



302 Towne Centre Drive
P O Box 5909
Hillsborough, NJ 08844

Township of Hillsborough Municipal Utilities Authority

BID SPECIFICATIONS: GENERAL ELECTRICAL WORK

Frank Scarantino, Chairman
Robert McCray, Vice-Chairman
Robert Damiano, Secretary
Michael Avolio, Treasurer
Richard Nunn, Assistant Secretary / Assistant Treasurer

Pamela Borek, Executive Director
Judy Capra, Qualified Purchasing Agent

BIDDER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BID OPENING: Wednesday, July 15, 2026, at 11 am

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN sealed bids will be received by the Township of Hillsborough Municipal Utilities Authority, Somerset County, New Jersey, Executive Director and Qualified Purchasing Agent for **General Electrical Work**, on Wednesday, July 15, 2026, at 11 am, prevailing time.

Specifications and form proposal may be obtained on the website, or at the Administration Office, upon request.

Bids must be on the proposal sheets furnished in the bid packet and are required to be placed in a sealed envelope and addressed to The Township of Hillsborough Municipal Utilities Authority, 302 Towne Centre Drive, Hillsborough, NJ 08844.

Bidders are to comply with the following requirements of:

- N.J.S.A.10:5:31 et seq.
- P.L. 1977 C.33
- P.L. 1975 C.127
- N.J.A.C. 17:27 et seq.
- N.J.S.A 34:11-56.25 et seq.

SEALED ENVELOPE BIDS SHOULD INDICATE BID & BIDDER's NAME

MUST BE RECEIVED BY WEDNESDAY, JULY 15, 2026, 11 AM

The contract shall be awarded, or all bids rejected, within 60 days from the receipt of bids or within such extension of time as permitted by law. The Township of Hillsborough Municipal Utilities Authority reserves the right to reject any or all bids or to waive any informalities or immaterial differences should The Township of Hillsborough Municipal Utilities Authority deem it to be in the public interest to do so.

By order of The Township of Hillsborough Municipal Utilities Authority

Pamela Borek
Executive Director

The Township of Hillsborough Municipal Utilities Authority (TTHMUA) requires formal proposals for General Electrical Work to be performed including and not limited to providing all necessary labor, materials, equipment, and supervision to perform routine maintenance, emergency repair, and new electrical installation in accordance with the New Jersey Uniform Construction Code and all applicable Township of Hillsborough building codes and requirements.

Instructions to Bidders

All Bids

- Will be opened publicly in the Administration Office, Conference Room, 302 Towne Centre Drive, Hillsborough New Jersey, beginning at 11:00 am, prevailing time on the state specified in the notice to bidders.
- Must be enclosed in a sealed envelope bearing the name and address of the bidder, the name of the bid and the date of the bid opening.
- Shall be delivered in person to the above address or mailed to P.O. Box 5909, Hillsborough, NJ 08844
- The Authority will not be responsible for late mail deliveries, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Administrative and Statutory Requirements

Schedule – Release of Request – June 25, 2026
Due Date – July 15, 2026 (11:00 am)
Award – July 24, 2026

Bidder Shall

- Complete and sign all documents included in the bid package. Failure to comply may be cause for rejection. Electronic/Stamp signatures will not be accepted. Each bid MUST be signed in ink or ballpoint pen by person authorized to do so; photocopies will not be accepted.

Documents may include, but are not limited to:

- Non-Collusion Affidavit
- Affirmative Action Questionnaire
- Signature Page
- Statement of Ownership
- Disclosure of Investment Activities in Iran
- Certification of non-involvement in Prohibited Activities in Russia or Belarus
- Acknowledgement of Receipt of Addenda or Revisions (if applicable)
- Price Schedule
- Americans with Disabilities Act of 1990
- Proof of NJ Business Registration Certificate

Insurance

This RFQ/RFP is for the appointment of a professional with TTHMUA or a position for which there is a bidding exemption under the New Jersey Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. Each Respondent shall have the following insurance coverage, at a minimum:

1. Statutory Workers' Compensation Insurance in compliance with the laws of the State of New Jersey and Employers Liability Coverage in the amount of \$1,000,000 each accident/ each employee/ each disease.
2. Comprehensive General Liability and Bodily Injury Insurance including death in the amount of \$1,000,000 for each occurrence and \$2,000,000 in aggregate. TTHMUA shall be named as an additional insured.

3. Comprehensive Automobile Liability, Bodily Injury, Property Damage Insurance with a limit of no less than \$1,000,000 Combined Single Limit. TTHMUA shall be named as an additional insured.
4. Excess Liability policy with limits of liability not less than \$5,000,000, with drop-down provision included. This must be in excess of all primary liability contracts. When the required underlying limits of excess carrier are less than those required by these specifications, the lower underlying limits will be acceptable. TTHMUA shall be added as an additional insured.
5. Professional Liability Insurance for \$5,000,000 per claim and annual aggregate.

In addition to the required documentation contained herein, a certified check, cashier's check or bid bond issued by a responsible bank, trust company or insurance company, payable to The Township of Hillsborough Municipal Utilities Authority shall be submitted with each bid as a guarantee that if a contract is awarded the Bidder shall execute said Contract and furnish the bond required by the Contact Documents. The Bid Security shall be in the amount of ten percent (10%) of the total amount of the bid or Twenty-Thousand Dollars (\$20,000), whichever is lower.

Required Contractor Qualifications:

Licensing: Contractor must hold a valid **New Jersey State Electrical Contractor's License** (N.J.S.A. 45:5A-9).

Experience: The bidder must provide a minimum of ten (10) years of verifiable commercial/industrial electrical experience, preferably with generators, electric motors, control panels and similar equipment.

References: A list of at least three (3) similar projects completed in New Jersey within the past 5 (five) years must be provided upon request.

Scope of Work (The "Inclusions")

The Contractor shall furnish and install electrical systems including, but not restricted to:

General Installation: Power distribution, receptacles, switches, and grounding.

Lighting: Interior and exterior fixtures, emergency lighting, security lighting, and upgrades as necessary.

Maintenance & Repair: Troubleshooting, panel upgrades, and routine system inspections.

Code Compliance: All installations shall comply with the most recently adopted edition of the National Electrical Code (NEC/NJ) and the NJ Department of Community Affairs building regulations.

Safety: The contractor is responsible for OSHA compliance, lockout/tagout procedures, job site safety and confined space trained / authorized.

Materials & Equipment: to be furnished by TTHMUA.

Cost Proposal

Prevailing Wage & Labor Laws: This proposal shall be accordance with the New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder.

The undersigned declares that they have read the Notice, Instructions, Scope of Services and have determined that and agrees to furnish and deliver services per the schedule of fees for (RT) Regular Work time hours 7 am – 3:30 pm) and (OT) Overtime Work hours 3:30 pm – 7 am, set for the below :

For example: Journeyman \$ X / hour (regular time) \$ Y / hour (overtime)

Position Title

\$ / Hour RT

\$ / Hour OT

☐ **By checking this box, you are confirming the ability and committing yourself to respond to after-hour emergencies should they arise, within a 2-hour period.**

TTHMUA does not guarantee any minimum number of hours.

If accepted, this contract will not exceed \$75,000 per year.

CERTIFICATION OF INSURANCE

I hereby certify that my office carries insurance adequate to cover the Township of Hillsborough Municipal Utilities Authority ("TTHMUA") and protect TTHMUA for any error or omission by the undersigned that creates liability to TTHMUA and meets the requirements outlined herein. This includes errors and omissions policy and any other type of policy whatsoever that can be utilized to protect the interests of TTHMUA. I have attached hereto copies of the declaration pages of each such policy that I assert does or can protect any error, omission or activity in which I or anyone from my office might engage on behalf of TTHMUA, furthermore naming TTHMUA as additionally insured.

CERTIFYING OFFICIAL: _____
(Print or Type)

TITLE: _____

SIGNATURE: _____

DATE: _____

Acknowledgement:

I hereby certify the information contained in this proposal is correct and accurate to my personal knowledge. I am making this certification in good faith.

Certifying Official: _____
(Print or Type)

Title: _____

Signature: _____

Date: _____

Acknowledgement of Receipt of Addenda

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

Addendum Number	Date	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Type or Print)

Title: _____

Date: _____

Form not required if no Addenda issued