

NOTICE TO BIDDERS  
COUNTY OF ESSEX  
OFFICE NUMBER: 973-621-5100  
FAX REQUEST TO: 973 621-5109

All potential bidders/respondents can obtain copies of these documents at the Office of Purchasing on the 3<sup>rd</sup> Floor, Room 335, Hall of Records, 465 Dr. Martin Luther King, Jr. Boulevard, Newark, New Jersey 07102 during regular business hours 9:00 am to 4:00 pm. **Bid opportunities are available for download at <http://essexcountynjprocure.org> EXCEPT FOR CONSTRUCTION BIDS.** Sealed “Bids”, “Request for Proposals” or “Competitive Contracts” (under the provision of Local Public Contracts Law N.J.S.A 40: A-11-4.1 et seq.) will be opened and read out loud on the date specified within each document’s description by the Purchasing Agent or a designated assistant at 11:00 a.m. prevailing time in the old cafeteria in the Hall of Records, across from the Office of Purchasing Room 335 on the 3<sup>rd</sup> Floor, Hall of Records.

Legal notices are available for public viewing on our **Current Legal Notices** webpage at <https://essexcountynj.org/current-legal-notice/>, free of charge.

**CONSTRUCTION**

***Please Note: Plans and specifications must be picked up in the Office of Purchasing. A non-refundable fee will be required to obtain the plans and specifications, if applicable.***

BID#26-136-Provide Boiler Room Improvements for 530 Thomas Blvd. Orange, NJ for Essex County Crime Scene Unit for the Essex County Department of Public Works-A non-refundable fee of \$100.00 will be required to obtain plans and Specifications-**Due Date: July 9, 2026**

**GOODS OR SERVICES**

RFP#26-112-Provide Comprehensive Employee Health and Benefits Administration Services for Essex County Administrator’s Office-**Due Date: July 22, 2026**

Each response shall be submitted in a sealed envelope plainly marked to indicate the name and address of the proposer, the subject of the contract, bid number or Request for Proposal number and date of proposal opening. Responses may either be mailed or delivered in person. Mailed responses will be held and opened at the above specified time and date. Responses received by the Purchasing Agent after the time for opening proposals will be returned unopened. Competitive Contracts/Requests for Proposals are awarded on price and other factors.

The County is not responsible for late delivery by the United States Postal Service or any other carrier.

Bidders and proposers are required to comply with requirements of N.J.S.A. 10:5-31, et. seq., and N.J.A.C. 17:27.

These bids and/or proposals are being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Julius N. Coltre  
Director of Purchasing, QPA  
County of Essex, Office of Purchasing