



Office of the Business Administrator  
500 Tenafly Road, Tenafly, NJ 07670-1796  
201-816-4505  
[businessoffice@tenafly.k12.nj.us](mailto:businessoffice@tenafly.k12.nj.us)

PUBLIC WORKS  
**Bid Advertisement**

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

**Bid No. #04TM-2025/26      Locksmith Services**

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

**Stephen Frost**  
School Business Administrator/Board Secretary  
Tenafly Board of Education  
500 Tenafly Road  
Tenafly, New Jersey 07670  
Email [sfrost@tenafly.k12.nj.us](mailto:sfrost@tenafly.k12.nj.us)

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

The envelope is to bear the following information:

Title:	<b>Locksmith Services</b>
Bid Number	<b>#04TM-2025/26</b>
Name and Address of the Bidder	
Bid Opening Date:	<b>Thursday, June 11, 2026</b>
Bid Opening Time:	<b>2:00pm</b>

Location of Bid Opening

Tenafly Board of Education  
500 Tenafly Road  
Tenafly, New Jersey 07670

The bid opening process will begin on the advertised date and time at the Board Offices, 500 Tenafly Road, Tenafly, New Jersey, 07670. Bids may also be submitted to the School Business Administrator or their designee at the bid opening meeting prior to the advertised date and time.

The School Business Administrator 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.”

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 bidder on a public works project for a Board of Education where the cost of the work exceeds \$20,000.00 must first have been qualified by the Department of the Treasury, Division of Property Management and Construction, pursuant to N.J.S.A. 18A:18A-27 through 33, and shall submit with his bid a Prequalification Affidavit—No Material Adverse Change, a copy of a valid and active NOTICE OF CLASSIFICATION, a certified copy of a Total Amount of Uncompleted Contracts Form and such Affidavit that subsequent to the latest such statement submitted there has been no material adverse change in his qualification information except as set forth in said Affidavit.

**Each bid shall be accompanied by a bid bond, cashier’s check, or certified check made payable to the Tenafly Board of Education in the amount of five thousand dollars (\$5,000.00).**

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

All contractors named in this proposal shall possess a valid and current New Jersey Department of Labor and Workforce Development Public Works Contractor’s Registration Certificate pursuant to N.J.S.A. 34:11-56.48 et seq., at the time the proposal is received by the Board of Education.

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.

**Stephen Frost**  
**School Business Administrator/Board Secretary**