

**COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS**

**SPECIFICATION WRITING SERVICES
FOR THE PERIOD OF AUGUST 1, 2021 THROUGH JULY 31, 2022
(P-33-2021)**

The County of Monmouth invites the submission of written proposals from Contractors to provide specification writing services for the period of August 1, 2021 through July 31, 2022.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main St., Freehold, New Jersey 07728, by 10:30 a.m., on Tuesday, June 29, 2021, at which time the proposals will be opened and read in public, in the Commissioners Meeting Room, 2nd Floor, Hall of Records. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals should be in a sealed envelope, labeled with the project name, project number and the name and address of the Contractor.

Questions concerning the RFP should be directed to Monmouth County Purchasing, at ProposalQuestions@co.monmouth.nj.us no later than noon on Thursday, June 17, 2021.

The Contractor will be required to comply with the current requirements of *N.J.S.A. 10:2-1* (Anti-Discrimination in Employment), *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.* (Equal Employment Opportunity), 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act), *N.J.S.A. 52:32-44 et seq.* (New Jersey Business Registration) and *N.J.S.A. 52:15C-14(d)* (*N.J.A.C. 17:44-2.2*) (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Monmouth County Board of County Commissioners.

THOMAS A. ARNONE, Director
MARION MASNICK, Clerk of the Board
HELEN P. FIORE, Director of Purchasing