

**TOWNSHIP OF EAST HANOVER, MORRIS COUNTY, NEW JERSEY**  
**INVITATION TO BID # 23-02**  
**PROVIDING HVAC MAINTENANCE AND REPAIR SERVICES**

**NOTICE TO BIDDERS** is hereby given that sealed bids will be received by the Township of East Hanover, County of Morris, State of New Jersey, in the Council Meeting Room, 2<sup>nd</sup> Floor, Municipal Building, 411 Ridgedale Avenue, East Hanover, New Jersey on Wednesday, May 31, at 10:00 AM, prevailing time, and at that time will be publicly opened and read for the provision of HVAC Maintenance and Repair Services for the Township of East Hanover. Bid prices shall remain firm for a period of sixty (60) days.

Bid Proposals must be hand-delivered when called for at the time and place above mentioned or be delivered via package delivery service such as Federal Express, which can provide full tracking data including the time of delivery. Bid Proposals must comply in all respects with the specifications, be submitted on the forms provided by the Township, properly executed, and must be enclosed in a sealed envelope indicating on the exterior the name and address of the bidder and with the designation "TOWNSHIP OF EAST HANOVER, SEALED BID, HVAC BID #23-02".

In addition to the bid proposal, each bidder may be required to submit a statement of his/her qualifications, financial ability, and a non-collusion affidavit. Failure to submit same with the bid proposal may result in rejection of the bid.

Bid documents and specifications are available at the Townships Clerk's Office, 411 Ridgedale Avenue, East Hanover, NJ from 9:00AM – 4:00 PM, Monday-Friday.

Bidders are required to comply with the requirements of P.L. 1977, C. 33 (N.J.S.A. 52:25-24.2) Corporate Disclosure; N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 Affirmative Action and all such other laws as shall be applicable. All proposals must also be accompanied by all forms, documents or certificates as set forth in the specifications.

Bidders are required to be registered by the New Jersey Department of the Treasury, Division of Revenue at the time bids are received by the project owner pursuant to the Business Registration Act (P.L. 2004, c. 57; N.J.S. 52:32-44).

Any questions regarding this Bid shall be addressed to Kenneth Huelbig, CFO/QPA, Township of East Hanover Finance Department, 411 Ridgedale Avenue, East Hanover, NJ 07936, Telephone (973) 888-6004.

Kenneth Huelbig  
Township CFO/QPA