

UNION COUNTY COLLEGE
REQUEST FOR BIDS ADVERTISEMENT

Union County College hereby advertises for competitive bids in accordance with N.J.S.A. 18A:64A-25.14(a): **Bid No. BFY21-01: ON-CALL COPY PAPER**

All necessary bid specifications and bid forms will be available for download from the College's Vendor Opportunities webpage at <https://www.ucc.edu/administration/purchasing/vendor-opportunities/>. Email purchasing@ucc.edu with any questions.

Sealed bids must be delivered to the Purchasing Department, Room L303, MacKay Library, 3rd Floor, 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 **1:00 pm on April 7, 2020** in the Purchasing Department, Room L303, MacKay Library, 3rd Floor, Union County College, 1033 Springfield Avenue, Cranford, New Jersey, 07016. Bids may also be submitted to the Director of Purchasing or designee at the bid opening meeting or prior to the advertised date and time. On the advertised date and time, the Director of Purchasing or designee 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.

Addenda to this bid, if any, will be posted on the College's 'Vendor Opportunities' webpage at the web address above and in the legal newspaper on March 27, 2020. 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. 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, Vendor 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 College reserves 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.



Mark G. Anderson
Director of Purchasing
Union County College

Approved by:

Ms. Lynne A. Welch, Vice President of Financial Affairs & Treasurer
Union County College