

## NOTICE TO BIDDERS

Sealed BID PROPOSALS will be received and publicly read by the Purchasing Manager for the Board of Education at the office located at the address shown below, for the following:

**BID TITLE: DOOR MAINTENANCE, REPAIRS AND MINOR MODIFICATIONS**  
**BID NO: DMRMM-111511**                      **BID OPENING: TUESDAY, NOV. 15, 2011 AT 10:00 AM**

Bid packages are available at the address below or by requesting a package via email to [thcarter@chclc.org](mailto:thcarter@chclc.org). Email requests must contain complete contact information, including but not limited to Name of Company, Full Address, phone and fax numbers, contact name and email address. Completed bids may be mailed to the Purchasing Department, at the Board of Education's Malberg Administration Building, 45 Ranoldo Terrace, Cherry Hill, NJ 08034; however, no bid will be considered, regardless of the postmark, unless it is in the hands of the Purchasing Manager prior to the time set for the opening of bids. Bids may also be delivered in person to the office of the Purchasing Manager between the hours of 8:00 A.M. and 4:00 P.M. on official business days. All bids must be duly time stamped in the office of the Purchasing manager no later than the "Bid Opening - Date and Time" as stated above. **Bid packages must be plainly marked with the bid title and bid number**, and must be in compliance with the bid specifications. The Board of Education will not be responsible for the premature opening of any bid not so marked. Failure by the Bidder to comply with the bid documents as stated in the INSTRUCTIONS TO BIDDERS may result in the rejection of their bid. The Board of Education reserves the right to reject any or all bids, to waive immaterial informalities or to accept any bid which in their opinion will be in the best interest of the Board of Education.

General Administrative Requirements of the bid/contract:

- Conformance to Public School Contracts Law (NJSA 18A:18A-1 et.seq.);
- Conformance to New Jersey Prevailing Wage Rate Act (NJSA 34:11-56.27 et. seq.);
- Conformance to Affirmative Action (N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et. seq.);
- Public Disclosure Law, PL 1977, C-33 (Assembly Bill No. 22);
- State of New Jersey Department of Treasury, Business Registration Certificate;
- Public Works Contractor Registration Act Registration P.L. 1999 Chapter 238.
- Other documents as required by the Cherry Hill Board of Education

Tom Carter  
Purchasing Manager