

**WEST ORANGE BOARD OF EDUCATION
WEST ORANGE, NEW JERSEY 07052**

REQUEST FOR BIDS

BID ADVERTISEMENT

The West Orange Board of Education of West Orange, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b)

Bid No. 21-13 Substitute Staffing Services; Custodial Personnel

All necessary bid specifications and bid forms may be secured upon written request to:

TONYA FLOWERS

School Business Administrator/Board Secretary
West Orange Board of Education
179 Eagle Rock Avenue
West Orange, New Jersey 07052

To request a bid, please email Ms. Tonya Flowers at tflowers@westorangeschools.org or Ms. Kathy Bissett at kbissett@westorangeschools.org.

Bids must be sealed and delivered to the Office of the School Business Administrator of West Orange Board of Education **on or before** date and time indicated below. The envelope to bear the following information:

Title: **Substitute Staffing Services; Custodial Personnel**
Bid No.: **21-13**
Name and Address of the Bidder
Date: **Tuesday, September 21, 2021**
Time: **11:00 a.m.**

Location of Bid Opening;

WEST ORANGE BOARD OF EDUCATION
179 Eagle Rock Avenue
West Orange, New Jersey 07052

On the advertised date and time, the School Business Administrator/Board Secretary shall receive and open all bids via an online live streaming bid opening process at the Board Offices, 179 Eagle Rock Avenue, West Orange, New Jersey 07052.

No bids shall be received after the time designated in the advertisement

The Board of Education does not accept electronic (e-mail) submission of bids.

All respondents 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.

~~The District shall not be responsible for the loss, non-delivery, late delivery or physical condition of bids sent by mail or courier service. In the event the district is closed due to an emergency, the opening of the bids will be rescheduled and posted on the website.~~

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Respondents shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

The Board of Education reserves the right to reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), N.J.S.A. 18A:18A-4(a), N.J.S.A. 18A:18A-22, and to waive minor informalities or non-material exceptions, that may be in the best interest of the Board.

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to the West Orange Board of Education, for ten percent (10%) of the amount of the total bid, however, not to exceed \$20,000. For this bid, the Board asks for a bid guarantee in the amount of \$5,000.00.

Corporate bidders are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

TONYA FLOWERS
School Business Administrator/Board Secretary