

TO ALL VENDORS:

Ocean County is closely monitoring the situation of the COVID-19 virus. In an effort to maintain the safety and health of all persons, our procedures for the receipt of all Bid, RFP/RFQ, and Competitive Contract (CC) packages will be as follows until further notice:

We strongly encourage all vendors to mail in their bid, RFP/RFQ, and CC packages. For all submission packages to be mailed, please follow the instructions as stipulated in the Instructions to Bidders page of the specifications.

If a vendor needs to hand deliver a package, there will be a locked drop box located in front of the Ocean County Administration Building, 101 Hooper Ave. Toms River, NJ 08753 where sealed responses can be securely dropped off. The box is labeled:

PROCUREMENT PROPOSAL DOCUMENT DROP BOX

Please ensure the submission envelope clearly bears the name and address of the vendor, the name of the bid/RFP/RFQ/CC and the date of the opening.

Responses left in the drop box will be collected and recorded daily. In-person hand deliveries of submissions the day of the opening will be collected and recorded in the Administration Building Lobby.

If a vendor determines that it is absolutely necessary to attend the official bid opening, please be advised the County will enforce appropriate protocols of social distancing to limit the exposure of pathogens. In order to limit the exposure of pathogens, the County will not be allowing vendors to immediately review any submission documentation at the opening. If a vendor requires information regarding the submissions, they shall contact the Ocean County Purchasing Department at (732) 929-2101.

The County 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.

We appreciate your understanding and cooperation of these matters during this time.