LAKEWOOD BOARD OF EDUCATION

REQUEST FOR PROPOSALS

The LAKEWOOD Board of Education of LAKEWOOD, New Jersey, solicits Request for Proposals for:

General Counsel/Litigation Services

Proposal No. RFP 03-2526

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

Mr. Kevin Campbell
School Business Administrator/Board Secretary
LAKEWOOD Board of Education
200 RAMSEY AVE
LAKEWOOD, New Jersey 08701
FAX: 732-905-3535
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: **General Counsel/Litigation Services**
Name and Address of the Respondent
Date: **Thursday, September 4th, 2025**
Time: **11:00 a.m.**
Attention: **Purchasing Agent**

Location of Proposal Opening

LAKEWOOD BOARD OF EDUCATION
200 Ramsey Ave.
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 proposals sent by mail or courier service. In the event the district is closed due to an emergency, the receipt and opening of the proposal will be rescheduled and posted on the website.

Submission of Proposals—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 Proposals—Hand Deliver
The district will accept hand-delivered proposal packages at the Board of Education Administrative Offices, 200 Ramsey Ave., Lakewood, NJ. A **Security Specialist** is posted at the reception area from 8:00 a.m. to 3:00 p.m. Monday thru Friday and will accept any Bid Packages hand delivered. Respondents using this option are to submit proposals, prior to the advertised date and time, to insure the Proposal Package is received by the Business Administrator in a timely manner. No Proposals will be accepted after the scheduled time of the Proposal opening date.

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

Mr. Kevin Campbell
School Business Administrator/Board Secretary