



**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 Invitation To Bid.

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

2013 SUMMER FOOD SERVICE PROGRAM

NOTICE TO BIDDERS

Dept. Of Health and Human Services, an approved sponsor in the State of New Jersey invites the submission of sealed bids for prepackaged meals meeting program requirements as described in the bid specifications and contract. Bids containing dual prices for one meal type that are tied to sponsor's ultimate level of meal service will be rejected. Contractors submitting bids must be registered in the State of New Jersey to participate in the 2013 Program. These meals are to be served to children in the Summer Food Service Program. Delivery is to be made as per specifications and contract. Specifications and contract may be obtained as of **Monday, May 6, 2013** from **Dept. Of Administration/Division of Purchasing, 1 Journal Square Plaza, 2nd floor, Jersey City, New Jersey 07306.** Sealed bids clearly marked on the outside envelope, "Summer Food Service Program Bid", along with a sample lunch are to be received by Thursday, May 30, 2013 at 11:00 A.M. to the **Division of Purchasing, 1 Journal Square Plaza, 2nd floor, Jersey City, NJ 07306.**

A bid bond in the amount of 10% percent of the estimated total amount of bid must accompany the bid. The bid bond must be from a company listed in the current Department of Treasury Circular 570 certified to do business in New Jersey. No other type of bid bond is acceptable.

Percent cannot be less than 5%, not more than 10% of the amount of the bid.

Specifications and Bid Forms may be obtained at the office of the Director of Purchasing, 1 Journal Square Plaza, 2nd floor, Jersey City, NJ 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, 2nd floor, Jersey City, NJ 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. 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 Director. Bid Proposals 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. 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 Treasury.

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, QPA, RPPO

Insert Dates:
May 6th and 8th, 2013

CHARGE TO: CITY OF JERSEY CITY/DIVISION OF PURCHASING
1 JOURNAL SQUARE PLAZA, 2ND FLOOR
JERSEY CITY, NJ 07306

