

# Kingsway Regional School District

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## BOARD OF EDUCATION

Woolwich, New Jersey 08085

### Bid Request

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

#### **Bid 26-005                    Monitoring, Inspecting, and Maintenance of District HVAC Systems**

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

Ms. Sharon Ormsbee  
School Business Administrator  
Kingsway Regional School District  
213 Kings Highway  
Woolwich, NJ 08085  
Email: [ormsbees@krsd.us](mailto:ormsbees@krsd.us)

Bids must be submitted in a sealed envelope and delivered to the office of the Business Administrator/Board Secretary on or before the date and time indicated below. The envelope is to bear the following information:

Title:	Monitoring, Inspecting, and Maintenance of District HVAC Systems
Bid No.:	26-005
Name and Address of Respondent	
RFP Due Date:	Wednesday, June 10, 2026
RFP Deadline Time:	11:00 a.m.

The bid envelope must be addressed to:

Kingsway Regional School District  
Ms. Sharon Ormsbee  
School Business Administrator  
213 Kings Highway  
Woolwich, NJ 08085

Location of Bid Opening

Kingsway Regional School District  
Mark R. Kehoe Administrative Offices  
213 Kings Highway  
Woolwich, NJ 08085

The bid opening process will begin on the advertised date and time at the Kingsway Regional School District, 213 Kings Highway, Woolwich, NJ 08085. 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 Anytown Board of Education for ten percent (10%) of the amount of the total bid, however, not to exceed \$20,000.

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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.

**Sharon Ormsbee**  
**School Business Administrator/Board Secretary**