

## **NOTICE TO BIDDERS**

Notice is hereby given that The Municipality of Princeton will receive sealed bids for:

### **CLEANING SERVICES VARIOUS BUILDINGS WITHIN THE MUNICIPALITY OF PRINCETON FOR 2017 AND 2018**

Bids may be submitted by mail or in person and will be received by the Municipal Clerk, Municipality of Princeton, Witherspoon Hall, 400 Witherspoon Street, Princeton, New Jersey 08540 until 11:00 a.m. on May 31, 2017, at which time they will be publicly opened and read. Bids received after this time will be disqualified.

Contract documents may be examined at the office of the Department of Public Works, located at Monument Hall, Municipality of Princeton, One Monument Drive, Princeton, New Jersey, 08540 during regular business hours, 9:00 a.m. to 4:30 p.m., Monday through Friday.

All bids shall be prepared on approved bid forms, which shall be submitted in a sealed envelope addressed to the Municipal Clerk, Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey 08540. The envelope shall bear the name and address of the bidder as well as the title of the project.

Each bid must be accompanied by bid security in the amount of 10% of the bid price or \$20,000; whichever is less. Said security shall be in the form of a certified check, cashiers check or bid bond, payable to The Municipality of Princeton as guarantee to furnish equipment/services for the bid.

Bids must include the following documents:

- Bid Proposal Form
- Bidder's Checklist
- Ownership Disclosure Statement
- New Jersey Public Works Contractor Registration
- Bid Bond

The successful bidder will be required to furnish a performance bond in an amount equal to the contract price.

Note: As of September 1, 2004, bidders must comply with P.L. 2004, Chapter 57, requiring bidders and all subcontractors to submit proof of business registration with the New Jersey Department of the Treasury, Division of Revenue. The proof of business registration shall be provided at the time this bid is officially received and opened by Princeton. A business organization that fails to provide a copy of said business registration as required pursuant to this law or that provides false business registration information under the requirements of this law shall be liable for penalties levied by the New Jersey Department of the Treasury. Information on how a business can obtain a certificate can be obtained on the Internet at [www.nj.gov/njgbs](http://www.nj.gov/njgbs) or by phone at 609-292-1730.

Bidders must also comply, if applicable, with P.L. 1999 c. 238, "The Public Works Contractor Registration Act." "Public Works" is defined as "the construction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or a public institution, and includes any subcontractor or lower tier subcontractor as defined herein, except that, for purposes of the Act, no pumping station, treatment plant or other facility associated with utility and environmental construction, reconstruction, demolition, alteration, repair or maintenance shall be regarded as a public building regularly open to and used by the general public or a public institution." Bidders may contact the following office for registration application forms or questions on this compliance. Contractor Registration Unit, New Jersey Department of Labor, Division of Wage and Hour Compliance, Post Office Box 389, Trenton, New Jersey 08625-0389, telephone 609-292-9464.

**FAILURE TO SUBMIT PROOF OF BUSINESS REGISTRATION OR PUBLIC WORKS REGISTRATION IS A MANDATORY REJECTION OF BIDS.**

Bidders are advised that they must comply with the provisions set forth in the New Jersey Local Public Contracts Law, PL 1975, C 127 (NJAC 17:27), the New Jersey Public Disclosure Law (Public Laws of 1977), New Jersey Prevailing Wage Act 12:60-1 et. seq. (P.L. 1963, C 150) and the requirements of N.J.S.A 10:5-31 et. seq. and N.J.A.C. 17:27.

The Municipality of Princeton reserves the right to reject any or all bids and to waive any informalities as deemed to be in the best interest of The Municipality of Princeton.

Kathleen Brzezynski  
Municipal Clerk  
Municipality of Princeton