

**NOTICE TO BIDDERS**  
**BID SPECIFICATIONS FOR METUCHEN SENIOR CENTER HVAC UPGRADE**

Notice is hereby given that sealed bids will be received by the Borough of Metuchen in the County of Middlesex, New Jersey for Metuchen Senior Center HVAC Upgrade Project (“Project”). Bids will be opened and read in public by the Borough Clerk and QPA, in the Municipal Chambers located at 500 Main Street, Metuchen, New Jersey, 08840 on **June 30, 2026 at 11:00 A.M.** prevailing time.

The Bid Proposal Documents shall be delivered to the Borough Clerk, Municipal Building, 500 Main Street, Metuchen, New Jersey 08840 by **11:00 A.M. prevailing time on June 30, 2026.** Bidders are reminded that proposals shall be enclosed in a sealed opaque envelope, and the outside of the envelope shall bear the name, address, and email address of the bidder as well as the indication as well as the indication: **“METUCHEN SENIOR CENTER HVAC UPGRADE PROJECT BID.”** The Borough shall not be responsible for bids mismailed, misdelivered, or misdirected. Bidders are responsible for the timely delivery of their proposal, and no bid shall be accepted after the public call for receiving bids. Proposals received after the date and time specified herein will be returned unopened to the bidder. The Borough assumes no responsibility for Proposals that are improperly mailed, misdirected or which arrive late. Bidders are responsible for the timely delivery of their bid proposal package, and no bid shall be accepted after the public call for receiving bids. Proposals received after the date and time specified herein will be returned unopened to the bidder.

Bidding Documents (“Bid Documents”) for the proposed scope of services being sought can be obtained from the Borough website, [www.metuchennj.org](http://www.metuchennj.org), under Bids, RFP, RFQ, and are on file with the Borough Clerk, 500 Main Street, Metuchen, New Jersey 08840 and may be inspected or received by prospective vendors during regular business hours, 8:00 AM to 4:00 PM, or requested via email at [dzupan@metuchen.com](mailto:dzupan@metuchen.com). Prospective Bidders will be furnished with a copy of the Bid Document upon proper written request or in-person. Bidders shall allow at least one full business day from the date of the request to receive the Bidding Documents.

**There is a pre-bid Site Inspection for the Project on June 10, 2026 commencing at 10:00 AM. The pre-bid meeting will commence at the Main Office of Senior Center located at 15 Center Street, Metuchen, NJ 08840. While the pre-bid site inspection is not mandatory, attendance is highly recommended.**

Bids must be submitted on the provided proposal forms and be accompanied by certified check, cashier’s check or bid bond drawn to the order of the “Borough of Metuchen” for

not less than Ten Percent (10%) of the amount of the bid, but in no case in excess of Twenty Thousand Dollars (\$20,000.00). Bid securities shall comply with N.J.S.A. 40A:11-21.

Bids shall also include a Certificate of Consent of Surety obligating the issuing surety company to provide the bidder and its subcontractors, if awarded the contract for the Project, with a New Jersey Statutory Performance Bond and a New Jersey Statutory Payment Bond each in the full amount of the contract.

Any Bid Addenda will be issued on the Borough website and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested bidders should check the Borough website from now through the bid opening. It is the sole responsibility of the prospective bidders to be knowledgeable of all addenda related to this procurement.

No bid may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The Borough reserves the right to reject any and all bids and/or to waive any informality in the bidding, as permitted by law, if it is in the interest of the Borough to do so.

Bidders are required to comply with the current requirements of N.J.S.A 10:5-31, est seq. and *N.J.A.C. 17:27, N.J.A.C. 5:34-1 and N.J.S.A. 34:11-56.25 et. seq.* (P.L. 1963, c. 150, Prevailing Wages)

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Posted on [www.metuchennj.org](http://www.metuchennj.org) according to law

Website Posting Date: June 2, 2026