

# HADDONFIELD BOARD OF EDUCATION

## REQUEST FOR BIDS

Contract #25.02 – Auditorium Renovation & Alterations at Haddonfield Middle 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:** #25.02 - Single Overall Contract for  
**Title of Bid:** Auditorium Renovation & Alterations at Haddonfield Middle 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/Alterations and Additions |

The Project generally includes, at minimum, the following:

*Removal of existing auditorium seating with the installation of new seating by Owner's vendor; Replacement of existing flooring finish; Replacement of the existing stage flooring; Replacement of existing house lighting; Removal & existing attic-mounted HVAC unit and relocation of new unit at adjacent roof; Replacement of plumbing fixtures at (1) unisex toilet room; Select door replacement; Renovations to the existing Practice Room areas under stage (Alternate Bid for Alterations); Theatrical Lighting, rigging, curtains, and theatrical lighting to be replaced by Owner's vendor; Alterations to existing projector room (mezzanine).*

The bid documents have been prepared by the firm **LAN Associates Engineering, Planning, Architecture, Surveying, Inc.** (LAN). All necessary bid specifications and bid forms are available for 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 made available via a web link by emailing [biddocs@lanassociates.com](mailto:biddocs@lanassociates.com). Email requests must reference the *Auditorium Renovation & Alterations at Haddonfield Middle School* and must include Bidder's Company, Company Address, Point of Contact, Telephone and if applicable, 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 questions, comments, and inquiries shall be submitted to LAN (Attention: Ms. Karina D'Agostino at [Karina.DAgostino@lanassociates.com](mailto:Karina.DAgostino@lanassociates.com), with copy to Ms. Chloe Letteri at [chloe.letteri@lanassociates.com](mailto: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, Michael Catalano) located at 95 Grove

Street, Haddonfield, New Jersey **on or before** date and time indicated below. 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 bids between 9:00 AM and 2:00 PM daily. The Board shall not be responsible for bids lost in transit, delivered to the wrong address, or otherwise not hand-delivered to the address provided. The envelope to bear the following information:

Title: **Contract #25.02 – Auditorium Renovation & Alterations at Haddonfield Middle School**  
Name and Address of the Bidder  
Date: **August 14th, 2025**  
Time: **10:00 a.m.**

Please note that the bid opening process will begin on the above advertised date at **10:00 a.m.** All attendees shall report to the Board of Education Offices and will be escorted to a meeting space by the Owner. Bids may also be submitted to the School Business Administrator/Board Secretary, Mr. Michael Catalano, or his designee at the bid opening meeting, prior to the advertised date and time. On the advertised date and time, the School Business Administrator shall publicly receive and open all bids and announce the names of the vendors 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 **Wednesday, July 23<sup>rd</sup>, 2025, 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 Middle School located at 5 Lincoln Ave, Haddonfield, NJ 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:       | Monday August 4 <sup>th</sup> , 2025, by 5:00 PM    |
| Date of Issuance of Addendum (if necessary):    | Tuesday, August 5 <sup>th</sup> , 2025, by 5:00 PM  |
| Receive Bids:                                   | Thursday, August 14 <sup>th</sup> , by 10:00 AM     |
| Notice of Award/Notice to Proceed, on or about: | Thursday, August 21 <sup>st</sup> , 2025            |
| Site Mobilization:                              | ASAP Upon Execution of Contracts, Bonds & Insurance |
| Substantial Completion:                         | Friday, April 17, 2026                              |

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.**

Bidders are required to provide a Consent of Surety stating that if awarded the bid, said surety will provide a performance bond for 100% of the contract amount.

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  
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](mailto:mcatalano@haddonfield.k12.nj.us)