

**TOWNSHIP OF RANDOLPH**  
**NOTICE TO BIDDERS**  
**PREVENTIVE MAINTENANCE/REPAIR OF HVAC EQUIPMENT OF TOWNSHIP**  
**BUILDINGS/COMPLEXES**  
**BID # ITB-LC-2015-HVAC PM (2016)**

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 **TUESDAY, NOVEMBER 10, 2015 AT 2:00 P.M.** prevailing time, and at that time will be publicly opened and read for **PREVENTIVE MAINTENANCE/REPAIR OF HVAC EQUIPMENT OF TOWNSHIP BUILDINGS/COMPLEXES**. 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 can be downloaded for no charge online at [www.MorrisCountyBidSystem.com](http://www.MorrisCountyBidSystem.com) (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.**

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, PREVENTIVE MAINTENANCE/REPAIR OF HVAC EQUIPMENT OF TOWNSHIP BUILDINGS/COMPLEXES, NOVEMBER 10, 2015, 2:00 P.M." **Any envelope that is received that is not properly marked causing it to be opened prior to the bid will be invalidated.** Bids may be received before the hour designated in this office, if they are mailed or hand delivered in person. The Township of Randolph will not be responsible for any bid that is sent by mail or other form of carrier which is lost or which arrives after the bid date and time.

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. Bidders must comply with the requirements of P.L. 1977, Chapter 33, requiring stockholders' and partnership names.

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