Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Princeton Public Library, County of Mercer, 3rd Floor Administration Office, 65 Witherspoon Street, Princeton, NJ, 08542 (the Library) on or before, Nov. 4, 2020 at 1:00 p.m. prevailing time, and publicly opened and read at 1:10 p.m. for:

Princeton Public Library HVAC Maintenance Services

Due to COVID-19 restrictions on the Library hours and operations, digital copies of the bid documents may be obtained by emailing a request to Karen Rackley at space@princetonlibrary.org. Include “HVAC Maintenance Bid” in the subject line of the email. Include the name, title and email address of the person to whom the bid package should be sent.

Bids shall be addressed to “Princeton Public Library, Attn: Pat McAvenia, 3rd Floor Administration Office, 65 Witherspoon Street, Princeton, NJ, 08542”. Each bid must be enclosed in a SEALED ENVELOPE, properly endorsed with the name of the bidder and “PRINCETON PUBLIC LIBRARY - HVAC MAINTENANCE SERVICES BID.” Any envelope that is received and is not properly marked causing it to be opened prior to the bid will be invalidated. Bids must be received on or before the hour designated in this notice, whether they are mailed or hand delivered. Princeton Public Library will not be responsible for any bid that is sent by mail or other form of carrier which is lost or which arrives after the bid due date and time.

A pre-submission meeting will be held at 9:00 a.m. on Thursday, Oct. 15, 2020 at the Princeton Public Library. Prospective bidders are strongly encouraged to attend. Due to COVID-19 protocols, bidders attending the pre-submission meeting will gather in the lobby of the library, must wear face-masks and maintain social distancing from others of at least 6 feet at all times.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. (Equal Opportunity & Affirmative Action), N.J.S.A. 34:11-56.25 et. seq. (Prevailing Wage Act), and P.L. 1977, Chapter 33, requiring Statement of Ownership Disclosure, and all other required forms as set forth in the Instruction to Bidders.

The Princeton Public Library reserves the right to reject any and all bids or to waive any minor informalities or irregularities in the Bids received and to accept the bid which is in the best interest of the Library.

Pat McAvenia, Facilities Manager
Princeton Public Library