

**CITY OF PATERSON
REQUEST FOR PROPOSAL NOTICE**

THE CITY OF PATERSON, NEW JERSEY SHALL RECEIVE SEALED REQUEST FOR PROPOSAL AT THE PURCHASING OFFICE, 4TH FLOOR, CITY HALL, 155 MARKET STREET, PATERSON, NEW JERSEY 07505 UNTIL **11:00 A.M. PREVAILING TIME, ON WEDNESDAY, OCTOBER 28, 2020** FOR THE FOLLOWING:

**REQUEST FOR PROPOSAL
FOR A CERTIFIED STENOGRAPHER
FOR THE CITY CLERKS OFFICE
RFP NO. 2021-23**

REQUEST FOR PROPOSAL MAY BE OBTAINED FROM: CITY HALL, 4TH FL., PURCHASING DIVISION, 155 MARKET STREET, PATERSON, NJ 07505 TEL: 973-321-1340 FAX: 973-321-1341. OR REQUEST A PACKAGE BY EMAILING THE PURCHASING AGENT, MR. HARRY M. CEVALLOS EMAIL: hcevallos@patersonnj.gov

REPRODUCTION OR REDISTRIBUTION OF THE CONTENTS OF THIS PROPOSAL PACKAGE BY A PARTY OTHER THAN THE CITY OF PATERSON IS STRICTLY PROHIBITED.

PROPOSAL MUST BE SUBMITTED ON THE STANDARD PROPOSAL FORM PROVIDED IN THE MANNER DESIGNATED THEREIN, AND MUST BE ENCLOSED IN A SEALED ENVELOPE BEARING THE TITLE AND RFP NUMBER, NAME AND ADDRESS OF THE PROPOSER ON THE OUTSIDE; ADDRESSED TO MR. HARRY M. CEVALLOS, PURCHASING AGENT, AND DELIVERED TO THE ABOVE ADDRESS AT THE DATE AND TIME SET AT THE PLACE HEREIN. THE CITY OF PATERSON IS NOT RESPONSIBLE FOR ANY HAND DELIVERED OR THIRD PARTY DELIVERED RFP WHICH DO NOT ARRIVE AT THE PROPER TIME OR LOCATION. ANY SUCH PROPOSAL WILL BE RETURNED UNOPENED TO THE VENDOR.

ALL DOCUMENTS CONTAINED IN THIS PACKAGE MUST BE RETURNED TO THE CITY OF PATERSON IN THEIR ORIGINAL FORM. NO SUBSTITUTIONS, ALTERATIONS, OR MODIFICATIONS OF ANY OF THE RFP DOCUMENTS ARE PERMITTED.

PROPOSERS MUST COMPLY WITH REGULATIONS OF THE "NEW JERSEY LOCAL PUBLIC CONTRACT LAW" (N.S.A.40A:11-1 et. seq.), AFFIRMATIVE ACTION REGULATIONS N.J.S.A.10:5-31 et seq., N.J.A.C. 17:27, AND THE NEW JERSEY CONTRACTOR BUSINESS REGISTRATION ACT N.J.S.A.52:32-44 (P.L.2004, C57)

SUCCESSFUL VENDOR (S) WILL COMPLY WITH ALL APPLICABLE PAY-TO-PLAY REGULATIONS AS REQUIRED BY THE STATE AND LOCAL AGENCIES

THE CITY COUNCIL OF THE CITY OF PATERSON RESERVES THE RIGHT TO CONSIDER THE PROPOSAL FOR SIXTY (60) DAYS AFTER RECEIPT THEREOF, AND FURTHER RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, WAIVE INFORMALITIES, AND MAKE SUCH AWARDS OR TAKE ACTION IN ACCORDANCE WITH APPLICABLE LAW

DEFINITION:

THE CITY OF PATERSON IS SEEKING REQUEST FOR PROPOSALS FROM A CERTIFIED STENOGRAPHER TO COVER THE CITY OF PATERSON MUNICIPAL COUNCIL MEETINGS.

HARRY CEVALLOS, QPA, R.P.P.S.
QUALIFIED PURCHASING AGENT