



Monmouth County Park System

Providing Open Space, Parks, and Recreation

**Board of
Recreation
Commissioners**

805 Newman Springs Road, Lincroft, NJ 07738-1695 • 732-842-4000
monmouthcountyparks.com

Kevin Mandeville,
Chairman
Anthony Fiore,
Vice Chairman
Michael G. Harmon
Thomas E. Hennessy, Jr.
David W. Horsnall
Patricia M. Butch
Thomas W. Adcock
Lori Ann Davidson
Brian Foster
Andrew J. Spears,
Director
Ross F. Licitra,
County Commissioner-Liaison

BID ANNOUNCEMENT BID #0029-24

Project Caption: **2024 FURNISHING & INSTALLING PLANT MATERIAL AT VARIOUS PARKS**

Locations: **DEEP CUT GARDENS
HARTSHORNE WOODS PARK – PORTLAND PLACE
HUBER WOODS PARK
MOUNT MITCHILL SCENIC OVERLOOK
PINE BROOK GOLF COURSE
THOMPSON PARK
WELTZ CONSERVATION AREA**

Work Includes: Furnishing, delivering, installing, and mulching trees, shrubs, and perennials at various Monmouth County Park System parks and golf courses.

Bids Due: **TUESDAY, MARCH 5, 2024 at 10:00 AM**
Jennifer Kaczala, QPA, Purchasing Agent
Monmouth County Park System Headquarters
805 Newman Springs Road
Lincroft, NJ 07738

Dollar Range: \$40,000 – \$50,000

The Nation's First Accredited Park and Recreation Agency



Project Caption: **2024 FURNISHING & INSTALLING PLANT MATERIAL AT VARIOUS PARKS**

Plans Available: Purchasing Department
Monmouth County Park System Headquarters
805 Newman Springs Road
Lincroft, NJ 07738

8:30 AM to 4:00 PM

Cost of Bid Package: No Charge.

Other Requirements: Affirmative Action, Americans with Disabilities Act, and others specified in the Bid Documents

Advertised Date: **MONDAY, FEBRUARY 12, 2024**

For Purchasing questions, please contact Jennifer Kaczala, QPA, Purchasing Agent, at (732) 842-4000, extension 4217.

All technical questions regarding this project must be in writing and forwarded to the project manager by fax or e-mail.

Project Manager: **Lindsay Ruotolo**

Fax: (732) 842-3640

E-mail: **Lindsay.Ruotolo@co.monmouth.nj.us**

MONMOUTH COUNTY
NOTICE TO BIDDERS

ADVERTISED DATE: **MONDAY, FEBRUARY 12, 2024**

TAKE NOTICE that sealed Bids for a proposed Contract for the project known as **2024 FURNISHING & INSTALLING PLANT MATERIAL AT VARIOUS PARKS (BID #0029-24)** will be publicly received, opened and read aloud by the Purchasing Agent for the Monmouth County Board of Recreation Commissioners at the Monmouth County Park System Headquarters Building, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey on **TUESDAY, MARCH 5, 2024** at **10:00 AM** prevailing time.

PRE-BID INSPECTION. A pre-bid meeting **is not** scheduled for this project. Bidders are expected to examine existing conditions at the project site that will bear on the proposed work.

BIDDING DOCUMENTS AVAILABLE. Bidders may obtain copies of the Bidding Documents on a Compact Disk (CD):

- Via Fed Ex by calling the Monmouth County Park System Purchasing Department at (732) 842-4000 ext. 4334 or 4217. (The Monmouth County Park System only assumes the responsibility for e-mail and /or fax notifications and for placing bid packet in the mail, and not for the proper and timely delivery of such notices or packets.)
- If requested by potential bidders, a Bidding Document CD may be obtained by calling the Monmouth County Park System Purchasing Department at the above phone numbers and may be picked up at the Monmouth County Park System Headquarters Building located at Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

STATUTORY REQUIREMENTS. The successful Bidder will be required to comply with P.L. 1975 c.127 (N.J.A.C. 17:27) “Affirmative Action,” (42 U.S.C.512101 et seq) "American with Disabilities Act," New Jersey State Business Registration (N.J.S.A. 52:32-44), and all other laws and regulations that apply to bidding and the performance of the proposed Contract.

FORM OF BID. Bids must be submitted on the proposal form provided or an exact duplicate in the manner designated and required by the specifications. Bid submitted must be enclosed in a sealed envelope bearing the name and address of the bidder, the title of the bid “**2024 FURNISHING & INSTALLING PLANT MATERIAL AT VARIOUS PARKS (BID #0029-24)**” and the words “Sealed Bid.” Bids are to be addressed to the Purchasing Agent, Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738. Bids may be mailed in or placed in the drop box located outside of the Thompson Park Headquarters Building, 805 Newman Springs Road, Lincroft, NJ, prior to the opening date.

FORMS TO ACCOMPANY BID. Each Bidder shall complete and submit with its Bid the following: Non-Collusion Affidavit (blank copy included in the Bidding Documents), New Jersey State Business Registration (N.J.S.A. 52:32-44). **Bidders shall submit at least one (1) original of each form, with an original signature.**

NOTICE TO BIDDERS
(Continued)

RIGHTS TO REJECT BIDS. The Monmouth County Board of Recreation Commissioners shall have the right to reject any or all Bids; to reject a Bid not accompanied by any documents called for by the Bidding Documents; to reject a Bid which is in any way incomplete or irregular; and to waive any informalities contained in the Bids.

EQUAL OR TIED BIDS. The Monmouth County Board of Recreation Commissioners shall have the right to award the Contract to any one of the lowest responsible Bidders whose Bids are equal to or tied.

INQUIRIES. All inquiries are to be directed to the Purchasing Department at (732)-842-4000 ext. 4334 or 4217.

All technical questions regarding this project must be in writing and forwarded to the project manager by fax or e-mail.

Project Manager: **Lindsay Ruotolo**

Fax: (732) 842-3640

E-mail: **Lindsay.Ruotolo@co.monmouth.nj.us**

BY ORDER OF THE BOARD OF RECREATION COMMISSIONERS
COUNTY OF MONMOUTH

KEVIN MANDEVILLE, CHAIRMAN
ANDREW J. SPEARS, DIRECTOR
JENNIFER KACZALA, QPA, PURCHASING AGENT