

HADDONFIELD BOARD OF EDUCATION

REQUEST FOR BIDS

Contract #16 – C-Wing Elevator Modernization at 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: #16 - Single Overall Contract for
Title of Bid: C-Wing Elevator Modernization at Haddonfield Memorial High School

Bidders shall be prequalified by the New Jersey Division Property Management and Construction in one of 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
C099	Elevators

The bid documents have been prepared by the firm **LAN Associates Engineering, Planning, Architecture, Surveying, Inc.** (LAN) and can be viewed at their office at 1018 Laurel Oak Road, Suite 11, Voorhees, NJ 08043.

Bid documents are available for review and/or purchase (via an electronic web link) between the hours of 9:00 a.m. and 4:00 p.m. on business days by LAN’s office. Bid documents shall be available via a web link by emailing Ms. Chloe Letteri at chloe.letteri@lanassociates.com with copy to Mr. Jeff Potter, Senior Associate at jeff.potter@lanassociates.com. Email requests must reference the *C-Wing Elevator Modernization at Haddonfield Memorial High School* and must include Bidder’s Company, Company Address, Point of Contact, Telephone and Facsimile numbers, and Bidder’s email address. A **one hundred (\$100) dollar, non-refundable deposit for each bid package** via check (made payable to LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.) or credit card (MasterCard, Visa, American Express, or Discover) is required. Physical copies/prints of documents will not be sent.

All technical questions, comments, and inquiries shall be submitted to LAN (Attention: Mr. Jeff Potter at jeff.potter@lanassociates.com, with copy to Ms. Chloe Letteri at chloe.letteri@lanassociates.com) in writing and will be responded through Addenda sent to all bidders via email.

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. Bids must be sealed and delivered to the Haddonfield Board of Education Offices (Office of the School Business Administrator/Board Secretary, Mr. Michael Catalano) located at 95 Grove Street, Haddonfield, NJ 08033 **on or before** the date and time indicated below. Bidders should submit one original, one duplicate copy, and one digital copy (USB Flash Drive) of their bid. It is recommended that bidders 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 their bids to the Board of Education Offices between 9:00 AM and 4:00 PM daily. The envelope shall bear the following information:

Title: **Contract #16 - C-Wing Elevator Modernization at Haddonfield Memorial High School**
Name and Address of the Bidder
Date: **September 17, 2024**
Time: **11:00 a.m.**

Please note that the bid opening process will begin on the above advertised date at **11:00 a.m.** All optional attendees shall report to the Board of Education Offices and will be escorted to a meeting space by the Owner. The School Business Administrator shall publicly receive and open all bids and announce the names of the bidders and their prices. Bids may be viewed by interested parties on the advertised bid date and time.

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 on **Thursday, August 8, 2024 at 10:00 AM.** While attendance is not mandatory, all prospective bidders are strongly encouraged to attend this important meeting, which will be held at the Haddonfield Memorial High School located at 401 Kings Highway East, Haddonfield, New Jersey 08033. It is the intent of the Pre-Proposal Meeting to offer all interested bidders access to the project site following the pre-proposal meeting. 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, September 3, 2024, by 5:00 PM
Date of Issuance of Addendum (if necessary):	Thursday, September 5, 2024, by 5:00 PM
Receive Bids:	Tuesday, September 17, 2024 by 11:00 AM
Notice of Award/Notice to Proceed, on or about:	Thursday, September 26, 2024
Site Mobilization:	Monday, June 23, 2025
Substantial Completion:	Friday, August 22, 2025

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 their 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 them, there has been no material adverse change in their qualification

information except as set forth in said Affidavit. Failure to submit these forms shall 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.

Bidders are required by law (P.L. 1977, c. 33, as amended by P.L. 2016, c. 43) to submit a statement of ownership disclosure form statement setting forth the names and addresses of all persons and entities that own ten (10%) percent or more of it's stock or interest of any type at all levels of ownership.

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 shall 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.

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