

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
MEDIA PLACEMENT AND ADVERTISING SERVICES
RFP# R-099

PUBLIC NOTICE

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Request for Proposals

Notice is hereby given that Bergen Community College (the "College") is requesting Proposals for **Media Placement and Advertising Services** (RFP No. R-099). Copies of the Request for Proposals are available by registering on the College's website at www.bergen.edu. Select "Vendor Opportunities" on the home page.

Proposals will be received by the office of the Director of Purchasing and Services, Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652, room **A-205E** until **2:00 P.M.** local time, **Tuesday, May 23, 2023**, at which time they will be publicly opened. Purchasing Department staff will be available to collect proposals beginning at 1:30 P.M. on the due date. Proposals must be submitted in a sealed envelope with the words, "RFP No. R-099 for Media Placement and Advertising Services," clearly marked on the outside of the envelope. Proposals may not be faxed, or transmitted over the telephone.

The College assumes no responsibility for delays in any form of carrier, mail or delivery service causing the Proposal to be received by the Purchasing Department later than the scheduled deadline for delivery of proposals.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit Proposals.

The Board of Trustees of the College reserves the right, subject to applicable law, to accept or reject any or all Proposals submitted in the best interest of the College, and to waive any informalities in any Proposal, in the best interest of the College. Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. No proposer may withdraw its Proposal within sixty (60) days after Proposals are received and opened by the College.

If a contract is awarded, such award will be made, as applicable law requires, through a formal Resolution of the Board of Trustees. Proposals are solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

For Bergen Community College
S. Weise, Director
Purchasing & Services

Dated: April 28, 2023

GENERAL INFORMATION

1.1 SCOPE OF WORK

Bergen Community College (the "College") is soliciting Proposals for Media Placement and Advertising Services, in accordance with the terms, specifications, conditions and provisions of this Request for Proposals ("RFP No. R-099"). Proposers are referred to Section 3 hereof, Scope of Services and Proposal Requirements for a more complete description of the services to be performed.

1.2 ANTICIPATED SCHEDULE OF EVENTS

- A. Deadline to submit questions, in writing, regarding the Request for Proposals: 2:00 pm on Monday, May 8, 2023
- B. Proposal submission deadline: Tuesday, May 23, 2023 by 2:00pm.
- C. Anticipated contract award date: June 13, 2023
- D. Anticipated contract commencement: On or about July 1, 2023

1.3 PROPOSAL SUBMISSION; DEADLINE

Proposals must be submitted to Stephanie Weise, Director of Purchasing and Services, Bergen Community College, Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey 07652, room A-205E on or before Tuesday, May 23, 2023, by 2:00 p.m. Proposals received after the time indicated above will be returned unopened. The risk of non-delivery of Proposals that are not hand-delivered to Purchasing Department staff by 2:00 P.M., on Tuesday, May 23, 2023 is the sole responsibility of the Proposer.

Proposers are required to submit one (1) original and one (1) copy of their Proposal together with a copy on flash drive.

1.4 WRITTEN QUESTIONS

All questions regarding this RFP No. R-099 should be directed, in writing, via email to:

S. Weise, Director, Purchasing and Services
Bergen Community College
400 Paramus Road
Paramus, NJ 07652
Email: purchasing@bergen.edu

The deadline to submit written questions is Monday, May 8, 2023, by 2:00 p.m.