

ADDENDUM NO. 1

ADVERTISEMENT FOR REQUEST FOR PROPOSAL (RFP)

NOTICE IS HEREBY GIVEN THAT sealed proposals will be received by the Board of Education of the Township of East Brunswick Public School District, Middlesex County, New Jersey, for **Substitute Staffing Services, RFP Number 2026-03**.

The East Brunswick Public School District intends to contract with providers to provide substitute staffing services. A copy of the RFP may be obtained by providing your company name, contact name, address and phone number to East Brunswick Public Schools, Financial Services Department, 760 Route 18 – Suite 109, East Brunswick, NJ 08816 to LTagerty@ebnet.org. Proposals for the above will be received at the Board of Education Offices, Financial Services Department located at 760 Route 18, Suite 109, East Brunswick, New Jersey 08816, on or before 11:00 a.m. (prevailing time), on **Tuesday, March 31, 2026** and will be publicly opened and read immediately thereafter.

Proposals must be made in the manner described in the request for proposal, enclosed in a separate sealed envelope with name and address of the firm submitting the proposal, request for proposal name and RFP number.

Addendum No. 1 addresses vendor questions/answers. The RFP opening date remains the same at 11:00 a.m. (prevailing time), on Tuesday, March 31, 2026 and will be publicly opened and read immediately thereafter.

Submission of Proposals: All Bidders shall send proposal to be received by 11:00 AM on **Tuesday, March 31, 2026** at the East Brunswick Board of Education Offices, Attention: RFP No. 2026-03, 760 NJ-18, Suite 109, East Brunswick, NJ 08816. Hand delivered proposals will be accepted at the Board Offices where a drop box will be provided at the main entrance or where you can ring the bell to deliver to deliver the proposal in person between 8:00 a.m. and 4:00 p.m. daily.

The Board of Education assumes no responsibility for RFP's mailed or misdirected in delivery.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof.

The East Brunswick Board of Education reserves the right to waive any and all immaterial guidelines and requirements herein and to reject all Proposals in accordance with the Public School Contracts Law N.J.S.A 18A:18A-22.

Submissions shall be in conformance with the applicable requirements of N.J.S.A.18A:18A-1 et. seq., pertaining to the "Public School Contracts Law".

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

BY ORDER OF THE
BOARD OF EDUCATION OF THE
TOWNSHIP OF EAST BRUNSWICK PUBLIC
SCHOOL DISTRICT
MIDDLESEX COUNTY, NEW JERSEY

DATED: **March 18, 2026**

Joseph Crotchfelt, CPA, QPA
School Business Administrator/ Board Secretary