

TOWNSHIP OF WEST WINDSOR  
MERCER COUNTY, NEW JERSEY

Notice is hereby given that sealed proposals addressed to the Business Administrator will be received on or before Wednesday, October 14, 2020, at 11:00am, prevailing time, at which time they will be opened and read at the West Windsor Township Senior Center located in the Municipal Complex, 271 Clarksville Road, Princeton Junction, New Jersey for the work described below. Bid packages submitted prior to the day of the bid opening shall be submitted to the Administration Department in the Municipal Complex. The Township encourages prospective bidders to submit their sealed proposals prior to Wednesday, October 14, 2020 via certified mail or overnight delivery along with requiring a signature. West Windsor is not responsible for bids which are sent for delivery and not received by a municipal employee. At conclusion of the public bid opening and after review from Municipal personnel, the bid results along with the pertinent documents of the apparent three low bid submissions will be scanned and posted on the Municipal Website within 48 hours, [www.westwindsornj.org](http://www.westwindsornj.org).

Complete sets of Bidding Documents will be available on CD only, on or after Wednesday, September 2, 2020, at 11:00 am, and may be examined from the Administration Department located in the West Windsor Township Municipal Building during the hours of, 10:00 A.M. to 4:00 P.M., Monday through Friday excluding holidays or obtained upon a non-refundable deposit of \$25.00 per set. Please follow instructions posted at the front entrance of the Municipal Building if picking up and/or reviewing the bid packages in person as they will direct you on the proper procedure for maintaining physical distancing requirements. The only acceptable methods of payment are cash or a physical check and/or money order. Check shall be made out to **West Windsor Township**. Scanned checks are not acceptable. Mailed checks must include a request for documents with the name of the requested solicitation, as well as the Company Name, Mailing Address, Telephone and Facsimile Numbers as well as Contact Person's Name & Email address. A FedEx number must be provided in order for West Windsor to ship the documents. Cash payments must be submitted in the exact amount.

**No pre-bid conference is scheduled. Site visits can be arranged weekdays by contacting the Facilities Maintenance Manager at (609) 799-2400.** Due to the special nature of the work involved that can only be seen by an in-depth visitation, the attendance of all the bidders is requested and STRONGLY ENCOURAGED as an integral and important element of the bidding process so that all bidders have an equal understanding of the scope of work involved.

Bids must be submitted on the prescribed form, in a sealed envelope marked:

**Bid Proposal**  
**WEST WINDSOR TOWNSHIP**  
**MUNICIPAL BUILDING ALTERATIONS**  
271 CLARKSVILLE ROAD  
WEST WINDSOR, NJ 08550

The work under this contract includes the furnishing of all labor, material and equipment necessary or required to complete all work set forth in the contract documents.

A bid deposit in the form of a certified check, cashier's check, or bid bond made payable to the Township of West Windsor in the amount of ten percent (10%) of the total amount of the bid, but not to exceed \$20,000.00, must accompany each proposal as a security, which may be forfeited and retained by the Township in lieu of its other legal remedies, if a successful bidder's proposal is accepted by the Township and he shall fail to execute and return to the Township the required contract and/or bonds within ten (10) days after delivery of the prepared contract and/or bond form to him by the Township.

The Township Council reserves the right to reject any or all proposals in whole or in part to or to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of P.L. 1975, C. 127 and N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Marlena Schmid  
Business Administrator  
West Windsor Township