

**BERGEN COMMUNITY COLLEGE**  
**400 PARAMUS ROAD**  
**PARAMUS, NJ 07652**  
**Request for Bids**  
**For**  
**On-Call Locksmith Services**  
**PUBLIC BID NO. P-2323**

**NOTICE TO BIDDERS**

**PUBLIC NOTICE** is hereby given that SEALED BIDS for **On-Call Locksmith Services P-2323**, 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 **10:00 a.m. local time, Wednesday, September 30, 2020** in Room # - Outside Main Entrance of Student Center, at which time they will be publicly opened and read aloud. If Bids cannot be hand delivered at the time of Bid, they should be delivered via mail or FedEx to the purchasing office by Tuesday, September 29<sup>th</sup>.

A complete set of Bid Documents may be obtained by registering on the College's website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>. A **PRE-BID CONFERENCE** will be held in Room # - Outside Main Entrance of Student Center, Pitkin Education Center, 400 Paramus Road, Paramus, NJ on **Wednesday, September 16, 2020 at 10:00 a.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 1 of the Request for Bids, Form 00600. The Bid Bond shall be obtained from a surety that is 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 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 N.J.S.A. 10:5-31 et seq. AND N.J.A.C. 17:27-1 et seq., AND BIDDER MUST SUBMIT A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE ISSUED BY NEW JERSEY DEPARTMENT OF TREASURY PURSUANT TO 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 EITHER AT THE TIME OF BID SUBMISSION OR PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE AS PROOF THAT, AT THE TIME OF THE BID, THE BIDDER 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, N.J.S.A. 34:11-56.48 et seq., AND MUST SUBMIT EITHER WITH ITS BID OR PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE A COPY OF ITS CURRENT CONTRACTOR REGISTRATION CERTIFICATE.

Bids 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-2323" and indicate "Sealed Bid" in the lower left-hand corner.

DATE: September 7, 2020

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

BERGEN COMMUNITY COLLEGE  
400 PARAMUS ROAD  
PARAMUS, NJ 07652  
Request for Bids  
For  
On-Call Locksmith Services  
PUBLIC BID NO. P-2323

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

**On-Call Locksmith Services P-2323** 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 bids 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 # - Outside the Main Entrance of Student Center, Pitkin Building, until 10:00 am local time on Wednesday, September 30, 2020.** 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-2323," and "Sealed Bid." The College and its staff shall be absolved of all responsibility for the premature opening of any bid not so marked. As to bids that are not hand-delivered to Room No.- Outside the Main Entrance of the Student Center, Pitkin Building, 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:

Stephanie Weise, Asst. Director of Purchasing  
Bergen Community College  
400 Paramus Road  
Paramus, New Jersey 07652  
E-mail questions to purchasing@bergen.edu

**The deadline to submit questions in writing to the above is September 17, 2020 at 3:00 p.m.**

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

**On-Call Locksmith Services P-2323** 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.