

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Borough of Fanwood ("Fanwood") for **2023 Tree Trimming & Removal Services** and all work incidental thereto, and such bids shall be received, opened and read in public at the Borough Hall, 75 North Martine Avenue, Fanwood, New Jersey, on **Wednesday, June 7, 2023 at 10:00 a.m.**, local prevailing time. After the proposals have been opened, they will be reviewed and examined by Fanwood or its representatives, the results will be made public, but until the actual award and execution of a contract, Fanwood reserves its right to reject all proposals.

Contract Documents and Plans for the proposed Work, which have been prepared by Antonios Panagopoulos, of the Borough of Fanwood, are available at the office of said Engineer at 230 North Avenue, Fanwood, New Jersey and may be inspected by prospective Bidders during business hours of 8:00 am – 3:30 pm, Monday-Thursday or 8:00 am-12:00 noon on Friday.

Bidders will be furnished with a copy of the Contract Documents available in the following formats:

1. Digital PDF format for no charge. Email Antonios Panagopoulos for an emailed copy – apanagopoulos@fanwoodnj.org
2. Hard copy of project specifications to be issued upon proper notice and payment of a non-refundable charge of Seventy-Five Dollars (\$ 25) **payable to** "The Borough of Fanwood" to defray the cost thereof & pick up at 75 North Martine Avenue, Fanwood, NJ. Should a hard copy be needed, please request a copy prior to picking up so that it may be printed.

Bids must be submitted by the date and time provided above; on the standard proposal forms provided, in the manner designated in the bid documents and required by the specifications; must be enclosed in a sealed envelope bearing the name and address of the bidder, addressed to the Purchasing Agent of Fanwood, with the words "**2023 Tree Trimming & Removal Services**" placed on the outside of the envelope in the lower left-hand corner; and must be accompanied by either a certified check, cashier's check or bid bond drawn to the order of Fanwood for ten (10%) percent of the amount of the bid, but not in excess of Twenty Thousand (\$20,000) Dollars except as otherwise provided by N.J.S.A. 40A:11-21.

All spaces on the forms to be completed by the bidder must be completed. If a space or the answer to a question is not applicable, the bidder must indicate such with the notation "Not Applicable". Fanwood reserves the right to reject any bid for failure to provide any information requested or to indicate "Not Applicable".

No bid may be withdrawn after sixty (60) days of the date specified for the opening of bids except as provided for in N.J.S.A. 40A:11-24. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (L. 1975, c. 127).

The specifications may contain a complete set of bidding and contract forms. If so, they are for the convenience of bidders and are not to be detached from the specifications or filled out or executed. Separate copies of the "bid" proposal and other submittals will be furnished for that purpose in duplicate, one to be submitted with each bid and one to be retained by the bidder for his (its) records.

The right is reserved by Fanwood to reject any or all bids if deemed to be in the interest of Fanwood to do so, to waive any informalities in the bids received, except those informalities which violate any legal requirements, and to accept the lowest responsible bid.

Any prospective bidder who wishes to challenge a bid specification or any aspect of the bidding process shall file such challenges in writing with the Borough Clerk of the Borough of Fanwood no less than three business days prior to date specified in this notice for the opening of the bids. Challenges filed after that time shall be considered void and having no impact on Fanwood or the award of a contract.

Maria Melegh
Purchasing Agent
Borough of Fanwood