

Interim Director of Purchasing
UNION COUNTY COLLEGE
REQUEST FOR BIDS
Bid Advertisement

Union County College, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:64A-25.14(a).

Bid No. BFY 2018-3

Title of Bid: On-Call Copy Paper

All necessary bid specifications and bid forms may be secured upon written request to:

Mr. Robert Hogan, Interim Director of Purchasing
Union County College
1033 Springfield Avenue
Cranford, NJ 07016
purchasing@ucc.edu

Bids must be sealed and delivered to the Purchasing Department, Room L303, 3rd floor of the MacKay Library, Union County College, 1033 Springfield Avenue, Cranford, New Jersey, 07016 *on or before* date and time indicated below. The envelope to bear the following information:

Title: On-Call Copy Paper
Bid No.: BFY 2018-3
Name and Address of the Bidder
Date: Tuesday, May 9, 2017
Time: 12:00 p.m.

The bid opening process will begin on the above advertised date and time in the Purchasing Department Conference Room, **Room L303, 3rd floor of the MacKay Library**, 1033 Springfield Avenue, Cranford, New Jersey. Bids may also be submitted to the Director of Purchasing or his/her designee at the bid opening meeting in the **Purchasing Department Conference Room, Room L303, 3rd floor of the MacKay Library, 1033 Springfield Avenue, Cranford, New Jersey 07016**, prior to the advertised date and time. On the advertised date and time, the Director of Purchasing shall publicly receive and open all bids. **No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:64A-25.14.a.) Union County College does not accept electronic (e-mail) submission of bids.

The cut-off date for electronic questions and inquiries relating to this bid is indicated on the bid cover sheet. Addenda to this bid, if any, will be posted on the College website (www.ucc.edu) on the "Vendor Opportunities" web page. It is the vendor's responsibility to check the website and download all bid addenda. The College will fax notice(s) of addenda to all known bid recipients.

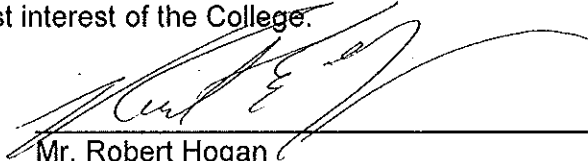
All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to Union County College, for ten percent (10%) of the amount of the total bid, however, not to exceed \$20,000.

Corporate bidders are required by law (N.J.S.A. 52:25-24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

The Trustees reserve the right to reject any or all bids, pursuant to N.J.S.A. 18A:64A-25.15 and to waive any informalities that may be deemed to be in the best interest of the College.



Mr. Robert Hogan
Interim Director of Purchasing
Union County College

Approved by:

Mr. Bernard F. Lenihan Vice President for Financial Affairs & Treasurer
Union County College