

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NJ 07652
FOR
ON-Call HVAC Services
Public Bid NO. P-2261

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **On-Call HVAC Services** will be received at the Office of the Director of Purchasing and Services, Bergen Community College, Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey until 3:00 p.m. local time, Thursday, January 25, 2018 in Room # A-231, at which time they will be publicly opened and read aloud.

A complete set of Bid Documents may be obtained by registering on our website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>. A PRE-BID CONFERENCE will be held in Room # A-231, Pitkin Education Center, 400 Paramus Road, Paramus, NJ on Thursday, January 11, 2018 at 3:00 p.m. Attendance is STRONGLY RECOMMENDED.

Bid Bond: Bid security, in the amount of 10% of the bid, but not to exceed \$20,000.00, must accompany each bid that is submitted. At the option of the bidder, the bid security may be in the form of a certified check, cashier's check or Bid Bond payable to Bergen Community College. If a Bid Bond is submitted, it shall be in substantially the form set forth in Section C of the Request for Bids, Form 00600. The Bid Bond shall be obtained from a surety(ies) that is (are) authorized to do business in the State of New Jersey, that satisfies the requirements set forth in N.J.S.A. 2A:44-141(1)(b) and that is listed in the United States Treasury Department Circular 570. Such Bid Bond shall not contain any conditions to the obligations of the surety company(ies) issuing the Bid Bond. Bid Bonds signed by an Attorney-in-Fact shall be accompanied by an executed and certified Power-of-Attorney.

BIDDER IS REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975 C. 127 (N.J.S.A. 10:5-31 et seq. AND N.J.A.C. 17:27), AND BIDDER MUST SUBMIT A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE ISSUED BY NEW JERSEY DEPARTMENT OF TREASURY PURSUANT TO P.L. 2004, C.57 (N.J.S.A. 52:32-44). ALL BUSINESS ORGANIZATIONS THAT CONDUCT BUSINESS WITH A NEW JERSEY GOVERNMENT AGENCY ARE REQUIRED TO BE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY. THEREFORE, BIDDER MUST SUBMIT THE BUSINESS REGISTRATION CERTIFICATE FOR ITSELF AND ITS SUBCONTRACTORS AT THE TIME OF BID SUBMISSION AS PROOF THAT, AT THE TIME OF THE BID, IT AND ITS SUBCONTRACTORS ARE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY, DIVISION OF REVENUE. BIDDER MUST ALSO COMPLY WITH PUBLIC WORKS CONTRACTOR REGISTRATION ACT, P.L. 1999, CH. 238 (N.J.S.A. 34:11-56.48 et seq.), AND MUST SUBMIT WITH ITS BID A COPY OF ITS CURRENT CONTRACTOR REGISTRATION CERTIFICATE

Proposals must be made upon and in accordance with the forms provided in the Bid Documents. No bids will be received after the time and date specified above, and no bidder may withdraw its bid within sixty (60) days after bid opening. Bergen Community College reserves the right, pursuant to applicable law, to waive any informalities in the bid or to reject any or all bids.

Bid envelopes must be marked with "Bid No. P-2261" and indicate "Sealed Bid" in the lower left-hand corner.

DATE: January 5, 2018

For Bergen Community College:
B. Golden, Director Purchasing and Services

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PARAMUS, NJ 07652
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Public Bid NO. P-2261

WEBSITE SUMMARY

1. DESCRIPTION OF GOODS AND/OR SERVICES. Bergen Community College is soliciting bids for the following on all three campuses in Paramus, Hackensack and Lyndhurst:

On-Call HVAC Services as needed and more particularly described by the Specifications (Section E) and on the Bid Sheet (Form 00300 at Section C) of these Bid Documents.

2. BID SUBMISSION; DATE AND PLACE OF OPENING BIDS. Sealed proposals for this solicitation will be received by the College at the Office of the Director of Purchasing and Services, Bergen Community College, 400 Paramus Road, Paramus New Jersey, **Room # A-231 until 3:00 p.m. local time on January 25, 2018.** At that time and place, the bids will be unsealed and the contents publicly announced. An **original and copy** of each bid shall be submitted in a sealed envelope marked in the lower left corner with the words: "Bid No. P-2261," and "Sealed Bid." The College and its staff shall be absolved of all responsibility for the premature opening of any proposal not so marked. As to bids that are not hand-delivered to Room No. A-231, risk of non-delivery is the sole responsibility of the bidder.

3. QUESTIONS REGARDING BID SPECIFICATIONS. All questions related to Bid Specifications and requirements should be directed, in writing, to:

F. Reilly, Asst. Director
Office of Director of Purchasing
400 Paramus Road
Bergen Community College
400 Paramus Road
Paramus, NJ 07652
Via Fax No. (201) 447-7850 or email freilly@bergen.edu

The deadline to submit questions in writing to the above is January 12, 2018 at 3:00 p.m.