

BERGEN COMMUNITY COLLEGE  
400 PARAMUS ROAD  
PARAMUS, NJ 07652  
Request for Bids  
Laser Engraver Machine  
PUBLIC BID NO. P-2377

NOTICE TO BIDDERS

**PUBLIC NOTICE** is hereby given that SEALED BIDS for **Laser Engraver Machine, Public Bid No. P-2377**, will be received by the Office of the Director of Purchasing and Services, Bergen Community College (the "College"), Pitkin Education Center, 400 Paramus Road, 2<sup>nd</sup> Floor, Room A-231, Paramus, New Jersey 07652 until **10:00 a.m. local time, Friday, February 3, 2023**, at which time Bids received will be publicly opened and read aloud. College personnel will be available to collect sealed bids at Room A-231 beginning at 9:45 a.m. on the morning of the bid opening. A complete set of Bid Documents may be obtained by registering on the College's website at <http://services.bergen.edu/vendor-opportunities>.

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 MUST SUBMIT FORM NO. 00810C, "Equal Employment Opportunity Response Sheet for General Service Contracts," WITH ITS BID. 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 ANY SUBCONTRACTORS PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE AS PROOF THAT AT THE TIME OF THE BID, BIDDER AND ANY SUBCONTRACTORS ARE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY, DIVISION OF REVENUE.

Except as expressly provided in the Bid Documents, 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.

The College reserves the right, pursuant to applicable law, to waive any informalities in the bid or to reject any or all bids.

Bids must be submitted in sealed envelopes with the identifying text "Sealed Bid - Public Bid No. P-2377" clearly marked on the outside lower left-hand corner of the sealed envelope. Bids may not be faxed or transmitted over the telephone. The College assumes no responsibility for delays in any form of carrier, mail or delivery service causing any Bid to be received by the College later than the above referenced scheduled deadline.

DATE: January 18, 2023

For Bergen Community College:  
S. Weise, Director Purchasing and Service

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INSTRUCTIONS FOR BIDDERS

1. **DESCRIPTION OF GOODS AND/OR SERVICES.** Bergen Community College (the "College") is soliciting bids for the following: Laser Engraver Machine – as more particularly described in Section D of the Bid Documents.

2. **BID SUBMISSION; DATE AND PLACE OF OPENING BIDS.** Sealed bids for this solicitation will be received by the Office of the Director of Purchasing and Services, Pitkin Education Center, 400 Paramus Road, **Second Floor, Room A-231**, Paramus New Jersey 07652, beginning at 9:30 a.m., until **10:00 a.m.** local time on **Friday February 3, 2023**. At that time and place, the Bids received by the College for **Laser Engraver Machine Public Bid No. P-2377** will be unsealed and the contents publicly announced. An **original and one (1) copy** of each Bid shall be submitted in a sealed envelope with the identifying text "Sealed Bid – Bid No. P-2377" clearly marked on the outside lower left-hand corner of the sealed envelope. The College and its staff shall be absolved of all responsibility for the premature opening of any Bid not so marked. Bids received after the date and time specified shall be returned unopened to the Bidder. Therefore, any Bid that cannot be hand-delivered to Purchasing Staff on the morning of the bid opening in accordance with the instructions above, must be sent via mail or express carrier truck so that it is delivered through the College's Mailroom/Receiving Department between the hours of 9:00 a.m. and 2:00 p.m., Monday through Friday, at least (1) business day prior to the bid opening. All risk of non-delivery of Bids that are not hand delivered to Room A-231 as is required by these Bid Documents is the sole responsibility of the Bidder.

3. **QUESTIONS REGARDING BID SPECIFICATIONS.** All questions related to the Bid Specifications and requirements should be directed, in writing, via email to: [purchasing@bergen.edu](mailto:purchasing@bergen.edu) and directed to the attention of:

Stephanie Weise, Director  
Purchasing and Services  
Bergen Community College  
400 Paramus Road  
Paramus, NJ 07652

Please reference this **Laser Engraving Machine Public Bid No. P-2377** in the subject heading when submitting questions. **The deadline to submit questions in writing to the above is Tuesday, January 24, 2023 by 12 noon.** After receiving questions from Bidders, the College will compile, respond to, and distribute all questions and their respective responses to all Bidders who have requested a copy of this Public Bid No. P-2377 to incorporate into their Bids. See also Paragraph 17 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.