LAKEWOOD BOARD OF EDUCATION

REQUEST FOR PROPOSALS

Competitive Contracting

The LAKEWOOD Board of Education of LAKEWOOD, New Jersey, solicits proposals through the Competitive Contracting process for

Proposal No. CC 01-2223

Title of Proposal: Student Transportation Management Services

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

Mr.Kevin Campbell

Assistant School Business Administrator/Board Secretary

LAKEWOOD Board of Education

200 RAMSEY AVE

LAKEWOOD, New Jersey 08701

FAX: 732-905-3687

E mail:dpiasentini@lakewoodpiners.org

Proposals must be sealed and delivered to the Office of the School Business Administrator/ Board Secretary of LAKEWOOD Board of Education, ***on or before*** date and time indicated below. The envelope is to bear the following information:

Title: **Student Transportation Management Services**
Proposal No.: **CC 01-2223**
Name and Address of the Respondent
Date: **Tuesday, March 22, 2022**
Time: **10:00 a.m.**
Attention: Diane Piasentini, QPA, Purchasing Manager

Location of Proposal Opening

LAKEWOOD BOARD OF EDUCATION
200 Ramsey Ave.
LAKEWOOD, New Jersey 08701

On the advertised date and time, the Purchasing Agent will receive and open all proposals via an online live streaming (when required) bid opening process at the Board Offices, 200 Ramsey Avenue, Lakewood, New Jersey 08701.

No proposals shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)). 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 to outside visitors 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 Friday 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 (IF REQUIRED)
To ensure there is "**social distancing"** amongst all parties in the opening, the opening will be conducted via online live streaming **when required** by NJ State Procurement Laws. 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 does not accept electronic (e-mail) submission of Competitive Contracting proposals.

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

The Board of Education reserves the right to reject any or all proposals 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.
All proposals solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A. 18A:18A-4.1 et seq.

Mr. Kevin Campbell
Assistant School Business Administrator/Board Secretary