

NOTICE TO BIDDERS
INSTRUCTIONS TO BIDDERS
SPECIFICATIONS
BID FORMS

Fire Alarm Upgrade, Hose Company No. 1

DATE: September 24, 2019

TIME: 11:00 AM, EST

PLACE: Commissioners' Meeting Room
Emergency Services Building
261 West Main Street
Moorestown, NJ 08057

BIDDING

AUTHORITY: BOARD OF FIRE COMMISSIONERS
MOORESTOWN FIRE DISTRICT NO. 1
261 West Main Street
Moorestown, NJ 08057

BIDDER'S NAME: _____

BIDDER'S ADDRESS: _____

SCOPE OF WORK:

The intent of this proposal is to have the Faraday MPC-1500 Fire Alarm Control Panel upgraded along with all addressable initiating devices, located at Station 311.

Station 311, Hose Company No. 1, is located at 261 W. Main Street Moorestown, New Jersey.

NOTICE TO BIDDERS

Sealed Bids will be publicly received, opened and announced by the Administrator of the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, New Jersey on Tuesday, September 24, 2019 at 11:00 AM prevailing time in the Commissioners Meeting Room located at 261 West Main Street, Moorestown, New Jersey for the following:

Fire Alarm Upgrade, Hose Company No. 1

Specifications and Bid forms may be obtained from the office of the Fire District Administrator, 261 West Main Street, Moorestown, New Jersey, 08057; (856) 234-4193 or on the home page of Moorestown Fire District No. 1 at www.moorestownfire.org.

Each Bid must be enclosed in a sealed envelope addressed to the Board of Fire Commissioners, Fire District No. 1, and marked on the outside with the words indicating the nature of the Bid enclosed.

Bidders are notified that they must comply with the Affirmative Action requirements, Chapter 127, Laws of 1975. Bidders shall submit their documents regarding discrimination as called for in the Instructions to Bidders.

All Bids must be made on the proposal forms as provided and in the manner described. Bid prices must remain in effect until November 1, 2019.

The Board of Fire Commissioners reserves the right to reject any and all Bids or any portion of a Bid or to waive informalities in any Bid if such waiver be deemed by the Fire Commissioners to be in the interest of the Fire District.

Christopher M. Chesner
Fire District Administrator
Dated: August 29, 2019

INSTRUCTIONS TO BIDDERS

1.0 BID OPENING:

- 1.1 Sealed Bids will be publicly received, opened and announced by the Administrator of the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, New Jersey on Tuesday, September 24, 2019 at 11:00 AM prevailing time in the Commissioners' meeting room located in the Emergency Services Building, 261 West Main Street, Moorestown, New Jersey for the following;

Fire Alarm Upgrade, Hose Company No. 1

- 1.2 No Bids will be received after 11:00 o'clock AM and any Bids received after such time and date will be returned unopened to the Bidder.

2.0 SUBMITTING PROPOSALS:

- 2.1 Bids shall be enclosed in sealed envelopes addressed to the Board of Fire Commissioners, Fire District No. 1, 261 West Main Street, Moorestown, New Jersey 08057, with the front of the envelope plainly marked with the name of the bidder and their address and clearly marked on the outside with the words indicating the nature of the bid enclosed. All bids must be submitted on the prescribed bid forms attached. Bid sheets shall remain attached to the entire specifications and submitted as one unit.
- 2.2 Additional bid forms and specifications may be obtained from the Fire District Administrator, 261 West Main Street, Moorestown, New Jersey, by writing to 261 West Main Street, Moorestown, New Jersey 08057 or on the home page of Moorestown Fire District No. 1 at www.moorestownfire.org.
- 2.3 The Board of Fire Commissioners will not assume responsibility for bids forwarded through the mail if lost in transit or arrives late for bid openings.

3.0 BID DOCUMENTS:

- 3.1 The Notice to Bidders, these Instructions, Specifications and Proposal Forms (Bid sheets) and all other documents submitted or herein attached shall be a part of and constitute the Contract.

4.0 BID SECURITY:

- 4.1 Bids shall be accompanied by a Bid Bond, Certified Check or Cashier's Check in the amount of 10% of the Bid, but not in excess of \$20,000, and shall be made payable to the Board of Fire Commissioners, Moorestown Fire District No. 1 (N.J.S.A. 40A:11-21).
- 4.2 The Bidder agrees that the proceeds from such check or bond shall be retained by the Fire District as its liquidated damages in the event the bid should be accepted and the Bidder fails to or refuses to deliver the merchandise, complete any work, or return the executed contract to the Commissioners in due time.
- 4.3 All bid security, except the security of the three (3) apparent lowest responsible bidders, shall be returned, unless otherwise requested by the Bidder, within ten (10) days after the opening of the bids, Sundays and holidays excepted, and the bids of such Bidders shall be considered as withdrawn. Within three (3) days, Sundays and holidays excepted, after the awarding and signing of the contract and the approval of the contractor's Performance Bond, the bid security of the remaining unsuccessful bidders shall be returned to them.
- 4.4 The Bidder to whom the award is made, shall within ten (10) days after receiving written notice of such award, Sundays and holidays excepted, execute a contract with the Board of Fire Commissioners, Fire District No. 1.
- 4.5 Each Bidder shall submit with their Bid a certificate from a Corporate Surety Company, authorized to do business in New Jersey, certifying that in the event the Contract is awarded to the Bidder, it is prepared to enter into a Performance Bond in 100% of the Bid amount. The successful Bidder will, upon notification of award, submit such a Bond within ten (10) days.
- 4.6 Upon receipt of the executed contract and performance bond, the bidder's Bid Bond, certified or cashier's check shall be returned to the Bidder within seven (7) days.

5.0 BID CONTRACT:

- 5.1 The Bidder to whom the contract is awarded shall, within ten (10) days after the official acceptance of their bid, execute the contract in duplicate and return the contracts to the Board of Fire Commissioners.

6.0 REQUIRED CERTIFICATIONS & AFFIDAVITS:

- 6.1 All bidders shall complete and sign the “Certification of Non-Collusion” as provided as part of this contract. Failure to furnish this information shall be cause for rejection of bids submitted.
- 6.2 All bidders shall complete and sign the Statement of Disclosure as provided as part of this contract pursuant to the Laws of New Jersey 1977, Chapter 33 concerning conflict of interest. Failure to complete this form shall be cause for rejection of bids submitted.
- 6.3 All Bidders must comply with the regulations concerning “Affirmative Action,” P.L. 1975, C. 127, and shall complete the Affirmative Action Questionnaire as made part of this bid and submit documentation as requested in the questionnaire.
- 6.4 The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer of the State of New Jersey pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time.
- 6.5 Bidders claiming to have less than fifty (50) employees shall complete the Affirmative Action Affidavit as made part of this Bid.
- 6.6 A contractor’s bid must be rejected as non-responsive if bidder fails to comply with the requirements of P.L. 1975, C. 127.

7.0 BID PRICES, PROPOSALS & CHANGES:

- 7.1 Bid prices are to remain in effect until November 1, 2019 to allow the Board of Fire Commissioners to determine the lowest bid that will most economically fulfill the intentions of this bid.
- 7.2 The Board of Fire Commissioners, without invalidating the contract, may order changes consisting of additions, deletions, or modifications, and the contract sum shall be adjusted accordingly.
- 7.3 All prices shall include the cost of delivery and shall be stated as F.O.B. Moorestown, New Jersey. No additional charges shall accrue to the Board of Fire Commissioners for any storage, drayage, forwarding or delivery.

8.0 INTERPRETATION:

- 8.1 Bidders will have been assumed to have carefully examined the Instructions, Specifications, and the form of proposal and all attachments hereto, and to have carefully reviewed same before submitting their bid.
- 8.2 Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the decision of the Board of Fire Commissioners is to be Final and conclusive.
- 8.3 No interpretation of the meaning of the Instructions to Bidders, Specifications or other contract documents will be made to any Bidder verbally. Every request for such interpretation shall be in writing and addressed to the Purchaser and must be received at least ten (10) days prior to the date fixed for the opening of the bids to be given consideration. Any and all such interpretations and any supplemental instruction shall be in the form of a written addenda to the specifications which, if issued, shall, no later than five (5) days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids, be published in the legal newspaper and be made available by notification in writing by certified mail to any person who has submitted a bid or who has received a bid package. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligation under his bid as submitted nor from any obligation to conform to the requirements herein or in any such addendum set forth. Any and all addenda shall be signed by a Bidder and returned as part of the bid.
- 8.4 The successful bidder agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions relating to the contract.

9.0 TAX EXEMPTION

- 9.1 The Board of Fire Commissioners, Fire District No. 1, in the Township of Moorestown, County of Burlington, New Jersey, have qualified under section 9(a)(1) (N.J.S.A. 54:32B-9(a)(1)) of the New Jersey Sales and Use Tax which provides that any sale by or to an agency, instrumentality, public authority, public corporation, or political subdivision of the State of New Jersey, is exempt from all sales and use taxes. Bidders are hereby advised to act accordingly in compiling their cost estimates and bids.

10.0 DELIVERY & PAYMENT:

- 10.1 All Deliveries shall be F.O.B. Moorestown, New Jersey and made at the “Emergency Services Building,” 261 West Main Street, Moorestown, NJ 08057 unless otherwise specified by the Fire District.
- 10.2 Merchandise and equipment will be inspected upon delivery for compliance with the Specifications. Deviations and/or deletions will not be tolerated and shall be cause for rejection of the item bid unless otherwise indicated in the Bidder’s proposal.
- 10.3 Payment will be made to the successful bidder in accordance with the contract documents upon receipt of the Bidder’s invoice and properly executed Fire District Voucher after delivery and acceptance of the goods herein described.

11.0 PRODUCTS OF THE U.S.A.:

- 11.1 Pursuant to N.J.S.A. 40A:11-18 of the laws of New Jersey, only manufactured products of the United States, wherever available, shall be used.

12.0 BIDDERS’ RESPONSIBILITY:

- 12.1 The Bidder, if their bid is accepted, shall defend any and all suits and assume liability for the use of patented devices or articles forming a part of the goods furnished under this contract.
- 12.2 Bidders are cautioned to complete all information as requested on the “Bid Form” to serve as a basis for making awards. All prices and information requested must be clearly indicated on the lines provided.

13.0 WARRANTY

- 13.1 Each bidder shall submit with their proposal any and all warranty terms. Where the manufacturer’s statement of warranties describes any exclusion, these shall be clearly listed and described with the bidder’s proposal.

14.0 OTHER:

- 14.1 The successful bidder shall appoint a principal point of contact who shall administer the project and all aspects of the contract for the Fire Alarm Upgrade.
- 14.2 The Board of Fire Commissioners reserves the right to reject any or all bids, or to accept a portion only of any bid, and to waive any immaterial defect or informality in any bid, should it be in the best interest of Fire District No. 1 to do so.

- 14.3 No bid shall be accepted by the Board of Fire Commissioners, when the total of said bid, or any portion thereof, exceeds the amount of funds available for such proposal, said funds being certified by the Treasurer of the Board of Fire Commissioners.
- 14.4 Prospective bidders are advised that this Project is one which will be subject and will be governed by provisions of New Jersey State Law governing Prevailing Wage Rates N.J.S.A. 34:11-56.25.
- 14.5 “The Public Works Contractor Registration Act” became effective on April 11, 2000. A copy of the certificate must be included in the bid package. A copy of the Business Registration Certificate also must be included in the bid package, by the contractor and their prime subcontractors.

15.0 INSURANCE

- 15.1 The Contractor shall provide proof of insurance in the amounts herein prescribed as required by the Board of Fire Commissioners to protect against accidents and occurrences which may occur resulting in damage and/or injury to persons or property caused by the construction and related activities of the contractor or by any sub-contractor.

Coverage required:	Comprehensive General Liability
Bodily injury and property damage:	\$1,000,000 each occurrence \$1,000,000 aggregate
Products/Completed Operations:	\$2,000,000 aggregate
Umbrella/Excess Liability	\$5,000,000 aggregate
Workers Compensation:	Statutory

The contractor shall provide the Commissioners with a Certificate of Insurance reflecting these minimum coverages at the time of the contract.

SPECIFICATIONS:

Replace the existing Faraday MPC-1500 Fire Alarm Control Panel along with all addressable initiating devices.

The new panel along with all addressable devices will be connected to the existing wiring in the building.

All bidders are welcomed to a site inspection prior to submitted a bid by contacting Fire District Administrator Christopher M. Chesner at 856-234-4193 Ext. 14 or at cchesner@moorestownfire.org.

NON-COLLUSION CERTIFICATION

The undersigned bidder hereby specifically certifies that, to the best of his knowledge and belief, the annexed bid proposal for the above named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder to any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from bid list.

Undersigned bidder further certifies that he has the necessary authority to sign this stipulation stating he has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with above named project.

This certification may be treated for all purposes as if it were a sworn statement made under oath, and is made subject to the provisions of 18 U.S.C., 1001, relating to the making of false statements.

Signature: _____

(Type or print name as signed above)

Position: _____

Company: _____

Date: _____

DISCLOSURE STATEMENT

STATE OF NEW JERSEY LAWS OF 1977

CHAPTER 33

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of public funds, by the State, any County, Municipality or School District, or any subsidiary or agency of the State, or of any County, Municipality, School District, or by any authority, Board, or Commission which exercises governmental functions, unless prior to receipt of the bid or accompanying the bid, of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock, of any class or of all individual partners in the partnership who own ten percent (10%) or more interest therein, as the case may be.

If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding ten percent (10%) ownership criteria established in this act, has been listed.

A.) Stockholders in the corporation or partnership who own 10% or more of its stock of any class:

NAME

ADDRESS

B.) or; All individual partners in a partnership who own 10% or greater interest therein:

NAME

ADDRESS

(continued...)

DISCLOSURE STATEMENT

STATE OF NEW JERSEY LAWS OF 1977
CHAPTER 33

PAGE 2

- C.) If one or more such stockholder or partner is itself a corporation or partnership, said stockholder holding 10% or more of that corporation's stock, or the individual partner(s) owning 10% or greater interest in that partnership as the case may be:

NAME

ADDRESS

Disclosure Statement of stockholders/partners must be included with this bid!

COMPANY

BY

WITNESS

TITLE

Signature of Authorized Official

DATE

AFFIRMATIVE ACTION QUESTIONNAIRE
P.L. 1975, C.127

PROCUREMENT AND SERVICE CONTRACTORS: Bidders are required to comply with the requirements of P.L. 1975, C. 127.

- A. Contractors with fifty (50) or more employees;
 - 1. Within seven (7) days after receipt of notification to award the contract or receipt of the contract, whichever occurs sooner, the contractor shall forward one of the following to the Board of Fire Commissioners, Fire District No. 1:
 - a. An existing federally approved or sanctioned Affirmative Action Program, or
 - b. A certificate of Employee Information Report approval, or
 - c. If the contractor cannot present (a) or (b), the contractor is required to submit a completed "Employee Information Report" - form AA-302. (Available from Fire District)

- B. Contractors with less than fifty (50) employees.

If a procurement contractor claims to have less than fifty (50) employees, the contractor must submit an Affidavit to that effect. Affirmative Action Affidavits are made a part of this Bid.

THE FOLLOWING QUESTIONS MUST BE ANSWERED
BY ALL PROSPECTIVE BIDDERS

- 1. Do you have a Federally approved or sanctioned Affirmative Action Program?
(If yes, submit a photostatic copy) YES _____ NO _____

- 2. Do you have a certificate of Employee Information Report approval?
(If yes, submit a photostatic copy) YES _____ NO _____

- 3. If the answers to #1 and #2 are NO, do you have fifty (50) or more employees?
YES _____ NO _____

(continued....)

AFFIRMATIVE ACTION QUESTIONNAIRE
P.L. 1975, C.127

PAGE 2

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT HE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, C. 127 AND AGREES TO FURNISH THE REQUIRED DOCUMENTATION PURSUANT TO LAW.

COMPANY

SIGNATURE

TITLE

NOTE: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with the regulations of P.L. 1975, C. 127.

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF NEW JERSEY }
COUNTY OF _____ } ss.

I, _____ of the (City, Twp., Borough) of _____, in the County of _____, State of _____, of full age, being duly sworn according to law on my oath depose and say that:

1. I am (President, Partner, Owner) of the firm of _____, a bidder making proposal upon the aforementioned project.

2. _____ does not have fifty (50) employees or more inclusive of all officers and employees of every type.

3. I am familiar with the affirmative action requirements of P.L. 1975, C. 127 and the rules and regulations issued by the Treasurer of the State of New Jersey, pursuant hereto.

4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P.L. 1975, C. 127 and the rules and regulations issued by the Treasurer of the State of New Jersey, pursuant hereto.

5. I am aware that if _____ does not comply with the P.L. 1975, C. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, State of New Jersey until an affirmative action plan is approved. I am also aware that the contract may be terminated and the firm of _____ may be barred from all public contracts for a period of up to five (5) years.

SIGNATURE

TITLE

COMPANY

ADDRESS

Subscribed and sworn before
me this the ____ day of _____,
20____.

(SEAL) Notary Public of
New Jersey

CHECKLIST FOR BIDDERS

Use the following check list for a reminder. If you cannot check off each item, your bid may not be considered for acceptance. See the Instructions to Bidders.

- _____ Item 1 Completed proposal - On the proposal form provided, properly completed and signed.
- _____ Item 2 Bid Bond, Certified Check or cashier's check in the amount of 10% of the base bid. Filled out and signed.
- _____ Item 3 Proposition of Surety - Written certification from bonding company of contractor's bondability.
- _____ Item 4 Non-Collusion Certification - Form completed and signed.
- _____ Item 5 STATEMENT OF DISCLOSURE - Stockholder disclosure form completed, signed and witnessed.
- _____ Item 6 Affirmative Action Questionnaire - Completed and signed.
- _____ Item 7 Affirmative Action Affidavit - For employers with less than fifty (50) employees, completed, signed and notarized.
- _____ Item 8 Where exceptions to the specifications are taken, the specified item, the proposed equivalent shall be indicated in the bid package.
- _____ Item 9 SPECIFICATIONS - Items in the specifications have been reviewed.

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
TOWNSHIP OF MOORESTOWN**

BID PROPOSAL FORM

DATE: _____

Board of Fire Commissioners
Fire District No. 1
261 West Main Street
Moorestown, NJ 08057

The undersigned hereby undertakes and promises to furnish and deliver:

Fire Alarm Upgrade, Hose Company No. 1

as appropriate and as required by the Instructions to Bidders, Specifications, and Notice to Bidders dated August 27, 2019, as well as the contract documents. We enclose our Bid Bond, certified check, or cashier's check made payable to the Board of Fire Commissioners, Fire District No. 1, in the amount of \$_____.

CONTRACTOR: _____

TOTAL PRICE: \$ _____

(Number of Days to Complete Kitchen Renovation): _____

WARRANTY INFORMATION:

NAME AND ADDRESS OF LOCAL SERVICE FACILITY:

No. of miles from Moorestown, NJ: _____ Phone: (_____) _____

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
TOWNSHIP OF MOORESTOWN
BID PROPOSAL FORM
PAGE 2

Name of Corporation

By: _____

Signature

Type Name & Title

ATTEST: _____

ADDRESS: _____

Type Name & Title

Zip

PHONE: () _____

(Corporate Seal)



Name of Partnership

By: _____

Signature

Type Name & Title

Signed, Sealed and
Delivered in the presence of:

ADDRESS: _____

Signature

Zip

PHONE: () _____

Type Name



The above offer is hereby accepted this the
____ day of _____, 19____.

Board of Fire Commissioners
Fire District No. 1
Township of Moorestown

ATTEST: _____

BY: _____

Secretary/Clerk
(District Seal)

Type Name & Title