



Georgian Court University

Request for Pricing

Fitness Center Equipment: Preventative Maintenance / Repairs

18/19 FIT-01

Issuance Date: May 3rd, 2018

ABOUT THE UNIVERSITY

GEORGIAN COURT UNIVERSITY

THE MERCY UNIVERSITY OF NEW JERSEY

Georgian Court University is a coeducational, forward-thinking institution that encourages intellectual inquiry, moral analysis, and social dialogue.

Founded and sponsored by the Sisters of Mercy, Georgian Court University is located in Lakewood, New Jersey. Set on a magnificent 156-acre estate formerly belonging to financier George Jay Gould, the campus is conveniently situated 60 miles from New York and Philadelphia, and only 10 miles from the Jersey Shore. Bordering Lake Carasaljo, the site is a National Historic Landmark with alluring statuary, beautiful architecture and lush gardens.

After a long history as a women's college with coeducational graduate programs and undergraduate evening programs, Georgian Court became fully coeducational in 2013.

REQUEST FOR BIDS COVER SHEET

Georgian Court University is seeking Bids for:

Fitness Center Equipment: Preventative Maintenance / Repairs

Specifications and requirements are enclosed for your consideration.

Submitters are to direct all questions in writing to: Julie Parlacoski at jparlacoski@georgian.edu

No telephone calls or faxes will be permitted.

One (1) Original and one (1) Copy of submittals must be returned before BID DUE DATE and time to:

Georgian Court University

Administration Building - Purchasing

851 Lakewood Ave, Lakewood NJ 08701

ALL ENVELOPES MUST INDICATE THE FOLLOWING INFORMATION:

Title: **Fitness Center Equipment: Preventative Maintenance / Repairs**

Reference Number: BID 17/18 FIT-01

Deliver To: Purchasing Office

Due Date / Time: ___ May 29th, 2018 ____ / ____ 10 AM. _____

Important Dates:

Bid Request Issued: May 3rd, 2018

Due Date / Time: May 29th, 2018 / 10 am

Anticipated Start Date: July 1st 2018

ADVERTISEMENT FOR BIDS

Georgian Court University

ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by Georgian Court University (“Owner”) and opened at the Georgian Court University Administration Building, located at, 851 Lakewood Ave, Lakewood NJ 08701.

No bids will be received after the above date and time unless the contract is re-advertised for bids or unless the date and time for bid opening is changed by duly issued addendum. Bids received after the Bid Date and Time established by the Owner will be returned unopened.

All Bids must be submitted in a sealed envelope addressed to the Georgian Court University, clearly marked on the outside with the name and address of the bidder and the name and number of the bid.

Any general requests for information regarding this Advertisement for Bids should be directed to Julie Parlacoski at jparlacoski@georgian.edu.

Questions will not be entertained after BIDDER Questions Deadline, if applicable, unless the Owner, in its sole discretion, believes that an answer is required in order to maintain a competitive process. The University will answer all RFIs by emailing a Q&A document to all Bidders.

Do not contact any member of the Universities staff, faculty or member of a Selection Committee directly regarding this bid other than the point of contact listed in this document. Any attempt to do so will result in disqualification from bidding at the discretion of the Vice President for Finance and Administration.

No oral or other communications during the bidding process shall bind the Owner except as shall be contained in a written Addendum which the Owner may, in its sole discretion, issue in accordance with applicable law.

The Owner reserves the right to reject any or all bids, to the maximum extent of its lawful discretion. Bidders are required to comply with the requirements of P.L. 1975, C. 127, N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

Bidders are also required to comply with P.L. 1977, C. 33 (Stockholder or Partnership Disclosure Requirement) and P.L. 2004, c. 57 (Business Registration provisions of N.J.S.A. 52:32-44).

If work is to be performed under this Bid that is subject to Chapter 150 of the Laws of 1963 as amended by Chapter 64 of the Laws of 1974 (N.J. Prevailing Wage Act), bidders must also comply with P.L. 1999, c.238, The Public Works Contractor Registration Act.

Authority to Audit: N.J.A.C. 17:44-2.12;

- a) Relevant records of private BIDDERS or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).
- b) The contract partner shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

The above listing of relevant statutes and regulations is informational only and not intended to be all-inclusive. Bidders are required to comply with all applicable laws and regulations.

The Owner assumes no responsibility whatsoever in connection with any defects arising out of the issuance of the Contract Documents or the receipt or failure to receive Bids, including those which may arise from delay for any reason in obtaining or submitting the Contract Documents, including but not limited to traffic delay, messengering, mis-labeling, mis-directions from any source, mis-delivery or otherwise.

Notice: Bidders are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2007, C.304, S2) if the Bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Bidders responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at www.elec.state.nj.us.

Georgian Court University is an Equal Opportunity Affirmative Action Institution.

DOCUMENT CHECKLIST

ATTENTION ALL VENDORS/BIDDERS:

All Vendors must complete, execute and submit the “Documents Checklist” set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete. All forms/items must be typewritten or written in ink. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL COPY PLUS FIVE (5) COPIES.**

DOCUMENTS CHECKLIST

(Check the box for each document that is enclosed)

Initial each item

(Vendor’s initials)

- | | | |
|----|--|--------------------------|
| 1. | Proposal Form to Georgian Court University | <input type="checkbox"/> |
| 2. | Affirmative Action Requirements | <input type="checkbox"/> |
| 3. | Americans with Disability Act | <input type="checkbox"/> |
| 4. | Statement of Qualifications | <input type="checkbox"/> |
| 5. | State of NJ Business Registration Certificate* | <input type="checkbox"/> |
| 6. | Certificate of Insurance naming GCU as additional insured* | <input type="checkbox"/> |

Name of Corporation, Partnership Entity or
Individual

Print Name and Title of Authorized
Representative of Entity Signing This Document

Signature of Authorized Representative

Date

NOTES:

1. ANY CORRECTIONS, ADDITIONS OR DELETIONS TO THE FORMS PROVIDED SHALL BE INITIALED AND DATED.

2. DOCUMENTS REFERENCED WITH AN ASTERISK (*) ABOVE ARE NOT INCLUDED AS FORMS THAT ARE PART OF THE WITHIN REQUEST FOR PROPOSALS PACKAGE. ALL VENDORS ARE DIRECTED, HOWEVER, TO PROVIDE THEIR RESPONSES TO THESE ITEMS ON A SEPARATE SHEET(S) OF PAPER TO BE INCLUDED WITH THEIR RESPONSE PACKAGE. EACH ITEM MUST BE SIGNED AND DATED BY AN AUTHORIZED REPRESENTATIVE OF THE VENDOR.

State of NJ Business Registration Certificate

BIDDER'S CERTIFICATION

State of _____)

SS:

County of _____)

The undersigned, having knowledge of and authority to bind the BIDDER to the information herein, hereby swears, upon his oath, according to law,

1. I am the undersigned, who, on behalf of the BIDDER and with full authority to do so, has executed this Certification in connection with its submission;
2. That the BIDDER is registered with the State of New Jersey, Department of the Treasury, Division of Revenue;

Special Instructions

BUSINESS REGISTRATION CERTIFICATE

All contractors and subcontractors seeking to do business with Georgian Court University must have a valid New Jersey State Business Registration Certificate (BRC) from the New Jersey State Department of the Treasury, Division of Revenue, prior to contract award for all contracts \$5,250.00 and greater.

If you are an existing company and need a New Jersey Business Certificate you can file for one online or through the mail. Information is available at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

or by calling (609) 292-9292. *NOTE - If the bidder, including any named subcontractor(s) of the bidder, does not possess a valid Business Registration Certificate prior to contract award, such bidder will be deemed ineligible for contract award.

3. That the BIDDER is authorized by the New Jersey Department of the Treasury to perform work in New Jersey (THE CONTRACTOR MUST BE REGISTERED AT THE TIME OF THE BID. THE FORM MUST BE SUBMITTED PRIOR TO THE AWARD OF CONTRACT); and
4. The BIDDER has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submission;
5. I further warrant that, no person or selling agency has been employed, or retained, to solicit, or secure, such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employee or bona fide established commercial or selling agencies identified as follows:
6. The BIDDER is not, as of this date, and has not been at any time within three (3) years immediately preceding the date on which submissions were received, included on the New Jersey State Treasurer's List of Debarred, Suspended or Disqualified BIDDERS; the BIDDER hereby acknowledges that it may be debarred, suspended or disqualified from contracting with the OWNER if it commits any of the acts listed in N.J.A.C. 7:1-5.2 and further acknowledges its obligation to notify the OWNER immediately if it appears that said BIDDER may be added to any such list.

7. All statements and representations contained in the BIDDER's submission are true, complete and correct, and made with full knowledge that the OWNER shall rely upon same in awarding a public contract for the Work as defined in the Contract Documents.

BIDDER's Authorized Representative

(MUST BE PRINCIPAL OWNER OR OFFICER OF BIDDER):

Signature: _____

Print or Type Name and Title: _____

Notary Public: Sworn and Subscribed before me on this _____ day of _____, 20____ :

Notary's Signature: _____

Print or Type Notary's Name _____

Commission expires: _____

Notary's Seal:

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report;

or Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:

http://www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

AFFIRMATIVE ACTION REQUIREMENTS

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS

(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq. The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

A photocopy of a Certificate of Employee Information Report (CEIR) approval, issued in accordance with N.J.A.C. 17:27-4;

OR

A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours. The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor. The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence. The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq. COMPANY:

PRINT NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

AMERICANS WITH DISABILITIES ACT

AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disability

The BIDDER and Georgian Court University, (hereafter "OWNER") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the BIDDER agrees that the performance shall be in strict compliance with the Act. In the event that the BIDDER, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the BIDDER shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The BIDDER shall indemnify, protect, and save harmless the OWNER, its agents, servants, employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The BIDDER shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER'S grievance procedure, the BIDDER agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the BIDDER shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the BIDDER along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the BIDDER every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the BIDDER pursuant to this contract will not relieve the BIDDER of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph. It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the BIDDER, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the BIDDER expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the BIDDER'S obligations assumed in this Agreement, nor shall they be construed to relieve the BIDDER from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

TERMS AND CONDITIONS

Bidding Terms

(a) Applicable Law - Refers to any federal, state, county or local regulation, ordinance, resolution, enactment, requirement, permit, decision or ruling of any government agency with which compliance is required.

(b) Award - The Owner's acceptance of the Bid of a lowest responsible Bidder the legal effect of which binds said Bidder to further performance required hereunder.

(c) Bid / Bid Submittal - All of the information submitted by the Bidder in response to the Owner's solicitation for bids. A Bid shall be timely, complete and conform to and comply with the requirements of the Bidding Documents. The Bid price shall be the full inclusive value of finished Work and shall cover profit and all obligations of every kind which shall be borne by the successful Bidder.

(d) Bidder(s) / Contractor(s) / BIDDER(s) - Refers to any person or entity (corporation, partnership, joint venture or otherwise) submitting a Bid. The recipient of an award of contract by the Owner is referred to as the Contractor or BIDDER, as appropriate.

(e) Bid Opening / Bid Date and Time - Refers to the point until which and in accordance with the Bidding Documents, Bids will be received as timely, thereafter opened and read aloud, as stated in the Advertisement for Bids or duly issued Addendum.

(f) Owner / University – Refers to Georgian Court University

1. RIGHT TO MAKE CHANGES:

Any description of the Work notwithstanding, the Owner retains the absolute and unabridged right to alter the Work in any respect, at any time before or after award of contract, including by withdrawing the Advertisement for Bids, changing, adding or deleting its scope, or, in the case of a partial or revised Work for which an award is made, to insist upon complete and satisfactory performance of Work consistent with the basis on which said award is made.

2. BASIS OF AWARD:

In the event the Owner determines to make an award, it will award the contract to the Bidder submitting the lowest responsible Bid conforming to the invitation for bids.

3. METHOD OF AWARD:

Notification of the acceptance of the bid and award of a Contract will be made within 60 (sixty) days after the opening of the bids. The Contract will be awarded after due consideration of all relevant factors including, without limitation, quality responsibility, experience and other matters affecting the Bidder, so that the Owner will, consistent with the law, gain the advantage of the contract that will, in its judgment, best serve the interests of the Owner. In the event of tie bids, final selection will be made at the Owner's discretion.

4. SUBMISSION OF BIDS:

(a) Bids shall be submitted at the time and place indicated in the Advertisement for Bids and shall be included in an opaque sealed envelope addressed to Purchasing, Georgian Court

University, 851 Lakewood Ave, Lakewood NJ 08701 and marked with the project title and name and address of the Bidder and accompanied by the Bid Security and other required documents. The Owner shall not be responsible for the premature opening and disqualification of any bid not so marked.

(b) No bids will be received after date and time indicated unless the contract is re-advertised. Bidders will be held responsible for ensuring that their Bids are received in accordance with the instructions stated herein and a late Bid will not be considered even though it became late as a result of circumstances beyond the Bidder's control. Bids received by the Owner after the deadline for submission of Bids will be returned unopened to the Bidder.

(c) A Bidder shall be responsible to assure that its Bid is prepared and submitted based upon a complete set of Bidding Documents, including all Addenda. Any failure to secure or utilize complete Bidding Documents, whether inadvertent or otherwise, shall remain the sole responsibility of any prospective or actual Bidder.

(d) Bidders will not be reimbursed for any costs incurred in connection with preparation or submission of their Bid or for any visits to the Owner's and/or the Architect/Engineer's offices, or the site.

(e) More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

(f) The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the University.

(g) Bidders wishing to file an exception, challenge or to otherwise bring irregularities concerning this bid to the attention of the Director of Purchasing must do so in writing no later than three (3) working days prior to the scheduled opening date of this bid.

5. COMPLETE BID SUBMITTAL:

Manner of Completion: Bidders shall fully and accurately complete all Bid Forms as required, with all attachments. Failure to include any required pricing information will render such Bid incomplete and nonresponsive. A bid covering only part of the Work will be considered non-responsive and will be rejected. Any rejection of the specified language and contents of the Bid Forms will also be sufficient grounds for the rejection of the Bid. Conditional bids will not be considered. All blank spaces in the Bid Forms applicable to the Bidder shall be completely filled in. All insertions in the Bid Forms and all other required submittals shall be typewritten. Signatures shall be handwritten in ink only, preferably in blue and shall be fully legible when photocopied. The Bidder shall print or type its name below its signature wherever it appears on the Bid Forms. The completed Bid shall have no interlineations or erasures except those necessary to correct errors made by the Bidder. Bidder shall initial all corrections. The Owner may consider any bid not prepared and submitted in accordance with the provisions hereof and may waive informalities or may for any reason reject any and all bids within extent of Applicable Law.

6. BID MODIFICATION, WITHDRAWAL AND INTERPRETATION:

(a) A Bidder may withdraw its Bid at any time before the scheduled Bid Date by a signed, written notice to the Owner delivered to the address specified in the Advertisement for Bids, stating that the Bidder is withdrawing its Bid as submitted and requesting its return. Upon return of the

Bid pursuant to such written request, the Bid shall be considered withdrawn for all purposes. Bidders withdrawing their Bids may submit new Bids before the Bid Date and Time, provided that in all such cases the replacement Bid is an entirely independent and conforming submission. Modifications of previously submitted Bids shall not be permitted. Bidders seeking to make changes to their Bids after they are submitted must withdraw and resubmit their Bids in accordance with the requirements of these Instructions.

(b) Bidders may not modify a non-responsive Bid after opening of the Bids in order to make it responsive; however, the Owner may request a Bidder to clarify its Bid as long as no material modification is made. Any request for clarification and the response shall be in writing or by fax, but no material change in the price or substance of the Bid shall be sought, offered, or permitted, except as may be required to confirm the correction of arithmetic or obvious clerical and/or typographical errors as set forth herein.

(c) Any inconsistency between words and figures will be resolved in favor of words. Any incorrectly totaled column of figures shall be deemed corrected to equal the mathematically correct sum. The Owner shall retain the right, in its sole discretion, to reconcile any other apparent or latent discrepancy or error, as it deems appropriate whether or not such resolution results in rejection of a Bid.

7. DURATION OF BID:

Each Bid shall remain valid in accordance with N.J.S.A. 18A:64A-25.18. Submission of a Bid constitutes an express representation of a Bidder that it will not attempt to modify, withdraw or cancel its Bid for sixty (60) days after the Bid Date and Time (or such longer time to which the Bidder may agree, provided the Bidder agrees to extend the validity of its Bid Security correspondingly).

8. BIDDER'S DUTY TO NOTIFY OF ERRORS:

(a) Bidder's Duty of Full Investigation: Bidder shall carefully study, compare, correlate and coordinate its obligations both within the Bidding Documents and as to extrinsic information that may in any way affect its obligations, including circumstances pertaining to the description of the Work required by the Bidding Documents, the site or the use thereof in the performance of the Work, and any such other factors as may affect the Work. Except as specifically provided in the Contract Documents, the Contractor/BIDDER assumes all risks and responsibility for any and all conditions and circumstances that pertain to the Work whether same are known or unknown to the Contractor/BIDDER at the time of bidding.

(b) Notice: Notice of any alleged error; omission or inconsistency that should have been reasonably identified prior to submitting a Bid shall be provided to the Owner immediately in order that the Owner in its discretion may issue an Addendum. A Bidder's failure to do so constitutes an absolute waiver of any claims with respect to any error, omission or inconsistency that may thereafter be asserted with respect thereto, and shall bar any recovery regarding such claims.

9. REJECTION OF BIDS:

All Bidders are hereby notified that failure to comply with any of the requirements listed may be cause for rejection of bids. If a prospective Bidder has any questions with reference to the bid documents or

form of bid, he or she should contact the Owner as specified in the paragraph headed "Addenda and Interpretation".

10. ADDENDA AND INTERPRETATION:

(a) No oral interpretation of the specifications or other contract documents will be given to any Bidder. Should any Bidder find discrepancies or omissions in the specifications or other contract documents, he shall at once notify the Owner which will send written interpretations to all Bidders. Every request for such interpretation shall be addressed in writing to the Owner and, to be given consideration, must be received by 5 pm, ten (10) business days prior to the bid due date. All such interpretations and supplemental instructions will be in the form of written addenda to the specifications and drawings and will become a part of the contract documents, and all such interpretations and supplemental instructions will be posted on the College website for all prospective Bidders for such purposes not later than seven (7) business days prior to the bid due date as required by N.J.S.A. 18A:64A-25.14. The failure of any Bidder to receive any such addendum or interpretation shall not relieve any such Bidder from any obligation under his bid as submitted.

(b) Submission of a Bid shall constitute the Bidder's acknowledgment of its exclusive responsibility to obtain and utilize all Addenda. All Addenda shall be acknowledged on the form provided. The bidder is responsible for checking the purchasing web site for any updates or addenda.

11. PRE-BID MEETING:

A pre-bid meeting, if any, shall be held at the place, date and time stated in the Advertisement for Bids. The Pre-bid meeting is not mandatory; all prospective Bidders are nevertheless strongly encouraged to attend. It is each prospective Bidder's responsibility to ensure that the Owner is aware of its attendance at a Pre-bid meeting. Prospective Bidders may attend a Pre-bid meeting either them or through a representative, provided that any representative advises the Owner at the meeting.

12. POSTPONING RECEIPT OF BIDS

Publicly announced receipt of bids shall be considered postponed when an unforeseen circumstance occurs that would affect or prohibit the opening of bids. The opening of the bids must occur within five days, excluding Saturdays, Sundays, and holidays, of the original date of the receipt of bids or proposals. The following procedures shall be used in the event the College must postpone the receipt of publicly advertised bids: As soon as practicable, all BIDDERS who have either submitted bids, or received specifications, shall be notified by telephone, fax, or e-mail that the receipt thereof has been postponed and the reason therefore. If possible, on the day and time originally scheduled for receipt of bids, a notice shall be posted at the place where bids were to have been received, stating that the receipt of bids or proposals has been postponed. In the event of a postponement, no bids shall be opened.

13. EVALUATION OF BID AND BIDDER:

For purposes of evaluation, the bidder must indicate any variance to our specifications, terms, and/or conditions, no matter how slight. If variations are not stated in the proposal, it will be construed that the bid fully complies with our specifications.

(a) Evaluation of Bid: The Owner retains the right to reject all Bids or any particular Bid, including, without limitation, one that fails its evaluation, or that is in any way unbalanced, unreasonable, nonconforming, and qualified, incomplete, non-responsive or otherwise irregular.

(b) Evaluation of Bidder: The Owner will conduct such investigation as it deems necessary within its sole discretion to assist in connection with the evaluation of any Bid, to establish the responsibility, qualifications and financial ability of the Bidder to perform as required by the Bidding Documents. The Bidder shall provide to the Owner all the information requested for this purpose. The Owner reserves the right to reject any bid if its investigation of the Bidder reveals that, in the opinion of the Owner, the Bidder is not properly qualified to carry out the obligations of the contract and complete it as outlined herein. The Owner has the right to request at least three (3) references respecting similar work to that specified in these Bid Documents. The Bidder shall also provide upon the Owner's request, copies of all current licenses required by applicable laws and regulations for the Bidder to perform the Work. The Owner, or its authorized representative, in judging the merits of the Bidders shall take into consideration, in awarding the contract, the qualifications, experience, financial capability, and reputation of each Bidder and shall award the contract to the lowest responsive and responsible Bidder.

(c) Discretionary Waiver Rights: The Owner reserves all rights to waive informalities or irregularities in a Bid or to accept the Bid which accords with its best interests, in its sole discretion.

14. NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS:

All Bidders must comply with the New Jersey Business Registration Requirements set forth in P.L.2004, c.57 (N.J.S.A. 52:32-44). Before final payment on the contract is made by the contracting agency, the Bidder shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used. A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. of section 92 of P.L. 1977, c. 110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

15. LAWS AND REGULATIONS:

The successful Bidder is required to keep himself informed of and to comply with all applicable Federal, State and Local laws and rules and regulations of all authorities having jurisdiction over the subject matter of the contract. The successful Bidder shall also be responsible for securing and paying for all permits, governmental fees and licenses necessary for the proper execution and completion of the work required by the Contract. All equipment purchased must meet all applicable O.S.H.A. safety requirements. WORKER AND COMMUNITY RIGHT TO KNOW ACT: Pursuant to N.J.A.C. 8:59.1 et seq., every container of product(s) delivered under terms of this Bid Proposal must bear a label indicating the chemical name and Chemical Abstract Service Number of all hazardous substances present in a concentration of 1% or greater, all substances in a concentration of .1% or greater that may pose a special hazard as a carcinogen, mutagen or teratogen. In addition, the five most predominant substances present must be indicated, whether hazardous or not. Finally, those containers that do not account for 99% of the contents must be marked "CONTENTS PARTIALLY UNKNOWN". If none of the contents are listed, "CONTENTS UNKNOWN" must be on the label. Synonyms of chemical names or any name recognized by the Chemical Abstract Service may be used. Every carton of the product must also

include a copy of the Material Safety Data Sheet. PROPER COMPLIANCE SHALL BE DEEMED A TERM AND CONDITION OF THE PURCHASE CONTRACT.

16. BID PRICE:

Prices quoted shall be firm, net exclusive of all taxes and must include all transportation, delivery, and unloading costs, fully prepaid F.O.B. destination, inside delivery, installation and debris removed. Prices should be stated in units of the quantity specified. Only one bid price per line item will be acceptable. Multiple product choices and prices per item will be grounds for rejection of offers for that item. CONDITIONAL BIDS WILL NOT BE ACCEPTED Quantities as shown are approximate; and the University reserves the right to increase or decrease quantities. In the event of a manufacturer's price decrease during the contract period, the University shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. Purchasing must be notified in writing of any price reduction within five (5) days of the effective date. The prices stated in this bid, by mutual consent of the University and the successful bidder may be extended for such reasonable time as may be agreed upon until such time as new proposals are received, accepted and awarded.

17. TAXES:

The Owner is established under the authority of the State of New Jersey and is exempt from the New Jersey Sales and Use Tax.

18. BIDDER SANCTIONS:

Failure of a Bidder to execute the contract awarded or to comply with any or all of the terms and conditions therein may disqualify him/her from receiving future contracts. Such disqualifications or the failure to disqualify shall not limit the remedies available to the Owner upon default, and it may recover full damages in addition thereto in accordance with law.

19. BID APPEAL:

The challenge or objection must be presented by filing a petition with the secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. If a Bidder challenges or protests the award of a Bid, it shall reimburse the Owner for all costs, expenses and losses incurred by the Owner, including all attorney's fees, by reason of such challenge or protest, except to the extent that the Bidder may be adjudicated to be a prevailing party against the Owner as to such challenge or protest. Under no circumstances shall the Owner reimburse to any party any fees, costs or expenses related to a bid challenge or protest.

20. CONDITIONS OF WORK:

Each bidder must inform himself fully of the conditions relating to the contract and any construction involved and the employment of any labor thereon. Failure to do so will not relieve the successful bidder of his obligation to furnish all material and labor necessary to carry out the requirements of the contract. Insofar as possible and if applicable, the Contractor, in carrying out his work, must employ such method or methods or means as will not cause any interruption of or interference of the work of any other Contractor.

21. POST-AWARD SUBMITTALS

The successful Bidder shall provide its Post-Award Submittals, including all Contract Forms, acceptable payment and performance security issued by a qualified surety in the amount of one hundred (100) percent of the contract price if required by these specifications, all required insurance, (all of the above dated and fully effective simultaneous with the date of the Agreement); and a list of key personnel, including business, mobile and emergency telephone and fax information, as and when required by the College. The Owner may make such additional investigation as he deems necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish to the Owner all such information for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the obligations of the Contract or to complete the work contemplated therein.

22. TERMINATION OF CONTRACT A / CHANGE OF CIRCUMSTANCES:

Where circumstances and/or the needs of the College significantly change, or the contract is otherwise deemed no longer to be in the public interest, the College may modify quantities or terminate a contract entered into as a result of this bid, upon no less than thirty (30) days' notice to the BIDDER and an opportunity to respond. B. FOR CAUSE Where a BIDDER fails to perform or comply with a contract the Board of Trustees may terminate the contract upon ten (10) days' notice to the BIDDER with an opportunity to respond.

23. HOLD HARMLESS:

The contractor/BIDDER shall indemnify and hold the University, its employees and agents, harmless from any and all loss, liability or damage of any kind whatsoever, including but not limited to reasonable attorney's fees and court costs arising out of or in any manner occasioned by breach by contractor/BIDDER, its agents, employees, servants or sub-contractors, of any covenant, term and/or condition of this agreement, or by the negligence, improper conduct, intentional acts or omissions of the contractor/BIDDER, its agents, employees, servants or sub-contractors.

SCOPE OF WORK

Contractor to perform quarterly Preventative Maintenance on all Fitness Equipment and Equipment repairs for a term of 2 Years.

PREVENTATIVE MAINTENANCE

1. The successful contractor shall maintain the fitness equipment described in the Equipment List located at the Wellness Center building #4 at Georgian Court University in accordance with the manufacturer's recommended schedule of regular preventative maintenance (PM).

2. The Contractor is to provide PM Services to ensure that the equipment listed in the Equipment List performs in accordance with original equipment manufacturers performing standards. PM Services are to include, but need not be limited to the following:

- a. Inspection of parts for wear, alignment and maladjustment impending breakdown;
- b. Adjustment for wear, alignment and maladjustment;
- c. Replacement of faulty and worn or damaged parts and/or parts which are likely to become faulty or become worn;
- d. Cleaning, calibration and lubrication;
- e. Performing remedial maintenance of non-emergent nature;
- f. Inspecting, and replacing where indicated, electrical wiring and cables for wear and fraying; and,
- g. Additional repairs and maintenance as required in addition to the Services specifically mentioned above that are deemed necessary to return equipment to full operating condition. These Services are to ensure the safe and dependable operation of the equipment at all times.

Category Specifics include but not limited to:

TREADMILLS:

- CLEAN AND INSPECT MACHINE
- ALIGN RUNNING BELT - CLEAN AND LUBE ROLLERS / DECK
- VACUUM INTERIOR OF UNIT AND CLEAN EXTERIOR
- INSPECT LOWER ELECTRONICS
- CLEAN DRIVE MOTOR AIR INTAKES AND FANS
- INSPECT DRIVE BELT FOR WEAR AND PROPER TENSION
- CHECK LIFT CALIBRATION, LUBE ELEVATION ROD
- INSPECT STOP KEY FUNCTIONS AND KEYPADS
- PERFORM SPEED CALIBRATION

ELLIPTICALS:

- INSPECT AND ALIGN STEPS
- CHECK ALL RESISTANCE COMPONENTS
- CHECK ALL ELECTRONIC COMPONENTS
- INSPECT ALL BEARINGS, BOLTS, AND MISC. HARDWARE, CHAINS, DRIVEBELTS

- VACCUM INTERIOR AND CLEAN INTERIOR OF UNIT

CROSS TRAINERS:

- CHECK ALL RESISTANCE COMPONENTS
- CHECK ALL ELECTRONIC COMPONENTS
- INSPECT ALL BEARINGS, BOLTS AND MISCELLANEOUS HARDWARE
VACCUM AND CLEAN OVERALL INTERIOR AND EXTERIOR OF UNIT

STATIONARY BIKES:

- CHECK CONTROL BOARD FUNCTION AND CLEAN
- INSPECT DRIVE BELT FOR WEAR
- INSPECT ALL BEARINGS, FREEWHEEL SPROCKET, BOLTS/SCREWS AND
CHAIN DRIVE
- CLEAN OVERALL EXTERIOR OF UNIT

ROWING MACHINES:

- CHECK CONTROL BOARD FUNCTIONS AND CLEAN
- CHECK RESISTANCE SYSTEM (MM. TO MAX)
- CHECK PIVOT POINTS, CLEAN AND LUBE IF NEEDED
- CLEAN TRACK AND CHAIN, LUBE IF NEEDED
- CLEAN ENTIRE ROWER EXTERIOR

INDOOR CYCLES:

- INSPECT AND CLEAN UNIT
- LUBRICATE CHAINS, SPROCKETS, SEAT ADJUSTMENTS AND BRAKE PAD
- INSPECT HARDWARE, SPROCKETS AND BEARINGS FOR WEAR

ON-BOARD AUDIO / VIDEO:

- INSPECT SOUND QUALITY
- VERIFY CHANNEL INTEGRITY
- INSPECT HEADPHONE JACK CONNECTION
- VISUAL CHECK OF PICTURE QUALITY
- VOLUME SOUND CHECK

STRENGTH EQUIPMENT:

- INSPECT FOR METAL FATIGUE / WEAR
- INSPECT ALL HARDWARE FOR PROPER TORQUE / TIGHTNESS
- INSPECT ALL PADDING FOR RIPS / TEARS / DETERIORATION
- ENSURE ALL PARTS / COMPONENTS / ACCESSORIES ARE WITHIN
MANUFACTURES RECOMMENDED OPERATING CONDITIONS
- CLEAN AND DISINFECT ALL EQUIPMENT

SELECTORIZED/PLATE: LOADED RACKS:

- INSPECT AND TIGHTEN ALL FRAME HARDWARE
- INSPECT CABLES AND BELTS AND ADJUST TO SPECIFICATION

- CLEAN AND LUBE ALL GUIDE RODS, PIVOT POINTS, PULLEYS, AND MISC.HARDWARE
- CLEAN OVERALL EXTERIOR (NOT POLISH) MACHINE

3. PM is to be performed four (4) times per year on each piece of equipment and in accordance with the manufacturer's guidelines. The exact date and times are to be coordinated by the Contractor and the Director of Sports Medicine & Performance or designee prior to the Contractor performing the inspections. All equipment is to be maintained within manufacturer standards.

4. The Contractor is to be authorized to repair and have access to parts for all equipment manufacturers of equipment covered under this agreement.

5. The Contractor is to ensure that all parts and materials used will be new and conform to the OEMs specifications. The Contractor is to use only new parts, assemblies or subassemblies, approved by the OEM, and is not to install used parts, or those removed from another system without the written approval of the University.

6. Any charge requiring more than the hours specified on the written quote must receive prior approval of the University

7. Records of maintenance will be maintained by the Contractor in sufficient detail to determine repair and maintenance history individually and collectively for all covered equipment.

8. The Contractor shall provide a quarterly summary report of Service call repairs and PM to the University's Director of Facilities and Director of Sports Medicine & Performance. Quarterly reports to be sent by email on the first of each month following PM Service. Information provided on Service reports should be detailed, legible, and meet the following criteria:

- a. Total number of Service call repairs for the quarter
- b. Comments regarding concerns or suggestions for equipment being serviced
- c. Recommendations for any equipment needing replacement in the near future

9. The Contractor shall guarantee OEM replacement parts and labor for a period of one (1) year after the work is complete.

10. The Contractor's personnel shall wear uniforms which clearly identify the name of the Contractor and/or the Contractor's logo. The Contractor's staff shall wear said uniforms at all times when performing the Services. Contractor will check in with Security at the main entrance when arriving on Campus.

REPAIRS

Contractor will provide written quotes / estimates for all repair work required on University equipment.

Contractor to maintain sufficient rolling stock as to complete minor repairs at time of the Preventative Maintenance visit for repairs less than \$1,000.

All quotes will be directed to the University's Director of Facilities and Director of Sports Medicine & Performance. Individual repairs above \$1,000 will be processed in accordance with Georgian Court University Purchasing guidelines.

All quotes for repairs will break down parts and labor per repair. Lump sum quotations will not be accepted by the University.

Georgian Court University will not be charged for travel or shipping expenses unless explicitly authorized.

Miscellaneous

Contractor will provide end of life options for all Equipment covered under this agreement.

Contractor will provide on a yearly basis recommendations for Fitness Center layout and identify high / low use equipment with regard to relocating equipment within the Fitness Center to provide a balanced use of equipment.

PRICING PROPOSAL

Year 1 Preventative Maintenance

Price per Quarterly PM Service: \$ _____

Yearly Total PM Service \$ _____

Year 2 Preventative Maintenance

Price per Quarterly PM Service: \$ _____

Yearly Total PM Service \$ _____

Total Preventative Maintenance Costs 2 Year Period

\$ _____

Percentage Markup Parts and Materials: _____

Hourly Rate for Service Repairs: \$_____/HOUR

Equipment List

Type	Manufacturer	Model	Serial Number
Treadmill	Star Trac	ETRx	Trex0808-u09294
Treadmill	Star Trac	ETRx	Trex0808-u09300
Treadmill	Star Trac	ETRx	Trex0808-u09293
Treadmill	Star Trac	ETRx	Trex0808-u09301
Treadmill	Star Trac	ETRx	Trex0808-u09296
Treadmill	Star Trac	ETRx	Trex0808-u09298
Treadmill	Star Trac	ETRx	Trex0808-u09290
Treadmill	Star Trac	ETRx	Trex0808-u09292
Treadmill	Star Trac	ETRx	Trex0808-u09299
Elliptical	Star Trac	E-TBT	CTEN0806-U03765
Elliptical	Star Trac	E-TBT	CTEN0806-U03761
Elliptical	Star Trac	E-TBT	CTEN0806-U03763
Elliptical	Star Trac	E-TBT	CTEN0806-U03729
Elliptical	Precor	AMT 100i-ES	A927C28080003
Elliptical	Precor	AMT 100i-ES	A927C25080065
Elliptical	Precor	AMT 100i-ES	A927C25080021
Elliptical	Precor	AMT 100i-ES	A927C28080015
Spin Bike	Keiser	M-3	080513-07390
Spin Bike	Keiser	M-3	080513-07389
Spin Bike	Keiser	M-3	080513-07391
Spin Bike	Keiser	M-3	080513-07388
Upright Bike	Star Trac	E-UB	uben0710-c02158
Upright Bike	Star Trac	E-UB	uben0712-c02585
Upright Bike	Life Fitness	95ci	LCi107771
Recumbent Bike	Star Trac	E-RB	RBEN0801-C01384
Recumbent Bike	Star Trac	E-RB	RBEN0801-C01389
Recumbent Bike	Star Trac	E-RB	RBEN0801-C01390
Recumbent Bike	Star Trac	E-RB	RBEN0801-C01385
Recumbent Bike	Life Fitness	95ri	LRi107851
Upper Body Ergometer	Sci Fit	Pro 1 Sport	610-008281
Upper Body Ergometer	Sci Fit	Pro 1000 Sport	670-006378
Upper Body Ergometer	Sci Fit	Pro 1000 Sport	670-006377
Upper Body Ergometer		Pro 1	610-008252
Strength	Atlantis	Functional Trainer NM-205	48277
Strength	Atlantis	Adjustable Bench B-177	48282
Strength	Atlantis	Adjustable Bench B-177	48283
Strength	Atlantis	Adjustable Bench B-177	48281

Strength	Atlantis	Glute / Ham D-227	48259
Strength	Atlantis	Incline Hyper Extension D-128	Unknown
Strength	Atlantis	Power Rack C-209	48258
Strength	Atlantis	Power Rack C-209	48260
Strength	Atlantis	Olympic Bench w/Pivot P-337	48274
Strength	Atlantis	Olympic Bench w/Pivot P-337	48267
Strength	Atlantis	Preacher Curl B-256	48268
Strength	Atlantis	Stretching Station S-214	48272
Strength	Atlantis	Assisted Chin / Dip D-131	48270
Strength	Atlantis	Olympic Lifting Platform R-202	Unknown
Strength	Atlantis	Olympic Lifting Platform R-202	Unknown
Strength	Atlantis	Standing Leg Raise A-169	48273
Strength	Star Trac	Sit-up Board F-614	BE80608880
Strength	Star Trac	Sit-up Board F-614	BE80608881
Strength	Star Trac	Double Sit-up Ladder F-616	BE80608847
Strength	The Contemporary Design Company	Shuttle 2000-1	Unknown
Selectorized	Paramount Fitness	Biceps / triceps FL-35	Unknown
Selectorized	Paramount Fitness	Multi hip AP-2900	Unknown
Selectorized	Paramount Fitness	Back / AB FL-36	Unknown
Selectorized	Paramount Fitness	Lat / Row FL-33	Unknown

Selectorized	Paramount Fitness	Inner / Outer Thigh FL-32	Unknown
Selectorized	Paramount Fitness	Multipress FL-34	Unknown
Selectorized	Paramount Fitness	Shoulder / Rear Delt SF-1600	Unknown
Selectorized	Paramount Fitness	Leg Press FL-31	Unknown
Selectorized	Paramount Fitness	Leg extension / curl FL-30	Unknown
Selectorized	Paramount	Functional Trainer FT-150	Unknown

LOCATION AND DIRECTIONS

Georgian Court University

900 Lakewood Avenue

Lakewood, NJ 08701

732-987-2678

Best address for GPS: 517 Ninth Street, Lakewood, NJ 08701

From Northern New Jersey, New York, or New England:

Take the Garden State Parkway South to Exit 91 and stay to the right. Go to the fourth traffic light and make a right onto Route 526 (Lanes Mill Road, which becomes County Line Road). Go approximately 5 miles and turn left onto Route 9 South. Turn right onto Ninth Street; the Main Entrance is on the right.

From Northwest New Jersey or Pennsylvania:

Take I-80 East or I-78 East to I-287 South to the Garden State Parkway South. Take the Garden State Parkway to Exit 91 and proceed as above.

From Coastal South Jersey:

Take the Garden State Parkway North to Exit 83. Take Route 9 North to Ninth Street (about 10 miles). Make a left onto Ninth Street; the Main Entrance is on the right.

From South Jersey-Philadelphia area, Delaware, or Maryland:

Take I-95 North, I-295 North, or the New Jersey Turnpike North to I-195 East (Exit 7A from the New Jersey Turnpike). Take I-195 East to Exit 28A. Follow Route 9 South to Ninth Street (approximately 6 miles). Turn right onto Ninth Street; the Main Entrance is on the right.

From Brooklyn, Staten Island, or Long Island:

Take the Belt Parkway West to the Verrazano Bridge to the Outerbridge Crossing. Take 440 South to the Garden State Parkway South to Exit 91. Follow directions as written for “From Northern New Jersey, New York, or New England.”

CAMPUS MAP

<http://georgian.edu/about-gcu/directions/>



BY NAME

- 18 **851 Lakewood Avenue** Human Resources, Finance
- 28 **Audrey Birish George Science Center Bookstore**
- 6 **Casino** 6A Casino Ballroom; 6B Elevator, Special Events (ground floor), Counseling Center, Health Center, Student Success, Veterans Lounge (2nd), 6C NW Entrance; 6D Lion's Den (lower level), TRSD Student Support Services (2nd)
- 11 **Chapel** Dorothy Maron University Community Chapel
- 5A **Court Café** Gavan Student Lounge, Student Leadership & Engagement
- 19 **Eighth Street House** Information Technology
- 21 **Facilities Physical Plant**
- 17 **Farley Center** School of Business & Digital Media, Psychology
- 13 **Gatekeeper's Lodge** Security
- 20 **Guest House**
- 23 **Hamilton Hall** Nursing
- 2 **Jeffries Hall** School of Arts & Sciences, Provost, Student Development
- 24 **Kingscote** President, Alumni, Annual Giving, Marketing
- 26 **Lake House** Admissions, Financial Aid
- 5 **Library** Sister Mary Joseph Cunningham Library; EOF, Print Shop, Writing Center (ground floor), Academic Development and Support Center (lower level)
- 2A **Little Theatre**
- 1 **Main Entrance/Security Gatehouse**
- 12 **Mansion**
- 8 **Maria Hall**
- 15 **McAuley Heritage Center**
- 16 **Mercedes Hall** Mission Integration, World Languages & Cultures
- 3 **Mercy Center** Registrar, Student Accounts, ID Center
- 10 **Mercy Hall** Campus Ministry (1st floor)
- 25 **Music Center** ABA Clinic, Career Services
- 14 **Raymond Hall Complex** School of Education, 14A Dining Hall; 14B North Dining Room; 14C Raymond Hall Computer Lab; 14D Raymond Hall East; 14E Raymond Hall West
- 9 **Saint Catherine Hall** Residence Life
- 7 **Saint Joseph Hall** Mailroom (lower level)
- 22 **Seventh Street Gate**
- 4 **Wellness Center** Arena, Athletics, Dance, Exercise Science, Fitness Center, Holistic Health revised 10/2016

BY NUMBER

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