

Attached are the bid specifications for 2017-16 Audio/Visual Maintenance Time and Materials. Please be reminded of the following information as you complete the bid process:

1. **Confirm receipt of the bid specifications.**
2. Supply information as requested.
3. **Submit two complete copies of your bid submission.**
4. Do not alter documents.
5. Any questions pertaining to this bid must be done in writing to David Pawlowski, either via email, David.Pawlowski@sbschools.org or via fax 732-422-8054 by noon on Tuesday, January 30, 2018. If submitting questions via fax, please call 732-297-7800 x3149 to confirm receipt.
6. All bid submissions must be done in a sealed envelope clearly labeled "2017-16 Audio/Visual Maintenance Time and Materials" and either hand delivered or sent via UPS, FedEx, etc. to South Brunswick Board of Education, Attn: David Pawlowski, 231 Blackhorse Lane, North Brunswick, NJ 08902 by 11:00 am on Tuesday, February 13, 2018. Bids **CANNOT** be submitted through the US Postal Service or through email.
7. All documents must be filled out in their entirety. Please be sure that all documents requiring a notary or a company seal are complete. Failure to do so can cause the rejection of a bid.

Thank you.

Sincerely,