

NOTICE TO PROPOSERS

Notice is hereby given that sealed proposals will be received by Hudson County Community College at or before **10:00 AM** prevailing time on **August 21, 2019** at Hudson County Community College, 26 Journal Square, 14th Floor, Conference Room, Jersey City, New Jersey, 07306 for **Custodial Management Services (“Services”)**.

A contract, if awarded, will be awarded to the proposer, whose response is most advantageous to the College, price and other factors considered, based upon the criteria set forth in the Request for Proposals (RFP). The College reserves the right to waive or reject any proposals for informalities or any reasons for any and/or all proposals submitted. Prices quoted must include all freight or delivery charges. Proposals must conform to the RFP, the specifications, equipment and supply lists and other contract documents. Qualified or conditional proposals may be rejected.

Proposers for the Services contract are advised that the provisions of Ordinance #363-6-2014 County Contractor Standard Compensation Provisions Ordinance (“Ordinance”) applies to the contract (see copy attached). Proposers are advised that the attached Ordinance may not contain the most recent wages and rates that Proposers must comply with. Proposers are required to comply with the most recent wages and rates under the Ordinance.

All proposers must comply with Statute P.L. 1975, C. 127, Affirmative Action Plan, and P.L. 1977, C. 33, Stockholder or Partnership Disclosure Requirement, copies of which are a part of this RFP.

Proposals must be made upon and in accordance with the Proposal Form accompanying the specifications. Proposals security, if required in the specifications, shall accompany each proposals.

Enclosures:

Jeff Roberson
Director of Contracts and Procurement
Hudson County Community College

GENERAL INSTRUCTIONS TO PROPOSERS

1. Sealed Proposals for **Custodial Management Services** (“Services”) more fully described in the attached specifications, supply or equipment lists and contract documents, will be received at Hudson County Community College, 26 Journal Square 14th Floor, Conference Room, Jersey City, New Jersey 07306 at or before **10:00 A.M.** prevailing time on **August 21, 2019** and will be publicly opened and read aloud. No proposals will be accepted after that date and time unless the contract is advertised.
2. Specification and proposal documents, including the Notice to Proposers, RFP, the Form of Proposal and instruction to Proposers, may be examined and obtained at the Purchasing Office, 26 Journal Square 14th Floor, Jersey City, New Jersey 07306, Monday – Thursday 9:30 a.m. thru 4:30 p.m.
3. All proposers are hereby notified that failure to comply with any of the requirements listed may be cause for rejection of your proposal. If a prospective proposer has any questions with reference to the proposal document or form of proposal, it should contact the College as specified in the paragraph headed “Addenda and Interpretation”.
4. All proposals shall be made on the “Proposal Form” which is part of the specifications. All blanks on the Proposal Form must be appropriately filled in.
5. The envelopes containing the proposals must be sealed, addressed to the **Purchasing Office**, Hudson County Community College, 26 Journal Square, 14th Floor, Jersey City, New Jersey, 07306 and designated as **Custodial Maintenance Services** and must bear on the outside the name of the proposer and its address. Any person in the employ of the College shall be absolved of all responsibility for the premature opening of any proposal not so marked.