



**CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
280 Grove Street - Room 103  
Jersey City, NJ 07302  
Tel: (201) 547-4533; 5093 Fax: (201) 547-5088  
Jerramiah T. Healy, Mayor  
Jack Kelly, Business Administrator**

Dear Vendor:

The Department of Administration, Office of Equal Opportunity/Affirmative Action is sending this contracting opportunity to you as a local, minority and/or women-owned business, supplier or sub-contractor.

We strongly encourage you to immediately contact the Jersey City Division of Purchasing to obtain bidding documents, including plans and specifications. Attached is information regarding the Bid Reception.

Please notify the Office of Equal Opportunity at 201-547-5093, if you plan to apply or if you have been awarded the contract.

Sincerely,

Jeana F. Abuan  
EEO/AA Officer

NOTICE TO BIDDERS

Sealed bid proposals will be received, opened, and read in public by the Purchasing Agent at **1 Journal Square, Second Floor, Jersey City, New Jersey on April 25, 2013, at 11:00 A.M.**

Prevailing time, or as soon thereafter as the matter can be reached, for the:

**APPLE TREE HOUSE - PHASE III - SITE IMPROVEMENTS  
JERSEY CITY, NEW JERSEY**

**WALK-THRU**

**April 1, 2013 at 10:00**

**298 Academy Street, Jersey City, NJ**

Contract documents including specifications are on file at the Office of the City Purchasing Agent, 1 Journal Square, Jersey City, New Jersey, and will be furnished upon payment of **\$100.00** non-refundable fee for each set.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Full requirements of the Equal Employment Opportunity and Affirmative Action Programs are incorporated herein by reference and may be obtained with Proposal Form. Bidders are also required to comply with the requirements of P.L. 2004, c.57 (N.J.S.A. 52:32-44) which includes the requirement that contractors provide copies of their Business Registration Certificates issued by the New Jersey Department of the Treasury, as well as other provisions as listed in the Contract Documents.

Proposals **MUST BE ACCOMPANIED** by a Bid Bond or Certified Check, made payable to the City of Jersey City, in an amount equal to Ten (10%) Percent of the Bid.

Each Bidder shall submit with his proposal submittal item nos. one (1) through fifteen (15) listed in the Schedule of Submittals by Bidder on page 51 of the General Conditions.

**Bids may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service. Mail bids to: Peter Folgado, Acting Director, Division of Purchasing, 1 Journal Square, Second Floor, Jersey City, New Jersey 07307. Bids sent by mail must be received by the Purchasing Agent no later than 4:00 P.M. on the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Purchasing Agent no later than 11:00 A.M. on the day of the bid reception. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Purchasing Agent. Bid proposals must comply with specifications.**

The City Purchasing Agent reserves the right to reject any and all bids received, or portions thereof, if deemed to be in the best interest of the City to do so.

Insert dates:

March 21, 28, 2013 and April 4, 11, 2013