

**MONTCLAIR**  
**STATE UNIVERSITY**  
**NOTICE TO BIDDERS**

**RFP # 1600 – Refrigeration Preventative Maintenance & Repair Services**

The Assistant Vice President of Procurement Services at Montclair State University will receive bids for Request for Proposal # 1600 -Refrigeration Preventative Maintenance & Repair Services, until **July 17, 2024 at 10:00 AM**, when they will be publicly opened in the Third Floor Lobby of the Overlook Corporate Center, 150 Clove Road, Little Falls, NJ 07424.

Scope of Work: Qualified Bidders that are willing to enter into this contract with the University shall perform inspections, maintenance, repair and emergency services on the University's commercial kitchen refrigeration equipment. The Bidder shall provide all equipment, tools, labor, supervision, materials, transportation and all effort necessary to carry out the specifications herein.

Copies of the Request for Proposal, including any related other documents may be downloaded on or about 6/19/2024 at <https://www.montclair.edu/procurement/bidding-opportunities/>

A Pre-Bid Meeting and Site Inspection will be held on Thursday, June 27, 2024 at 11:00 A.M. outside of the main entrance to Freeman Dining Hall. A campus map is located at <https://www.montclair.edu/campus-map/>. Bidders are advised that attendance at both the pre-bid meeting and site visit is strongly recommended, and no special consideration will be provided to any bidder who does not attend.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. regarding Affirmative Action; State of New Jersey Prevailing Wage Rate Act, N.J.S.A. 34:11-56.26 et seq.; and N.J.S.A. 52:25-24.2 regarding Ownership Disclosure. Montclair State University is an Equal Opportunity Purchaser.

All required bid documents for this notice, both statutory and as required by Montclair State University Policy and Procedures, are listed on the Procurement Services website: <https://www.montclair.edu/procurement/>

Details regarding the requirements for vendors bidding this work are contained in this request for proposal. Questions shall be in writing and may be directed to Oswald Pasho, Procurement Specialist via e-mail at [pashoo@montclair.edu](mailto:pashoo@montclair.edu). No oral questions or answers shall be authorized or relied upon by bidders.

By: Shawn Laidlaw, Assistant Vice President of Procurement Services, Montclair State University.