LAKEWOOD STUDENT TRANSPORTATION AUTHORITY

Request for Proposal (RFP)

Auditing Services

Instructions for Respondents

1. **PROPOSALS ARE TO BE SUBMITTED TO:** **Michael Azzara**
   Lakewood Board of Education
   200 Ramsey Avenue
   Lakewood, New Jersey 08701

BY: **12:00 Noon.** PREVAILING TIME ON: Wednesday, August 30, 2017

by mail, delivery service or in person. Proposals that are submitted are to be sealed.

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

Mr. Michael Azzara
State Monitor
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, NJ 08701
E mail:mazzara@lakewoodpiners.org

Proposals must be placed in a *sealed* envelope/package and marked as shown below on the front of the envelope/package. Proposals ***must be*** submitted in ***duplicate*** on the submittal forms as provided, and in the manner designated. The Board requires one original and one duplicate copy of the proposal package. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

Envelope Label Information:

Bidding Entity: **Michael Azzara**
State Monitor Lakewood BOE

Project and No. : **Auditing Services / 2018-1**
Date: **Wednesday, August 30, 2017**
Time: **12:00 Noon**

Respondent: *Name of Company/Firm*
Address
City, State Zip

Failure to properly label the proposal envelope may lead to the rejection of the proposal!

The State Monitor does not accept electronic (e-mail) submission of bids or proposals.