

PUBLIC NOTICE
TEANECK BOARD OF EDUCATION
TEANECK, NEW JERSEY 07666

Bid Advertisement

The Teaneck Board of Education, of Teaneck, New Jersey, hereby advertises for competitive bid pricing in accordance with N.J.S.A. 18A:18A-21 (a) (b) for

Bid No. 05-21

SAT PREP SERVICES

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

Melissa Simmons

School Business Administrator/Board Secretary
Teaneck Board of Education
1 Merrison Street
Teaneck, New Jersey 07666
E mail msimmons@teaneckschools.org

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

Title: **SAT PREP SERVICES**
Bid No.: **Bid 05-21**
Name and Address of the Bidder
Bid Due Date: **Tuesday, July 14, 2020**
Bid Opening Time: **11:00 a.m.**

Location of Bid Opening—all bids will be unsealed and opened by the School Business Administrator at the following location:

Teaneck Board of Education
Glenpointe Marriott Centre
300 Frank W. Burr Blvd, ("East" building - 7th Floor, Suite 710)
Teaneck, NJ 07666.

On the advertised date and time, the School Business Administrator/Board Secretary shall receive and open all bids via an online live streaming bid opening process at the above address.

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 School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of Bids.

A. Submission of Bids—US Postal Service

All potential bidders are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery which provides certification of delivery to the sender. All bids that are delivered through the US Postal Service are to be mailed to

Melissa Simmons

School Business Administrator/Board Secretary
Teaneck Board of Education
1 Merrison Street
Teaneck, New Jersey 07666

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

While the use of the US Postal Service is preferred, the district will accept hand-delivered bid packages at the Glenpointe Marriott Centre address below and drop it off to the security guard at the front desk (Suite 710) the day of the submission opening.

All bids that are hand delivered will only be accepted on the advertised date and these hand-delivered bids are to be brought to

Teaneck Board of Education
Glenpointe Marriott Centre
300 Frank W. Burr Blvd, ("East" building - 7th Floor, Suite 710)
Teaneck, NJ 07666.

There will be no personal contact with district officials during the hand delivering of bids. A security guard will be visible.

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 bidders are to visit the Board of Education at www.teaneckschools.org on the day of the opening for further instructions. A reminder, the bid opening is an online live streaming bid opening, there will be no physical public attendance at the location site.

Electronic Submissions of Bids—Option—Advisory!

Bids may be sent to the Teaneck Public Schools Office via bids@teaneckschools.org. In the “subject line” of the email you must have “Sealed Competitive Contract – SAT PREP SERVICES. It is noted however, bids sent electronically **will be not considered** “sealed bids” and therefore **will not be considered for** consideration in the evaluation process. Bidders are reminded to heed this advisory.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders 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.

All bids solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A. 18A:18A-4.1 et seq.

No bids shall be received after the time designated in the advertisement.

All bidders 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.

Melissa Simmons
School Business Administrator/Board Secretary