

# MONTCLAIR STATE UNIVERSITY

## ADVERTISEMENT FOR BIDS

As published in the Star Ledger on *February 8, 2008*:

The Director of Procurement Services at Montclair State University will receive bids for **Request for Proposal # 762, Collection Services** through 1:00 PM, Friday, March 28, 2008, when it will be publicly opened at Montclair State University Department of Finance and Treasury Conference room, Suite 101, 855 Valley Road, Clifton, NJ 07013.

**A Mandatory Pre-Bid Meeting will be held on Friday, February 15, 2008, at 1:00 PM** in the Department of Finance and Treasury Conference Room, Suite 101, 855 Valley Road, Clifton, NJ 07013.

Copies of the request for proposal, including information for Bidders, bidding forms and specifications may be obtained on or about **February 8, 2008** at the office of the Director of Procurement Services, Suite 112, 855 Valley Road, Clifton, NJ 07013.

Details regarding the requirements for contractors and subcontractors bidding this work are contained in the request for proposal. Questions may be directed to **John Goscinski**, Buyer, at 973-655-7468 (voice) or 973-655-5468 (fax). Additional details may be found at:

[http://www.montclair.edu/pages/procurement/bidding\\_opportunities/index.html](http://www.montclair.edu/pages/procurement/bidding_opportunities/index.html)

By:

Joseph Reilly, Esq.  
Assistant Director of Procurement Services  
Montclair State University

As published on the MSU Procurement Services Web Page:

The Director of Procurement Services at Montclair State University, Suite 112, 855 Valley Road, Clifton, NJ 07013.

CONTRACT:                   **Collection Services**  
                                      **Request for Proposal # 762**  
                                      **Montclair State University**  
                                      **Montclair, New Jersey 07043-1624**

**Until 1:00 PM, Friday, March 28, 2008** at which time they will be publicly opened and read aloud in the Department of Finance and Treasury Conference Room, Suite 101, 855 Valley Road, Clifton, NJ 07013.

**Project summary: The successful bidder shall provide collection services to the University. This will include collection of monies due to satisfy overdue notes and accounts from delinquent debtors/borrowers who may be current or former students of the University. The agency shall also provide collection services to the University for outstanding employee parking violations.**

Copies of the proposal, including information for Bidders, bidding forms and specifications may be obtained on or about **February 8, 2008**, at the office of the Director of Procurement Services, Montclair State University, Suite 112, 855 Valley Road, Clifton, NJ 07013. Requests for additional information may be directed to **John Goscinski**, Buyer, and (973) 655-7468. Bid packages can be mailed.

Any award of contract resulting from this Request for Proposal will be subject to the availability of funds. All proposals must be delivered or mailed. Electronic bids via fax or telephone will not be accepted. Bids must be enclosed in a sealed envelope/package bearing the name of the Bidder and clearly marked on the outside of the envelope:

**RFP# 762 – Collection Services**  
**Director of Procurement Services**  
**Montclair State University**  
**Suite 112**  
**855 Valley Road**  
**Clifton, NJ 07013**  
**Phone: (973) 655-4145**

Deadline for bidder's questions is 4:30 PM, March 5, 2008.

**Qualifications –**

In accordance with N.J.W.S.A. 52:32-44, all New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. **Proof of valid business registration must be submitted by a bidder with its bid proposal.**

Bidders are required to comply with the requirements of Executive Order 129, Outsourcing, signed by Governor James E. McGreevey on September 9, 2004.

Bidders are required to comply with the requirements of Public Law 2005, Chapter 51, Political Contributions, signed by Governor Richard J. Codey on March 22, 2005 (formerly Executive Order 134, Political Contributions, signed by Governor James E. McGreevey on September 22, 2004).

No bid shall be withdrawn for a period of sixty (60) days after the scheduled time and date of the bid opening.

Montclair State University reserves the right to waive any informality in any proposal and to reject any or all proposals.

Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) (Affirmative Action), State of New Jersey Prevailing Wage Rate Act P.L. 1977, Chapter 33, "Statement of Stockholders Exceeding 10%". Montclair State University is an Equal Opportunity Purchaser.

By:  
Joseph Reilly, Esq.  
Director of Procurement Services  
Montclair State University