

Deadline	Milestone Task
January 19, 2017	Submit Draft Evaluation and Capital Improvement Plan
February 15, 2017	Submit Valuation of System
March 8, 2017	Present Reports to Township Committee
March 15, 2017	Special Meeting - Public Meeting to discuss sale (not required)
April 12, 2017	Resolution Passed by Governing Body authorizing bids for the sale of the utility
April 24, 2017	Advertise RFP (1) – See Note #1
May 1, 2017	Advertise RFP (2)
May 8, 2017	Advertise RFP (3)
May 15, 2017	Advertise RFP (4) Plus in periodical for municipalities
May 22, 2017	Advertise RFP (5)
May 29, 2017	Advertise RFP (6)
June 6, 2017	Bid Submission due date
June 6-13, 2017	Review and select winning bid
June 14, 2017	Council Meeting to introduce Ordinance to authorize execution of a Sale Contract with the successful respondent and placing a question on the November General Election Ballot for the sale (the “Ordinance”)
June 21, 2017	Council Special Meeting to take public comment regarding the Ordinance (Special Meeting only because it may be a long meeting)
July 19, 2017	Council Meeting to adopt the Ordinance
August 8, 2017	Submission of contract award to Office of State Comptroller
August 18, 2017	Deadline for submission of Public Question to County Clerk for Printing – TO BE CONFIRMED – Typically 81 days prior to election
September – October, 2017	Public Meetings regarding the sale

November 7, 2017	General Election: public referendum on the Ordinance
November 24, 2017	Clerk certifies the referendum results to the County
December 1, 2017	Execution and closing on the sale

- Note #1 - If it is reasonably estimated that the bids will be under \$10 million, you can send RFP and bids to State Comptroller within 20 days of award of the contract. Otherwise, the RFP needs to be submitted prior to advertising.
- Note #2 – The above dates are estimated and are presented to demonstrate typical frames associated with RFP / award process.
- Note #3 – Somewhere in the process, the Township Committee will need to pass an ordinance for municipal consent for the use of public rights of way by the private purveyor.