

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652

REQUEST FOR BIDS
LASER CUTTER INSTALL PROJECT
PUBLIC BID NO. P-2393

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **Laser Cutter Install Project, Public Bid No. P-2393** will be received at the Office of the Director of Purchasing and Services, Bergen Community College (the "College"), Pitkin Education Center, 400 Paramus Road, Second Floor, Room A-231, Paramus, New Jersey 07652 until **11:30 a.m. local time, Wednesday, April 3, 2024**, at which time Bids received 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**, Pitkin Building, Bergen Community College, 400 Paramus Road, Paramus, NJ on **Wednesday, March 13, 2024 at 2:00 p.m.** Attendance is **STRONGLY RECOMMENDED**.

Bid Bond: Bid security, in the amount of ten percent (10%) of the Bid, 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 company 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, 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 shall be in the form set forth in 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 WITH ITS BID FORM NO. 00810D, "Equal Employment Opportunities Response Sheet for Construction." BIDDER MUST ALSO COMPLY WITH PUBLIC WORKS CONTRACTOR REGISTRATION ACT, N.J.S.A. 34:11-56.48 et seq., AND MUST SUBMIT WITH ITS BID A COPY OF ITS CURRENT 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 ITS SUBCONTRACTORS, AT THE TIME OF THE BID SUBMISSION AS PROOF THAT, AT THE TIME OF THE BID, IT AND ITS SUBCONTRACTORS WERE 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 or to reject any or all Bids.

Bids must be submitted in sealed envelopes with the identifying text "Sealed Bid - Bid No. P-2393" 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 scheduled deadline.

DATE: March 7, 2024

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

SECTION A INSTRUCTIONS FOR BIDDERS

DEFINITIONS

Bid Documents or Bid Specifications – means the **Laser Cutter Install Project, Public Bid No. P-2393**, including the Notice to Bidders; Section A - Instructions for Bidders and Bidder's Checklist; Section B – Special Provisions; Section C - Bid Forms/Submission Requirements; Section D – [Reserved]; Section E – Certificates of Insurance; and Section F – Technical Specifications (Project Manual and Drawings).

1. DESCRIPTION OF THE WORK. Bergen Community College (the "College") is soliciting bids for construction related to the **Laser Cutter Install Project, Public Bid No. P-2393** (the "Work"). The Work includes the install of new electric, sinks and plumbing in preparation of the installation of new owner supplied equipment. The existing classroom door and frame must be removed and reinstalled for equipment access. This Paragraph 1 provides only a summary description of the Work. Bidders are referred to the Technical Specifications at Section F (Project Manual and Drawings) of these Bid Documents for a complete description of the scope of Work. Any award under section D shall be made to the lowest responsible Bidder.

2. LOCATION OF THE WORK. The site of the Work to be performed under the contract is at the College's main campus located at 400 Paramus Road, Paramus New Jersey as is further identified in Section F (Project Manual and Drawings) of the Bid Documents.

3. BID SUBMISSION, DATE AND PLACE OF OPENING BIDS. Sealed Bids for the **Laser Cutter Install Project, Public Bid No. P-2393** will be received by the College 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 11:30 a.m. local time on Wednesday, April 3, 2024**. At that time and place, Bids received by the College for **Laser Cutter Install Project, Public Bid No. P-2393** will be opened and the contents publicly announced. An **original and one (1) copy** of each Bid shall be submitted **on a usb drive**. Bids shall be submitted in a sealed envelope with the identifying text "Sealed Bid – Bid No. P-2393" clearly marked on the outside lower left 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.

4. PRE-BID CONFERENCE. A pre-bid conference will be held at **2:00 p.m. local time Wednesday, March 13, 2024**, in **Room # A-231**, Pitkin Education Center, Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Attendance at the pre-bid conference is strongly recommended so that all Bidders are fully familiar with the Bid Specifications and requirements and the worksite area where the Work is to be performed.

5. QUESTIONS REGARDING BID SPECIFICATIONS. All questions related to Bid Specifications and requirements should be directed, in writing, via e-mail 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 **Laser Cutter Install Project, Public Bid No. P-2393**, in the subject heading when submitting questions. **The deadline to submit questions in writing to the above is March 18, 2024, at 4:00 p.m. local time.** 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-2393 to incorporate into their Bids. See also Paragraph 19 of this Section A Instructions to Bidders set forth hereinbelow addressing Addenda and Interpretation.