

**Bergen County Special Services (BCSS)**

540 Farview Ave.  
Paramus, New Jersey 07652

**Bid Advertisement**

Bergen County Special Services hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b).

**Bid No. SS#27-04**

**Title of Bid: Provide On-Call HVAC and Preventative Maintenance Services for BCSS, Commencing July 15, 2026, or Date of Award, for a One-Year Period, with the Option to Renew**

All necessary bid specifications and bid forms may be secured upon written request to:  
Danielle Tikijian, QPA  
Purchasing Manager

Bids must be submitted in a sealed envelope and delivered to the Office of the Purchasing Manager **on or before** the date and time indicated below. The envelope to bear the following information:

**Title: Provide On-Call HVAC and Preventative Maintenance Services for BCSS, Commencing July 15, 2026, or Date of Award, for a One-Year Period, with the Option to Renew**

**Bid Number: SS#27-04**

**Bid Opening Date: Tuesday, July 7, 2026**

**Bid Opening Time: 11:00 a.m., Prevailing Time**

**Name and Address of the Bidder**

The bid opening process will begin on the above advertised date and time at Business Office of Bergen County Special Services, 540 Farview Avenue, Paramus, NJ 07652. Bids may also be submitted to the Qualified Purchasing Agent/Purchasing Manager or his designee at the bid opening meeting, prior to the advertised date and time. On the advertised date and time, the Qualified Purchasing Agent/Purchasing Manager shall publicly receive and open all bids. **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) submission of bids.

“All 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.”

NJ Contractor’s Registration Certificate must accompany bid packet. Contractors and their subcontractors shall comply with the requirements of the New Jersey Prevailing Wage Act, Chapter 150 of the Laws of 1963, N.J.S.A.34-1156.25, etc., regarding the payment of prevailing wages to workmen engaged on the project.

All bids must be on the form of proposal, must include all other affidavits and information required, and must conform to the specifications.

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 also must 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 Instructions to Bidders and to complete and submit all required forms may be cause for disqualification and rejection of the bid.

The Board of Education reserves the right to reject any or all bids 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.

BCSS  
Danielle Tikijian, QPA  
Purchasing Manager

Dated: June 24, 2026

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