# EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

## PISCATAWAY, NEW JERSEY 08854

## NJ STATE APPROVED COOPERATIVE PRICING SYSTEM

## #65MCESCCPS

# BID ADVERTISEMENT

The Educational Services Commission of New Jersey (ESCNJ), a New Jersey Approved Cooperative Pricing System (#65MCESCCPS), hereby advertises for competitive bid pricing in accordance with N.J.S.A. 18A:18A-21(a) (b). Bidders should be able to provide products and services to ESCNJ Cooperative members throughout the State of New Jersey or within specific counties within the State. Our Cooperative Pricing System currently has over 1,600 members located throughout the State.

**BID NO. ESCNJ #25/26-74** **TITLE OF BID: DOCUMENT MANAGEMENT FOR RECORDS RETENTION AND DISPOSAL SERVICES**

Bid specifications will be sent to interested bidders after they register at

https://www.escnj.us/co-op-pricing/vendor-section/bidding-opportunity-documents

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

Title: **Document Management for Records Retention and Disposal Services**
Bid Number **ESCNJ #25/26-74**
Name and Address of the Bidder
Bid Opening Date **June 25, 2026**
Bid Opening Time: **1:00 p.m.**

The bid envelope must be addressed to:

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY
Attn: School Business Administrator/Board Secretary
Bright Beginnings Learning Center
1660 Stelton Road, Floor 2
Piscataway, New Jersey 08854

Location of Bid Opening;

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY
Bright Beginnings Learning Center
1660 Stelton Road, Floor 2
Piscataway, New Jersey 08854

The bid opening process will begin on the advertised date and time at the Educational Services Commission of New Jersey, Bright Beginnings Learning Center, 1660 Stelton Road, Piscataway, New Jersey 08854. 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 Commission 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 with the bid.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification should also be submitted with the bid. The bid package will also include other documents to be completed and returned with the bid. Failure to comply with the Instructions to Bidders and to complete and submit all required forms and documents may result in the rejection of the bid.

The ESCNJ Board of Directors 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.

**Background of the Educational Services Commission of New Jersey**

The Educational Services Commission of New Jersey (ESCNJ) of Piscataway, New Jersey, was established in accordance with N.J.S.A. 18A:6-52 and is considered a "district" as defined in N.J.S.A. 18A:18A-2 (d) of the Public School Contracts Law. As a school district, ESCNJ must comply with the New Jersey Public School Contracts Law and supporting administrative code when procuring goods and services. N.J.S.A. 18A:18A-1 et seq. and N.J.A.C. 5:34-1 et seq.

The governing body of ESCNJ is the Board of Directors, which is established by law.

**Timothy Havlusch**
**School Business Administrator/Board Secretary**