

**TOWNSHIP OF RANDOLPH**  
**MORRIS COUNTY, NEW JERSEY**  
**NOTICE TO BIDDERS**  
**2019 JANITORIAL SERVICES**  
**BID # ITB-LC-18-2019 JANI SVCS**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Purchasing Agent, Township of Randolph in the Municipal Courtroom, 502 Millbrook Avenue, Randolph, NJ, on **THURSDAY, OCTOBER 18, 2018, 11:00 A.M.** prevailing time, and at that time will be publicly opened and read for **2019 JANITORIAL SERVICES**. Bid prices shall remain firm for a period of sixty (60) days.

All bids must be submitted on the Proposal Forms furnished by the Township. Bids on any other forms will not be accepted. **Bid documents and specifications are available for NO CHARGE and can be downloaded online at [www.bidnetdirect.com/new-jersey](http://www.bidnetdirect.com/new-jersey) (and to register as a vendor) or picked up at the Township Manager's Office, 502 Millbrook Avenue, Randolph, NJ from 8:30 A.M. to 4:30 P.M., Monday – Friday, excluding legal holidays.**

A pre-bid meeting will be held on Wednesday, September 26, 2018 beginning at 10:00 A.M. in the Municipal Courtroom, Municipal Building, 502 Millbrook Avenue, Randolph, NJ 07869. **IT IS STRONGLY RECOMMENDED THAT ALL BIDDERS WISHING TO BID ON THIS PROJECT ATTEND THIS MEETING AND ARRIVE ON TIME. IT IS ALSO STRONGLY RECOMMENDED THAT BIDDERS OBTAIN AND THOROUGHLY REVIEW THE BID SPECIFICATIONS BEFORE THE PRE-BID MEETING.** There is no guarantee that bidders will be able to gain access to any buildings after this date and time. A walk-through of the locations will be conducted as part of this pre-bid meeting so that bidders can inspect and familiarize themselves with the physical locations. Bidders will be responsible for providing their own transportation from the Municipal Building to the various buildings in Randolph.

Bids shall be addressed to the Purchasing Agent, Township Manager's Office, Township of Randolph, 502 Millbrook Avenue, Randolph, NJ 07869. Each Proposal must be enclosed in a SEALED ENVELOPE, properly endorsed with the name of the Bidder, with the designation "TOWNSHIP OF RANDOLPH, SEALED BID, 2019 JANITORIAL SERVICES, OCTOBER 18, 2018, 11:00 A.M." **Any envelope that is received that is not properly marked causing it to be opened prior to the bid will be invalidated.**

Bids must be accompanied by a Certified Check, Cashier's Check or Bid Bond payable to the Township of Randolph in the amount of 10% of the amount bid not to exceed \$20,000 and a duly executed Consent of Surety and Power of Attorney on the standard New Jersey Statutory bond form, as set forth in the Bid Specifications, issued by a surety company licensed to do business in the State of New Jersey.

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.

The Township reserves the right to reject any or all bids, or any part thereof, waive informalities therein and to award the bid in the best interest of the Township.

By Order of the Township Council.

Elizabeth Crescibene, RPPO, QPA  
Purchasing Agent  
Township Manager's Office