

**CITY OF CAMDEN
NOTICE TO PROPOSERS**

Notice is hereby given that sealed proposals (“Proposal”) will be received by THE CITY OF CAMDEN from qualified Proposers for the following:

**RFP #24-05
EVENT COORDINATOR**

The Purchasing Agent is hereby authorized to receive electronic RFP Submissions on February 8, 2024 @ 11:00 a.m. via the City’s E-Procurement Portal, Bids&Tenders. Only electronic RFPs shall be accepted.

GUIDELINES may be obtained online at <https://camden.bidsandtenders.net/Module/Tenders/en>

The City will open the RFP at 11:00 am on February 8, 2024 in City Council Chambers, Second Floor, City Hall, 520 Market Street, Camden, New Jersey 08102. Respondents can also log in to their registered account at this time for the RFP results.

The City encourages prospective respondents to submit their RFPs before the designated date and time of the opening via the City’s Bidding System.

No Respondent may submit more than one RFP. Any RFP received after 11:00 am shall not be accepted in the Bids&Tenders system.

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.

Any questions concerning technical issues with the City’s Bids & Tenders electronic bidding system contact support@bidsandtenders.ca.

Lateefah Chandler
Purchasing Agent
856-757-7159
January 16, 2024