

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:

**JANITORIAL SERVICES
Municipal Bid # 1-2015**

Sealed bids for the above named Contract, which comprises of certain municipal buildings 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 **February 18, 2015 at 11:00 a.m. prevailing time**, at which time they will be publicly unsealed and the contents publicly announced.

The work includes furnishing of all labor, materials and equipment necessary to complete general janitorial services inclusive of window washing and rug cleaning as described in the specifications. The contract will be for a period of one year and include options to extend if all parties are in agreement. All workers will need to comply with a background check performed by the Township of Denville Police Department. It is strongly recommended that interested parties attend the **pre-bid meeting scheduled for February 10, 2015 at 9 a.m.** Parties should meeting at the Municipal Building lobby, located at 1 St. Mary's Place.

Bid packets may be reviewed and downloaded online at no cost through the Morris County online bid system <http://www.morriscountybidsystem.com/Registration.asp>. The Contract Documents may also be examined and obtained at the Township of Denville, 1 St. Mary's Place, Denville, New Jersey 07834, between the hours of 8:00 a.m. and 4:00 p.m. The Contract Documents may be purchased for \$5.00. Bidders are encouraged to download contract documents through the bid system.

Bidders shall submit bids in enclosed opaque sealed envelopes, plainly marked as

Township of Denville, Janitorial Services, Municipal Bid # 1 -2015

and shall show the name and address of the bidder. Bids may be forwarded by certified mail directly to the Township Clerk's office. If mailed, the sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed for mailing. Please direct all questions regarding this bid to Darlene Price in the Purchasing Office at 973-625-8300 ext. 296 or by e-mail purchasing@denvillenj.org

All bids shall be presented to the Township Clerk by the parties bidding or their agents at the place and time designated or by mail as above. The Township will not assume responsibility for bids forwarded through the mail if lost in transit at any time before bid opening. No bids will be received after the time set forth above.

No proposal will be considered unless accompanied by a Bid Guarantee in the form of a bid bond, certified check or cashier's check in the amount of 10% of the total amount of the bid proposal, not to exceed \$20,000. Bid Guarantee must be payable to the Township of Denville binding the bidder to execute a contract and furnish the required Performance Bond within ten (10) days after notification of acceptance of his bid. A Non-Collusion Affidavit and an Affirmative Action Affidavit shall also be submitted.

The successful bidder will be required to furnish a bond for the faithful performance of the contract in a sum not less than 100% of the total estimated costs of the total amount bid, said bond to be that of an approved surety company authorized to do business in the State of New Jersey, and acceptable to the Township. No proposal will be considered unless accompanied by a Consent of Surety from a surety company binding it to provide and issue the required performance bond.

The Township reserves the right to waive minor defects and informalities in any bid and to reject any and all bids, or to accept bids that are in the opinion of the Township in the best interest of the Township.

No bidder may withdraw his bid within sixty (60) days after the actual date of the opening of bids.

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.

Simultaneous with the submission of bids, the corporation or partnership so bidding shall furnish a statement setting forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of the stock in any class, or of individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, pursuant to Chapter 33, P.L. 1977. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of the corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. Bids will be rejected if they do not contain this disclosure statement.

Bidders are required to be registered by the New Jersey Department of Treasury, Division of Revenue at the time bids will be received by the Township of Denville pursuant to the Business Registration Act (P.L. 2004, c. 57, N.J.S.A. 52:32-44).

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 **Municipal Council** of the Township of Denville.

Kathryn M. Bowditch, Municipal Clerk
Township of Denville

