

Director of Purchasing
UNION COUNTY COLLEGE
REQUEST FOR BIDS
Bid Advertisement

Union County College, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:64A-25.14(a).

Bid No. BFY18/20-21

On-Call HVAC Maintenance and Repair Services

All necessary bid specifications and bid forms may be secured upon written request to: purchasing@ucc.edu.

Bids must be sealed and delivered to the Purchasing Department, Room L303, 3rd floor of the MacKay Library, Union County College, 1033 Springfield Avenue, Cranford, New Jersey, 07016 **on or before** date and time indicated below.

The bid opening process will begin at: **11:00 AM** on Wednesday April 18, 2018 in Room L303, 3rd floor of the MacKay Library, 1033 Springfield Avenue, Cranford, New Jersey. Bids may also be submitted to the Director of Purchasing or his/her designee at the bid opening meeting or prior to the advertised date and time. On the advertised date and time, the Director of Purchasing shall publicly receive and open all bids. **No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:64A-25.14.a.) Union County College does not accept electronic (e-mail) submission of bids.

There will be a pre-bid meeting on **Friday, March 23, 2018**. While attendance is not mandatory, all prospective bidders are strongly encouraged to attend this important meeting, which will be held at Union County College, Room L303, 3rd floor of the MacKay Library, 1033 Springfield Avenue, Cranford, New Jersey at **10:00 a.m.**


Addenda to this bid, if any, will be posted on the College website (www.ucc.edu) on the "Vendor Opportunities" web page. It is the vendor's responsibility to check the website. The College will fax notice(s) of addenda to all known bid recipients.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Corporate bidders are required by law (N.J.S.A. 52:25-24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

The Trustees reserve the right to reject any or all bids, pursuant to N.J.S.A. 18A:64A-25.15 and to waive any informalities that may be deemed to be in the best interest of the College.



Phyllis L. Mirabella
Director of Purchasing
Union County College

Approved by:

Mr. Bernard F. Lenihan Vice President for Financial Affairs & Treasurer
Union County College

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Union County College • 1033 Springfield Avenue • Cranford, NJ 07016 • (908) 709-7030