

**WALL TOWNSHIP BOARD OF EDUCATION
OFFICE OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY
P.O. BOX 1199
WALL, NEW JERSEY 07719
TELEPHONE (732) 556-2000**

NOTICE TO VENDORS PROVIDING QUOTATIONS

Title: Gasoline Delivery (2026-2027) School Year

Deadline: Friday, June 2, 2026

Submit **two copies** of the Quotation in a sealed envelope, clearly marked with title, to the Business Administrator at Wall Board of Education office, Building A, P.O. Box 1199, 1620 18th Avenue, Wall, NJ 07719.

Contact the Business Office, Sally-Jo Michaels at 732-556-2022 or smichaels@wallpublicschools.org for questions and/or to schedule site visits.

Applicable documents are as follows:

1. General Terms & Conditions
2. Affirmative Action Information
3. NJ Business Registration Certificate
4. Stockholder Disclosure Statement
5. Non-collusion Affidavit
6. Specifications/Quote Form Agreement

GENERAL TERMS AND CONDITIONS FOR QUOTATIONS

1. It is required that Board of Education forms be used.
2. Quotations are to be in a sealed envelope plainly marked that it is a quotation with the project or item being quoted.
3. Should any dispute arise respecting the true construction and meaning of specifications, the same shall be decided by the Board.
4. Any bidder for listed items must be known to be engaged in the business and well qualified to carry out his contract; and satisfactory testimonials to that effect must be furnished when required.
5. The Board reserves the right to reject any or all bids, in whole or in part, to make awards item by item, by parts or in bulk, to waive minor defects and to cancel the contract at any time the foregoing conditions are not complied with, or for any good and sufficient reason, if deemed to be in the best interest of the School District to do so.
6. It shall be understood and agreed that quantities designated are estimated only and may be increased or decreased at or after time of award.
7. The prices quoted will include delivery to the designated school or schools in the district. Carriers to be notified that goods will only be received between the hours of 9:00 a.m. and 2:30 p.m. - Monday through Friday, unless other arrangements have been approved by the District.
8. If the person or firm to whom an award is made shall fail to furnish and deliver the supplies within the time specified and allowed, the Board of Education may cancel the remainder of the order and may deduct and retain out of the monies due, or which may become due to such person or firm from the Board of Education, such sum as shall be sufficient to pay the difference between the prices on which the award is made and the prices which the Board of Education may, or shall be obliged to pay to procure such supplies from other parties.
9. All items bid must conform to description and specifications. Where a special make of any article is specified, bidder may quote price on an article of equal quality, in which case the bidder must state on the proposal, the maker's name and number; give all other pertinent information, and submit a sample of proposed substitute upon request. Failure to change the descriptions, as above indicated, will be interpreted to mean that the bidder intends to furnish the particular make of article called for in the specifications and the Board will insist upon delivery of the specified item. Substitutions will not be permitted after bids have been opened and accepted by the Board.
10. If any conflict between the general terms and conditions and specifications provided by the Board of Education exist, the specifications shall prevail.
11. Vendors on construction projects must submit their NJ Prequalification Certificate with their quote/bid. (Not applicable for contracts less than \$20,000)
12. The Contractor must have Worker's Compensation and \$1,000,000 in Public Liability Insurance. Certificate of such insurance must be filed with the Wall Township Board of Education.
13. The successful bidder may not assign his contract without written consent of the Wall Township Board of Education.
14. The bidder must possess and provide a New Jersey Business Registration Certificate.
15. If awarded a contract, the vendor/firm shall be required to comply with the requirement of Equal Employment Opportunity per N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
16. Any contract in an amount greater than \$2,000 is subject to the N.J. Prevailing Wage Act.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, identity or expression, disability, nationally or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports for other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

WALL TOWNSHIP BOARD OF EDUCATION

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: _____

___ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

Or

___ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

___ Partnership ___ Corporation ___ Sole Proprietorship

___ Limited Partnership ___ Limited Liability Corporation

___ Subchapter S Corp. ___ Limited Liability Partnership

Sign and notarize the form below, and, if necessary, complete the stockholder list below:

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this ___ day of _____, 2___

(Notary Public)

(Affiant)

My Commission expires:

(Print name & title of Affiant)
(Corporate Seal)

Wall Township Board of Education

GASOLINE FUEL SPECIFICATIONS

I. **SCOPE**

- A. The contractor shall supply and deliver unleaded gasoline to the Wall Township Board of Education as specified herein.
- B. All gasoline orders / deliveries shall be authorized through the Business Office, Sally-Jo Michaels, 732-556-2022, smichaels@wallpublicschools.org

II. **GASOLINE**

- A. The contractor shall supply approximately 75,000 gallons of an unleaded gasoline, having an octane number of 87.
- B. The contractor shall submit, with his bid, test data made by a competent laboratory indicating such properties.

III. **DELIVERY**

- A. Deliveries shall be made between the hours of 7:00 am and 2:00 pm within two working days of time the order was placed.
- B. The contractor shall furnish with each delivery, a metered ticket / invoice showing the date and time, number of gallons delivered, meter reading before and at the end of delivery, the truck number and driver's signature.
- C. The contractor shall submit with his monthly invoice, copies of all signed metered invoices
- D. All gasoline delivered shall be accurately measured in full gallon units.
- E. Gasoline deliveries of approximately 4,000 gallons every three weeks will be required.
- F. Delivery trucks equipped with a pump will be needed.
- G. Must be able to deliver the requested amount of fuel

LOCATION

- A. One 6,000 Gal. Gasoline above ground tank with a 2" fill on the top of the tank is located at the Transportation and Maintenance compound at 18th Avenue in Wall Township.

IV. **PRICING**

- A. Pricing shall be determined by the low-posted dealer tank wagon price, Newark Port, as posted by the Oil Price Information Service, (OPIS) on the day of delivery. Bendor is to submit verification of OPIS price listing with invoice.

GASOLINE/FUEL 26-27

Quotation Submittal Form

Company Name _____

Address _____

City _____ State _____ Zip _____

Representative's Name _____ Title _____

Signature _____ Date _____

Phone Fax _____

Email: _____

BASE BID: GASOLINE/FUEL, as specified.

Unleaded Gasoline

Delivery Charge _____ per gallon.

\$ _____ /gal.

For further information, please contact Office of the Business Administrator, Sally-Jo

Michaels: Phone: (732) 556-2022 Email: smichaels@wallpublicschools.org.