

## NOTICE TO BIDDERS

Sealed bid proposals will be received by Colts Neck Township Department of Public Works, in the Meeting Room at Town Hall, 1 Veterans Way (previously 124 Cedar Drive), Colts Neck, NJ 07722, on **Tuesday, June 13, 2023 at 10:00 a.m.** prevailing time, and then publicly opened and read aloud for the following service to be provided:

**“Furnishing and Delivering of Leaf Collection Services for Zones 1, 2, 3 and 4 for the Department of Public Works of Colts Neck Township October 23, 2023 through January 17, 2025”**

The work of the contract shall consist of providing for the collection of leaves in accordance with the Township’s Leaf Collection Ordinance, with transportation of the said leaves to locations, as specified and described in the bid documents. Upon mutual consent of both parties, the Township will consider extending this contract for the same period of time for an additional year beyond the term stated.

Specifications and bid forms may be obtained by mail from the Municipal Clerk, 1 Veterans Way (previously 124 Cedar Drive), Colts Neck, NJ 07722. Documents may be examined or picked up in person between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Prospective bidders requesting bid documents be mailed to them shall be responsible for providing their own postage/delivery service remuneration.

Prices quoted must be net and exclusive of all federal, state and local sales and excise taxes. Bids may be submitted in person or by mail. Mailed bids shall be addressed to Trina Lindsey, Municipal Clerk, 1 Veterans Way (previously 124 Cedar Drive), Colts Neck, NJ 07722. The Township assumes no responsibility for loss or non-delivery of any bid to the bid opening location sent to it prior to the Bid opening.

The contractual obligation of Colts Neck Township under this Contract for the purchase of the listed services is contingent upon the availability of appropriate funds from which payment for this Contract can be made.

Each bid must be enclosed in a sealed envelope with the name of the bidder thereon and endorsed, **"Furnishing and Delivering of Leaf Collection Services for Zones 1, 2, 3 and 4 for the Department of Public Works of Colts Neck Township October 23, 2023 through January 17, 2025"** and must be accompanied by the following: a certified check, cashier's check, or Bid Bond (*Schedule B*), drawn to the order of Colts Neck Township for \$5,000; a Consent of Surety (*Schedule A*); a Corporation or Partnership Statement (*Schedule C*); a Non-Collusion Affidavit (*Schedule D*); a Statement of Responsibility (*Schedule E*); and the Disclose of Investment Activities in Iran (*Schedule I*). Any award or awards may be made at a later or subsequent time or meeting of the Township Committee. All required schedules, that is Schedule A, B, C, D, E, F, and I, are required to be submitted on the forms attached to the bid documents. No other forms will be accepted.

All contractors, their subcontractors, and material suppliers shall comply with all applicable provisions of the Contractor Business Registration Program, pursuant to Public Law 2004 Chapter 57. Evidence of satisfactory registration(s) shall be submitted at the time of the bid. All bids submitted shall contain a copy of the bidder’s New Jersey Business Registration Certificate (BRC).

The successful bidder shall furnish and deliver to Colts Neck Township a performance and payment bond in the amount of 100 percent of the accepted bid amount as security for the faithful performance of the Contract. Additionally, the successful bidder shall furnish policies or Certificates of Insurance required by the Contract. In default thereof, said checks and/or bid bond and the amount represented thereby shall be forfeited to Colts Neck Township as liquidated damages, not as a penalty.

**Proposals submitted by Bidders and/or Bidder's Insurance Company(ies) not chartered in the State of New Jersey, must be accompanied by proper certificate(s) from the Secretary of State**, indicating that such Bidders, Bidder's Insurance Company(ies), and/or Surety Company(ies)'s is (are) authorized to do business in the State of New Jersey. Colts Neck Township reserves the right to reject any or all bids, to waive any informalities or to accept a bid which, in its judgment best serves the interest of the Township. No bids may be withdrawn for a period of sixty (60) days after the date and time set for the opening of bids.

"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. A complete statement as to these requirements is included in the specifications."

By Order of the Township Administrator