CITY OF PATERSON
NOTICE TO BIDDERS

The City of Paterson, New Jersey shall receive sealed bids at the Purchasing Office, 4th floor, City Hall, 155 Market Street, Paterson, New Jersey 07505 until **11:00 A.M. prevailing time, on TUESDAY, MAY 3, 2022** and then publicly opened, and read aloud in the 4th fl. Conference Room for the Following: **PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR VARIOUS DEPARTMENTS AND DIVISIONS, BID NO. 22.23**

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 five hundred dollars ($500.00) 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 are required to comply with the requirements of Mandatory Equal Employment Opportunity Language N.J.S.A.10:5-31et seq., N.J.A.C. 17:27-1.1 et seq. and NJ Contractor Business Registration Certificate (N.J.S.A.52:32-44) as amended PL 2009.c313

Prior to awarding 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.

Bidders shall not submit bids with qualifying conditions or provisions.

Any such delinquent taxes or other Municipal charges would disqualify such bidders from bidding on or being awarded a City contract.

The City Council of the City of Paterson reserves the right to consider the 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 as may be in the best interest of the City of Paterson.

Harry Cevallos, QPA, R.P.P.S.
Qualified Purchasing Agent