CITY OF NEW BRUNSWICK

NOTICE TO BIDDERS
FAIR AND OPEN PROCUREMENT PROCESS

The City of New Brunswick is soliciting proposals to perform or furnish the following services which are more fully described in the proposal packets available via e-mail and/or at the Purchasing Office of the City, Room 307, City Hall, 78 Bayard Street, New Brunswick, New Jersey 08901 and which are available from said office weekdays between the hours of 8:30 am to 4:30 pm, telephone number 732-745-5022, e-mail **mjames@cityofnewbrunswick.org**. Proposals must be submitted in the form provided in the proposal packet.

Insurance Brokerage Services, (HMO) #424-26RFP

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. Sealed responses to these requests are required to be delivered to the City Clerk's Office, Room 201, City Hall, 78 Bayard Street, New Brunswick, New Jersey 08901 **on or before 10:00 a.m., Thursday, June 4, 2026.** The envelope containing a proposal shall be plainly marked on the outside of the sealed envelope to show the services for which the proposal is submitted, i.e. (Insurance Brokerage Services, (HMO) #424-26RFP) as listed above.

At the designated time and place for the receipt of proposals, the City Clerk will open and read **virtually** the name and proposed fee for all the responses received.

NB Zoom is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://us04web.zoom.us/j/75481414973?pwd=WZ2brApWDRhXlFtb4rBtY8NYqqv8u9.1

Meeting ID: 754 8141 4973
Passcode: 0ya7yi

All contracts pursuant to the fair and open process will be awarded by a majority vote of the City Council at a public meeting.

Persons awarded a contract under these procedures are required to comply with the requirements for Business Entity Disclosure Certification, Equal Employment Opportunity Laws and Regulations, N.J.S.A.10:5-31 et seq. and N.J.A.C.17:27, Americans With Disabilities Act of 1990, P.L. 2004 C19. "The New Jersey Local Unit Pay-to-Play" Law (N.J.S.A. 19:44-A-20.4 et seq.), New Jersey Campaign Contributions and Expenditure Reporting Act (N.J.S.A. 19:44A-1 et seq.). According to 40A:11-23,

the City is prohibited from receiving bids on Mondays or any day directly following a State or Federal Holiday. These requirements and others are fully detailed in the proposal packets.

Leslie Zeledon
City Clerk