

Legal Notice to Bidders

Notice is hereby given that, in accordance with N.J.A.C. 5:23-4.5A, the Township of Parsippany-Troy Hills is seeking bids from authorized on-site inspection agencies for a contract of three (3) years for an Elevator Subcode Official. The Township has approximately four-hundred fifty (450) elevators, chair lifts and dumbwaiters requiring two (2) inspections per calendar year. Sealed Bids will be received by the Director of Purchasing of the Township of Parsippany-Troy Hills, in the County of Morris, State of New Jersey, Municipal Building Council Chambers, 1001 Parsippany Boulevard, Parsippany, New Jersey, 07054, on **August 31, 2016 at 11:00 a.m.**, prevailing time for the furnishing of the following:

ELEVATOR SUBCODE OFFICIAL

Specifications for the above may be examined in the Department of Purchasing, Municipal Building, 1001 Parsippany Boulevard, Parsippany, New Jersey, between the hours of 9:30 am and 4:30 pm, Monday through Friday. Any person, firm, or corporation desiring a copy of the Specification Documents may obtain such from the Office of Purchasing.

Any reference in the Bid specification documents to the terms "Proposal" or "Proposer" shall be construed to have the same meaning as the terms "Bid" or "Bidder" pursuant to the Local Public Contracts Law.

Bidders must use the prepared Bid Sheet. Each bid must be enclosed in a sealed envelope addressed to the Director of Purchasing, Township of Parsippany-Troy Hills, marked on the outside "**Elevator Subcode Official**" and delivered on or before the hour set forth above. Bid opening will be held in the Council Chambers of the Municipal Building, at 1001 Parsippany Boulevard, Parsippany, New Jersey. NO BIDS WILL BE ACCEPTED AFTER THE BID OPENING HAS COMMENCED. The Township of Parsippany-Troy Hills will not assume responsibility for bids forwarded by mail or delivery service. The Township of Parsippany-Troy Hills reserves the right to award the contract to the lowest responsible bidder.

Bids must be accompanied by a bid guarantee in the form of a certified check, bid bond or cashier's check in the amount of Five Hundred Dollars (\$500.00), made payable to the order of the Township of Parsippany.

The guarantee of the successful bidder will be returned upon execution of the contract. All guarantees of the unsuccessful bidders will be returned upon award of contract to the successful bidder.

Bidders (and Bidder's subcontractors, if any) should submit a Business Registration Certificate issued by the New Jersey Department of the Treasury, Division of Revenue, in accordance with the requirements of P.L. 2009, c. 315.

Bidding information contained in this Bid should be clear and not subject to qualifications, deletions, erasures or other markings that create any doubt as to its meaning. Bidders should make sure that the Bid Form is signed by a duly authorized person on behalf of the bidder and that the bid is responsive. Bidders can determine the responsiveness of their bid by reading "General Instructions for Bidders" and the "Bid Document Submission Checklist". **INSTRUCTIONS MUST BE FOLLOWED EXACTLY OR THE BID MAY BE DECLARED NON-RESPONSIVE.**

The right to reject any and all bids and to waive any informality in any bid is reserved if such an action is not detrimental to the interest of the Township of Parsippany-Troy Hills. The successful bidder will be required to execute the contract within twenty (20) days after award of the contract.

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. In addition, bidders must also comply with the following New Jersey Statutes:

P.L. 1977, Chapter 33 (Statement of Ownership) and N.J.S.A.40A:11-18 (American Goods and Products to be Used Where Possible)

Attention is called to the fact that the contractor must ensure that employees and applicants for employment are not discriminated against because of their race, creed, color, sex or national origin and to the greatest extent possible, opportunity for training and employment shall be given to lower-income residents of the project area.

Michael Hardie, Director of Purchasing