

**County of Passaic**  
**Notice to Bidders/Legal Notice**

Notice is hereby given that sealed proposals will be received on **November 1, 2022 at 10:30 am (prevailing time)** by the Passaic County Board of County Commissioners for **Weatherization Assistance Program Residential Windows and Doors Repair and Installation with Other Energy Conservation Measures**, Project **RFQ-23-052** at the following location:

**Passaic County Purchasing Division**  
Passaic County Procurement Center  
495 River Street, 2<sup>nd</sup> Floor  
Paterson, New Jersey 07524

Proposals, plans, and specifications (hereafter “Bid Documents”) may only be obtained from the Passaic County website [www.passaiccountynj.org](http://www.passaiccountynj.org). If you experience difficulty downloading a bid, please email [bids@passaiccountynj.org](mailto:bids@passaiccountynj.org) and provide your full contact information including US mail address and fax number and a proposal can be emailed. Bid Documents will not be mailed. However, if exigent circumstances exist, accommodations to overnight Bid Documents may be delivered at the bidder’s expense.

Bid proposals must be submitted on the forms supplied by the County. Bidders must submit one (1) original and two (2) copies of its bid plus one (1) on CD or USB Flash Drive. Bid proposals are to be submitted via hand delivery during regular business hours between 8:30 AM and 4:30 PM, certified mail, or overnight delivery.

The Passaic County Weatherization and Home Energy Division is inviting vendors to submit proposals for Weatherization Assistance Program Residential Windows and Doors Repair and Installation with Other Energy Conservation Measures.

Firms will be qualified pursuant to the professional services provision of N.J.S.A. 40A:11-5(1)(a)(i), and hired by the County on an as needed basis. The Request for Qualifications is a fair and open process in compliance with N.J.S.A. 19:44A-20.4 and 20.5.

Respondents must submit qualifications by no later than **November 1, 2022 at 10:30 am**. No late proposals or bids will be accepted. The County is not responsible for bids delivered or otherwise not arriving on time. The County reserves the right under N.J.S.A. 40A:11-13.2 to reject bids for the reasons stated therein.

Respondents are required to comply with N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127, N.J.A.C. 17:27-5.2, and all other applicable laws, regulations, or ordinances concerning affirmative action goals and equal employment opportunity.

Pursuant to N.J.S.A. 40A:11-24, the Passaic County Board of County Commissioners reserve the right to consider the bid proposals for sixty (60) days after the receipt thereof. Moreover, the Board reserves the right to reject any and all proposals in accordance with N.J.S.A. 40A:11-13.2, and waive minor informalities not considered material defects under N.J.S.A. 40A:11-1, et seq.

In compliance with Local Finance Notice 2020-10 issued by the New Jersey Department of Community Affairs, Division of Local Government Services, the Passaic County Purchasing Agent shall host a Webex virtual bid opening at the Procurement Center, located at 495 River Street, 2<sup>nd</sup> Floor, Paterson, NJ 07524. Any bidder who has mailed, overnight delivered, or hand delivered a bid to the County of Passaic Division of Purchasing may join the virtual bid opening via a link, <https://passaiccounty.webex.com/meet/bids>. The County shall live stream all bid openings, clearly announce the title of the bid, and display each sealed bid package, back and front, for the camera prior to the bids being opened. The contents of each bid package shall be read aloud upon opening, including the price(s), and noting, at minimum, the presence of any documents required to be part of the bid submission.

After the close of the bid opening, all responses shall be fully scanned and posted at [www.passaiccountynj.org](http://www.passaiccountynj.org). The bid opening shall be recorded and archived.

If there are any questions regarding the bid opening process, please contact Passaic County Purchasing Department at [bids@passaiccountynj.org](mailto:bids@passaiccountynj.org).

Lisa Stacevicz  
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**Sherry Arvanitakis, QPA**