

**CITY OF PASSAIC
NOTICE TO BIDDERS**

Sealed Proposals will be received on **Tuesday, December 6, 2016 @ 10:30 A.M.** prevailing time in the Purchasing Conference Room, 2nd Floor, Room 203, 330 Passaic Street, Passaic, New Jersey and then publicly opened and read aloud for the furnishing and delivery to the City of Passaic of the following:

**GYMNASIUM RE-ROOFING
GREATER PASSAIC CLIFTON COMMUNITY CENTER
45 RIVER DRIVE, PASSAIC, NJ**

A Non Mandatory (Voluntary) Pre-Bid Meeting has been scheduled for Monday, November 28, 2016 at 10:00 AM in the Greater Passaic Clifton Community Center, 45 River Drive, Passaic, NJ.

Copies of plans, specifications and contract documents will be on file for public inspection and may be obtained at City Hall, Division of Purchasing, 330 Passaic Street, Passaic, NJ 07055, between the hours of 8:30 am and 4:00 pm prevailing time, Monday through Friday, excluding legal holidays or downloaded from our City of Passaic website, www.cityofpassaic.com.

Proposals must be made on the standard Proposal Form provided, accompanied by a Proposal Guarantee in the form of a Bid Bond from a Surety/Bonding Company licensed and qualified to do business in the State of New Jersey pursuant to Federal and/or State law as a Surety, a Certified Check, or Cashier's Check in the amount of ten (10%) of the total amount bid, but not in excess of \$20,000.00 to insure signing of the contract.

Bidder shall also submit with the bid a Certificate of Surety from a Surety Company licensed and qualified to do business in the State of New Jersey, pursuant to Federal and/or State law as a Surety, stating that it will provide the contractor with a Performance Bond of the total price bid.

Successful Contractor will be required to submit a Payment Bond and Maintenance Bond (refer to Instruction to Bidders).

Proposal, proposal guarantee and consent of surety must be enclosed in a sealed envelope addressed to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing: bearing the name and address of the bidder written on the face of the envelope, and clearly marked "BID"

The City of Passaic is only responsible for forwarding addendums or clarifications to those prospective bidders who obtained specifications directly from the City of Passaic, Division of Purchasing or to those who have put the City of Passaic Division of Purchasing on notice as having received the specification.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A.10:5-31 et. seq. and N.J.A.C 17:27.

The City Council has the right to consider bids for sixty (60) days after their receipt.

**DORIS DUDEK, R.P.P.O., QPA
DIRECTOR OF PURCHASING**