

**REQUEST FOR BIDS  
PUBLIC WORKS**

**Bid Advertisement**

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

**HVACR SERVICES  
Time and Materials  
Bid No. #26-02**

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

**Trenae Lambkin**

Acting School Business Administrator/Board Secretary  
West Orange Board of Education  
179 Eagle Rock Avenue  
West Orange, New Jersey 07052  
Email [tlambkin@westorangeschools.org](mailto:tlambkin@westorangeschools.org)

Bids must be submitted in a sealed envelope and delivered to the Office of the Acting School Business Administrator of the West Orange Board of Education *on or before* the date and time indicated below. The envelope is to bear the following information:

|                                |                            |
|--------------------------------|----------------------------|
| Title:                         | <b>HVACR Services</b>      |
| Bid Number                     | <b>#26-02</b>              |
| Name and Address of the Bidder |                            |
| Bid Opening Date:              | Thursday, October 15, 2026 |
| Bid Opening Time:              | 10:00 a.m.                 |

The bid envelope must be addressed to

WEST ORANGE BOARD OF EDUCATION  
Attn: Acting School Business Administrator/Board Secretary  
179 Eagle Rock Avenue  
West Orange, New Jersey 07052

Location of Bid Opening

West Orange Board of Education  
179 Eagle Rock Avenue  
West Orange, New Jersey 07052

The bid opening process will begin on the advertised date and time at the Board Offices, 179 Eagle Rock Avenue, West Orange, New Jersey, 07052. Bids may also be submitted to the Acting School Business Administrator or their designee at the bid opening meeting prior to the advertised date and time. The Acting 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 West Orange Board of Education in the amount of \$15,000.00.

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 cause the bid to be rejected.

All contractors named in this bid 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 Board of Education receives the bid.

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.

**Trenae Lambkin**

Acting School Business Administrator/Board Secretary