

## **Borough of Florham Park**

111 Ridgedale Avenue  
Florham Park, NJ 07932  
Morris County

Patrice Visco, CFO, QPA  
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### **NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received by the Borough Clerk of the Borough of Florham Park on **Tuesday, April 21, 2026 at 10:00 AM** local prevailing time at the Borough Clerk's Office, Borough Hall, and 111 Ridgedale Avenue, Florham Park, NJ 07932 at which time and place bids will be opened and read in public for:

### **BOROUGH OF FLORHAM PARK MUNICIPAL BUILDING HVAC UPGRADES PROJECT CONTRACT # FP26-02**

The project generally consists of removing the existing Heating, Ventilation, and Air Conditioning (HVAC) systems and providing Heat Pump Recovery Variable Refrigerant Flow (VRF) system with Dedicated Outside Air Systems (DOAS). The project also includes replacing the lights throughout the building. Scope of work shall be in accordance with the Plans and Specifications dated 03/05/2026. The Borough Hall building is located at 111 Ridgedale Avenue (Block 1701, Lot #9) within the Borough Hall Complex.

Bid packages may be picked up or inspected by electronic request to at [lamato@florhamparknj.gov](mailto:lamato@florhamparknj.gov). Plans and Specifications hardcopies may be purchased for \$50 using exact cash amount or bank check made out to the Borough of Florham Park, and picked up or viewed at the Borough Hall's Tax Assessor's office located at 111 Ridgedale Avenue, Florham Park between the hours of 9AM to 4PM weekdays. Electronic copies of the Plans and Specifications on a USB memory stick may be purchased for \$10 using exact cash amount or bank check made out to the Borough of Florham Park.

The Bid will be based upon the LOWEST TOTAL BASE BID for this Lump Sum Project.

Bids must be sealed in an envelope and plainly marked with the name of the Contract and Contract number; and shall contain the name and address of the Bidder on the envelope. The sealed Bid must be addressed to the Borough Clerk of Florham Park at the Borough Hall address above.

Bidders are notified that they must comply with the New Jersey Prevailing Wage Act (Chapter 150 of the Laws of 1963, as amended) (N.J.S.A. 34:11-56.25, et. seq.) and that award will not be made to any bidder whom the Commissioner of Labor and Industry does not certify.

Bids shall be submitted on the forms provided, in the manner designated therein and required by the Specifications. They must be accompanied by a certified check, cashier's check, or bid bond on the form provided of not less than 10% of the amount of bid (based on a 1 year quantity shown on Bid Proposal Form). Said check or bid bond may not be

less than \$500 nor shall it be more than \$20,000 and must be accompanied by a Consent of Surety statement in the form provided from a Surety Company stating that the Surety Company will provide the bidder with a bond for 100% of the Contract amount in the event that the Contract is awarded to the bidder. A Non-Collusion Affidavit and a Record of Recent Contract Awards must also accompany the proposal on the forms provided.

Any Bid Addenda will be on the Borough website, and processed in accordance with N.J.S.A. 40A:11-23(c) (1). All interested bidders should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Bidders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

**PROPOSALS MUST BE SUBMITTED UPON THE BLANK FORMS PROVIDED OR MAY BE ATTACHED TO THE APPLICABLE BLANK FORMS. PROPOSAL FORMS SHALL BE SUBMITTED IN THE SAME ORDER AS ORGANIZED IN THE BOUND SPECIFICATION BOOK.**

Bidders must have at the time of bid, a Business Registration Certificate issued by the New Jersey Department of Treasury.

Bidders are required to comply with the requirements of P.L. 1975 Chapter 127. Bidders are further required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 for an affirmative action program for equal employment opportunity. If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1, et seq.).

The contract for this project is governed by the provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. Bidders must also comply with the requirements of P.L. 1977, Chapter 33 amending the Local Public Contracts Law. Bidders must submit a statement in accordance with N.J.S.A. 52:25-24.2 of all owners of the corporation setting forth the names and addresses of all the stockholders in the corporation or members of the partnership who own ten percent (10%) or more of its stock, or have a ten percent (10%) or greater interest in the case of partnership.

No bid may be withdrawn for sixty (60) days after the opening of bids. A Contract will be awarded to the lowest responsible bidder, or all proposals will be rejected within sixty (60) days after the opening of bids.

The Borough of Florham Park reserves the right to delete sections of work from the contract after the award of the bid has been made due to funding or other reasons. The prices bid for various items of work shall not be adjusted due to the deletion of any work and due to the variation of any quantity for the various items scheduled in the Proposal.

Proposals for this contract will be accepted only from bidders who have been properly qualified in accordance with the requirements of the Specifications.

A mandatory pre-bid walkthrough of the Project site will be conducted on April 10, 2026, at the time and location indicated in the Advertisement for Bids. The Borough reserves the right to schedule additional mandatory walkthroughs if deemed necessary to ensure adequate bidder participation. Attendance at the walkthrough is a material requirement of the Contract Documents and is required to familiarize bidders with existing site conditions, access and phasing constraints, and coordination requirements that cannot be fully

conveyed through the bid documents alone. Each prospective bidder shall have an authorized representative present for the full duration of the walkthrough and shall sign the official attendance log maintained by the Borough or its representative. Only bidders whose representatives attend and properly sign in at the mandatory pre-bid walkthrough shall be deemed responsive to this requirement of the bid documents. Bids submitted by entities that do not attend the mandatory walkthrough shall be considered non-responsive to the bid specifications and may be rejected by the Owner. No information conveyed during the walkthrough shall modify the Contract Documents unless issued in a written addendum in accordance with N.J.S.A. 40A:11-23

The Mayor and Borough Council of the Borough of Florham Park reserve the right to reject any or all bids, to reject unbalanced bids, to waive any informality therein in any bid, and to accept any bid that will be in the best interest of the Borough of Florham Park according to N.J.S.A. 40A:11-1.

Mayor Mark Taylor

Patrice Visco, CFO, QPA  
Purchasing Agent – Borough of Florham Park

Kayla Kaplan, PE, CME  
Borough Engineer