

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

Sealed competitive bids (pursuant to the competitive contracting procedures of N.J.S.A. 40A:11-4.1 et seq.) will be received by the **Town Clerk** of the Town of West New York, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 428-60th Street, West New York, N.J. on **Tuesday, September 22, 2009 at 10:00 a.m.** for: "**Document Imaging Services for Code Enforcement Office**" aforesaid, in accordance with the specifications now on file in the office of the Purchasing Agent. Municipal Building, 428-60th Street, West New York, N.J., where same may be obtained during office hours from 9:00 a.m. to 4:00 p.m.

Competitive bids for said Contract must be based upon and in strict accordance with the aforesaid specifications.

All competitive bids must be stated in words and figures.

All competitive 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: "**Document Imaging Services for Code Enforcement Office**" and underneath that "**To be received on the 22nd day of September, 2009 at 10:00 a.m.**"

If competitive bids are to be accepted by mail or courier, the competitive 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 competitive 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.

All competitive bids must be submitted on forms for that purpose to be obtained from the Purchasing Agent.

All requests for specifications must be made in writing on company letterhead and faxed to 201-662-9027.

Each bidder shall deposit with his bid a certified check or cashiers check, or bid guarantee in the form of a bid bond (cash will not be accepted) drawn to the Town of West New York, in the amount of ten percent (10%) and not to exceed \$20,000 of the total bid, as provided in the said specifications, as a guarantee of good faith in bidding and shall also submit a certificate from a surety company stating that it will provide the bidder with a bond in such sum as is required in the advertisement or in the specifications. Successful bidder shall provide performance bond when contract is executed. **BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, C.127 (N.J.A.C. 17:27).**

Bidders are required to comply with the requirements of "The Public Works Contractor Registration Act" effective April 11, 2000 as more specifically set forth in specifications.

Bidders are required to comply with P.L. 2004 c. 57 (Chapter 57) (Business Registration Law) as more specifically set forth in bid specifications.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as set forth in bid specifications.

The Town of West New York reserves the right to waive informalities in competitive bids and to reject any and all competitive bids, if deemed in the best interest of the Town so to do.

Dated: August 21, 2009

By Order of the Mayor and Board of
Commissioners of Town of West New York

Carmela Riccio, RMC
Town Clerk