

County of Passaic

Notice to Bidders/Legal Notice

Notice is hereby given that sealed proposals will be received on **September 29, 2020 at 10:30 am (prevailing time)** by the Passaic County Board of Chosen Freeholders for **New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board**, Project **RFP-20-022** at the following location:

Passaic County Purchasing Division
Passaic County Procurement Center
495 River Street, 2nd Floor
Paterson, New Jersey 07524

Proposals, plans, and specifications (hereafter “Bid Documents”) may only be obtained from the Passaic County website www.passaiccountynj.org. If you experience difficulty downloading a bid, please email 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 purpose of this solicitation is to select a One-Stop (OS) Operator to operate the New Jersey One-Stop Career Centers (NJCCs) and other service access points for federally-funded NJCC partners, as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Passaic County Workforce Development Area

Respondents must submit bid proposals by no later than **September 29, 2020 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 Chosen Freeholders 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.*

On March 9, 2020, New Jersey Governor Phillip Murphy issued Executive Order No. 103 declaring a Public Health Emergency and State of Emergency in New Jersey because of the Coronavirus 2019 disease (hereafter “COVID-19”). Thereafter, Passaic County Administrator Anthony J. DeNova, III signed Administrative Order No. 20-01, that among other actions, closed all County of Passaic (“County”) facilities to the public.

Consequently, the County shall not be permitting the public to enter and view RFP and bid openings until Administrative Order No. 20-01 is rescinded. 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, 2nd Floor, Paterson, NJ 07524. When it is time to join a scheduled Webex bid opening, copy and paste the link, <https://passaiccounty.webex.com/meet/bids>, to your browser and click on it to enter the meeting. 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. The bid opening shall be recorded and archived.

If there are any questions regarding the bid opening process during the Public Health Emergency, please contact Passaic County Purchasing Department at bids@passaiccountynj.org.

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