

MONTCLAIR
STATE UNIVERSITY
NOTICE TO BIDDERS

RFP # 1583 – Commencement Photography

The Director of Procurement Services at Montclair State University will receive bids for Request for Proposal # 1583 -Commencement Photography, until **November 27, 2023 at 10:00 AM**, when they will be publicly opened in the Third Floor Lobby of the Overlook Corporate Center, 150 Clove Road, Little Falls, NJ 07424.

Scope of Work: Qualified Bidders that are willing to enter into this contract with the University shall provide photographers for both single and dual-line ceremonies and make sure to take two photos of graduates during the ceremony: one with a student holding their diploma and the other capturing the moment when a student shakes hands with the President. Additionally, they shall supply the University with promotional materials for inclusion on the University Commencement website.

Copies of the Request for Proposal, including any related other documents may be downloaded on or about October 30, 2023 at <https://www.montclair.edu/procurement/bidding-opportunities/>

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. regarding Affirmative Action; State of New Jersey Prevailing Wage Rate Act, N.J.S.A. 34:11-56.26 et seq.; and N.J.S.A. 52:25-24.2 regarding Ownership Disclosure. Montclair State University is an Equal Opportunity Purchaser.

All required bid documents for this notice, both statutory and as required by Montclair State University Policy and Procedures, are listed on the Procurement Services website: <https://www.montclair.edu/procurement/>

Details regarding the requirements for vendors bidding this work are contained in this request for proposal. Questions shall be in writing and may be directed to Osvald Pasho, Procurement Specialist, via e-mail at pashoo@montclair.edu. No oral questions or answers shall be authorized or relied upon by bidders.

By: Shawn Laidlaw, Director of Procurement Services, Montclair State University.