

**TOWNSHIP OF MOUNT OLIVE  
REQUEST FOR BIDS**

**NOTICE TO BIDDERS**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Qualified Purchasing Agent, for the Township of Mount Olive, State of New Jersey on **Tuesday, March 14, 2023, at 11:00 a.m. prevailing time in the Council Chambers Conference Room at the Township of Mount Olive Municipal Building, 204 Flanders-Drakestown Road, Budd Lake, New Jersey 07828** at which time and place bids will be opened and read in public for:

**BID #01-2023 – HVAC System Upgrades At Municipal Building**

The bid documents have been prepared by the firm **LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN)** and can be inspected at their office at 445 Godwin Ave. Ste. 9, Midland Park, NJ 07432, Telephone #201-447-6400.

Commencing on **Monday, January 30, 2023**, bid documents for this project will be available for review between the hours of 9:00 a.m. & 4:00 p.m. on business days at the offices of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN), 445 Godwin Avenue, Suite 9, Midland Park, NJ 07432. Bid documents shall be available via an email link. A **One Hundred (\$100) Dollar non-refundable deposit for each bid package** via cash, check (made payable to LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN)), Visa, MasterCard, American Express, or Discover is required for each link. Please contact Ms. Kim Hauser via Email [kim.hauser@lanassociates.com](mailto:kim.hauser@lanassociates.com) or Telephone #201-447-6400. Documents will not be sent via overnight mail or US mail.

All technical questions, comments, and inquiries should be directed to LAN (Attention: Ms. Lara Spinelli, PE) at Telephone #201-447-6400 or Email: [lara.spinelli@lanassociates.com](mailto:lara.spinelli@lanassociates.com).

Further information may be obtained by contacting Ms. Robyn Esposito, Qualified Purchasing Agent at Telephone #973-691-0900 (Ext. 7271) or by email at [resposito@mtolivetwp.org](mailto:resposito@mtolivetwp.org).

A Pre-Bid Conference for this contract for the purpose of considering questions posed by all Bidders will be held on **Friday, February 10, 2023, at 10:00 a.m. in the Lobby of the Municipal Building at 204 Flanders-Drakestown Road, Budd Lake, NJ 07828**. It is **STRONGLY RECOMMENDED** that Bidders attend the Pre-Bid Conference for purposes of clarifying specific information concerning the Project work, hearing other Bidders' questions regarding various aspects of the Project and the answers thereto and learning the manner of proper completion and submission of the Bid Documents to ensure a responsive Bid. A Bidder's failure to attend the Pre-Bid Conference is at its own risk. **The last day for submission of questions shall be Friday, February 24, 2023, at 5:00 p.m.** All Addenda will be issued no later than **Friday, March 3, 2023**.

**Bidders are encouraged to submit bids via certified mail or overnight delivery.** All bidders must use and complete all bid forms and must comply with every requirement contained in the instructions and specifications, be enclosed in a sealed package bearing the name and address of the bidder and **"Bid Number and Title"** on the outside, addressed to **Ms. Robyn Esposito at Township of Mount Olive Municipal Building, 204 Flanders-Drakestown Road, Budd Lake, New Jersey 07828**.

All bids shall be publicly opened and read aloud, and the bid results will be posted on the Township website at [www.mountolivetwpnj.org](http://www.mountolivetwpnj.org). Proposed forms of contract documents, including plans and specifications can be reviewed at the office of the Owner. Bidders need not be present at the time of the opening of bids.

If a bid exceeds Twenty Thousand Dollars (\$20,000), the Bidder and its prime subcontractors must be prequalified by the New Jersey Department of Treasury, Division of Property Management and Construction

(NJDPMC), New Jersey School Development Authority (NJSDA), as required by law, and possess a valid and current Notice of Classification prior to the time and date that bids are received.

Pursuant to N.J.S.A. 18A:18A-27 et seq, in order to be eligible to submit a Bid for a Project, the Bidder and/or its subcontractor shall be classified by NJDPMC and NJSDA in at least one of the following disciplines as listed with the associated Project:

**C032 – HVACR**

Bids must be made upon the proposal forms in the manner designated, enclosed in a sealed envelope with name and address of bidder and work bid upon noted on the outside, and must be accompanied by a Certified Check, Cashier's Check, or Bid Bond drawn to the order of the Municipality for not less than ten percent (10%) of the amount of the bid, but in no case in excess of \$20,000, and must be delivered to the Secretary of the Municipality or the Board's designated representative at the above place on or before the hour named above. The Municipality and Architect/Engineer assume no responsibility for bids mailed or misdirected in delivery.

No bid shall be withdrawn for a period of sixty (60) days after the date set for the opening thereof.

Pursuant to N.J.A.C. 17:27-3.5 (a-1) after notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Division an initial project workforce report (Form AA201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.

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 et. seq.

All bidders are required to comply with the requirements of PL 1999 c. 238, "THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT."

All qualified bidders will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex.

BY ORDER OF THE TOWNSHIP OF MOUNT  
OLIVE, MORRIS COUNTY, NJ:

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Ms. Robyn Esposito,  
Qualified Purchasing Agent

DATE: Friday January 27, 2023