

**Borough of Roselle Park  
Union County, New Jersey**

**UNIFORM BID SPECIFICATIONS  
WOOD/VEGETATIVE WASTE ROLL-OFF  
SERVICES**

**NOTICE TO BIDDERS**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Borough Clerk for the Borough of Roselle Park, County of Union, State of New Jersey on Tuesday, June 13, 2017 at 10:30 am prevailing time at Borough Hall, 110 East Westfield Avenue, Roselle Park at which time and place bids will be opened and read in public for:

**WOOD/VEGETATIVE WASTE ROLL-OFF SERVICES**

Specifications and other bid information may be obtained at the Borough Clerk's Office, 110 E. Westfield Avenue, Roselle Park, NJ, 07204 during regular business hours 8:30am to 4:30 pm or online at [www.rosellepark.net](http://www.rosellepark.net).

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

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Andrew Casais, RMC  
Borough Clerk

## **1. INSTRUCTIONS TO BIDDERS**

### **1.1 THE BID**

PLEASE TAKE NOTICE that sealed bids for the furnishing Wood/Vegetative Waste Roll-Off Services, in the Borough of Roselle Park, and disposal of the debris, pursuant to the options included herewith, at a facility approved by the U.C.U.A. and/or State of New Jersey are being solicited by the Borough of Roselle Park for a period of one (1) and/or two (2) and/or three (3) years commencing on July 1, 2017. All bids shall be submitted in accordance with specifications on file at the office of the Borough Clerk, 110 East Westfield Avenue, Roselle Park, New Jersey shall be received by the Borough Clerk on behalf of the Mayor and Council of the Borough of Roselle Park at the Municipal Building, 110 East Westfield Avenue, Roselle Park, New Jersey on Tuesday, June 13, 2017 at 10:30 AM.

### **1.2 CHANGES TO THE BID SPECIFICATIONS**

Notice of revisions or addenda to advertisements or bid documents relating to bids will be advertised consistent with the New Jersey Local Public Contracts Law; published in The Union Leader circulating in the County of Union, and in the Star Ledger.

### **1.3 BID OPENING**

All bid proposals will be publicly opened and read by the Borough Clerk at 110 East Westfield Avenue, Roselle Park, New Jersey on Tuesday, June 13, 2017 at 10:30 AM. Bids must be delivered by hand or by mail to the Borough Clerk no later than Tuesday, June 13, 2017 at 10:30 AM. All bid proposals will be date and time stamped upon receipt. The bidder is solely responsible for the timely delivery of the bid proposal and no bids shall be considered which are presented after the public call for receiving bids. Any bid proposal received after the date and time specified will be returned, unopened, to the bidder.

### **1.4 DOCUMENTS TO BE SUBMITTED**

The following documents shall be submitted by every bidder at the time and date specified in the public notice to prospective bidders:

1. Certified photo-copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126;
2. Questionnaire setting forth experience and qualifications;
3. Bid Guarantee in the form of a bid bond, certified check or cashier's check in the amount of 10% of the total amount of the bid proposal, not to exceed \$20,000; payable to the Borough of Roselle Park;
4. Non-collusion affidavit;
5. Stockholder statement of ownership;

6. Certificate of surety; and
7. Bid Proposal.

All of the foregoing shall be submitted in accordance with the instructions hereinafter contained. The division of the Bid Specifications into parts is merely for convenience and ready reference; all parts of the Bid Specifications constitute a single document.

## **2. DEFINITIONS**

"Bid proposal" means all documents, proposal forms, affidavits, certificates, statements required to be submitted by the bidder at the time of the bid opening.

"Bid guarantee" means the bid bond, cashier's check or certified check submitted as part of the bid proposal, payable to the contracting unit, ensuring that the successful bidder will enter into a contract. "Bid specifications" means all documents requesting bid proposals for municipal solid waste collection services contained herein.

"Certificate of insurance" means a document showing that an insurance policy has been written and includes a statement of the coverage of the policy.

"Collection site" means the location of waste containers on collection day.

"Collection source" means a generator of designated collected solid waste to whom service will be provided under the contract.

"Consent of surety" means a contract guaranteeing that if the contract is awarded, the surety will provide a performance bond.

"Contract" means the written agreement executed by and between the successful bidder and the governing body and shall include the bid proposal, and the bid specifications.

"Contract administrator" is the person authorized by the contracting unit to procure and administer contracts for solid waste collection services.

"Contracting unit" means a municipality or any board, commission, committee, authority or agency, and which has administrative jurisdiction over any district other than a school district, project, or facility, included or operating in whole or in part, within the territorial boundaries of any county or municipality which exercise functions which are appropriate for the exercise by one or more units of local government, and which has statutory power to make purchases and enter into contracts or agreements for the performance of any work or the furnishing or hiring of any materials or supplies usually required, the costs or contract price of which is to be paid with or out of public

funds.

"Contractor" means the lowest responsible bidder to whom award of the contract shall be made.

"Disposal facility" means those sites designated in Union County Solid Waste Management Plan for use by the Borough of Roselle Park.

"Governing body" means the governing body of the municipality, when the contract or agreement is to be entered into by, or on behalf of a, municipality as further defined at N.J.A.C. 40A:11-2.

"Holiday" means a regularly scheduled collection day on which the authorized Disposal Facilities are closed, including: Memorial Day, July 4<sup>th</sup>, Labor Day.

"Legal newspaper" means the Star Ledger and The Union Leader.

"Proposal forms" mean those forms that must be used by all bidders to set forth the prices for services to be provided under the contract.

"Service Area" means the geographic area of entire Borough of Roselle Park.

"Surety" means a company that is duly certified to do business in the State of New Jersey and that is qualified to issue bonds in the amount and of the type and character required by these specifications.

**“Wood/Vegetative Waste” means Solid Waste 23 as defined by the N.J.D.E.P. is as follows: 23 – Vegetative Waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree waste processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery, and garden wastes. Bid should be for trucking with Roselle Park paying the disposal fees.**

### **3. BID SUBMISSION REQUIREMENTS**

#### **3.1. BID PROPOSAL**

A. Each document in the bid proposal must be properly completed in accordance with N.J.A.C. 7:26H-6.5. No bidder shall submit the requested information on any form other than those provided in these bid specifications.

B. Bid Proposals shall be hand delivered or mailed in a sealed envelope, and the name and address of the bidder and the name of the bid as set forth in the Public Advertisement for Bids must be written clearly on the outside of the sealed envelope. No bid proposal will be accepted past the date and time specified by the Borough of Roselle Park in the advertisement for bids.

C. Each bidder shall sign, where applicable, all bid submissions as follows:

1. For a corporation, by a principal executive officer;
2. For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or
3. A duly authorized representative if:

a. The authorization is made in writing by a person described in sections 1 and 2 above; and  
b. The authorization specifies either an individual or a position having responsibility for the overall operation of the business.

D. The bid proposal contains option bids. The Borough of Roselle Park may, at its discretion, award the contract to the bidder whose aggregate bid price for the chosen option, or any combination of options is the lowest responsible bidder; provided, however, the Borough of Roselle Park shall not award the contract based on the bid price for separate options.

E. Any Bid Proposal that does not comply with the requirements of the bid specifications and N.J.A.C. 7:26H-6.1 et seq., shall be rejected as non-responsive.

#### **3.2. BID GUARANTEES**

A. A Bid Guarantee in the form of a Bid Bond, Cashier's Check or Certified Check, made payable to the Borough of Roselle Park in the amount of 10% of the highest aggregated year bid submitted, not to exceed twenty thousand dollars (\$20,000) must accompany each Bid Proposal. In the event that the bidder to whom the Contract is awarded fails to enter into the Contract in the manner and within the time required, the award to the bidder shall be rescinded and the bid guaranty shall become the property of the Borough of Roselle Park.

#### **3.3. EXCEPTIONS TO THE BID SPECIFICATIONS**

Any conditions, limitations, provisos, amendments, or other changes attached or added by the bidder to any of the provisions of these Bid Specifications or any changes made by the bidder on the Proposal Forms shall result in the rejection of the Bid Proposal by the Borough of Roselle Park.

### **3.4. "OR EQUAL" SUBSTITUTIONS**

Whenever the Work Specifications identify a brand name, trade name or a manufacturer's name, this designation is used for classification or descriptive purposes only, and the bidder may substitute an equal product, subject to the approval of the Borough of Roselle Park.

### **3.5. COMPLIANCE**

The bidder shall be familiar with and comply with all applicable local, state and federal laws and regulations in the submission of the Bid Proposal and, if the bidder is awarded the contract, in the performance of the contract.

### **3.6. CONFLICT OF INTEREST AND NON-COLLUSION**

Each bidder must execute and submit as part of the Bid Proposal a "Non-Collusion Affidavit" which at a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract; and No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee unless such person possesses a Certificate of Public Convenience and Necessity and a License issued pursuant to N.J.A.C. 7:26-16 et seq.

### **3.7. NO ASSIGNMENT OF BID**

The bidder may not assign, sell, transfer or otherwise dispose of the Bid or any portion thereof or any right or interest therein. This section is not intended to limit the ability of the successful bidder to assign or otherwise dispose of its duties and obligations under the contract provided that the Borough of Roselle Park agrees to the assignment or other disposition. No such assignment of disposition shall become effective without the written approval of the New Jersey Department of Environmental Protection.

## **4. AWARD OF CONTRACT**

### **4.1. GENERALLY**

A. The Borough of Roselle Park shall award the contract or reject all bids within the time specified in the invitation to bid, but in no case more than 60 days, except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. All bidders will be notified of the Borough of Roselle Park's decision, in writing, by certified mail.

B. The contract will be awarded to the bidder whose aggregate bid price for the selected

option or options is the lowest responsible bid.

C. The Borough of Roselle Park reserves the right to reject any bid not prepared and submitted in accordance with the provisions hereof, and to reject any or all bids. In the event that the Borough of Roselle Park rejects all bids, the Borough of Roselle Park shall publish a notice of re-bid no later than ten days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids.

#### **4.2. NOTICE OF AWARD AND EXECUTION OF CONTRACT**

Within fourteen calendar days of the award of the contract, the Borough of Roselle Park shall notify the successful bidder in writing, at the address set forth in the Bid Proposal and such notice shall specify the place and time for delivery of the executed contract, the performance bond, the vehicle dedication affidavit and the appropriate affirmative action documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the Borough of Roselle Park to declare the contractor non-responsive and to award the contract to the next lowest bidder.

#### **4.3. RESPONSIBLE BIDDER**

The Borough of Roselle Park shall determine whether a bidder is "responsible" in accordance with N.J.S.A. 40A:11-6.1 and N.J.A.C. 7:26H-6.8. The Bid Proposal of any bidder that is deemed not to be "responsible" shall be rejected.

#### **4.4. PERFORMANCE BOND**

A. For a one year contract, the successful bidder shall provide a one year performance bond issued by a Surety in an amount equal to no more than 100% of the award price. The successful bidder shall provide said performance bond to the Borough of Roselle Park, 110 East Westfield Avenue, Roselle Park, NJ.

B. Failure to provide the required one year performance bond at the time and place specified by the Borough of Roselle Park shall be cause for assessment of damages as a result thereof in accordance with Section D below. In the event that the successful bidder fails to provide said performance bond, the Borough of Roselle Park may award the contract to the next lowest responsible bidder or terminate the bid process and re-bid the collection services in accordance with N.J.A.C. 7:26H-6.7(d) and Section 4.1 above.

C. For the two and three year contracts the successful bidder shall provide a performance bond issued by a Surety in an amount equal to no more than 100% of the annual value of the contract. The successful bidder shall provide said performance bond to the Borough of Roselle Park, 110 East Westfield Avenue, Roselle Park, NJ. The performance bond for each succeeding year shall be delivered to the Borough of Roselle Park, 110 East Westfield Avenue, Roselle Park, NJ with proof of full payment of the premium one hundred twenty (120) days prior to the expiration of the current bond. Failure to deliver a performance bond for any year of a multi-year, contract one hundred twenty (120) days prior to the termination of the current bond will constitute a breach of contract and will entitle the Borough of Roselle Park to terminate the contract upon the expiration of the current bond.

Notwithstanding termination pursuant to this section, the contractor is obligated to fully perform through the date of termination of the contract and damages shall be assessed in an amount to the costs incurred by the Borough of Roselle Park in re-bidding the contract.

#### **4.5. AFFIRMATIVE ACTION REQUIREMENTS**

A. If awarded a contract, the successful bidder will be 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.

B. Within seven days after receipt of notification of The Borough of Roselle Park's intent to award any contract the contractor must submit one of the following to the contracting unit:

1. If the Contractor has a federal affirmative action plan approval which consists of a valid letter from the Office of Federal Contract Compliance Programs, the Contractor should submit a photo copy of its letter of approval.

2. If the Contractor has a certificate of employee information report, the Contractor shall submit a photo copy of the certificate.

3. If the Contractor has none of the above, the contracting unit shall provide the Contractor with an (A.A.302) affirmative action employee information report.

C. If the Contractor does not submit the affirmative action document within the required time period the Borough of Roselle Park may extend the deadline by a maximum of the fourteen calendar days. Failure to submit the affirmative action document by the fourteenth calendar day shall be cause for the Borough of Roselle Park to declare the Contractor to be non-responsive and to award the contract to the next lowest bidder.

#### **4.6. VEHICLE DEDICATION AFFIDAVIT**

The Contractor shall execute and submit at the time and place specified in the award notice a vehicle dedication affidavit which at a minimum shall attest that: The successful bidder will dedicate a fixed number of vehicles, reasonably calculated to meet the requirements of these bid specifications; or to the extent that dedication of a fixed number of vehicles is not feasible, the Contractor shall covenant that the Borough of Roselle Park will only be accountable for its proportional share of the waste contained in the collection vehicle and shall be assessed charges based only on its share of the waste at the time of disposal.

#### **4.7. ERRORS IN PRICE CALCULATION**

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between the unit price multiplied by the quantity and a corresponding total price figure set forth in the Proposal Forms(s) shall be resolved in favor of a total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all Bid Proposals have been read, the bids will be tabulated and adjusted, if necessary, in accordance with this paragraph. If any mathematical corrections must be made on any bid proposal, then the Borough of Roselle Park may not award a contract until all tabulations are complete.



## **5. WORK SPECIFICATIONS**

The definitions used in the following specifications are for the purpose of clarity. It is to be recognized that some materials may be defined in more than one of the listed categories:

The term “Roll Off” when used in these specifications shall mean the following:

30 Yard Roll-Off Container (Wood/Vegetative Waste)

### **5.2. SCOPE OF COLLECTION-**

The Contractor shall provide service for the type of roll off container awarded by the Borough of Roselle Park. The basic bid shall include the contractor to furnish, on request, a pick up and return of empty roll-off container at an area designated by the Superintendent of Public Works, within forty eight (48) hours of request, and disposal at a licensed facility. The contractor MUST submit dump/weight tickets for the 30 yard roll off container with the monthly vouchers to be paid for the material disposed if applicable.

### **5.3 COLLECTION OPTIONS**

METHOD OF COLLECTION:

Collections shall start not earlier than 7:00 AM nor later than 2 PM. A receipt must be signed by the Superintendent of Public Works or his designee for each pick up. The successful bidder (herein referred to as the “contractor” which term shall include his agents, employees and servants) shall furnish at his expense and without liability to the Borough, all labor, equipment, vehicles, tools, implements, materials and transportation necessary and proper to provide adequate, uninterrupted, and sanitary service for the collection and removal of all containers, as hereinafter defined, during the terms of the contract and in accordance with the methods and procedure hereinafter specified.

### **5.4 CONTAINERS**

All roll-offs shall be as hereinbefore defined: 30 yard roll off container (Wood/Vegetative Waste)

### **5.5. COLLECTION SCHEDULE**

- a. The following legal holidays are exempted from the collection schedule:  
Memorial Day, July 4<sup>th</sup>, Labor Day
- b. Collection hours shall be 7:00 AM to 2:00 PM

### **5.6. SOLID WASTE DISPOSAL**

A. All solid waste collected within the Borough of Roselle Park shall be disposed of in accordance with the Union County Solid Waste Management Plan.

B. The Borough of Roselle Park reserves the right to designate another disposal facility [or, if applicable, disposal facilities] in accordance with the Union County Solid Waste Management Plan or

in the event that the designated Disposal Facility [or, if applicable, Disposal Facilities] is unable to accept said material. The Borough of Roselle Park will assume all additional costs or benefits that are associated with such designation.

#### **5.7. VEHICLES AND EQUIPMENT**

A. All vehicles shall be registered with, and conform to the requirements of the New Jersey Department of Environmental Protection, in accordance with N.J.A.C. 7:26-3.1 et seq.

B. All collection trucks shall be roll-off types, water tight and covered with an appropriate tarp.

C. All vehicles shall be maintained in good working order and shall be constructed, used and maintained so as to reduce unnecessary noise, spillage and odor. The Contract Administrator shall have the right to inspect all vehicles, at any time, during the term of this contract, and the Contractor shall comply with all reasonable requests relative to the maintenance and repair of said vehicles and other equipment used in the execution of the Contract. All vehicles shall be equipped with a broom and shovel to clean up any spillage which may occur during the loading or transporting. All Trucks shall be kept clean.

D. The Contract Administrator may order any of the Contractor's vehicles used in performance of the contract out of service if the vehicle is not maintained in accordance with the requirements of these Work Specifications. In such event, the Contractor shall replace such vehicle, at its sole cost and expense, with a conforming vehicle satisfactory to the Contract Administrator.

#### **5.8. NAME ON VEHICLES**

The name, address and service phone number of the Contractor shall be placed clearly and distinctly on both sides of all vehicles used in connection with the collection services.

#### **5.9. TELEPHONE FACILITIES AND EQUIPMENT**

A. Telephone service shall be maintained on scheduled collection days, between the hours of 7:00AM and 3:30PM.

#### **5.10. FAILURE TO COLLECT**

The Contractor shall report to the Contract Administrator, within one (1) hour of the start of the Pick up Request, all cases in which severe weather conditions preclude completion of pick up request. In the event of severe weather, the Contractor shall pick up no later than the next day.

#### **5.11. COMPLAINTS**

A. The Contractor shall promptly and properly attend to all complaints of customers and all notices, directives and orders of the Contract Administrator within twenty-four (24) hours of the receipt of same. The Contractor shall be required to maintain a log of all complaints received and the action

taken to remedy the complaints. The Complaint log shall be available for inspection by the Borough of Roselle Park.

B. The Contractor shall submit a copy of all complaints received and the action taken to the Borough of Roselle Park.

#### **5.12. SOLICITATION OF GRATUITIES**

The Contractor shall ensure that no agent or employee shall solicit or receive gratuities of any kind for any of the work or services provided in connection with the contract. The Contractor shall be subject to the Liquidated Damage clause herein contained for breach hereof.

#### **5.13. INVOICE AND PAYMENT PROCEDURE**

A. The Contractor shall submit all invoices for collection and/or disposal services in accordance with the requirements of this section.

1. Within 30 days after the end of each calendar month during the term of the contract during which the Contractor provided services as provided in these Bid Specifications, the Contractor will submit an invoice to the Borough of Roselle Park for the preceding calendar month (the "Billing Month"). Invoices shall specify the number and type of vehicle used for collection in the contracting unit, the loads per truck, and the number of cubic yards and the tonnage of the material disposed of each pick up during the billing month. The tonnage shall be the difference between the weight of the vehicle upon entering the disposal facility and the tare weight of the vehicle. The contractor MUST submit weight tickets with the monthly vouchers to be paid for the material disposed.

B. The Borough of Roselle Park shall pay all invoices within 30 days of receipt. The Borough of Roselle Park will not be obligated to pay a defective invoice until the defect is cured by the Contractor. The Borough of Roselle Park shall have 30 days from the date of receipt of the corrected invoice to make payment.

C. The Contractor shall submit an invoice setting forth the costs (including all taxes and surcharges) of disposal billed by, paid to the Disposal Facility or credited to the Contractor. The invoice shall specify the number and type of vehicle used for collection; the number of cubic yards and the tonnage of the material disposed of each pick up during the billing month; and monthly receipts issued by the disposal facility showing:

1. the amount of the invoice;
2. the origin of the waste;
3. the truck license plate number;
4. the total quantity and weight of the waste; and
5. the authorized tipping rate plus all taxes and surcharges.

#### **5.14. COMPETENCE OF EMPLOYEES**

The Contractor's employees must be competent in their work, and if any person employed shall appear incompetent or disorderly, the Borough of Roselle Park shall notify the contractor and specify

how the employee is incompetent or disorderly and the contractor shall take steps to correct and remedy the situation, including disciplinary action if necessary. Any employee who drives or will drive a vehicle in the course of the employee's employment pursuant to the contract must possess a valid New Jersey driver's license for the type of vehicle operated.

#### **5.15. INSURANCE REQUIREMENTS**

The Contractor shall take out and maintain in full force and effect at all times during the life of this Contract insurance in conformance with the requirements of N.J.A.C. 7:26H-6.17. The insurance policy shall name the Borough of Roselle Park as an Additional Named insured indemnifying the Borough of Roselle Park with respect to the Contractor's actions pursuant to the Contract.

#### **5.16. CERTIFICATES**

Upon notification by the Borough of Roselle Park, the lowest responsible bidder shall supply to the Contract Administrator, within five days of notification, a certificate of insurance as proof that the insurance policies required by these specifications are in full force and effect.

#### **5.18. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the Borough of Roselle Park from and against all claims, damages, losses, and expenses including all reasonable expenses incurred by the Borough of Roselle Park on any of the aforesaid claims that may result or arise directly or indirectly, from or by reason of the performance of the contract or from any act or omission by the Contractor, its agents, servants, employees or subcontractors and that results in any loss of life or property or in any injury or damage to persons or property.

**6. BIDDING DOCUMENTS**

**6.1 BIDDING DOCUMENTS CHECKLIST**

- \_\_\_ 6.2. Photo-copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126.
- \_\_\_ 6.3. Statement of bidder's qualifications, experience and financial ability.
- \_\_\_ 6.4. A bid guarantee in the form of a bid bond, certified check or cashier's check in the proper amount made payable to the Borough of Roselle Park.
- \_\_\_ 6.5. Stockholder statement of ownership.
- \_\_\_ 6.6. Non-collusion affidavit.
- \_\_\_ 6.7. Consent of surety.
- \_\_\_ 6.8. Proposal.

_____	_____
<b>Name of Firm or Individual</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>

**6.2 CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY/A-901 APPROVAL LETTER**

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACH AN ORIGINAL COPY OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TOGETHER WITH AN ORIGINAL COPY OF A-901 APPROVAL LETTER**

**6.3 STATEMENT OF BIDDER'S QUALIFICATIONS, EXPERIENCE AND FINANCIAL ABILITY**

**AFFIDAVIT**

STATE OF NEW JERSEY        }  
 COUNTY OF \_\_\_\_\_        }        s.s.:     Borough of Roselle Park, Wood/Veg. Roll-Offs

I, am the \_\_\_\_\_ of the \_\_\_\_\_,  
 and being duly sworn, I depose and say:

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.
2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the Borough of Roselle Park to award to \_\_\_\_\_ the contract for wood/vegetative waste roll-offs services in the event said bidder is the lowest responsible bidder on the basis of the bid proposal which is submitted herewith.
3. I understand and agree that the Borough of Roselle Park will rely upon the information provided in the Questionnaire in determining the lowest, responsible bidder to be awarded the contract.
4. I also understand and agree that the Borough of Roselle Park may reject the bid proposal in the event that the answer to any of the foregoing questions is false.
5. I do hereby authorize the Borough of Roselle Park, or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish the Borough of Roselle Park with any information necessary to verify the answers given.

Name of Firm or Individual	Title
Signature	Date

Subscribed and sworn to before me this  
 \_\_\_\_ Day of \_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public  
 My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**NOTE:** A partnership must give firm name and signature of all partners. A corporation must give full corporate name and signature of official, and the corporate seal affixed.

## QUESTIONNAIRE

This questionnaire must be filled out and submitted as part of the Bid Proposal for wood/vegetative waste roll-off services for the Borough of Roselle Park. **Failure to complete this form or to provide any of the information required herein shall result in rejection of the Bid Proposal.**

Answers should be typewritten or printed neatly in black or blue ink. Answers must be legible. Any answer that is illegible or unreadable will be considered incomplete. If additional space is required, the bidder shall add additional sheets and identify clearly the question being answered.

1. How many years has the bidder been in business as a contractor under your present name?

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2. List any other names under which the bidder, its partners or officers have conducted business in the past five years.

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3. Has the bidder failed to perform any contract awarded to it by the Borough of Roselle Park under its current or any past name in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.

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4. Has any officer or partner of the bidder's business ever failed to perform any contract that was awarded to him/her as an individual by the Borough of Roselle Park in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.

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5. List (or attach) all public entity contracts which the bidder or its partners is now performing or for which contracts have been signed, but work not begun. Give the name of the municipality or owner, the amount of the contract and the number of years the contract covers.

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6. List (or attach) the government contracts that the bidder has completed within the last five years. Give detailed answers to questions below relating to this subject.

- (a) Name of contracting unit;
- (b) Approximate population of contracting unit;
- (c) Term of contract
- (d) How were materials collected?



- (e) Give location of disposal site or sites and methods used in the disposal of solid waste;
- (f) Name and telephone number of Contract Administrator or some other official in charge of collection and disposal.

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7. State (or attached a list) all equipment owned by and/or available to the bidder for use in collection of the waste described in the work specifications. Include the make of each vehicle, the year of manufacture, the capacity, years of service, present condition, and the type and size of the truck bodies.

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8. Where can this equipment described above be inspected?

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9. Identify all equipment that is not presently owned or leased by the bidder that will be necessary to perform the services in accordance with the work specifications.

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10. Describe how you will obtain such equipment if you are awarded the contract. If such equipment is to be leased, provide the name, address and phone number of the lessor. If the equipment is to be purchased, provide the name, address and phone number of the seller.

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11. If the equipment to be leased or purchased is not located at the address(s) given above in answer 9, identify where the equipment can be inspected.

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12. List the name and address of three (3) credit or bank references.

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**6.4 BID GUARANTY**

**TO: BOROUGH OF ROSELLE PARK  
UNION COUNTY, NEW JERSEY**

This proposal is accompanied by a certified check on \_\_\_\_\_ Bank of \_\_\_\_\_ in the amount of \_\_\_\_\_ dollars, or bid bond on \_\_\_\_\_ Bonding Company \_\_\_\_\_, in accordance with the conditions named in the foregoing Information for Bidders.

The undersigned bidder hereby agrees that if this Proposal shall be accepted by the Borough of Roselle Park and the undersigned shall fail to execute and deliver the contract and contract bond in accordance with the terms of this Proposal, and with the requirements of the foregoing Information for Bidders, then the undersigned shall be deemed to have abandoned the contract, and thereupon the proposal and its acceptance shall be null and void and the amount of the bid security accompanying this Proposal shall be due and payable there under to the Borough of Roselle Park as liquidated damages; otherwise the said bid security, or the amount thereof, shall be returned to the undersigned.

The full name and residences of all persons and parties interested in this Proposal as Principals are as follows: (Note: for each person give first and last names in full. Record each member of a co-partnership; in the case of a Corporation, give the names of the President, Secretary, Treasurer and Manager, and state the place of incorporation).

A statement must be submitted by the Corporation or Partnership listing the names and addresses of all stockholders or partners holding at least 10% of the stock in the Corporation or Partnership.

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Bidder's Business Address

Dated: \_\_\_\_\_

**6.5 STOCKHOLDER STATEMENT OF OWNERSHIP**

Chapter 33 of the Public Law of 1977 (N.J.S.A. 52:25-24.2) provides in pertinent parts that no partnership or corporation shall be awarded any State, County, Municipal or School District Contract for the performance of any work, or the furnishing of any materials or supplies unless prior to the receipt of the bid or accompanying the bid of said partnership or corporation, there is submitted a statement containing the following information:

If the bidder is a partnership, then the statement shall set forth the names and addresses of as all partners who own a 10% or greater interest in the partnership.

If the bidder is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

**BIDDER MUST COMPLETE ONE OF THE THREE FOLLOWING STATEMENTS:**

I. Stockholders or Partners owning 10% or more of the company submitted bid:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Bidder

II. No Stockholder or Partner owns 10% or more of the company submitting bid:

\_\_\_\_\_  
Signature of Bidder

III. The Bid is being submitted by an individual who operates as a sole proprietorship.

\_\_\_\_\_  
Signature of Bidder

**6.6 NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY }  
COUNTY OF } s.s.: Borough of Roselle Park, Scavenger  
Service

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the State  
(Commonwealth) of \_\_\_\_\_, being of full age and duly sworn according  
to law, on my oath depose and say that:

I am employed by the firm of \_\_\_\_\_, the bidder submitting the Bid Proposal for  
the above named project, in the capacity of \_\_\_\_\_, and I have executed the Bid  
Proposal with full authority to do so. Further, the bidder has not, directly or indirectly, entered into any  
agreement, participated in any collusion, or other wise take any action in restraint of free, competitive  
bidding in connection with the above named project. All statements contained in said Bid Proposal and  
in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the  
Borough of Roselle Park rely upon the truth of the statements contained in this affidavit and in said bid  
Proposal in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such  
contract upon an agreement or understanding for a commission, percentage brokerage or contingent fee,  
except bona fide employees or bona fide established commercial or selling agencies maintained by the

\_\_\_\_\_  
**Name of Firm or Individual**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me this  
\_\_\_\_ Day of \_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**6.7 CONSENT OF SURETY**

TO: **BOROUGH OF ROSELLE PARK  
UNION COUNTY, NEW JERSEY**

IT IS HEREBY CERTIFIED that if

\_\_\_\_\_  
(Name of Bidder - Hereinafter the "Contractor")

is the successful bidder on its proposal for

**WOOD/VEGITATIVE ROLL-OFF SERVICES**  
(Name of Project/Service)

then \_\_\_\_\_, a corporation of the State of \_\_\_\_\_, duly authorized to transact business in the State of New Jersey, will provide to the Contractor and will be surety on the performance and maintenance bonds required by the contract of the aforesaid project in such sums as are designated in the aforesaid documents.

SIGNED, SEALED AND DELIVERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name of Surety Company)

Attest:

\_\_\_\_\_

By \_\_\_\_\_  
(Name and Position)

**NOTE:** Documents attesting to the authority of the persons executing this certificate to so act on behalf of the Surety Company, as well as the financial statement of the Company, must be annexed hereto. The Surety Company's own form will be accepted if in compliance with this form. If the Surety Company is only furnishing one bond (ie: performance OR maintenance), the applicable language should be stricken from the foregoing and a separate certificate must be submitted by another Surety Company as to the other bond

**6.8 PROPOSAL**

Proposal for Roll Off Services beginning **July 1, 2017:**

To Borough of Roselle Park:

I or We \_\_\_\_\_

Of \_\_\_\_\_

[COMPLETE ADDRESS - CITY, STATE, ZIP]

...Hereby agree to provide complete performance in accordance with the Contract and Specifications for the Prices listed on the Proposal Sheets.

**NOTE: Bidders are required to sign all Option Proposal sheets. Bidders are invited to bid on all or any Option Proposal.**

By: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

(Affix Seal if Corporation)

**6.8.1 PROPOSED OPTION #1 PROPOSAL FORM (BASE CONTRACT)**

**TO: MAYOR AND COUNCIL OF THE BOROUGH OF ROSELLE PARK**

**RE: FOR THE FURNISHING OF WOOD/VEGITATIVE WASTE ROLL-OFFS FOR ONE AND/OR TWO AND/OR THREE YEAR PERIODS COMMENCING July 1, 2017.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Address of Bidder

The undersigned, as bidder, having carefully reviewed the Notice to Bidders, Specifications and the within Proposal Form, hereby offers to furnish wood/vegetative waste roll-off services within the Borough of Roselle Park for a period of one (1) and/or two (2) years and/or three (3) year periods, commencing July 1, 2017 for the following sums:

**DURATION OF THE CONTRACT**  
**ONE YEAR**

30 Yard Roll-Off Container  
(Wood/Vegetative Waste)\*

**BASIC CONTRACT PRICE**  
**YEAR ONE**

\$\_\_\_\_\_per container (trucking & disposal)

---OR---

\$\_\_\_\_\_trucking only  
*(Disposal reimbursed by Borough at current rate)*

\*Wood/Vegetative Waste is defined as follows: 23 – Vegetative Waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree waste processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes. Bid should be for trucking with Roselle Park paying the disposal fees.

***SIGNATURE FOR PROPOSAL:***

By: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

(Affix Seal if Corporation)



**6.8.2 PROPOSED OPTION #2 PROPOSAL FORM CONTRACT TWO YEAR**

**DURATION OF THE CONTRACT**

**TWO YEARS**

30 Yard Roll-Off Container  
(Wood/Vegetative Waste)\*

**YEAR TWO**

\$\_\_\_\_\_per container (trucking & disposal)

---OR---

\$\_\_\_\_\_trucking only  
*(Disposal reimbursed by Borough at current rate)*

\*Wood/Vegetative Waste is defined as follows: 23 – Vegetative Waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree waste processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes. Bid should be for trucking with Roselle Park paying the disposal fees.

***SIGNATURE FOR PROPOSAL:***

By: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

(Affix Seal if Corporation)

**6.8.3 PROPOSED OPTION #3 PROPOSAL FORM CONTRACT THREE YEAR**

**DURATION OF THE CONTRACT**

**THREE YEARS**

30 Yard Roll-Off Container  
(Wood/Vegetative Waste)\*

**YEAR THREE**

\$\_\_\_\_\_per container (trucking & disposal)

---OR---

\$\_\_\_\_\_trucking only  
*(Disposal reimbursed by Borough at current rate)*

\*Wood/Vegetative Waste is defined as follows: 23 – Vegetative Waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree waste processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes. Bid should be for trucking with Roselle Park paying the disposal fees.

***SIGNATURE FOR PROPOSAL:***

By: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

(Affix Seal if Corporation)

**7. CONTRACT DOCUMENTS**

**7.1. CONTRACT**

To be supplied by successful bidder after award but prior to commencement of work.

**7.2. PERFORMANCE BOND**

To be supplied by successful bidder after award but prior to commencement of work.

**7.3. VEHICLE DEDICATION AFFIDAVIT**

**AFFIDAVIT**

STATE OF NEW JERSEY }  
COUNTY OF \_\_\_\_\_ } s.s.: Borough of Roselle Park, Wood/Veg. Roll-Offs

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
the \_\_\_\_\_, and being duly sworn, I depose and say:

All statements contained in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Borough of Roselle Park rely upon the truth of the statements contained in this affidavit and in said Bid Proposal in signing the contract for the said project.

At all times during the performance of the collection contract, I agree to commit, for use only in the in the Borough of Roselle Park, the number of collection vehicles reasonably calculated to ensure safe, adequate and proper service. I further warrant that in the event that dedication of vehicles for use only in the Borough is not feasible, that the Borough of Roselle Park will not be responsible for disposal costs for waste generated outside the Borough of Roselle Park.

I also understand and agree that failure to comply with the representations container herein shall be cause for breach of contract and will entitle the Borough of Roselle Park to damages arising there from.

\_\_\_\_\_  
Name of Firm or Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**7.4. CERTIFICATE OF INSURANCE**

**To be supplied by successful bidder after award but prior to commencement of work.**

**7.5. AFFIRMATIVE ACTION AFFIDAVIT**

STATE OF NEW JERSEY }  
COUNTY OF \_\_\_\_\_ } s.s.: Borough of Roselle Park, Wood/Veg. Roll-Offs

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the State  
(or Commonwealth) of \_\_\_\_\_ being of full age and duly sworn according  
to law, on my oath depose and say that:

I am employed by the firm of \_\_\_\_\_ the bidder submitting the Bid  
Proposal for the above named project, in the capacity of \_\_\_\_\_, and I have  
executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the  
provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with  
the provisions of Public Law 1975, Chapter 127.

\_\_\_\_\_  
Name of Firm or Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**P.L. 1975, C. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**  
**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin,

ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).