

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

**REQUEST FOR BIDS**

**Bid Advertisement**

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

**Bid No. 21-16**

**SUBSTITUTE STAFFING SERVICES**

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](mailto:tflowers@westorangeschools.org) or Ms. Kathy Bissett at [kbissett@westorangeschools.org](mailto:kbissett@westorangeschools.org).

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

Title:	<b>Substitute Staffing Services</b>
Bid Number	<b>21-16</b>
Name and Address of the Bidder	
Bid Opening Date	<b>Tuesday, November 16, 2021</b>
Bid Opening Time:	<b>11:00 a.m.</b>

Location of Bid Opening;

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

The bid opening process will begin on the above advertised date and time at the West Orange Board of Education, 179 Eagle Rock Avenue, West Orange, New Jersey 07052. Bids may also be submitted to the School Business Administrator/Board Secretary or his designee at the bid opening meeting, prior to the advertised date and time. On the advertised date and time, the School Business Administrator/Board Secretary shall publicly receive and open all bids.

**No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)).

At this time the Board of Education does not accept electronic (e-mail) submission of bids.

“Bidders 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.”

**Bid Guarantee Required**

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.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders 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 submitted with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and 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.

**COVID-19 Vaccination/COVID-19 Testing--Executive Order #253**

Effective October 18, 2021, all school districts must maintain a policy on COVID-19 Vaccination and COVID-19 Testing for “covered workers.” All contracted service providers submitting bids/proposals to the board of education are requested to review Executive Order #253 as issued by Governor Phil Murphy of New Jersey.

**TONYA FLOWERS**  
**School Business Administrator/Board Secretary**