

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NJ 07652
Request for Bids
For
Tree Implementation Plan
PUBLIC BID NO. P-2388

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **Tree Implementation Plan, Public Bid P-2388** 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 07652 until **10:00am on Wednesday, March 20, 2024, Room # A-231**, at which time they will be publicly opened and read aloud. College personnel will be available to collect sealed bids at Room #- A-231 beginning at 9:30 am on the morning of the bid opening. 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://services.bergen.edu/vendor-opportunities>.

Bid Bond: Bid security, in the amount of ten percent (10%) of the bid, not to exceed \$20,000 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(ies) that is (are) 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(ies) 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, as the case may be, 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, 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 P.L. 1975 C. 127 (N.J.S.A. 10:5-1 et seq. AND N.J.A.C. 17:27-31 et seq.), AND BIDDER MUST SUBMIT A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE ISSUED BY NEW JERSEY DEPARTMENT OF TREASURY PURSUANT TO P.L. 2004, C.57 (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 PRIOR TO THE AWARD

OF A CONTRACT AS PROOF THAT, AT THE TIME OF THE BID, IT AND ITS 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. Bergen Community 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 - Bid No. P-2388" 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: February 23, 2024

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

INSTRUCTIONS FOR BIDDERS

Bid Documents or Bid Specifications – means the Request for Bids for **Tree Implementation Plan, Public Bid No. 2388**, including the Notice to Bidders; Section A - Instructions to Bidders and Bidder's Checklist; Section B – Special Provisions; Section C - Bid Forms/Submission Requirements; Section D – Agreement; and Section E – Specifications.

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

Tree Implementation Plan 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.

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, 400 Paramus Road, Paramus New Jersey, **Room # - A-231 until 10:00am local time on Wednesday, March 20, 2024.** College personnel will be available to collect sealed Bids in Room # - A-231 beginning at 9:30 am on the morning of the bid opening. It is recommended that bids that cannot be hand-delivered on the morning of the bid opening be sent via mail, USPS, FedEx or other carrier to the Purchasing Office to arrive at the College at least one (1) business day prior to the bid opening. At that time and place, the bids will be unsealed and the contents publicly announced. An **original and 1 copy on a USB** of each bid shall be submitted in a sealed envelope marked in the lower left corner with the words: "Bid No. P-2388," and "Sealed Bid." The College and its staff shall be absolved of all responsibility for the premature opening of any proposal 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. As to Bids that are not hand-delivered to Room # A-231, risk of non-delivery 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, via email: purchasing@bergen.edu to:

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

The deadline to submit questions in writing to the above is **Monday, March 4, 2024, by 12:00 p.m.**