

00020 – INVITATION TO BID

THE BERGEN COUNTY UTILITIES AUTHORITY
LITTLE FERRY, NEW JERSEY

Sealed bids for furnishing GOODS, SUPPLIES AND SERVICES will be received by The Bergen County Utilities Authority (hereinafter called the “Owner”) at the offices of the Owner, Administration Building, Foot of Mehrhof Road, in Little Ferry, New Jersey 07643 on August 26, 2010 at 11:00 am, at which time they will be publicly opened and read. Bids for the sale of property are being solicited through a “Fair and Open” process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

Bids will be received for the following item:

Contract No. 2010 1C: Alfa Laval/Sharples Centrifuges for Sale:
Model no. 92-DS70644

Bids must be made on standard bid forms in the manner designated in the Contract Documents. They must be enclosed in sealed envelopes provided by the Owner setting forth name and address of the bidder and the name and number of the Contract, and addressed to the Owner. The minimum bid for each centrifuge is \$100,000.00 also, a bid guarantee, which will be used as a deposit for the highest bidder, must be provided to the Owner in amount of \$25,000.00 for each item being bid..

Complete instructions for filing Bids are included in the Bid Documents in the Instructions to Bidders. All bids shall be presented to the Owner by the parties bidding, or their agents, at the place and time designated, when called for by the Owner. No bids will be received and considered after the time and date designated. Contract Documents may be examined and obtained at the offices of the Owner between the hours of 9:00 AM and 4:00 PM on regular business days. The Owner will not be responsible for full or partial sets of Contract Documents obtained from other sources.

Bidders are required to comply with the requirements of PL 1975 C. 127 (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27) (affirmative action requirements) and Chapter 33 of the PL of 1977 (Public Disclosure).

No bidder may withdraw his bid within sixty days after the date of the opening of bids.

The Owner reserves the right to reject any or all bids, as well as the right to waive minor informalities in awarding the Contract to the lowest, responsible Bidder, as determined by the Owner, in accordance with N.J.S.A. 40a:11-4.

Richard Dinallo, Buyer
The Bergen County Utilities Authority

00100 - INSTRUCTIONS TO BIDDERS FOR SALE OF PERSONAL PROPERTY CONTRACTS

1. DEFINED TERMS

- 1.1. The term "Successful Bidder" means the highest, qualified, responsible Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

2. COPIES OF BIDDING DOCUMENTS

- 2.1. Complete sets of the Bidding Documents as stated in the Advertisement or Invitation may be obtained from the Owner.
- 2.2. Owner in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids for the sale of Goods and do not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS

- 3.1. To demonstrate responsibility to purchase the Goods, each Bidder must be prepared to submit within five days of Owner's request written information, such as financial data.

4. EXAMINATION OF PROCUREMENT DOCUMENTS AND SITE

- 4.1. Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly, (b) become familiar with federal, state, and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or furnishing the Goods (c) study and carefully correlate Bidder's observations with the Documents and (d) if specified, or if, in Bidder's judgment, any local condition may in any manner affect cost, or the Goods, visit the site to become familiar with local conditions.
- 4.2. Upon request Owner will provide each Bidder access to the site to conduct such investigations and tests as each Bidder deems necessary for submission of his Bid.
- 4.3. The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of this Item 4 and that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for procuring the Goods.

5. INTERPRETATIONS

- 5.1. All questions about the meaning of the Bid Documents shall be submitted to Engineer in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by Engineer as having received the Bidding Documents. Questions received less than ten days prior to the date for opening of Bids will not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

6. BID SECURITY

- 6.1. Bid Security shall be made payable to Owner, in an amount stated in the Notice to Bidder and in the form of a certified or bank check.
- 6.2. The Bid security of the Successful Bidder will be retained as a non-refundable deposit. If the successful Bidder fails to execute and deliver the Procurement Agreement within 15 days of the Notice of Award, Owner may annul the Notice of Award and the Bid Security of that Bidder will be forfeited. The Bid Security of any Bidder whom Owner believes to have reasonable chance of receiving the award may be retained by Owner until the earlier of the seventh day after the “effective date of the Agreement” or the sixty-first day after the Bid opening. Bid Security of other Bidders will be returned within seven days of the Bid opening.

7. CONTRACT TIME

- 7.1. See applicable provisions of the Section 00300.

8. BID FORMS

- 8.1. The Section 00300 - Bid Forms are included herein; additional copies may be obtained from Owner.
- 8.2. Bid Forms must be completed in ink or by typewriter. The Bid price must be stated in words and numerals as shown on the Bid Forms.
- 8.3. Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority of to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- 8.4. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- 8.5. All names must be typed or printed below the signature.
- 8.6. The bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).

The address to which communications regarding the Bid are to be directed must be shown.

Each bidder must supply the following documents with the appropriate bid forms of Section 00300.

- A. Bid security, in or either a certified or cashier check;
- B. Non-collusion Affidavit;
- C. Ownership Disclosure Statement;

9. SUBMISSION OF BIDS

- 9.1. Bids must be submitted at the time and place indicated in the Invitation to Bid and must be included in an opaque sealed envelope, marked with the contract title and name and

address of the Bidder and accompanied by the Bid Security and other required documents.

- 9.2. Each prospective Bidder is furnished one copy of the Contract Documents.
- 9.3. Owner is not responsible for bids submitted before time and place of bid opening. Owner recommends bidder or agent attend bid opening.

10. MODIFICATION AND WITHDRAWAL OF BIDS

- 10.1. Bids may be modified or withdrawn by an appropriate document executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted any time prior to the opening of Bids.
- 10.2. No bids may be withdrawn within sixty (60) days after the date of the opening of bids.

11. OPENING OF BIDS

- 11.1. Bids will be opened publicly and will be read aloud. An abstract of the amounts of the base Bids will be made available after the opening of Bids.

12. BIDS TO REMAIN OPEN

- 12.1. All Bids shall remain open for sixty days after the day of the Bid opening, but Owner may, in his sole discretion, release any Bid and return the Bid Security prior to that date.

13. AWARD OF CONTRACT

- 13.1. Owner reserves the right to reject any and all Bids, to waive any and all informalities and to negotiate contract terms with the Successful Bidder and the right to disregard all nonconforming, nonresponsive or conditional Bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 13.2. In evaluating Bids, Owner shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid Forms.
- 13.3. Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidders to procure the Goods in accordance with the Documents to Owner's satisfaction within the prescribed time.
- 13.4. Owner reserves the right to reject the Bid of any Bidder who does not pass any such evaluation to Owner's satisfaction.
- 13.5. The contract, if awarded, will be awarded to the highest Bidder based upon Owner's evaluation which indicates that the award will be in the best interest of Owner.
- 13.6. If the contract is to be awarded, Owner will give the Successful Bidder a Notice of Award within sixty days after the day of the Bid opening.

14. TRANSFER OF TITLE

14.1. When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by at least three unsigned counterparts of the Agreement. Within fifteen days thereafter Contractor shall sign and deliver with the balance of the amount of the Bid in the form of a certified or cashiers check, three counterparts of the Agreement. Within five days Owner will deliver title of the merchandise.

15. SPECIAL REQUIREMENTS

15.1. Compliance with Laws and Regulations

The Bidder is notified that compliance with the provisions of federal, state, and local laws and regulations shall become a part of the Agreement.

00300 - BID FORM
 TO
 BERGEN COUNTY UTILITIES AUTHORITY
 Little Ferry, N.J. 07643
 for

Sale of Centrifuges

Contract Number: 2010-01C

By:
 Name of Bidder: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact: _____

1. BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to pay all monies as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. If awarded the Contract Bidder agrees to execute and secure the Agreement and counterparts of the Agreement , as required by the Contract Documents within ten (10) days after the date of the Owner’s Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that Bidder has examined, understood, and agrees to each and every stipulation in the Contract Documents and the following addenda:

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received/ Initial
		/
		/
		/
		/

4. Failure to submit the following documents is a mandatory cause for the bid to be rejected:
(N.J.S.A. 40A:11-23.2)

Owners Checkmarks		Initial Each Item Submitted With Bid (Bidder's Initials)
	Bid Security, as required by <u>N.J.S.A. 40A:11-21</u>	
	Submission of a Non-Collusion Affidavit (this form must be Notarized);	

5. Bidder must show price for the item, written in or typewritten, both in words and in figures, and carry out and add all extensions.

6. BIDDER will purchase the item(s) listed below for the following price(s):

Item #	Quantity	Description	Bid Price
1.	1	Alfa-Laval/Sharples Centrifuge – Serial Number: 92-DS706-44	

Total Amount Bid Price \$ _____

Total Amount Bid Price (In Words) \$ _____

_____ Dollars

Bid is herewith submitted if Bidder is:

An Individual _____ A Corporation _____ A Partnership _____ A Joint Venture _____

(Please check where appropriate)

registered as so under the laws of the State of _____ and authorized to do business in
the State of New Jersey.

By: _____

Business Address: _____

Phone Number: _____ Fax: _____

Name of person authorized to sign: _____

Title: _____

Signature: _____ Date: _____

Attest: _____ Date: _____

(secretary, if applicable)

Note: If a partnership, all partners must sign. If a joint venture, each joint venture must sign. The manner of signing for each individual, partnership or corporation that is a party to the joint venture should be in the manner indicated above. Use additional sheets as necessary. (Address of Bidder shall not be a Post Office Box).

