

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NJ 07652
Request for Bids
For
TECHNOLOGY BUILDING
MEDIA SYSTEM UPGRADE
PUBLIC BID NO. P-2380

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **TECHNOLOGY BUILDING MEDIA SYSTEM UPGRADE** will be received at the Office of the Director of Purchasing and Services, Bergen Community College (the "College"), Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey until 11:00 a.m. local time, Tuesday, May 2, 2023, 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 the College's website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>. **A PRE-BID CONFERENCE will be held in Room # A-231 on Thursday, April 13, 2023 at 10:00 a.m.**, Pitkin Building, 400 Paramus Road, Paramus, New Jersey. 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 in the form set forth in Section C 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:44-143 a.(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.

Consent of Surety: Bidders shall provide a certificate from a surety company, stating that the surety will provide a Performance Bond in the full amount of the contract price if Bidder is awarded a contract. If Bidder intends to submit a Performance Letter of Credit in lieu of a Performance Bond, Bidder shall provide a certificate from a bank or financial institution, as the case may be, stating that the bank or financial institution will provide a Performance Letter of Credit in the full amount of the contract price if the Bidder is awarded a contract. The certificate from the surety shall be in substantially the form set forth in Section C of the Request for Bids, Form 00610. The certificate from the surety, bank or financial institution, as the case may be, shall not contain any conditions to the obligation of the surety company, bank or financial institution.

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 Construction Contracts" WITH ITS BID. BIDDER MUST ALSO COMPLY WITH PUBLIC WORKS CONTRACTOR REGISTRATION ACT, N.J.S.A. 34:11-56.48 et seq.), AND MUST SUBMIT PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE A COPY OF ITS CURRENT PUBLIC WORKS CONTRACTOR REGISTRATION

CERTIFICATE. BIDDER MUST ALSO 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 TIME THE COLLEGE AWARDS A CONTRACT 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.

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 bids or to reject any or all bids.

Bid envelopes must be marked with "**Bid No. P-2380**" and indicate "Sealed Bid" in the lower left-hand corner.

DATE: April 7, 2023

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

FOR INFORMATION ONLY, NOT AN OFFICIAL DOCUMENT

INSTRUCTIONS FOR BIDDERS

1. **DESCRIPTION OF WORK.** Bergen Community College (the "College") is soliciting bids for the purpose of upgrading seventeen (17) smart classrooms in the Technology Building in the designated rooms ("Work"). This Paragraph 1 provides only a summary description of the Work; Bidders are referred to the Technical Specifications herein for a complete description of the scope of the Work.

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 at the College, 400 Paramus Road, Second Floor, Room A-231, Paramus New Jersey, **until 11:00 A.M. local time on Tuesday, May 2, 2023.** At that time and place, the Bids received for **TECHNOLOGY BUILDING MEDIA SYSTEM UPGRADE, Public Bid No. P-2380** 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-2380**" 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. **PRE-BID CONFERENCE.** A pre-bid conference will be held at 10:00 a.m. on Thursday, April 13, 2023, at the College, 400 Paramus Road, Second Floor, Room A-231, Paramus, New Jersey. Attendance at the pre-bid conference is strongly recommended so that all Bidders are fully familiar with the bid requirements and the worksite area.

4. **QUESTIONS REGARDING BID SPECIFICATIONS.** All questions related to Bid Specifications and requirements should be directed, in writing, via email: purchasing@bergen.edu to:

Stephanie Weise, Director of Purchasing and Services
Bergen Community College
400 Paramus Road
Paramus, New Jersey 07652

Please reference this **TECHNOLOGY BUILDING MEDIA SYSTEM UPGRADE, Public Bid No. P-2380** in the subject heading when submitting questions. **The deadline to submit questions, in writing, to the above is noon on April 17, 2023.** 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 18 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.