

Town of West New York
Hudson County, NJ
Notice to Bidders

Notice is hereby given that sealed proposals will be received by the Town of West New York, Hudson County, New Jersey for **“Recreational Sports Equipment and Uniforms”**, opened and read aloud in public at the Town Clerk’s Office, West New York Municipal Building, 428 - 60th Street, Town of West New York, New Jersey, **May 13, 2011 at 11:30 a.m.** prevailing time.

Bids for said contract must be based upon and in strict accordance with the specifications. All Bids must be stated in words and figures.

Specifications are on file at the Purchasing Agent’s Office, Xenia Rivero, 428 – 60th Street Room #9, West New York, NJ 07093. Hours 9:00 a.m. – 4:00 p.m. Monday through Friday (telephone number: 201-295-5147) and may be inspected by prospective bidders and/or obtained during business hours, 9:00 a.m. – 4:00p.m at the above location.

Requests for specification may also be made in writing, on company letterhead, and faxed to Xenia Rivero, Purchasing Agent, at 201-662-9027. Specifications will be mailed to such requestors via regular U.S. mail. (The Town does not guarantee delivery or receipt or timely delivery or receipt of mailed specifications.)

Any questions regarding the specifications are to be addressed to Purchasing Agent Xenia Rivero via fax 201-662-9027.

All Bids shall be submitted in sealed envelopes addressed to the Town Clerk of West New York, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Public Bid”** followed immediately below those words in letters not less than one half inch high: **“Recreational Sports Equipment and Uniforms”** and underneath that **“To be received on May 13, 2011 at 11:30 a.m.”**

If Bids are to be accepted by mail or courier, the Bids must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Bidder.

All Bids delivered by mail or other postal service shall be addressed specifically to the Town Clerk of West New York and if delivered by a postal service shall be delivered to the office of the Town Clerk between the hours of 9:00 a.m. and 4:00 p.m. prior to the time set forth for the opening of the Bid and not earlier than 48 hours previous to the opening of the Bid.

The burden is upon the Bidder to comply specifically with the directions in the “Notice to Bidders”. The Bidders are put on notice that because of precautions resulting from terrorist’s threats, packages may be opened if directed to the wrong office of the Town.

Any Bid not delivered in the manner as set forth in this “Notice to Bidders” shall be declared void.

Proposals must be made on the provided **Proposal** forms in the Contract Specifications, in the manner designated, and must be accompanied by either a Bid Bond, Certified or Cashier’s Check

drawn to the order of Treasurer of Town of West New York for not less than ten percent (10%) of the amount bid as further set out in the Bid Specifications, except that the check need not exceed \$20,000.00.

The award of the contract for this project will not be made until the necessary funds have been provided by the Town of West New York in a lawful manner.

Proposals for this Contract will be accepted only from bidders who have properly qualified in accordance with the requirements of the Contract Documents.

The right is also reserved to reject any or all bids or to waive any informalities where such informality is not detrimental to the best interest of the Town of West New York.

The successful bidder shall be required to comply with the following as may be applicable:

- A. Affirmative Action Evidence & Compliance (P.L. 1975, C.127, N.J.S.A. 10:5-1 et. seq.).
- B. Worker and Community Right-to-Know Act (N.J.S.A. 34:5A-1).
- C. Public Disclosure Law - list of names and addresses of all stockholders owning 10% or more of the stock, to be provided with bid (P.L. 1988, C.33, N.J.S.A. 52:25-24.2).
- D. Business Registration Law (P.L. 2004, Chapter 57).
- E. Addendum Acknowledgement
- F. All other requirements as may be set out in the specifications for the advertised contract.

BY ORDER of the Municipal Administrator.

Carmela Riccio, RMC, Town Clerk

May 3, 2011