

CORONA VIRUS – March 16, 2020

LOCAL FINANCE NOTICE 2020-06,

Many contracting units have expressed concerns about hand delivery of bids and conducting public bid openings. The Division strongly recommends cancellation of bid openings for non-essential goods and services. In cases of bid openings for essential time-sensitive projects (e.g. summer roadwork), the Division recommends establishing a protocol for hand delivery of bids that limits exposure to pathogens; the contracting unit should affirmatively communicate this protocol to prospective bidders. One potential measure could include offering bidders use of a document lockbox if the building is closed or outside access restricted. Because N.J.S.A. 40A:11-23 and N.J.S.A. 18A:18A-21 require bid openings to be public, any such bid openings should be done in a location and manner that enables adequate social distancing amongst all participants. In addition to, but not in lieu of, the physical bid opening, contracting units may wish to offer bidders and the public the ability to witness the bid opening through an online livestream. Contracting units shall affirmatively communicate all measures taken for the bid opening in accordance with bid specification/RFP amendment and notice of amendment statutes and rules.

The City of Trenton, Department of Administration, Division of Purchasing recommends that all sealed bids/proposals be dropped off to the security desk or drop box provided located at 319 East State Street, Trenton, NJ 08608 1st floor. Sealed bids/proposals must be delivered prior to the due date and time of the opening with the name, address, bid/proposal number, date and time of opening listed in front of the envelope. The Division of Purchasing will update bidders via telephone, fax, electronically and post all procurement information on the Purchasing's website at <https://nj-trenton.civicplus.com/list.aspx>.

