

**CITY OF ORANGE TOWNSHIP
NOTICE TO BIDDERS
HEATING AND AIR CONDITIONING MAINTENANCE SERVICES**

NOTICE TO BIDDERS is hereby given that sealed Bids are invited and will be received as set forth herein.

OWNER: City of Orange, Essex County, New Jersey

GENERAL DESCRIPTION OF PROJECT: Heating and Air Conditioning Maintenance and Repair Services for the Freddie Polhill Law & Justice Complex, 25-29 Park Street, Orange, New Jersey.

ADDRESS FOR SUBMITTING BIDS: City of Orange, City Hall, 29 North Day Street, Department of Public Work & Engineering (Conference Room), 3rd Floor, Orange, NJ 07050.

EXAMINATION OF CONTRACT DOCUMENTS:

Contract Documents may be examined Monday through Friday, except legal holiday, from 9:00 AM to 4:00 PM, at the Office of Public Works and Engineering, Room 304, City Hall, 29 North Day Street, Orange, New Jersey 07050

There will be a pre-bidder's conference on Thursday, August 1, 2013 at 10:00 a.m., City Hall, Department of Public Works & Engineering (Conference Room), 3rd Floor, 29 North Day Street, Orange, New Jersey.

OBTAINING CONTRACT DOCUMENTS:

Contract Documents may be obtained only from the Department of Public Works and Engineering and hours set forth above upon payment of Fifty Dollars (\$50.00) by cash, check or money order payable to the City of Orange Township. **PAYMENT MUST BE RECEIVED PRIOR TO OBTAINING SAID SPECIFICATIONS, EITHER BY MAIL OR IN PERSON. No refunds will be made.**

BID SECURITY:

Bid Security is required in an amount of not less than ten percent (10%) of the total amount of the Bid, but not in excess of Twenty Thousand Dollars (\$20,000.00) as set forth in forth in N.J.S.A. 40A:11-21.

CONSENT OF SURETY:

Certificate from a Surety Company is required indicating consent to be bound as surety and guarantor for performance required under the Contract Documents.

BID SUBMISSION PROCEDURES:

Bids must be submitted on the Bid Form contained in the contract documents and must be enclosed in a sealed envelope plainly marked on the outside with the name of project and the name and address of the bidder. The Bid must be delivered to the Owner prior to Bid opening at the above address for submitting. Bids will not be accepted after Thursday, August 8, 2013.

CONTRACTOR REGISTRATION:

Bidders are required to be registered by the **New Jersey Department of Labor** at the time bids will be received by the Project Owner pursuant to the Public Works Contractor Registration Act (P.L. 2003, c. 91, N.J.S.A. 34:11-56.51). Effective September 1, 2004, Bidders are also required to be registered by the **New Jersey Department of Treasury, Division of Revenue** at the time bids will be received by the Project owner pursuant to the Business Registration Act (P.L. 2004, c.57, N.J.S.A. 52:32-44).

PUBLIC BID OPENING AND READING:

Date: Thursday, August 8, 2013

Time: 10:00 A.M.

Place: City of Orange Township, Department of Public Works & Engineering (Conference Room), 3rd Floor, 29 North Day Street, Orange, N.J.

STATUTORY REQUIREMENTS:

Bidders are required to comply with applicable statutory requirements set forth in the Contract Documents including the requirements of N.J.S.A. 10:5-31, et seq. & N.J.A.C. 17:27-1.1, et seq. Affirmative Action and of P.L. 1963, c. 150 (Prevailing Wage) and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.). Bidders are also required to provide a Business Entity Disclosure Certification as set forth in N.J.S.A. 19:44A-20.8. In addition, effective August 1, 2005, c.67 authorized a new form of change order called "Value Engineering Construction Change Orders" for certain construction contracts. Please review these specifications to determine if this bid will involve this new form of change order. Bidders are also required to comply with other provisions of Law including, but limited to, the requirements of:

- N.J.S.A. 52-25-24.2 (P.L. 1977, c.33, Disclosure of Ownership)
- N.J.S.A. 52:32-44 (P.L. 2004, c.57, Business Registration)
- N.J.S.A. 34.11-56.25, et seq. (P.L. 1963, c. 150, Prevailing Wages)
- N.J.S.A. 34.11-56.48 (Public Works Contractor Registration)

REJECTION OF BIDS:

The City of Orange reserves the right to reject any or all Bids, or to waive any Bid defect where such defect is not detrimental to the best interest of the City of Orange and fairness of the bidding process and where such defect is not considered to be material in nature.

The contracting unit pursuant to N.J.S.A. 40A:11-32 reserves the right to reject a bid at any time prior to the actual award of the contract where the circumstances of the prospective bidder has changed subsequent to the qualification and classification of the bidder which in the opinion of the awarding unit would adversely affect the responsibility of the bidder.

**BY THE ORDER OF THE CITY OF ORANGE TOWNSHIP, ESSEX COUNTY,
NEW JERSEY.**

Dwayne D. Warren, Esq.
Mayor

Marty Mayes
Director of Public Works
(973) 266-4030