

**UNION COUNTY COLLEGE**  
**REQUEST FOR PROPOSALS ADVERTISEMENT**

Union County College hereby advertises for proposals in accordance with N.J.S.A. 18A:64A-25.14(a):  
**RFP #20/21-01: COLLECTION AGENCY SERVICES.**

All necessary proposal documents will be available for download from the College's Vendor Opportunities webpage at <https://www.ucc.edu/administration/purchasing/vendor-opportunities/> or upon written request to [purchasing@ucc.edu](mailto:purchasing@ucc.edu).

Sealed proposals must be delivered to the Purchasing Department, Room L303, MacKay Library, 3<sup>rd</sup> Floor, Union County College, 1033 Springfield Avenue, Cranford, New Jersey, 07016 **on or before** date and time indicated below.

The RFP opening process will begin at **1:00 pm on Wednesday, August 28, 2019** in Room L303A, 3<sup>rd</sup> floor of the MacKay Library, 1033 Springfield Avenue, Cranford, New Jersey. Proposals may also be submitted to the Director of Purchasing or his / her designee at the opening meeting or prior to the advertised date and time. On the advertised date and time, the Director of Purchasing shall publicly receive and open all proposals. **No proposals shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:64A-25.14.a.) Union County College does not accept electronic (e-mail) submission of proposals.

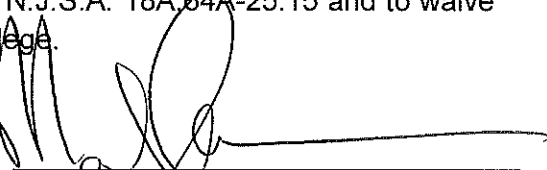
Addenda to this RFP, if any, will be posted on the College's 'Vendor Opportunities' webpage at the web address above and in the legal newspaper on August 19, 2019. It is the vendor's responsibility to check the website. The College will fax notice(s) of addenda to all known RFP recipients.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Respondents are required by law (N.J.S.A. 52:25-24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit, Vendor Questionnaire & Certification also must be filed with the proposal. The RFP package will also include other documents that must be completed and returned with the proposal. Failure to comply with Instructions to Respondents and to complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The College reserves the right to reject any or all proposals, pursuant to N.J.S.A. 18A:64A-25.15 and to waive any informalities that may be deemed to be in the best interest of the College.



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Mark G. Anderson  
Director of Purchasing  
Union County College

**Approved by:**

Ms. Lynne A. Welch, Vice President of Financial Affairs & Treasurer  
Union County College