

**CITY OF CAMDEN  
REQUEST FOR PROPOSAL**

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

**RFP #21-15  
INSURANCE BROKER CONSULTING SERVICES FOR PROPERTY AND  
CASUALTY INSURANCE**

The Purchasing Agent is hereby authorized to receive Proposals on Tuesday, September 21, 2021 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(s) will be opened and read publicly.

GUIDELINES may be obtained by contacting the Office of the Purchasing Agent at [purchasingfax@ci.camden.nj.us](mailto:purchasingfax@ci.camden.nj.us).

The 11:00 a.m. September 21, 2021 RFP opening is available remotely at the following Zoom Video Communication link (or phone number), meeting ID and Password:

Time: Sep 21, 2021 11:00 AM Eastern Time (US and Canada)

Link: <https://zoom.us/j/92300648726?pwd=NU44a3k5SEtDY0FpYkU4RGJaWVVFHdz09>

Meeting ID: 923 0064 8726

Passcode: 587785

Phone Number: 1(646) 876-9923

The City encourages prospective proposers to deliver their RFP before the designated date and time of the opening via certified mail or overnight delivery carrier. If hand-delivered, there is a grey parcel box for drop-offs accessible from the front entrance of City Hall, 520 Market Street, Camden, NJ 08102. The box is available during normal business hours. Email [purchasingfax@ci.camden.nj.us](mailto:purchasingfax@ci.camden.nj.us) to confirm receipt of submission. RFPs may not be emailed, faxed or transmitted over the telephone.

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.

If awarded a contract, your company/firm shall be 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.

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.

The City will not accept Proposals received after the time specified for submission. Any Proposals received after the hour appointed, the City will deem invalid and return unopened to the sender.

Sealed RFPs intended for the Purchasing Agent **prior** to the designated time of public opening should be delivered to the Office of the Municipal Clerk, City Hall, Room 105, Camden, New Jersey 08101.

Any questions concerning this Request for Proposal please contact the City of Camden Purchasing Bureau at (856) 757-7159 or, preferably, fax questions to (856) 541-9668

Lateefah Chandler  
Purchasing Agent

August 27, 2021