

**LAKEWOOD BOARD OF EDUCATION
LAKEWOOD, NEW JERSEY 08701**

REQUEST FOR BIDS

Bid Advertisement

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

BID NO. 03-2627 SUBSTITUTE STAFFING SERVICES

All necessary bid specifications and bid 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
Email: dpiasentini@lakewoodpiners.org

Bids must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/Board Secretary of LAKEWOOD Board of Education **on or before** the date and time indicated below.

The envelope is to bear the following information:

Title: **SUBSTITUTE STAFFING SERVICES**
Bid Number **03-2627**
Name and Address of the Bidder
Bid Opening Date **Wednesday, May 13, 2026**
Bid Opening Time: **11:00 a.m.**

The bid envelope must be addressed to

LAKEWOOD BOARD OF EDUCATION
Attn: School Business Administrator/Board Secretary
200 Ramsey Ave
LAKEWOOD, New Jersey 08701

Location of Bid Opening

LAKEWOOD BOARD OF EDUCATION
200 Ramsey Ave
LAKEWOOD, New Jersey 08701

The bid opening process will begin on the advertised date and time at the LAKEWOOD Board of Education, 200 Ramsey Ave, LAKEWOOD, New Jersey 08701. Bids may also be submitted to the School Business Administrator/Board Secretary or their designee at the bid opening meeting prior to the advertised date and time. The School Business Administrator/Board Secretary shall publicly receive and open all bids on the advertised date and time.

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) submissions of bids at this time.

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.

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

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 should also be submitted with the bid.

The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with the Instructions to Bidders and to complete and submit all required forms may result in the bid being rejected.

The Board of Education reserves the right to reject any non-responsive bids or all bids, pursuant to N.J.S.A. 18A:18A-22, and to waive minor informalities or non-material exceptions.

Effective after March 1, 2026, the complete text of each legal notice for the Lakewood Board of Education may be obtained or viewed by the public on the official internet website <https://www.lakewoodpiners.org/legalnotices>

In addition, the hyperlink <https://www.nj.gov/state/statewide-legal-notices-list.shtml> has been provided by the Secretary of State to the legal notice webpage of each public entity in the State of New Jersey. The aforementioned is in accordance with P.L. 2025, c.72

Mr. Kevin Campbell
School Business Administrator/Board Secretary