

BERGEN COMMUNITY COLLEGE

400 PARAMUS ROAD

PARAMUS, NJ 07652

Request for Bids

For

Electrical Asset Preventive Maintenance Services

PUBLIC BID NO. P-2385

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **ELECTRICAL ASSET PREVENTIVE MAINTENANCE SERVICES, PUBLIC BID NO. P-2385** will be received at the Office of the Director of Purchasing and Services, Bergen Community College, Pitkin Education Center, 400 Paramus Road, Second Floor, Room A-231, Paramus, New Jersey 07652 until **10:00 a.m. local time on February 1, 2024**, at which time Bids received 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) one business day prior to the bid opening.

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 at Pitkin Education Center, 400 Paramus Road, Paramus, NJ on **January 11, 2024, at 10:00 a.m.** Attendance is **STRONGLY RECOMMENDED**.

Bid Bond: Bid security, in the amount of ten percent (10%) of the bid, but not to exceed Twenty Thousand and 00/100THS (\$20,000.00) Dollars, 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 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:44-141(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.

Bids must be submitted in sealed envelopes with the identifying text "Sealed Bid - Bid No. P-2385" 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: January 4, 2024

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

FOR INFORMATION ONLY, NOT AN OFFICIAL DOCUMENT

INSTRUCTIONS TO BIDDERS

1. **DESCRIPTION OF GOODS AND/OR SERVICES.** Bergen Community College (the "College") is soliciting bids for the following services to be provided on all three (3) campuses in Paramus, Hackensack and Lyndhurst:

Electrical Preventive Maintenance Services Public Bid No. P-2385 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. 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, Paramus New Jersey, **Second Floor, Room # A-231, until 10:00 am local time on February 1, 2024.** At that time and place, the Bids received by the College for **Electrical Asset Preventative Maintenance Services Public Bid No. P-2385** 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-2385" 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 No. 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 Bid Specifications and requirements should be directed, in writing, to:

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

Please reference this **Electrical Asset Preventative Maintenance Services Public Bid No. P-2385** in the subject heading when submitting questions. **The deadline to submit questions in writing to the above is January 16, 2024 at 3:00 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-2385** to incorporate into their Bids. See also Paragraph 17 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.