

NOTICE TO BIDDERS

Sealed bids will be received at the Middlesex County Board of Social Services, 181 How Lane, New Brunswick, New Jersey, 08901 on or before 11:00 a.m., July 2, 2025, for the FURNISHING OF ON-SITE SECURE SHREDDING SERVICES REQUIRED BY THE MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES FROM AUGUST 1, 2025 TO JULY 31, 2027. Bids will be opened at 11:00 a.m. July 2, 2025.

Specifications and bid forms for the proposed services are available at the office of the Board of Social Services, 181 How Lane, New Brunswick, NJ, 08901 and may be inspected by prospective bidders during business hours. Bidders will be furnished with a copy of the specifications on proper notice.

Bids must be made on the standard bid form in the manner designated herein and as required by the bid specifications, and must be enclosed in sealed envelopes bearing the name of the job (Furnishing of On-site Secure Shredding Services), and the name and address of the bidder on the outside, addressed to the Middlesex County Board of Social Services, Attn. Kyle J. Trent, Board Counsel. When completing this package, please note in particular the requirements concerning the various insurance limits and items. Proof of compliance with the insurance requirements must be furnished when submitting your bid. Also, please note the requirement that you must include a signed service delivery plan as part of your bid package. Failure to do so may eliminate your bid from consideration. Bids may be hand-delivered or mailed by certified mail to the above-mentioned address.

Bidders are required to comply with the requirements of the Law Against Discrimination (P.L. 1975, c. 127).

A corporation submitting a bid, in response to this advertisement, shall accompany such a bid with a resolution authorizing its proper officers to submit such a bid, and authorize said officers to execute a Contract in the event its bid is accepted.

The Board of Social Services reserves the right to increase or decrease the services specified by adding thereto or deducting therefrom, in accordance with the provisions set forth in the bid specifications.

The Board of Social Services reserves the right to reject any and all bids if deemed to be in the best interest of the Board to do so.

By order of the Middlesex County Board of Social Services.

KYLE J. TRENT, ESQ.
BOARD COUNSEL
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