

NOTICE TO BIDDERS

Sealed bid proposals will be received, opened and read in public by the Director of Purchasing at 394 Central Avenue, 2nd Floor, Jersey City, New Jersey 07307 at 11:00 A.M. on _____, 2015.

Contract documents including specifications are on file at the Office of the Director of Purchasing, 394 Central Avenue, 2nd Floor, Jersey City, N.J. 07307 and will be furnished upon request.

Bidders (Contractors) are required to comply with requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27. No firm may be issued a contract unless it complies with these equal employment opportunity and affirmative action provisions. These provisions require a careful reading and are incorporated herein by Reference. Bidders are also required to comply with the requirements of P.L. 2004, c. 57 which includes the requirement that contractors provide copies of their Business Registration Certificates issued by the New Jersey Department of the Treasury, as well as other provisions as listed in the Contract Documents.

Proposals **MUST BE ACCOMPANIED** by a Bid Bond or Certified Check, made payable to the City of Jersey City, in an amount equal to Ten (10%) Percent of the Bid but not in excess of \$20,000.00 made payable to the City of Jersey City.

Bids may be submitted in person, or may be sent by certified mail return receipt requested, or may be sent by private courier service. Mail bids to: Peter Folgado, Director of Purchasing, 394 Central Avenue, 2nd Floor, Jersey City, N.J. 07307. Bids sent by mail must be received by the Director of Purchasing no later than 4:00 P.M. on the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Director of Purchasing no later than 11:00 A.M. at 394 Central Avenue, 2nd Floor, Jersey City, N.J. 07307 on the day of the bid reception. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Director of Purchasing. Bid proposals must comply with specifications.

The City Director of Purchasing reserves the right to reject any and all bids received, or portion thereof, if deemed to be in the best interest of the City.

INFORMATION TO BIDDERS

1. CONTRACT DOCUMENTS

The Contract consists of the following documents:

- Information to Bidders
- General Conditions
- Technical Specifications
- Any Addenda Issued Prior to the Bid Reception
- Bid Proposal
- Attachments to Proposal

With the exception of addenda, the above documents are bound herein and comprise the Contract booklet.

2. INTENT OF CONTRACT DOCUMENTS:

Under these Specifications and the Contract which will be based thereon, it is proposed that the Bidder shall furnish all materials, equipment, tools, labor and supervision necessary to complete the work in strict accordance with the Contract.

The intent of the Contract documents is to obtain shelving satisfactory to the City. It shall be understood that the Bidder has been satisfied as to the full requirements of the Contract documents and has based the bid proposal upon such understanding.

3. FAMILIARITY WITH WORK:

It is the obligation of the Bidder to read and examine the Contract documents and ascertain all the facts concerning conditions to be found at the locations including all physical characteristics, to read the Specifications thoroughly and completely, to consider all other matters which can in any way affect the work under the Contract and to make the necessary investigations relating thereto, and the Bidder agrees to this obligation in the signing of the Contract. The City assumes no responsibility whatsoever with respect to ascertaining for the Bidder such facts concerning physical characteristics at the locations. The Bidder agrees to make no claim for additional payment or seek any other concession because of any misinterpretation or misunderstanding of the Contract or of any failure to be acquainted with all conditions relating to the Contract.

4. **SPECIFICATIONS:**

Should any work be required which is not denoted in the Specifications which is nevertheless necessary for the proper performance of the Project, such work shall be performed as if it were described and delineated.

5. **INTERPRETATIONS OR ADDENDA:**

A Bidder that finds discrepancies or omissions from the Contract documents or is in doubt as to their meaning should at once notify the Director, Division of Purchasing in writing at 394 Central Avenue Plaza, Jersey City, New Jersey 07307. No oral interpretation will be made to any Bidder as to the meaning of the Contract documents or any part thereof. Every request for such interpretation shall be in writing and to be given consideration, must be received at least ten (10) calendar days prior to the date fixed for the opening of bids, to allow the Director, Division of Purchasing to issue an addendum prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions or addition of items will be in the form of written addenda to the Specifications which, if issued, will be mailed by registered mail with return receipt requested to all prospective Bidders (at the respective addresses furnished for such purpose). All addendum so issued shall become part of the Contract documents and shall be read immediately prior to the opening of the bids by the Director, Division of Purchasing who shall give each Bidder or representative present an opportunity to withdraw the bid before any bids are opened. Any objection arising out of the addendum subsequent to the opening of bids will not be considered. Failure of any Bidder to receive any such addendum or interpretation or to attend the reading of the bids shall not relieve such Bidder from any obligation under the bid as submitted, including such addendum. The City will not be responsible for any other explanations or interpretations of the Contract documents.

6. **SUBMITTING PROPOSAL:**

Each Bid must be submitted on the prescribed Proposal Form which shall not be removed from the Contract book. All entries must be in ink or typewritten. Bidders shall submit their Proposals in sealed envelopes. On the outside of the envelope shall be stated the name and address of the Bidder and the name of the work as shown in the Notice to Bidders.

When the Proposal is made by an individual, the Post Office Address shall be stated and the individual shall sign the Proposal; when made by a firm or partnership, its name and Post Office Address shall be stated and the Proposal shall be signed by one or more of the partners; when made by a corporation, its name and principal Post Office Address shall be stated and the Proposal shall be signed by an authorized official of the Corporation, with Corporate Seal affixed. Signatures shall be notarized in all cases.

Bids not prepared and made in accordance with the provisions stated herein may be rejected. Bids containing any conditions, omissions, unexplained erasure or alterations or items not called for in the Bid Proposal or irregularities of any kind may be rejected by the City.

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be sent by private courier service. Mail bids to: Peter Folgado, Purchasing Director, 394 Central Avenue Plaza 2nd floor, Jersey City, New Jersey 07307. Bids sent by mail must be received by the Director no later than 4:00 P.M. of the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Director no later than 11:00 A.M. on the day of the bid reception.

The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Director of Purchasing. Bid proposals must comply with specifications. Bids submitted after the appointed time or in any manner other than that specified herein, shall not be considered.

7. **BID DOCUMENTS:**

The Bid Documents to be included in the sealed envelope with the Proposal shall include but not be limited to the following:

- * Bid Proposal Form
- * Certificate of Experience
Non-Collusion Affidavit
- * Corporation or Partnership Statement
- * Bid Guarantee
Affirmative Action Statement
Minority/Women Business Enterprise Questionnaire
Business Registration Certificate
List of References
Resumes of Supervisory Personnel
- * Acknowledgment of Receipt of Addendum

Failure to include the bid documents listed immediately above and marked with an asterisk shall result in automatic rejection of the bid at the time of the bid reception. All other documents if not included with the bid, shall be submitted to the Director, Division of Purchasing within 24 hours of the bid reception.

8. **BID GUARANTEE:**

Each proposal shall be accompanied by a Certified Check, Cashier's Check or Bid Bond in the amount of not less than 10% of the total amount bid in the Proposal, but in no case need the Certified Check, Cashier's Check or Bid Bond or any combination thereof exceed \$20,000.00. No cash will be accepted. This Certified Check, Cashier's Check or Bid Bond is offered as evidence of good faith and as a guarantee that, if awarded the Contract, the Bidder shall execute the Contract and provide a Performance Bond in the full amount of the Contract.

If a Bid Bond is offered as a guarantee, it must be made by a surety company qualified and authorized to do business in the State of New Jersey and must be signed by an officer or agent of the surety company authorized to execute Bid Bonds on behalf of the surety company. Included with the Bid Bond must be such documents which indicate that the officer or agent is authorized to execute the Bid