

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NJ 07652
Request for Bids

For
ATHLETIC UNIFORMS, APPAREL, FOOTWEAR, EQUIPMENT & ACCESSORY PRODUCTS
PUBLIC BID NO. P-2384

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **ATHLETIC UNIFORMS, APPAREL, FOOTWEAR, EQUIPMENT & ACCESSORY PRODUCTS, Public Bid No. P-2384** 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 (the "College") until **11:00 a.m. Tuesday, September 19, 2023, Room # A-231** at which time they will be publicly opened and read aloud. Bids that cannot be hand delivered on the morning of the bid opening 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.

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

Bid Security, in the amount of 10% of the contract price, but not to exceed \$20,000.00, payable to the College, must accompany each Bid that is submitted. At the option of the Bidder, the Bid Security may be in the form of certified check, cashier's check, or bid bond payable to Bergen Community College. In the event bidder submits a Bid Bond, such Bid Bond shall be in substantially the form set forth in 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 such Bid Bond. Surety Bonds that are 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 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. 5A: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 PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE AS PROOF THAT, AT THE TIME OF THE BID, BIDDER WAS 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 Bid or to reject any or all Bids in accordance with applicable law.

Bids must be submitted in sealed envelopes with the identifying text "Sealed Bid - Public Bid No. P-2384" 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 schedule deadline.

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

DATE: 8/24/23

FOR INFORMATION ONLY, NOT AN OFFICIAL DOCUMENT

INSTRUCTIONS FOR BIDDERS

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

ATHLETIC UNIFORMS, APPAREL, FOOTWEAR, EQUIPMENT & ACCESSORY PRODUCTS for use at the College as listed on the SPECIFICATIONS AND BID SHEET (Form 00300) at Section C. Pricing submitted is to be inclusive of any shipping to the College's loading dock.

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, Pitkin Education Building, 400 Paramus Road, **Second Floor, Room A-231**, Paramus New Jersey, **until 11:00 a.m. local time, on Tuesday, September 19, 2023.** At that time and place, the Bids received by the College for **Athletic Uniforms, Apparel, Footwear, Equipment & Accessory Products Public Bid No. P-2384** will be unsealed and the contents publicly announced. An **original and one (1) USB copy** of each Bid shall be submitted in a sealed envelope with the identifying text "Sealed Bid - Bid No. P-2384" 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 will 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, sent via email to, 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 the **Athletic Uniforms, Apparel, Footwear, Equipment & Accessory Products Public Bid No. P-2384** in the subject heading when submitting questions. **The deadline to submit questions in writing to the above is Thursday, September 7, 2023, by 4:00 p.m.** 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-2384 to incorporate into their Bids. See also Paragraph 17 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.