

NOTICE TO BIDDERS
ON-SITE MUNICIPAL ELEVATOR INSPECTIONS
FOR THE CITY OF HACKENSACK
CITY OF HACKENSACK, COUNTY OF BERGEN, STATE OF NEW JERSEY

Sealed Bids for **“On-Site Municipal Elevator Inspections for the City of Hackensack”** will be received by the City Clerk’s Office at the City of Hackensack, Bergen County, 65 Central Avenue, 3rd Floor, Hackensack, New Jersey 07601 on **Thursday, January 25, 2024 at 10:00 a.m.**, prevailing time, at which time and place they will be publicly opened and read aloud. No Proposals will be accepted after said hour.

All necessary Bid Specifications and Bid forms may be secured, upon written request to:

Monica Villafana, QPA
Director of Purchasing, Finance Department
City of Hackensack
65 Central Avenue, 2nd Floor
Hackensack, New Jersey 07601
Email mvillafana@hackensack.org
Telephone (201)646-3930
Fax (201) 646-3933

Written request must contain Company Name, Company Address, Contact Name, Contact Telephone Number, Contact Fax Telephone Number, and Contact Email Address in order to receive link to download Documents. All digital Documents are at no cost to Bidder and **only Registered Bidders will be allowed to submit a Bid.**

Copies of the Contract Documents may be obtained electronically between the hours of 9:00 a.m. and 4:00 p.m. daily except Saturdays, Sundays, and Holidays beginning on **Tuesday, January 09, 2024**, upon written request to the contact listed above. **Contract Documents are only available in digital format via email.** There is no cost to obtain the Contract Documents.

Bid Proposals shall be made on the forms provided and made part of the Contract Documents, which SHALL be submitted in Triplicate, One (1) Stamped Original, and Two (2) Stamped Copies. Bid Proposals must be placed in a sealed envelope, and the envelope must clearly bear the name and address of Bidder and the name of project on the outside addressed to the City Clerk, City of Hackensack, Bergen County, New Jersey and must be accompanied by a Non-Collusion Affidavit and a Certified Check or Bid Bond for not less than ten (10%) percent of the amount Bid, provided said check need not be more than \$20,000.00, nor shall not be less than \$500.00.

The submitted Bid Proposals shall be complete with the Bid description and the name and address of the Bidder marked clearly on the outside of the envelope. Proposals must be placed in sealed envelopes and received by mail or delivered in person to the City Clerk’s Office, City of Hackensack, 65 Central Avenue, 3rd Floor, Hackensack, New Jersey 07601, by **Thursday, January 25, 2024 at 10:00 a.m.** The envelope must also identify the Bid as:

“ON-SITE MUNICIPAL ELEVATOR INSPECTIONS FOR THE CITY OF HACKENSACK”

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, regarding Affirmative Action and Executive Order 11246 regarding Equal Opportunity, and with all provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. and all Rules and Regulations promulgated thereunder, the Provisions of which are incorporated herein by reference.

New Jersey Business Registration Requirements: N.J.S.A. 40A:11-23.2 requires all Contractors and Subcontractors with Public Contracting Agencies to provide proof of registration with the Department of Treasury, Division of Revenue.

All Bids shall be irrevocable, not subject to withdrawal and shall stand available for a period of sixty (60) days. The City of Hackensack reserves the right to reject any and all Bids, to waive informalities or irregularities in the Bidding.

Small, Minority, and Women's Business Enterprises are encouraged to obtain Specifications and compete for the Contract.

City of Hackensack
Monica Villafana, QPA