

**CITY OF PATERSON  
NOTICE TO BIDDERS**

The City of Paterson, New Jersey shall receive sealed bids at the Purchasing Office, 4<sup>th</sup> floor, City Hall, 155 Market Street, Paterson, New Jersey 07505 until 11:00 A.M. prevailing time, **Tuesday, October 23, 2018** and then publicly opened, and read aloud in the 4<sup>th</sup> fl. Conference Room for the Following: **GENERAL AND EMERGENCY HVAC MAINTENANCE, REPAIRS AND INSTALLATION SERVICES FOR THE CITY OF PATERSON, BID NO. 19.07**

All Vendors must obtain bid packages from the City of Paterson, Purchasing Division, located at City Hall, 155 Market Street, 4th floor, Paterson, New Jersey, Tel: 973-321-1340 fax: 973-321-1341. **Reproduction or Redistribution of the contents of this Bid Package by a party other than the City of Paterson is strictly prohibited.** Bids received from vendors that did not obtain bid packages from the City of Paterson Purchasing Division will not be considered.

Bids must be submitted on the standard Proposal Form provided by the City of Paterson in the manner designated therein, and must be enclosed in a sealed envelope bearing the title of the bid, name and address of the bidder on the outside; addressed to Mr. Harry M. Cevallos, Purchasing Agent, and delivered to the above address at the date and time set at the place herein. The City of Paterson is not responsible for any hand delivered or third party delivered bids which do not arrive at the proper time or location. Any such bid will be returned unopened to the vendor. All documents contained in this package must be returned to the City of Paterson in their original form. No substitutions, alterations, or modifications of any of the bid documents are permitted.

**The City of Paterson requires that each bidder must deposit with his bid a bid guarantee in the amount of two thousand dollars (\$2000.00) in the form of a Certified Check, Cashier's Check, Money Order or Bid Bond.** When submitting a Bid Bond, it shall contain power of attorney for full amount of bid bond from a surety company authorized to do business in the State of New Jersey and subject to the conditions provided in the "Instruction to Bidders". Bid guarantee is to be made payable to the City of Paterson. If awarded a contract, this amount will be held as security for the duration of the contract and refundable upon satisfactory performance of the contract. **Failure to include this item will mandate rejection of bid.**

Bidders must comply with regulations of the "New Jersey Local Public Contract Law" (N.J.S.A.40A: 11-1et.seq.), Affirmative Action regulations N.J.S.A.10:5-31et seq., N.J.A.C. 17:27, the New Jersey Prevailing Wage Act 12:60-1 et seq. (N.J.S.A.34:11-56-1 et. seq., N.J.S.A.34:11-56.25 et. seq.) and the New Jersey Contractor Business Registration Certificate N.J.S.A.52.32-44.

Prior to awarding of a contract, the City of Paterson will investigate apparent low bidders for any delinquent taxes or other Municipal charges including but not limited to sewer charges, demolition liens, etc. owed on any City of Paterson property by said proposed vendor or its principals. Any such delinquent taxes or other Municipal charges would disqualify such bidders from bidding on or being awarded a City contract. The Municipal Council of the City of Paterson reserves the right to consider bids for sixty (60) days after receipt thereof, and further reserves the right to reject any and all bids, waive informalities, and make such awards or take action in accordance with applicable law.

**THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT** N.J.S.A.34:11-56.48 et. seq. requires that a general or prime contractor and any listed subcontractor's names in the contractor's bid proposal **shall be register at the time the bid proposal is submitted.** After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to physically starting work on the job. Bidders may contact the following office for registration application forms or questions on this compliance: Contractor Registration Unit, NJ Department of Labor, Division of Wage & Hour Compliance, P.O. Box 389, Trenton NJ 08625-0389, Telephone 609.292.9464.

Harry M. Cevallos,  
Qualified Purchasing Agent