

LAKWOOD BOARD OF EDUCATION
LAKWOOD, NEW JERSEY 08701

REQUEST FOR BIDS
Bid Advertisement

The Lakewood Board of Education of Lakewood, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b) and Federal Regulations 2 CFR 200.320 (c) (2)

BID 07-2122

DIGITAL RECORDING AND ARCHIVING
OF DISTRICT MEETINGS

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

KEVIN CAMPBELL

Assistant School Business Administrator/Board Secretary
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701

E-mail: dpiasentini@lakewoodpiners.org

Specifications and instructions to potential respondents may be obtained by e-mail to dpiasentini@lakewoodpiners.org

Bids must be sealed and delivered to the **Purchasing Office** of the Lakewood Board of Education **on or before** date and time indicated below. The envelope to bear the following information:

Title: **DIGITAL RECORDING AND ARCHIVING OF DISTRICT MEETINGS**
Bid No.: **07-2122**
Name and Address of the Bidder
Date: **TUESDAY, SEPTEMBER 28, 2021**
Time: **11:00 a.m.**

Location of Bid Opening;

LAKWOOD BOARD OF EDUCATION
200 Ramsey Avenue
Lakewood, New Jersey 08701

On the advertised date and time, the Assistant School Business Administrator/Board Secretary or designee shall receive and open all bids via an online live streaming bid opening process at the Board Offices, 200 Ramsey Avenue, Lakewood, New Jersey 08701.

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 at this time.

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.

Special Notice—Office of the School Business Administrator

The Board of Education during this emergent time is currently closed and there is no guarantee the district offices will be opened by the advertised submission date. As the Assistant School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of bids.

Submission of Bids—US Postal Service/Delivery Service

All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery or other recognized delivery service that provides certification of delivery to the sender.

Submission of Bids—Hand Deliver—Day of the Bid Opening

While the use of the US Postal Service or courier service is preferred, the district will accept hand-delivered bid packages at the Board of Education Administrative Offices, 200 Ramsey Ave., Lakewood, NJ. A **security specialist** is posted at the reception area from 9:00 a.m. to 5:00 p.m. Monday thru Tuesday and will accept any Bid Packages hand delivered.

Respondents using this option are to submit bids, prior to the advertised date and time, to insure the Bid Package is received by the Assistant Business Administrator in a timely manner. No Bids will be accepted after the scheduled time of the Bid opening. There will be no personal contact with district officials during the hand delivering of bids due to the health emergency.

Opening of Bids—Online Live Streaming

To ensure there is “**social distancing**” amongst all parties in the opening, the opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised submission date and time. All potential respondents are to visit the Board of Education at <https://www.lakewoodpiners.org/lakewood> on the day of the opening for further instructions.

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), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to the Lakewood Board of Education, for ten percent (10%) of the amount of the total bid, however, not to exceed \$20,000.

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.

KEVIN CAMPBELL

Assistant School Business Administrator/Board Secretary