



Purchasing Department  
SUZANNE TAYLOR, QPA  
Director of Purchasing

# TOWNSHIP OF PARSIPPANY-TROY HILLS

**1001 PARSIPPANY BLVD.  
PARSIPPANY, NJ 07054**

Tel: 973-263-4377

## **NOTICE TO BIDDERS**

Sealed bids will be received by the Purchasing Agent of the Township of Parsippany-Troy Hills, in the County of Morris, at the Purchasing Office, Municipal Building, 1001 Parsippany Blvd., Parsippany, New Jersey, 07054 on **WEDNESDAY, APRIL 15, 2026, at 10:00 a.m.** prevailing time, at which time and place bids will be opened and read in public for:

### **ELEVATOR SUBCODE PRIVATE ON-SITE INSPECTION AND PLAN REVIEW SERVICES (Three Years)**

A fee of \$75.00 will be required for each set of Bid Documents.

Bid Documents may be obtained from the Purchasing Office at the above location during regular business hours from 9:00 A.M. to 4:30 P.M. daily, except Saturdays, Sundays and holidays.

All bids must be enclosed in a sealed envelope bearing the name and address of the bidder and the words "Onsite Elevator Inspection Services (Elevator Subcode Official)." Bid proposals must be addressed to the Township of Parsippany-Troy Hills, 1001 Parsippany Blvd., Parsippany, NJ 07054, Attention: Purchasing Agent. Delivery of bids must be in person, by overnight courier, or by mail. No bids will be accepted if they arrive after the date and time specified above.

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

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, et seq.

The Township of Parsippany-Troy Hills reserves the right to waive immaterial formalities and/or to reject any or all proposals in accordance with applicable law.

**Suzanne Taylor, QPA  
Director of Purchasing**