

TOWNSHIP OF RANDOLPH
MORRIS COUNTY, NEW JERSEY
NOTICE TO BIDDERS
PREVENTIVE MAINTENANCE/REPAIR OF HVAC EQUIPMENT OF TOWNSHIP
BUILDINGS/COMPLEXES

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Purchasing Agent, Township of Randolph outside the front doors under the portico (in the middle of the building) of Randolph Municipal Building, 502 Millbrook Avenue, Randolph, NJ, on **FRIDAY, OCTOBER 23, 2020, 11:00 A.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 are available for NO CHARGE and can be obtained by emailing your request to lcrescibene@randolphnj.org.** Include company name, company address, phone #, fax #, contact person name and email address.

Bids shall be addressed to the Purchasing Agent, Purchasing 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, OCTOBER 23, 2020, 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