

BERGEN COMMUNITY COLLEGE  
400 PARAMUS ROAD  
PARAMUS, NJ 07652  
Request for Bids  
Purchase of Surgical Table and Accessories  
Public Bid No. P-2378

**WEBSITE SUMMARY**

**NOTICE TO BIDDERS**

**PUBLIC NOTICE** is hereby given that SEALED BIDS for the **Purchase of Surgical Table and Accessories, Public Bid No. P-2378**, will be received at the Office of the Director of Purchasing and Services, Bergen Community College ("College"), Pitkin Education Center, 400 Paramus Road, Second Floor, Room A-231, Paramus, New Jersey until **11:00 A.M. local time, Friday, February 24, 2023**, at which time Bids received will be publicly opened and read aloud. **Bids will be accepted in room A-231 starting at 10:45 A.M. on Friday, February 24, 2023.** A complete set of Bid Documents may be obtained by registering on the College's website at [www.bergen.edu/community/purchasing/current-vendor-opportunities](http://www.bergen.edu/community/purchasing/current-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 Opportunities 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 WERE 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 - Bid No. P-2378" clearly marked on the outside lower left-hand corner of the sealed envelope. Bids may not be faxed or transmitted over the telephone. Bergen Community College assumes no responsibility for delays in any form of carrier, mail or delivery service causing any Bid to be received by Bergen Community College later than the above referenced scheduled deadline.

DATE: 2/03/2023

For Bergen Community College:

S. Weise, Director Purchasing and Services

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1. **DESCRIPTION OF GOODS AND/OR SERVICES.** Bergen Community College (the "College") is soliciting bids for the following:

**Purchase of Surgical Table and Accessories** - as more particularly described on the Bid Sheet (Form 00300) at Section C, and on Bid List at Section D of the Bid Documents. Any award under Section D shall be made to the lowest, responsible bidder.

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, Pitkin Education Building, 400 Paramus Road, **Second Floor, Room A-231**, Paramus New Jersey, until **11:00 A.M. local time on Friday, February 24, 2023**. At that time and place, the Bids received by the College for **Purchase of Surgical Table and Accessories Public Bid No. P-2378** will be unsealed and the contents publicly announced. An **original and one (1) copy** (copy on USB) of each Bid shall be submitted in a sealed envelope with the identifying text "Sealed Bid – Bid No. P-2378" 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. **Bids will be accepted in room A-231 starting at 10:45 A.M. on Friday, February 24, 2023.** All risk of non-delivery of Bids that are not hand-delivered to Room A-231 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, sent via e-mail 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 **Surgical Table and Accessories Public Bid No. P-2378** in the subject heading when submitting questions. The **deadline to submit questions in writing to the above is Friday, February 10, 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-2378 to incorporate into their Bids. See also Paragraph 17 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.