

# RED BANK REGIONAL BOARD OF EDUCATION REQUEST FOR PROPOSALS

## RFP Advertisement

The Red Bank Regional Board of Education of the City of Little Silver, New Jersey, hereby advertises for proposals in accordance with N.J.S.A. 18A:18A-21(a) (b)

### RFP No. #2023-2024 Custodial Services

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

**Debra Pappagallo**  
School Business Administrator/Board Secretary  
Red Bank Regional Board of Education  
Administration Building  
101 Ridge Road Little Silver, NJ 07739  
Email: [dpappagallo@rbrhs.org](mailto:dpappagallo@rbrhs.org)

Proposals must be sealed and delivered to the Business Office of the Red Bank Regional High School Board of Education Administration Building **on or before** date and time indicated below. The envelope to bear the following information:

Title: **Custodial Services Proposal**  
RFP No.: **#2023-2024 Custodial Services**  
Name and Address of the Proposer  
Date: **Friday, June 9, 2023**  
Time: **10:00 a.m.**

Unsealed proposals will not be accepted. The RFP opening process will begin on the above advertised date and time in the Administration Building Board of Education Conference Room located at 101 Ridge Road, Little Silver, NJ. Proposals may also be submitted to the School Business Administrator/Board Secretary or their designee at the RFP opening meeting, in the Board of Education Conference Room, prior to the advertised date and time. On the advertised date and time, the School Business Administrator/Board Secretary shall publicly receive and open proposals. **No proposals 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) submission of proposals.

All Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Each proposal shall be accompanied by a bid bond, cashier's check or certified check made payable to the Red Bank Regional Board of Education, for ten percent (10%) of the amount of the total proposal, however, not to exceed \$20,000.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Proposers 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 also must be filed with the proposal. The RFP package will also include other documents that must be completed and returned with the proposal. Failure to comply with Instructions to Proposers and to complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

Proposers are strongly encouraged to attend a pre proposal walkthrough of the building to clarify any questions they may have regarding the specifications. The Pre Bid Walkthrough will be held on Thursday, May 25, 2023 at 1:00 p.m. All proposers are requested to meet in the Administration Building located behind the High School.

Debra Pappagallo, School Business Administrator