RARITAN VALLEY COMMUNITY COLLEGE

MEMORANDUM

TO: ALL PROSPECTIVE FIRMS

FROM: Michael DePinto, Director of Purchasing

SUBJECT: CLEANROOM DESIGN AND MANUFACTURING SERVICES

Raritan Valley Community College (RVCC) invites all interested parties to submit written proposals to provide these services. This invitation is made in conformity with the State of New Jersey’s Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et. Seq.) with respect to professional services conducted in a fair and open process. All proposals must be received by 3:00 p.m. on Wednesday, August 16, 2023, in the Purchasing and Contracts Office, Suite C165.

An RVCC committee composed of senior College managers will review all materials. The first stage of the selection process will be an evaluation of the submitted professional qualifications indicating experience designing similar projects. One firm will be recommended to the Board of Trustees Finance Committee and from there to the full Board of Trustees for approval.

The essential criteria upon which the College will base its selection are the following:

- Extent of experience in developing Class C Clean Rooms.
- Willingness to accept particular contractual requirements.
- Ability to develop and design documents which will be consistent with the established project budget.
- Explanation of the firm’s approach to ensure that potential design options will not exceed the established project budget.
- Proposed fee for services.

In order to help you evaluate your firm’s interest we have provided some general background information on RVCC, a description of the project objectives and two (2) conceptual drawings of the spaces. The selected firms are also be expected to produce/sign the following documentation before contract award:

- New Jersey Business Registration Certificate
- Bidders Prequalification Affidavit of Non-Collusion
- Affirmative Action Agreement/Mandatory Language
- Statement of Ownership (Ownership Disclosure Certification)
- Verification of Assumed, Trade or Fictitious Name
- Disclosure of Prohibited Activities in Russia / Belarus or Investment Activities in Iran
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

We have not developed a standard form for your response. However, your proposal should address the selection criteria directly. Some brief promotional material and profiles of the professionals who may be assigned to the project is permitted. Please provide three (3) copies of your proposal.
Please note that the last date for all questions to be submitted by firms for this project is Wednesday, August 2, 2023 at 12:00 p.m. (Noon). All questions must be directed in writing to Michael DePinto, via E-Mail: Michael.DePinto@raritanval.edu.

All questions must be directed in writing to Michael DePinto, Director of Purchasing, via E-Mail: Michael.DePinto@raritanval.edu.

Proposals will be received on an individual item basis and may be awarded by item or in total at the sole discretion of Raritan Valley Community College (hereinafter referred to as “RVCC” or “the College”).

Proposals on material(s) other than those specified, will be considered if they are equivalent or better in all specifications. It is the responsibility of the bidder to prove equivalency of alternate(s). Firms offering substitutes or alternates for specified items must provide detailed specifications, catalog, catalog numbers and, if requested, samples of products.

Firms acknowledge that this bid and the award of a contract are governed by the County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq., and that any legal challenges to the bidding process, the award or non-award of a contract, or the rejection of any bids, must be pursued before the College Board of Trustees in accordance with P.L. 1994 h. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the Secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Raritan Valley Community College Rules for Hearings before the College Board of Trustees, which rules may be obtained at the office of the Director of Purchasing.

Instructions to Firms:

The College reserves the right to reject any/or all proposals, or any part thereof, should it determine to do so. The final judgment of acceptance or rejection, in any/or all events, will be determined by Raritan Valley Community College.

All equipment, material and supply bids must be F.O.B. Raritan Valley Community College, Branchburg Township, North Branch, New Jersey.

All materials submitted must be manufactured to Occupational Safety and Health Act standards, and the completed products must conform to all guidelines and specifications promulgated by the Occupational Safety and Health Act.

Firms must deliver three (3) copies of their proposal to RVCC. Proposals will be received at the office of Michael DePinto, Director of Purchasing, Raritan Valley Community College, 118 Lamington Road, North Branch, New Jersey 08876.

The Board of Trustees of Raritan Valley Community College is exempt under the provisions of the New Jersey Sales and Use Tax Act and is not required to pay sales tax.
In the event a discrepancy occurs between the written words and numerical figures, the WRITTEN WORDS will prevail.

It is the sole responsibility of the bidder to ensure that its response is delivered on time. RVCC shall not be liable for any proposals lost in transit.

RVCC shall not be responsible for, or be bound by, any verbal answers to questions during this process. All questions and responses must be in writing. RVCC reserves the right in its sole discretion to waive any insubstantial irregularities in these procedures and further reserves the right in its sole discretion to permit insubstantial defects to be cured.

RVCC reserves the right to retain all proposals for consideration for a period not to exceed sixty (60) days. RVCC shall not be responsible for or be bound by any verbal answers to questions during the bidding period. All questions and responses must be in writing. Bidders offering a substitute or equivalent must so state in the bid otherwise Raritan Valley Community College will assume that the bids are on the items specified.

The College reserves the right in its sole discretion to waive any insubstantial irregularities in the bidding procedures and further reserves the right in its sole discretion to permit insubstantial defects to be cured.

“If awarded a contract your company/firm will be required to comply with the requirements of P.L. 1975 c.127 (N.J.A.C. 17:27).