

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

**For
HARDWARE SUPPLY AND INSTALLATION SERVICES OF NETWORK SWITCHES AND
WIRELESS INFRASTRUCTURE
PUBLIC BID NO. P-2391**

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **HARDWARE SUPPLY AND INSTALLATION SERVICES OF NETWORK SWITCHES AND WIRELESS INFRASTRUCTURE, P-2391** 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 (the "College") until **11:00AM** local time, **Thursday, April 4, 2024** in Room # A-231, at which time they will be publicly opened and read aloud.

PRE-BID CONFERENCE: 10:00 a.m., Wednesday, March 13, 2024, in Room # A-231, Pitkin Building, Bergen Community College, 400 Paramus Road, Paramus, NJ 07652 – ATTENDANCE IS STRONGLY RECOMMENDED. A complete set of Bid Documents may be obtained by registering on our website at the College's website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>.

Bid Bond: Bid security, in the amount of ten percent (10%) of the Bid, but not in excess of \$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 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. 17:27-1.1 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 PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE AS PROOF THAT, AT THE TIME OF THE BID, THE BIDDER AND ITS SUBCONTRACTORS WERE 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 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. 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-2391" 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: March 7, 2024

For Bergen Community College:
Stephanie Weise, Director Purchasing and Services

SECTION A

INSTRUCTIONS TO BIDDERS

DEFINITIONS

Bid Documents or Bid Specifications – means the Request for Bids for **HARDWARE SUPPLY AND INSTALLATION SERVICES OF NETWORK SWITCHES AND WIRELESS INFRASTRUCTURE, Public Bid No. P-2391** 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 – Form of Agreement (Goods and Services) (For Informational Purposes Only).

1. DESCRIPTION OF GOODS AND/OR SERVICES. The College is soliciting Bids for the following services on all three of its campuses in Paramus, Hackensack and Lyndhurst:

HARDWARE SUPPLY AND INSTALLATION SERVICES OF NETWORK SWITCHES AND WIRELESS INFRASTRUCTURE 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 07652, **Room # A-231 until 11:00 AM local time on Thursday, April 4, 2024.** At that time and place, the Bids will be unsealed and the contents publicly announced. An **original and copy and a USB copy** of each Bid shall be submitted in a sealed envelope marked in the lower left corner with the words: "**Bid No. P-2391**" and "Sealed Bid." 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. As to Bids that are not hand-delivered to Room No. 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, to:

Stephanie Weise
Director of Purchasing and Services
Bergen Community College
400 Paramus Road
Paramus, NJ 07652
Via email purchasing@bergen.edu

The deadline to submit questions in writing to the above is Tuesday, March 19, 2024, at 3PM.