

PASSAIC BOARD OF EDUCATION
REQUEST FOR BIDS
Bid Advertisement

The Board of Education of the City of Passaic, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a,b) for the School Year **2020 – 2021**:

Bid No. 13-21

Custodial Supplies

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

Ms. Erlinda R. Arellano CPA, PSA
School Business Administrator/Board Secretary/Purchasing Agent
Passaic Board of Education
663 Main Avenue/PO Box 388
Passaic, New Jersey 07055-0388
Fax 973 470-7694
E mail R.Bowman@passaicschools.org

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

Title: **Custodial Supplies**
Bid No.: **13-21**
Name and Address of the Bidder
Date: **Tuesday, June 23, 2020**
Time: **10:00 a.m.**

The bid opening process will begin on the above advertised date and time in the Board Meeting Room, 663 Main Avenue, Passaic, New Jersey – Sixth Floor. On the advertised date and time, the Purchasing Agent 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)). The Board of Education does not accept electronic (e-mail) submission of bids.

All bidders 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.

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

Bidders are required by law to submit a Statement of Ownership Disclosure form statement setting forth the names and addresses of all persons and entities that own ten (10%) 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 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), 18A:18A-4(a-c), and N.J.S.A. 18A:18A-22, and to waive any informalities that may be in the best interest of the board.

Special Notice—Office of the School Business Administrator

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

Submission of Bids

All potential bidders are to send their responses through the US Postal Service or other recognized delivery service that provides certification of delivery to the sender. Please do not attempt to hand deliver bids!

Opening of Bids—Online Live Streaming

The board of education is aware of N.J.S.A. 18A:18A-21 which states the following:

At such time and place the purchasing agent of the board of education shall publicly receive the bids and thereupon immediately proceed to unseal them and publicly announce the contents, which announcement shall be made in the presence of any parties bidding or their agents who are then and there present.

To ensure there is “**social distancing**” amongst all parties in the bid opening, the bid 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 bid date and time.

All potential bidders that wish to attend the bid opening will do so via Online Live Streaming using Cisco Webex. **The meeting ID is 126 826 1164** and a password will be required to enter the meeting. In order to maintain a level of cyber security you will need to request the meeting password in order to attend the bid opening meeting through Cisco Webex. If you wish to attend the live streamed bid opening, please contact rbowman@passaicsschools.org for the password in advance of the meeting.

Erlinda R. Arellano CPA, PSA

Ms. Erlinda R. Arellano CPA, PSA
School Business Administrator/Board Secretary
Purchasing Agent