

William Paterson University of New Jersey
COLLEGE HALL
358 HAMBURG TURNPIKE PO BOX 913
WAYNE NJ 074740913
TELEPHONE: (973) 720-2863

NOTICE TO BIDDERS

WILLIAM PATERSON UNIVERSITY WILL BE RECEIVING ON:

BID TITLE: **Snow Removal Services**

SCHEDULED OPENING: January 5, 2012

PLACE OF OPENING: College Hall Rm 321, 358 Hamburg Tpke, William Paterson University

INSTRUCTIONS

It is imperative that the bid is submitted in the enclosed envelope before the scheduled date of the bid opening.

Bids delivered in person must be brought to Room 321 of the Purchasing Office and registered with the Bid Clerk. Bids received after the indicated opening time will be rejected. The University will not be responsible for late postal delivery service nor will postmark dates be considered in honoring bids.

THE FOLLOWING ENCLOSURES ARE PREREQUISITES WHICH MUST BE RETURNED WITH YOUR BID RESPONSE INCLUDING THOSE REQUIRING NOTARIZED SEAL AND SIGNATURE. FAILURE TO INCLUDE THESE FORMS LISTED BELOW WILL DISQUALIFY YOUR BID.

1. NON-COLLUSION AFFIDAVIT
2. STOCKHOLDER DISCLOSURE REQUIREMENT
3. AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT

EMPLOYEE OR RELATIVE DISCLOSURE REQUIREMENT

Form DPP 134 - LBDPA "Executive Order 134 "Certification and Disclosure"

Form DPP 134 - DPC "Executive Order 134 "Disclosure of Political Contributions"

Form DPP 134 - POFW "Executive Order 134 "Certification"

The Executive Order can be accessed at

<http://www.state.nj.us/infobank/circular/eom134.htm>

Business Registration Certification (BRC)

If you do not currently hold a New Jersey BRC you can apply on-line at

<http://www.nj.gov/treasury/revenue/busregcert.htm>

9. SURETY'S CONSENT (PERFORMANCE BOND)

A certificate signed by a surety company or its authorized Agent is required and must be submitted with this bid stating that it will provide the required performance bond within thirty (30) days if the bidder is awarded this bid or any part thereof. THE SURETY COMPANY MUST INDICATE IN ITS CERTIFICATE THAT IT IS LICENSED TO TRANSACT BUSINESS IN THE STATE OF NEW JERSEY AND SHALL SO CERTIFY IN THE CERTIFICATE.)

INSTRUCTIONS TO BIDDERS

General

1. Sealed proposals for B9339233 will be received by the Purchasing Office of William Paterson University on or before January 5, 2012 prevailing time 2:00pm at the William Paterson University Purchasing Office, Room 321, in the College Hall Building, on University Campus, Wayne, NJ, and at that time will be publicly opened and read aloud.
2. Specifications and bidding documents may be examined and obtained during normal business hours in the Purchasing Office, Room 320, of the College Hall Building, Wayne, NJ.
3. In the event that the University is closed due to inclement weather or emergency shutdown on the date and time set for bid opening in the advertisement, the bid opening will be postponed until the next available business day.

Bids

1. All bids shall be made on the "Form of Bid" which is a part of the specifications.
2. All bids shall be sealed, distinctly marked, and shall be addressed to William Paterson University, Purchasing Office, Room 321, College Hall, Wayne, NJ 07470. Any person in the office of the University shall be absolved of all responsibility for the premature opening of any proposal not so marked.
3. No bidder may withdraw a bid after the actual date of the opening thereof.
4. Each bidder shall indicate on the form of bid the earliest date when he can make delivery of the supplies, equipment, or service. Date of delivery will be considered in the award of the contract.
5. Bids must be signed in ink by the vendor; all prices shall be made with typewriter or pen and ink. Any price showing any erasure alteration must be initialed by bidder in ink. All bidders are to indicate unit prices for individual items, total bid price for each individual item, and total bid price for the separate groups. The price quoted for any one item shall in no way be conditional upon the purchase of any other item or group of items. Prices quoted shall include freight or other charges incidental to the delivery of the items bid upon. A blanket discount for the entire list or any group of item there from shall be construed as to be applicable to any one item in the proportion of the value of that item to the value of the entire group.