

## MONTCLAIR STATE UNIVERSITY ADVERTISEMENT FOR BIDS

As published in the Star Ledger on June 10, 2008:

The Director of Procurement Services at Montclair State University will receive bids for **Request for Proposal # 765, College Hall Admissions Relocation, Lump Sum General Construction** through 10:00 AM, Tuesday, July 15, 2008 when they will be publicly opened at Department of Finance and Treasury Conference Room, Suite 101, 855 Valley Road, Clifton, NJ 07013. **A Mandatory Pre-Bid Meeting will be held on Tuesday, June 17, 2008 at 11:00AM in College Hall, Room 304A, Montclair State University, Montclair, NJ 07043.**

Notice: beginning June 2, 2008 the Procurement Services Office will operate on a summer schedule, Monday through Thursday, 8:00 AM to 5:15 PM and closed each Friday until the week of August 25, 2008.

Copies of the request for proposal, including information for Bidders, bidding forms and specifications may be obtained on or about June 10, 2008 at the office of the Director of Procurement Services for a non-refundable fee of \$25.00. Details regarding the requirements for contractors and subcontractors bidding this work are contained in the request for proposal. Questions may be directed to Halyna Hotsko, Contract Manager, at 973-655-7010 (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, Esq.  
Director of Procurement Services  
Montclair State University

As published on the MSU Procurement Services Web Page:

The Director of Procurement Services at Department of Finance and Treasury Conference Room, Suite 101, 855 Valley Road, Clifton, NJ 07013, will receive bids for:

**CONTRACT:                   College Hall Admissions Relocation  
                                  Lump Sum General Construction  
                                  Request for Proposal # 765  
                                  Montclair State University  
                                  Montclair, New Jersey 07043-1624**

**Until 10:00 AM, Tuesday, July 15, 2008** at which time they will be publicly opened and read aloud in the Department of Finance and Treasury Conference Room, Suite 101, 855 Valley Road, Clifton, NJ 07013.

**Project summary: The successful bidder shall provide all labor, materials, equipment and supervision to renovate the interior space of suite numbers 100-102, suite 106, suites 101-109, and suite 111 in College Hall to meet programmatic requirements of the Office of Admissions Program with the extent of the work to be included within approximately 8,488 square feet. Scope of work includes, but is not limited to minor demolition, renovation, electrical, plumbing, and HVAC.**

**A Mandatory Pre-bid Meeting and Walk Through will be held on Tuesday, June 17, 2008 at 11:00AM in 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 June 10, 2008 at the office of the Director of Procurement Services, Montclair State University, 855 Valley Road, Suite 112, Clifton, New Jersey 07013 for a non-refundable fee of \$25.00. Bidders are encouraged to pick up a proposal before the Pre-Bid Meeting and bring a copy of the proposal with them to the Pre-Bid Meeting. Payment for bid packages and specifications shall be made by cash, check, money order or credit card (Discover,

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MasterCard, and Visa ONLY) payable to “Montclair State University” at the Cash Control Office, College Hall Room 216. Requests for additional information may be directed to Halyna Hotsko, Contract Manager, (973) 655-7010 or via fax at (973) 655-5468. 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# 765 – College Hall Admissions Relocation**  
**Director of Procurement Services**  
**Montclair State University**  
**855 Valley Road, Suite 112**  
**Clifton, NJ 07013**  
**Phone: (973) 655-4145**

Deadline for bidder’s questions is Thursday, June 26, 2008 by 4:00 PM.

**Qualifications –**

Bidders shall include in their bid information about all subcontractors to be used on this project as outlined in the bid documents. Contractors and sub-contractors must be licensed under the provisions of the New Jersey State construction code. All contractors and sub-contractors performing work on the project must be certified (Public Works Contractor) pursuant to N.J.S.A. 34:11 – 56:48 et seq. at the time of the bid date. Bidders shall include in their bid documents all sub-contractors to be used on this project as required in the bid documents.

Each proposal shall be accompanied by a Guarantee payable to Montclair State University, that if a contract is awarded, the bidder shall enter into contract, and shall furnish a Performance Bond (100%). The Proposal Guarantee shall be in the amount of ten (10) percent and shall be given, at the option of the Bidder, by Certified Check, Cashier’s Check or Bid Bond.

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.

Bidders are required to be registered with the New Jersey Department of Property Management and Construction (DPMC) and possess a DPMC C009 classification at the time of proposal submission and contract execution. The classification shall have a \$2 Million or more aggregate value.

In accordance to N.J.A.C. 12A:10A, 17:14-1.2 et seq. and Executive Order 71, signed by Governor James E. McGreevey in 2003, the University requires bidders to make a good faith effort to provide opportunities for Small Business Enterprises (SBE) to participate in the performance of this contract as subcontractors consistent with the overall goals established for construction services by the New Jersey Commerce and Economic Growth Commission (NJ Commerce) at N.J.A.C. 12A:10A-4.1(a).

SBE subcontracting goals are not applicable if the bidder is currently registered with NJ Commerce as an SBE firm.

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).

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, Esq.  
Director of Procurement Services  
Montclair State University