

**FAIRFIELD FREE PUBLIC LIBRARY
ESSEX COUNTY, NEW JERSEY**

NOTICE TO BIDDERS

Sealed proposals will be received by the **Fairfield Free Public Library Board for the Fairfield Free Public Library Landscape Improvement Project** in the Library of Fairfield on **Tuesday, December 12, 2017, at 10:00 a.m.** prevailing time, in the Meeting Room of the Fairfield Free Public Library, 261 Hollywood Avenue, Fairfield, Essex County, New Jersey, 07004.

Specifications and forms of bids, contracts and bonds for the proposed work, prepared by Deborah Cerbone Associates and approved by the Board of the Fairfield Free Public Library, have been filed in the office of the Fairfield Free Public Library, located at 261 Hollywood Avenue, Fairfield, Essex County, New Jersey, and may be inspected by prospective bidders during regular business hours (10:00 A.M. – 9:00 P.M.). Bidders will be furnished with a copy of the specifications by the Library upon request and payment of fifty (\$50) dollars non-refundable for the cost of preparation.

A **pre-bid meeting will be held at the Library** for all Contractors to ask questions and get clarification from the Landscape Architect on **Wednesday, November 8, 2017 at 10:00 a.m.**, at the Fairfield Free Public Library, 261 Hollywood Avenue, Fairfield, Essex County, New Jersey, 07004.

All bids submitted must be made on standard proposal forms in the manner designated and required by the specifications. Bids must be enclosed in sealed envelopes and must bear the name and address of the bidder on the outside and envelopes shall be labeled **“Fairfield Free Public Library Landscape Improvement Project”**.

All bids must be accompanied by a Certified Check, Cashier’s Check or Bid Bond for not less than ten percent (10%) of the bid amount, but in any event shall not be greater than \$20,000.00 and must be accompanied by a consent of Surety statement in the form provided from a Surety Company stating that the Surety company will provide the bidder with a bond for 100% of the Contract amount in the event that the Contract is awarded to the bidder. A Non-Collusion Affidavit and a Record of Recent Contract Awards must also accompany the proposal on the forms provided.

Bids will be accepted in the following ways:

1. Bids will be received at the hour and on the date specified above. Bids submitted at this time shall be addressed to Brianne Colombo, Library Director, Fairfield Free Public Library, 261 Hollywood Avenue, Fairfield, New Jersey, 07004, and shall satisfy all previously mentioned requirements.
2. Bids can be mailed. All mailed bids shall be addressed to Brianne Colombo

Library Director, Fairfield Free Public Library, 261 Hollywood Avenue, Fairfield, New Jersey, 07004, and clearly marked on the outside of the envelope “**Fairfield Free Public Library Improvement Project**”. All mailed bids shall be mailed employing a formal mail receipt procedure such as Certified Return Receipt and shall also satisfy all of the above requirements.

3. Bids can be hand delivered prior to the date or hour specified. In this case, the bids shall be delivered to **Brianne Colombo, Library Director, Fairfield Free Public Library, 261 Hollywood Avenue, Fairfield, New Jersey, 07004**, and shall also satisfy all previously mentioned requirements.
4. Bidders are required to comply with the requirements of P.L. 1977, Chapter 33 amending the Local Public Contracts Law. Bidders must submit a statement setting forth the names and addresses of all the stakeholders in the corporation or members of the partnership who own ten percent (10%) or more of its stock, or have a ten percent (10%) or greater interest in the case of partnership.
5. No bid may be withdrawn for sixty (60) days after the opening of bids. A Contract will be awarded to the lowest responsible bidder or all proposals will be rejected within sixty (60) days after the opening of bids.
6. The Library reserves the right to reject all bids, to reject unbalanced bids, and to waive any informality in any bid.
7. Bidders are required to comply with the requirements of P.L. 1975, Chapter 127.
8. Bidders are required to submit with their bid proof of registration in accordance with P.L. 2004, C.57.
9. Contract will be awarded on January 3, 2018.

Brianne Colombo
Library Director
Fairfield Free Public Library
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