

MONTCLAIR STATE UNIVERSITY NOTICE TO BIDDERS

The Director of Procurement Services at Montclair State University will receive bids for Request for Proposal # 1580 – SNTR Lobby Desk Reconfigure through October 11, 2023 at 11:00 AM when they will be publicly opened in the Third Floor Lobby of the Overlook Corporate Center, 150 Clove Road, Little Falls, NJ 07424.

Scope of Work: The project consists of the reconfiguring of the lobby reception to seat two staff members comfortably. Replacing existing desk with millwork. Converting existing power to a whip. Additional two data cables and ports plus terminating them in the base of the desk. Demolition and removal of existing desk. Replace existing carpeting and installing under desk mount door release push button to unlock building entrance door. Connect door to access controller.

Copies of the Request For Proposal, including Information for Bidders, bidding forms and specifications may be downloaded on or about September 13, 2023 at <https://www.montclair.edu/procurement/bidding-opportunities/>.

A Pre-Bid Meeting and Site Inspection will be held on September 20, 2023 at 10:00 AM at the Sinatra Hall reception area. A campus map is located at <https://www.montclair.edu/campus-map/>. Bidders are advised that attendance at both the pre-bid meeting and site visit is strongly recommended, and no special consideration will be provided to any bidder that does not attend.

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. regarding Affirmative Action; State of New Jersey Prevailing Wage Rate Act, N.J.S.A. 34:11-56.26 et seq.; and N.J.S.A. 52:25-24.2 regarding Ownership Disclosure. **Bidders shall also be classified by the Division of Property Management and Construction (DPMC) and possess a valid C008 (General Construction) or C009 (General Construction/Alter & Additions) with a minimum aggregate rating of \$100,000 or more at the time of proposal submission and contract execution.** Montclair State University is an Equal Opportunity Purchaser.

In accordance to N.J.A.C., 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).

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

Details regarding the requirements for vendors bidding this work are contained in this request for proposal. Questions shall be in writing and may be directed to David Bielicka, via e-mail at bielickad@montclair.edu. No oral questions or answers shall be authorized or relied upon by bidders.

By: Shawn Laidlaw, Director of Procurement Services, Montclair State University.