

RIVERTON SCHOOL DISTRICT

**REQUEST FOR BIDS**

CONTRACT #01 – PARTIAL WINDOW REPLACEMENT AT RIVERTON PUBLIC SCHOOL

**Bid Advertisement**

The Riverton School District of Riverton, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b) for a single overall contract in accordance with NJSA 18A:18A-18(b) (2):

**Contract:**       **#01 - Single Overall Contract** for

**Title of Bid:**    Partial Window Replacement at Riverton Public School

Bidders shall be prequalified by the New Jersey Division Property Management and Construction in the trade categories listed below, or name such prequalified subcontractors:

<u>Trade Category #</u>	<u>Title</u>
C012	Windows
and/or	
C008 or C009	General Construction or General Construction Additions and Alterations

Bid documents are available for review and/or purchase (via an electronic web link) between the hours of 9:00 a.m. and 4:00 p.m. on business days at LAN's office. Bid documents shall be available via a web link by emailing [biddocs@lanassociates.com](mailto:biddocs@lanassociates.com). Email requests must reference the *Partial Window Replacement at Riverton Public School* and must include Bidder's Company, Company Address, Point of Contact, Telephone and Facsimile numbers, and Bidder's email address. A **one hundred (\$100) dollar, non-refundable deposit for each bid package** via check (made payable to LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.) or credit card (MasterCard, Visa, American Express, or Discover) is required. Physical copies/prints of documents will not be sent.

All questions shall be submitted in writing and will be responded to through Addenda sent to all bidders via email, mail, or delivery service.

Bidders are requested to submit in accordance with N.J.S.A. 18A: 18A – 18(b)(2) one Lump Sum Bid for all work and materials.

Bids must be sealed and delivered to the Riverton Public School Administration Building (Office of the School Business Administrator, Mr. Robert Foster) located at 600 Fifth Street, Riverton, New Jersey 08077, ***on or before*** the date and time indicated below. It is recommended that bidders send their responses through the US Postal Service certified mail or overnight mail which provides **certification of delivery to the sender** or to hand deliver their bids to the Administration Building between 8:00 AM and 4:00 PM Monday through Friday. The envelope shall bear the following information:

Title:    **Contract #01 – Partial Window Replacement at Riverton Public School**  
Name and Address of the Bidder  
Date:    Wednesday, November 19<sup>th</sup>, 2025  
Time:    10:00 a.m.

Please note that the bid opening process will begin on the above advertised date at **10:00 a.m.** All attendees shall report to the main entrance of the building and will be escorted to a meeting space by the Owner. Bids may also be submitted to Mr. Robert Foster, Business Administrator, or his designee, at the bid opening meeting, prior to the advertised date and time. On the advertised date and time, the School Business Administrator shall publicly receive and open all bids and announce the names of the vendors and their prices. Bids may be viewed by interested parties on the advertised bid date and time.

**No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of bids.

There will be a Pre-Bid Meeting on **Tuesday, November 4<sup>th</sup>, 2025, at 10:00 a.m.** While attendance is not mandatory, all prospective bidders are strongly encouraged to attend this important meeting, which will take place at **Riverton Public School, 600 Fifth Street, Riverton, NJ 08077.** It is the intent of the Pre-Bid Meeting to offer all interested bidders access to the project site following the pre-proposal meeting. Failure to attend the Pre-Bid Meeting will not excuse any bid mistake and/or omission due to bidder's ignorance of information disseminated at the meeting.

Additional time sensitive dates for the project are:

Pre-Bid Meeting	Tuesday, November 4 <sup>th</sup> , 2025, at 10:00 a.m.
Final day for Questions to the Architect: p.m.	Friday, November 7 <sup>th</sup> , 2025, by 5:00
Date of Issuance of Addendum (if necessary):	Monday, November 10 <sup>th</sup> , 2025, by 5:00 p.m.
Receive Bids:	Wednesday, November 19 <sup>th</sup> , 2025, by 10:00 a.m.
Notice of Award/Notice to Proceed, on or about:	Tuesday, November 25 <sup>th</sup> , 2025
Site Mobilization:	Monday, June 22 <sup>nd</sup> , 2026
Substantial Completion	Wednesday, August 26 <sup>th</sup> , 2026

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination (N.J.A.C. 17:27-1 et seq.) An Initial Project Workforce Report will be required from the successful contractor. (Form AA-201).

Contractors bidding on this project are to comply with the requirements of the Prevailing Wage Rate Determination pursuant to N.J.S.A. 34:11-56.25.

A bidder on a public works project for a Board of Education where the cost of the work exceeds \$20,000.00 must first have been qualified by the Department of the Treasury, Division of Property Management and Construction, pursuant to N.J.S.A. 18A:18A-27 through 33, and shall submit with his bid a Prequalification Affidavit, a copy of a valid and active NOTICE OF CLASSIFICATION, a certified copy of a Total Amount of Uncompleted Contracts Form, and an Affidavit that subsequent to the latest such statement submitted by him, there has been no material adverse change in his qualification information except as set forth in said Affidavit. Failure to submit these forms may result in the disqualification and rejection of the bid.

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

Bidders are required by law (Chapter 33, Laws of 1977) to submit a statement of ownership disclosure form setting forth the names and addresses of all persons and entities that own ten (10%) percent or more of its stock or interest of any type at all levels of ownership.

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.

All contractors named in this proposal, shall possess a valid Contractor's Registration Certificate pursuant to N.J.S.A. 34:11-56.48 et seq., at the time the proposal is received by the Board of Education.

***No bids may be withdrawn, except in accordance with the Public School Contracts Law, for a period of sixty (60) days after the date set for opening of bids.***

The Board of Education reserves the right to reject any or all bids, pursuant to N.J.S.A. 18A:18A-18, N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a-c), and N.J.S.A. 18A:18A-22, and to waive any informalities that may be in the best interest of the board.

### **CONFIDENTIALITY OF ELECTRONIC FILE TRANSMISSIONS**

The Drawings, renderings, photographs, blueprints, specifications, and bidding documents are considered proprietary and confidential property of the Riverton School District. All electronic file transfers of this information to the bidders and/or contractors is specifically designated as "confidential" and "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants, contractors and subcontractors whose contracts include similar restrictions on the use of such confidential and proprietary information. The information transmitted in the bidding documents relates to a school construction project and the security and confidentiality of those documents is critical to the health and safety of the children. Therefore, any bidder and/or contractor and/or subcontractor discovered to have published or disseminated this information in the public domain, unless pursuant to the exceptions stated above, shall be subject to significant penalty and may not be permitted to bid on the instant project.

As a condition precedent to receipt of the Bid Documents, all bidders must agree to dispose of, destroy and/or return the information forwarded to it within three (3) days of the Bid submission date.

Mr. Robert Foster  
Business Administrator/Board Secretary  
Riverton Public School  
600 Fifth Street  
Riverton, NJ 08077  
Email: rfoster@riverton.k12.nj.us