

**WEST ORANGE BOARD OF EDUCATION  
REQUEST FOR PROPOSALS FOR  
SAFETY & SECURITY ASSESSMENT CONSULTING SERVICES**

The West Orange Board of Education ("Board") hereby advertises for Requests for Proposal in accordance with N.J.S.A. 18A:18A-5:

Proposal documents may be obtained by electronic delivery from John Calavano, Business Administrator, listed below. Proposal documents will be transmitted electronically to prospective vendors upon receipt of the request via email to John Calavano. Email request must reference this RFP and include proposer's company, company address, telephone and facsimile numbers, and vendor's email address. Contact John Calavano, via email at [jcalavano@westorangeschools.org](mailto:jcalavano@westorangeschools.org).

All questions shall be submitted in writing and will be responded to through Addenda sent to all vendors via email and facsimile. All general questions regarding the RFP process or legal submissions as well as Technical Questions regarding the RFP, etc. shall be made to John Calavano at the email above.

Proposals must be sealed and delivered to the West Orange Board of Education office *on or before* date and time indicated below. The envelope to bear the following information:

Title: **PROPOSAL FOR SAFETY & SECURITY ASSESSMENT CONSULTING SERVICES**  
RFP No.: SEC-1  
Name and Address of the Vendor  
**Bid Date: 12/11/18**  
**Bid Time: 10AM**

Proposal may also be submitted to the Board prior to the advertised date and time. On the advertised date and time, the Board shall publicly receive and open all proposals and announce the names of the vendors that have submitted proposals. **No RFPs shall be received after the time designated in the advertisement.**

All vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination (N.J.A.C. 17:27-1 et seq.)

Business entities submitting proposals 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 unless the business entity is publicly traded or a not-for-profit, in which case other action must be taken to comply with the proposal requirements.

The RFP package will also include other documents that must be completed and returned with the RFP. Failure to comply with instructions and to complete and submit all required forms, may be cause for disqualification of the vendor and rejection of the RFP.

All vendors named in this proposal, shall register prior to the submission of RFPs, and shall possess a valid Contractor's Registration Certificate pursuant to N.J.S.A. 34:11-56.48 et seq., prior to the award of the contract by the Board.

*No proposal may be withdrawn, except in accordance with the Public School Contracts Law, for a period of sixty (60) days after the date set for opening of proposals.*

The Board reserves the right to reject any or all RFPs, pursuant to N.J.S.A. 18A:18A-1 et seq. and to waive any informalities in accordance with the applicable law.

**CONFIDENTIALITY OF ELECTRONIC FILE TRANSMISSIONS**

The proposal documents and all exhibits provided in order for the vendor to adequately evaluate the Board's needs and to generate a competitive proposal are considered proprietary and confidential property of the Board. All electronic file transfers of this information to the vendors and/or contractors is specifically designated as "confidential" and "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the project, or (3) its consultants, contractors and subcontractors whose contracts include similar restrictions on the use of such confidential and proprietary information. Therefore, any vendor discovered to have published or disseminated this information in the public domain, unless pursuant to the exceptions stated above, shall be subject to significant penalty and may not be permitted to submit a proposal on the contract.

As a condition precedent to receipt of the proposal documents, all vendors must agree to dispose of, destroy and/or return the information forwarded to it within three (3) days of the RFP submission date.

The district requests that the successful candidate start the services as soon as possible after award.

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John Calavano  
Business Administrator/Board Secretary  
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