



**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 Proposals will be Received and Opened by the Director of Purchasing, 1 Journal Square Plaza, 2<sup>nd</sup> floor, Jersey City, New Jersey 07306.

ON: Thursday, May 10, 2012

AT: 11:00 A.M.

**PERSHING FIELD POOL FACILITY REPAIRS  
ARCHITECTURE (Project No. 2007-017)**

**NON-REFUNDABLE FEE OF \$75.00**

**WALK-THRU**

**APRIL 27, 2012 AT 10:00 AM**

**201 CENTRAL AVENUE, JERSEY CITY, NJ 07306**

Specifications and Bid Forms may be obtained at the Office of the Director of Purchasing, 1 Journal Square Plaza, 2<sup>nd</sup> floor, Jersey City, New Jersey 07306, telephone number 201-547-5156 or 201-547-5160.

**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, Director, Division of Purchasing, 1 Journal Square Plaza 2<sup>ND</sup> floor, Jersey City, New Jersey 07306. Bids sent by mail must be received by the Director of Purchasing no later than 4:00 P.M. of the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Director 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 my mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Director. Bid Proposal must comply with specifications.**

Bidders/Contractors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. The Equal Employment Opportunity/Affirmative Action rules require a careful reading.

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No firm may issue a contract unless it complies with these provisions. Mandatory Equal Employment Opportunity/Affirmative Action Languages and required forms may be obtained with the Proposal.

Bidders are also required to comply with the requirements of P.L. 2004, c. 57 which includes the requirement that contractors provide copies of their Business Registration Certificates issued by the New Jersey Department of the Treasury.

Bid proposals **MUST BE ACCOMPANIED** by a Bid Bond or Certified Check, in the amount equal to Ten (10%) Percent of the bid, but not in excess of \$20,000.00 made payable to the City of Jersey City.

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

Peter Folgado  
Director of Purchasing, RPPO, QPA

Insert dates:  
April 23 & 25, 2012

CHARGE TO: CITY OF JERSEY CITY  
DIVISION OF PURCHASING  
Page 2 of 2 1 JOURNAL SQUARE PLAZA 2<sup>ND</sup> FLOOR  
JERSEY CITY, NJ 07306