

TOWNSHIP OF DENVILLE
MORRIS COUNTY, NEW JERSEY

NOTICE TO BIDDERS

NOTICE is hereby given that sealed bids will be received by the Township of Denville (hereinafter called the "Owner") for:

Municipal Bid # 4-2019

TWO YEAR CONTRACT FOR INSERT VALVES, LINE STOPS AND TAPPING VALVES SERVICES

Sealed bids for the above named Contract, within the Township of Denville, Morris County, New Jersey ("Owner"), will be received by the Township Clerk at the Township of Denville, 1 St. Mary's Place, Denville, New Jersey 07834 on **September 4, 2019, 2019**, at 11:00 am prevailing time, at which time they will be publicly unsealed and the contents publicly announced.

No bid will be received unless in writing on the forms furnished, and unless accompanied by bid security in the form of a bid bond, cashier's check, or a certified check made payable to the Township of Denville in an amount equal to 10% of the amount of the total bid, but not exceeding \$20,000.

Bidders must use the prepared bid form which is contained in the Contract Documents. Each individual proposal must be separately enclosed in a sealed envelope addressed to Kathryn Bowditch-Leon, Township Clerk, Township of Denville, 1 St. Mary's Place, Denville, New Jersey 07834 marked on the outside with the number of the contract(s) and name of the project being bid on.

No bids will be received after the time and date specified, and no bids will be received by mail. Bids shall be received by courier service (date and time recorded) or shall be hand delivered. The Owner shall award the Contract or reject all bids within 60 days of bid opening, except that the bids of any bidders who consent thereto may, at the request of the Owner, be held for consideration for such longer period as may be agreed.

The Owner will evaluate bids and any award will be made to the lowest, responsive, responsible bidder in accordance with N.J.S.A. 40A:11-6.1. The Owner reserves the right to reject any or all bids and to waive minor informalities or irregularities in bids received.

All bid security except the security of the three apparent lowest responsible bidders shall be returned, unless otherwise requested by the bidder, within ten (10) days after the opening of the bids, Sundays and holidays excepted, and the bids of the bidders whose bid security is returned shall be considered withdrawn.

Each bidder must submit with his bid a signed certificate stating that he owns, leases or controls all the necessary equipment required to accomplish the work shown and described in the Contract Documents. Should the bidder not be the actual owner or leasee of such equipment, his certificate shall state the source from which the equipment will be obtained.

Bid packets may be reviewed and downloaded online at no cost through the New Jersey Purchasing Group online bid system. www.bidnetdirect.com/new-jersey or downloaded on the Township of Denville web-site www.denvillenj.org by going to quick links and current projects. Questions should be directed to Darlene Price, Purchasing Agent at 973-625-8300 ext. 296 or by e-mail to purchasing@denvillenj.org

Bidders are required to comply with the provisions of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27, and any amendments thereto, regarding Affirmative Action. The successful bidder, upon notification of the Township's intent to award a contract to said bidder, must supply the Township with one of the following Affirmative Action documents:

1. A photocopy of the bidder's current Federal Affirmative Action Plan Approval Letter; or

2. A photocopy of the bidder's current Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
3. The Township's copy of the bidder's completed Initial Employee Report, Form AA-302, as submitted to the Division of Contract Compliance and EEO in Public Contracts.

The bidder's Affirmative Action documentation must be supplied to the Township within ten (10) days of the bidder's notification of the Township's intent to award. If the bidder fails to supply the Township with the necessary Affirmative Action documentation, the Township may declare the bidder non-responsive and award the contract to the next lowest bidder.

Each Bidder must submit with his bid an "Ownership Disclosure Statement" and "Non-Collusion Affidavit" on the forms included in the Contract Documents.

Bidders and their subcontractors of any tier must comply with all applicable provisions of the Public Works Contractor Registration Act, P.L. 1999, c. 238 (N.J.S.A. 34:11-56.48) and the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25).

Pursuant to P.L. 2004, c.57 (N.J.S.A. 52:32-44) effective September 1, 2004, all business organizations that conduct business with a New Jersey government agency are required to be registered with the State of New Jersey. Bidders and their subcontractors must submit proof that at the time of the Bid they are registered with the New Jersey Department of Treasury, Division of Revenue by submitting a copy of their New Jersey Business Registration Certificate prior to Contract award.

The Instructions to bidders, Detailed Specifications, General Requirements and all other documents, which are part of this specification, shall apply to the entire specification and to any part thereof, and shall be part of this Contract. The division of the specifications into sections and paragraphs is for convenience only, and is not necessarily an accurate division.

It is the purpose of this Notice to Bidders to summarize some of the more important provisions of the Contract Documents. Prospective bidders are cautioned not to rely solely on this summary, but to read the Contract Documents in their entirety.

By Order of the Township of Denville

Kathryn Bowditch-Leon, Municipal Clerk