

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

LAWN MAINTENANCE SERVICES

NOTICE TO BIDDERS

Notice is hereby given that sealed bids for a contract for **Lawn Maintenance Services** for the Township of West Caldwell will be received and publicly opened at the second floor conference room, Township of West Caldwell Municipal Building, 30 Clinton Road, West Caldwell, NJ 07006 on **Thursday, March 3, 2016 at 10:00 AM** prevailing time or as soon thereafter as the matter may be reached.

The Township of West Caldwell is soliciting bid proposals from qualified bidders interested in providing Lawn Maintenance Services covering municipal-owned properties, certain other property used by the Township, and rights-of-way in the Township, all in accordance with the Township's Bid Specifications for a one-year contract with the option to extend the contract for an additional two one-year periods at the sole discretion of the Mayor and Township Council. Both the initial contract term and any contract extension are subject to the availability of appropriated funds.

Bid Specifications were prepared by the Township of West Caldwell and are on file at The Office of the Township Clerk, Municipal Building, 30 Clinton Road, West Caldwell, NJ 07006 and may be inspected and/or obtained by prospective bidders at that office during business hours. Bidders will be furnished with a copy of the Bid Specifications by request upon proper notice and payment of a non-refundable charge of \$10.00 payable to the Township of West Caldwell to defray the cost thereof.

Notice of revisions or addenda to advertisements or bid documents relating to bids will be published, no later than seven days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids.

All bids must be made on the standard proposal forms in the manner designated in the Bid Specifications and must be enclosed in sealed envelopes addressed to Township Administrator and bearing the name and address of the bidder and the name of the contract.

All bids must be accompanied by a non-collusion affidavit and either a certified check, cashier's check or a bid bond, issued by a surety licensed or authorized to do business in the State of New Jersey, payable to the Township of West Caldwell, in an amount not less than ten percent (10%) of the amount bid, not to exceed \$20,000, as well as a Consent of Surety binding the surety to furnish performance and payment bonds as required in the Bid Specifications, together with all documents required in the bid package. Also, at the time of submission of the bid, Bidders must present a copy of their New Jersey Business Registration Certificate. The Bidder's attention is directed to P.L. 1977, Chapter 33, which relates to the requirement for a bidder to submit a list of names and address of certain stockholders. Bidders are required to comply with N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127), N.J.A.C. 17:27 setting forth Affirmative Action requirements, Americans With Disabilities Act of 1990, (42 U.S.C. S121 01 et seq.), New Jersey Election Law Enforcement Commission Laws pursuant to N.J.S.A. 19:44A-20-13 (P.L. 2005, c. 271, s.3) and all statutory and other requirements as set forth in the Bid Specifications.

Any references to brand names in the Bid Specifications mean brand name or equivalent. Bidders are solely responsible for the timely delivery of the bid proposal and no bids shall be considered that are presented after the public call for receiving bids. Any bid received after the date and time specified will be returned, unopened, to the bidder. Bids must be based upon and in strict accordance with the Bid Specifications. Nonresponsive bids will not be accepted.

All bids and accompanying documents, as well as bonds and other Contract Documents are subject to review by the Township Attorney to ensure compliance with New Jersey laws and regulations.

The Township of West Caldwell reserves the right to reject all bids, to reject unbalanced bids, and to waive any informality in any bid.

By order of the Mayor and Township Council of the Township of West Caldwell, Essex County, New Jersey.

Mary S. Donovan
Township Clerk