

**CITY OF CAMDEN
REQUEST FOR PROPOSAL**

The City of Camden through the Department of Law, Office of Risk Management intends to acquire the services for the following:

**RFP #11-32
PROVIDE EMPLOYEE ASSISTANCE SERVICES (E.A.P)**

**RFP #11-33
PROVIDE LEGAL SERVICES – WORKERS’ COMPENSATION CLAIMS**

**RFP #11-34
PROVIDE RANDOM DRUG & ALCOHOL TESTING**

The Purchasing Agent is hereby authorized to receive Proposals on **Thursday, December 29, 2011 at 11:00 a.m. in the City Council Chambers**, Second Floor, City Hall, Sixth and Market Streets, Camden, New Jersey, at which time and place proposal will be opened and read publicly.

Guidelines for the Proposal may be obtained in the office of the Purchasing Agent, Room 213, City Hall, Sixth and Market Streets, Camden, New Jersey during normal working hours.

The submitting person/agency must be qualified and experienced to conduct the services in the Proposal. Those not providing written proof of required qualifications and experience will be disqualified.

Sealed proposals intended for the Purchasing Agent prior to the designated time of public opening shall be delivered to the Office of the Business Administrator, 520 Market Street, City Hall, Room 409, Camden, New Jersey 08101.

If awarded a contract, the contractor will be required to comply with the requirements of P.L. 1975, c27 (law against discrimination in public contract).

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44a-20.5 et seq.

Proposals will not be accepted after the time specified for submission. Proposals received after the hour appointed will be deemed invalid and returned unopened to sender.

Any questions concerning this Request for Proposal, please contact City of Camden Purchasing Bureau at (856) 757-7159.

Deborah P. Beasley
Purchasing Agent

Date: December 8, 2011