

HADDONFIELD BOARD OF EDUCATION

REQUEST FOR BIDS

Contract #5 – C-Wing Air Handling Unit Addition at the Haddonfield Memorial High School

Bid Advertisement

The Haddonfield Board of Education of Haddonfield, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b) for a single overall contract in accordance with NJSA 18A:18A-18(b) (2):

Contract: #5 - Single Overall Contract for

Title of Bid: C-Wing Air Handling Unit Addition at the Haddonfield Memorial High School

Bidders shall be prequalified by the New Jersey Division Property Management and Construction in the trade categories listed below, or name such prequalified subcontractors:

<u>Trade Category #</u>	<u>Title</u>
C008 or C009	General Construction or General Construction Additions and Alterations

All necessary bid documents may be secured from the Architect, LAN Associates Engineering, Planning, Architecture, Surveying, Inc. (LAN). Bidding Documents will be transmitted through a web link provided to perspective bidder upon receipt of the request via email to the Project Manager. Email requests must reference the C-Wing Air Handling Unit Addition at the Haddonfield Memorial High School and must include Bidders Company, Company Address, Point of Contact, Telephone and Facsimile numbers, and Bidder's email address. Contact LAN Project Manager: Ronald Schwenke via email at ron.schwenke@lanassociates.com.

All questions shall be submitted in writing via email and will be responded to through Addenda sent to all bidders via email and/or facsimile.

Bidders are requested to submit in accordance with N.J.S.A. 18A: 18A – 18(b)(2) one Lump Sum Bid for all work and materials.

Due to the Covid-19 pandemic District Board Office staffing is limited and deliveries are less reliable. Therefore, all potential bidders are to send their responses through the US Postal Service certified mail or overnight mail which provides **certification of delivery to the sender** or to hand deliver bids between 9:00 AM and 2:00 PM daily. Bids must be sealed and submitted to the Haddonfield Board of Education Offices (Office of the School Assistant Business Administrator/Board Secretary, Michael Catalano) located at One Lincoln Avenue, Haddonfield, New Jersey **on or before** date and time indicated below. The envelope to bear the following information:

Title: **Contract #5 - C-Wing Air Handling Unit Addition at the Haddonfield Memorial High School – General Contractor**

Name and Address of the Bidder

Date: **June 9, 2020**

Time: **1:00 p.m.**

Please note that the bid opening process will begin on the above advertised date at 1:00 p.m. To ensure there is “social distancing” amongst all parties in the bid opening, the bid opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised bid date and time.

All potential bidders are to complete the following Google Form (<https://forms.gle/4hmZHqgpEXHHV3zw6>) to attend the bid opening meeting. Once the form is complete, a Google Meet link for the Bid Opening will be sent to the potential bidder. ***No bids shall be received after the time designated in the advertisement.*** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of bids.

There will be a pre-bid meeting via Google Meet on **Thursday, May 21, 2020 at 10:00 AM**. The Google Meeting invitation will be sent to all registered bidders by the Architect, LAN Associates. Site walk-throughs can be scheduled with the Architect via email request and will be held as arranged on Thursday, May 21, 2020 between 1:00 PM and 4:00 PM or Friday, May 22, 2020 between 9:00 AM and 4:00 PM. All prospective bidders are strongly encouraged to attend this important online Pre-Bid Google Meet and are urged to schedule a site walk-through. Due to the current pandemic, non-scheduled site walk-throughs will not be permitted. Failure to attend the Pre-Bid meeting will not excuse any bid mistake and/or omission due to bidder's ignorance of information disseminated at the meeting.

Additional time sensitive dates for the project are:

Final day for Questions to the Architect:	Tuesday, May 26, 2020 by 3:00 PM
Date of Issuance of Addendum (if necessary):	Thursday, May 28, 2020 by 5:00 PM
Receive Bids:	Tuesday, June 9, 2020 by 1:00 PM
Notice of Award/Notice to Proceed, on or about:	Friday, June 12, 2020
Site Mobilization:	Upon Execution of Contracts, Bonds and Insurance
Substantial Completion:	Friday, November 20, 2020

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination (N.J.A.C. 17:27-1 et seq.) An Initial Project Workforce Report will be required from the successful contractor. (Form AA-201).

Contractors bidding on this project are to comply with the requirements of the Prevailing Wage Rate Determination pursuant to N.J.S.A. 34:11-56.25.

A bidder on a public works project for a Board of Education where the cost of the work exceeds \$20,000.00 must first have been qualified by the Department of the Treasury, Division of Property Management and Construction, pursuant to N.J.S.A. 18A:18A-27 through 33, and shall submit with his bid a Prequalification Affidavit, a copy of a valid and active NOTICE OF CLASSIFICATION, a certified copy of a Total Amount of Uncompleted Contracts Form and an Affidavit that subsequent to the latest such statement submitted by him, there has been no material adverse change in his qualification information except as set forth in said Affidavit. Failure to submit these forms may result in the disqualification and rejection of the bid.

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to the Haddonfield Board of Education, for ten percent (10%) of the amount of the total bid, however, not to exceed \$20,000.

Corporate bidders are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

All contractors named in this proposal, shall possess a valid Contractor's Registration Certificate pursuant to N.J.S.A. 34:11-56.48 et seq., at the time the proposal is received by the Board of Education.

No bids may be withdrawn, except in accordance with the Public School Contracts Law, for a period of sixty (60) days after the date set for opening of bids.

The Board of Education reserves the right to reject any or all bids, pursuant to N.J.S.A. 18A:18A-18, N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a-c), and N.J.S.A. 18A:18A-22, and to waive any informalities that may be in the best interest of the board.

CONFIDENTIALITY OF ELECTRONIC FILE TRANSMISSIONS

The Drawings, renderings, photographs, blueprints, specifications and bidding documents are considered proprietary and confidential property of the Haddonfield School District. All electronic file transfers of this information to the bidders and/or contractors is specifically designated as "confidential" and "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants, contractors and subcontractors whose contracts include similar restrictions on the use of such confidential and proprietary information. The information transmitted in the bidding documents relates to a school construction project and the security and confidentiality of those documents is critical to the health and safety of the children. Therefore, any bidder and/or contractor and/or subcontractor discovered to have published or disseminated this information in the public domain, unless pursuant to the exceptions stated above, shall be subject to significant penalty and may not be permitted to bid on the instant project.

As a condition precedent to receipt of the Bid Documents, all bidders must agree to dispose of, destroy and/or return the information forwarded to it within three (3) days of the Bid submission date.

Michael Catalano
Assistant School Business Administrator /
Board Secretary
Haddonfield Board of Education
One Lincoln Avenue
Haddonfield, New Jersey 08033
Fax: 856-429-6015
Email: mcatalano@@haddonfield.k12.nj.us