

**ROWAN COLLEGE at BURLINGTON COUNTY  
ADVERTISEMENT FOR PROPOSALS FOR  
REQUEST FOR SOLICITOR OF RECORDS**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Rowan College at Burlington County, 601 Pemberton Browns Mills Rd., Pemberton, New Jersey 08068 for the request for proposal for Solicitor of Records, RFP No. 18-01-P, and in accordance with the requirements of the specifications included in the package.

Copies of the proposal document may be requested, in person, by mail, by emailing ([cheinlein@rcbc.edu](mailto:cheinlein@rcbc.edu)) or by calling (609) 894-9311 extension 1416. Our address is Rowan College at Burlington County, Purchasing Department, Lewis Parker Center, Room 101, 601 Pemberton Browns Mills Road, Pemberton, NJ 08068 and our hours of operation are between 9:00 a.m. and 4:45 p.m. Monday through Friday.

Proposals must be in duplicate (**1 original and 1 copy**) on the Proposal Summary & provided in the manner designated, enclosed in a sealed envelope bearing on the outside of the envelope the name and number of the proposal, as well as the name and address of the Bidder.

Deadline for questions is **Friday, October 13, 2017 at 2 PM.**

Proposals for the above will be received by Rowan College at Burlington County, Purchasing Department, located in Room 101 in the Parker Center on the Pemberton Campus, until **10:00 AM (Prevailing Time) on Tuesday, October 31, 2017**, and will be publicly opened and read immediately thereafter.

Bidding shall be in conformance with the applicable requirements of N.J.S.A. 18A:64A-25.1 et seq., pertaining to the "County College Contracts Law".

All Bidders shall comply with (P.L. 2004, c57) Business Registration Act and proof of their Registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted with Proposal.

Respondents are advised of their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.13 (P.L.2005, c.271, s.3). It is the respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

All bidders are placed on notice that they are required to comply with all requirements of P.L. 1975, C. 127 (N.J.S.A. 10:5-31 through 10:5-38) as implemented by NJAC 17:27.

By Order of Rowan College at Burlington County  
Pemberton, New Jersey  
Jaclyn Angermeier  
Executive Director, Financial Services

Released:      October 6, 2017