plainfield, 510 East Front Street, Plainfield, New Jersey. 07060; Attention: Mr. Randall Wood, Executive Director. The proposals shall be submitted in a sealed envelope marked "Fee Accounting Services" and please be advised that proposals will not be accepted after above-mentioned due time and date.

Contract documents may be obtained from the office of the Authority located at 510 East Front Street, Plainfield, NJ 07060 or providing the Authority with the e-mail address of the firms who are interested in submitting proposals. For any questions, please call (908) 769-6335 between the hours from 9:00 a.m. to 3:00 p.m., Monday thru Friday.

All proposals are required to provide the name, address, email address and phone numbers of three (3) references. All questions regarding the service must be conveyed via e-mail to the Housing Authority no later than **November 14, 2025**, before 3pm.

All proposals will be evaluated and rated in accordance with the evaluation criteria in the proposal. Contract will be awarded to the qualified and responsible accounting service firm whose proposal is the most advantageous to the Authority. Proposals, one original and two copies, shall be submitted, on or before proposal due date.

No proposal shall be withdrawn for a period of sixty (60) days without the consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities or minor irregularities in the process.

All proposals are required to comply with the requirement of PL. 1975C. 127 affirmative action and equal employment laws in accordance with the applicable state and federal regulations.

By: Randall Wood  
Executive Director