

## REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received at Sussex County Community College, One College Hill Road, Newton, NJ 07860 on Wednesday January 8th, 2025 at the following prevailing times in Building B, Room B300 for:

### **College Investment Services, RFP 24-12-0001, 1:00 p.m.**

RFP documents may be obtained by emailing [mstoppay@sussex.edu](mailto:mstoppay@sussex.edu). All persons requesting RFP documents will be required to provide the College with relevant contact information; name, company, address, phone, and fax if available.

Proposals must be submitted on the forms furnished in the RFP to the attention of Matthew Stoppay, Purchasing Department, and may be hand delivered or mailed in a sealed envelope clearly marked with the RFP title and number to Sussex County Community College, Purchasing Department, One College Hill Road, Newton, NJ 07860 on or before the hour named on the date specified. No proposal will be accepted after the designated time and date. Proposals transmitted electronically will not be accepted. The College will not assume responsibility for bids forwarded by mail or delivery service. Proposals must also include the required forms as designated in the bid specifications. Bids may be rejected if the required documents are not included with the proposal.

By submitting a proposal, the contractor covenants and agrees that they have satisfied themselves from their own investigation of the conditions to be met, that they fully understand their obligations, and that they will not make any claim for or have the right to cancellation or relief without penalty of the contract because of any misunderstanding or lack of information. If any discrepancies or omissions appear in the specifications, the contractor shall notify the College, in writing, of any such discrepancy or omission. Contractors are notified by this statement that all of the general terms and conditions applicable will be a part of any contract awarded as a result of this proposal as fully and to the same extent as if copied at length therein.

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.

The College Board of Trustees for RFP 24-12-0001 reserves the right to reject any or all proposals and to waive any minor irregularities or informalities in the proposal and to accept the proposal, which in their judgment, will best serve the interest of the College.