

**SUMMIT BOARD OF EDUCATION
Summit, New Jersey**

**Legal Advertisement
Request for Proposals**

The Summit Board of Education, of Summit, New Jersey, hereby advertises for competitive proposals for

SUBSTITUTE CERTIFIED/REGISTERED SCHOOL NURSE SERVICES

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

Dora E. Zeno
Interim School Business Administrator/Board Secretary
Summit Board of Education
14 Beekman Terrace
Summit, NJ 07901
Email dzeno@summit.k12.nj.us

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

Title: **SUBSTITUTE CERTIFIED/REGISTERED SCHOOL NURSE SERVICES**

Name and Address Respondent

RFP Due Date: **Thursday, May 28, 2026**

RFP Deadline Time: **11:00 AM**

A. Submission of RFPs—US Postal Service

All potential respondents 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 RFPs that are delivered through the US Postal Service are to be mailed to

Dora E. Zeno
Interim School Business Administrator/Board Secretary
Summit Board of Education
14 Beekman Terrace
Summit, NJ 07901

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

Summit Board of Education
Business Office
14 Beekman Terrace
Summit, NJ 07901

There will be no personal contact with district officials during the hand delivering of RFPs.

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

The RFP package will also include other documents that must be completed and returned with the RFP. Failure to complete and submit all required forms may be cause for disqualification and rejection of the RFP.

The Board of Education reserves the right to reject any or all RFPs and to waive any informalities.

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

All respondents 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 RFPs sent by mail or courier service.

Dora E. Zeno
Interim School Business Administrator/
Board Secretary