

# MONTCLAIR STATE UNIVERSITY

## ADVERTISEMENT FOR BIDS

As published in the Star Ledger on **October 24, 2007**:

The Director of Procurement Services at Montclair State University will receive bids for **Request for Proposal # 691, Housekeeping Supplies (Environmentally Preferable Cleaning Supplies and Disposable Paper Products)**, through **2:00 p.m., Tuesday, November 28, 2007** when it will be publicly opened at Procurement Services Conference Room, College Hall, Room 304A, Montclair State University, Montclair, NJ 07043. **A Mandatory Pre-Bid Meeting will be held on Thursday, November 1, 2007, at 10:00 A.M.** in the Procurement Services Conference Room. Copies of the request for proposal, including information for Bidders, bidding forms and specifications may be obtained on or about **October 24, 2007** at the office of the Director of Procurement Services. Details regarding the requirements for contractors and subcontractors bidding this work are contained in the request for proposal. Questions may be directed to Patricia Stolarz, Procurement Administrator, at 973-655-4365 (voice) or 973-655-5468 (fax). Additional details may be found at [http://www.montclair.edu/pages/procurement/bidding\\_opportunities/index.html](http://www.montclair.edu/pages/procurement/bidding_opportunities/index.html)

By:  
Joseph Reilly  
Director of Procurement Services  
Montclair State University

As published on the MSU Procurement Services Web Page:

The Director of Procurement Services at Montclair State University, College Hall, Room 304, Montclair, New Jersey 07043, will receive bids for:

**CONTRACT: Housekeeping Supplies – Environmentally Preferable  
Cleaning Supplies And Disposable Paper Products  
Request for Proposal #691  
Montclair State University  
Montclair, New Jersey 07043-1624**

**Until 2:00 p.m., Wednesday, November 28, 2007** at which time they will be publicly opened and read aloud in the Procurement Services Conference Room, College Hall, Room 304A, Montclair State University, Montclair, New Jersey 07043.

### **Project summary:**

The Request for Proposal will be addressed to janitorial supply firms that can provide and deliver to Montclair State University environmentally preferable, biodegradable cleaning products, disposable paper products and the appropriate product dispensers. The University seeks to purchase items that can be certified by at least one of the five standards: the Green Seal Standard for Industrial and Institutional Cleaners (GS-37); the Environmental Choice Program Certification Criteria Document (CCD-146); the US Environmental Protection Agency's Design for the Environment (DfE); and, the Green Seal Standard for Floor-Care Products – Finishes and Strippers (GS-40); and the Environmental Choice Program Certification Criteria Document (CCD-147).

**A Mandatory Pre-Bid Meeting will be held on Thursday, November 1, 2007, at 10:00 A.M.** in the Procurement Services Conference Room, College Hall, Room 304A, Montclair State University, Montclair, New Jersey 07043. **Attendance at the Pre-Bid Meeting is a requirement of all prospective Bidders.**

**NOTE: Hourly visitor parking is available in the Red Hawk parking deck located adjacent to College Hall.**

Copies of the proposal, including information for Bidders, bidding forms and specifications may be obtained on or about **October 24, 2007** at the office of the Director of Procurement Services, Montclair State University, College Hall, Room 304, Montclair, New Jersey 07043. Requests for additional information may be directed to Patricia Stolarz, Procurement Administrator, (973) 655-4365. Bid packages can be mailed.

Any award of contract resulting from this Request for Proposal will be subject to the availability of funds. All proposals must be delivered or mailed. Electronic bids via fax or telephone will not be accepted. Bids must be enclosed in a sealed envelope/package bearing the name of the Bidder and clearly marked on the outside of the envelope:

**RFP# 691 – HOUSEKEEPING SUPPLIES**  
**Director of Procurement Services**  
**Montclair State University**  
**College Hall Room 304**  
**Montclair, NJ 07043-1624**  
**Phone: (973) 655-4145**

Deadline for bidder's questions is **Thursday, November 8, 2007 at 2:00 p.m.** Answers will be provided by **November 15, 2007.**

**Qualifications –**

In accordance with N.J.W.S.A. 52:32-44, all New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. **Proof of valid business registration must be submitted by a bidder with its bid proposal.**

Bidders are required to comply with the requirements of Executive Order 129, Outsourcing, signed by Governor James E. McGreevey on September 9, 2004.

Bidders are required to comply with the requirements of Public Law 2005, Chapter 51, Political Contributions, signed by Governor Richard J. Codey on March 22, 2005 (formerly Executive Order 134, Political Contributions, signed by Governor James E. McGreevey on September 22, 2004).

No bid shall be withdrawn for a period of sixty (60) days after the scheduled time and date of the bid opening.

Montclair State University reserves the right to waive any informality in any proposal and to reject any or all proposals.

Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) (Affirmative Action), State of New Jersey Prevailing Wage Rate Act P.L. 1977, Chapter 33, "Statement of Stockholders Exceeding 10%". Montclair State University is an Equal Opportunity Purchaser.

By:  
Joseph Reilly  
Director of Procurement Services  
Montclair State University