

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

**UNIFORM BID SPECIFICATIONS
JANITORIAL CLEANING 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 Friday, June 15, 2018 at 10:00 a.m. 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:

JANITORIAL CLEANING SERVICES

Specifications and other bid information may be obtained at the Borough Clerk's Office, 110 East Westfield Avenue, Roselle Park, NJ, 07204 during regular business hours 8:30AM to 4:30PM or online at www.rosellepark.net. All questions may be directed to the Office of the Borough Clerk during regular business hours by calling 908-245-6222.

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.

Andrew J. Casais, RMC
Borough Clerk

1. INSTRUCTIONS TO BIDDERS

1.1 THE BID

The Borough of Roselle Park is soliciting bid proposals from in accordance with the terms of these Bid Specifications and N.J.A.C. 7:26H-6 et seq. PLEASE TAKE NOTICE that sealed bids for the furnishing of Janitorial Cleaning Services, in the Borough of Roselle Park , for a period of (12) twelve months, or a period of (24) twenty four months, 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 Friday June 15, 2018 at 10:00.

1.2 CHANGES TO THE BID SPECIFICATIONS

Notice of revisions or addenda to advertisements or bid documents relating to bids will, no later than seven days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids, be published in in the Star Ledger and be provided to any person who has submitted a bid or who has received a bid package, in one of the following ways: i) in writing by certified mail or ii) by certified facsimile transmission, meaning that the sender's facsimile machine produces a receipt showing date and time of transmission and that the transmission was successful or iii) by a delivery service that provides certification of delivery to the sender (N.J.S.A. 40A:11-23.c)

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 Friday, June 15, 2018 at 10:00 a.m. Bids must be delivered ad received in-hand by the Borough Clerk no later than Friday June 15, 2018 at 10:00 a.m. All bids will be date and time stamped upon receipt. Each bidder is solely responsible for the timely delivery of the bid proposal. No bids shall be considered which are presented after the public call for receiving bids. Any bid 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. Consent of Surety (**PAGE 10 – MUST BE EXECUTED OR FORM PROVIDED**)
2. Acknowledgement of Receipt of Addenda (**PAGE 11 – MUST BE SIGNED**)
3. Affirmative Action Compliance Notice (**PAGE 14 – MUST BE SIGNED**)
4. Statement of Ownership Disclosure (**PAGE 16-18 – MUST BE SIGNED**)
5. Business Registration Certificate (**PHOTOCOPY MUST BE PROVIDED**)
6. Non-Collusion Affidavit (**PAGE 20 – MUST BE SIGNED & NOTARIZED**)
7. Equipment Certification (**PAGE 22 – MUST BE SIGNED**)
8. Disclosure of Investment Activities in Iran (**PAGE 23-24 – MUST BE SIGNED**)
9. Bid Guarantee in the form of a Bid Bond, Certified Check or Cashier's Check in the amount of ten-percent (10%) of the total amount of the bid proposal, not to exceed twenty-thousand dollars (\$20,000.00) payable to the Borough of Roselle Park (**PROVIDED AS REQUIRED**)
10. Bid Proposal (**PAGE 25-32 – MUST BE SIGNED**)

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

- a) **BID PROPOSAL**: means all documents, proposal forms, affidavits, certificates, statements required to be submitted by the bidder at the time of the bid opening.
- b) **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.
- c) **CERTIFICATE OF INSURANCE**: means a document showing that an insurance policy has been written and includes a statement of the coverage of the policy.
- d) **CONSENT OF SURETY**: means a contract guaranteeing that if the contract is awarded, the surety will provide a performance bond.
- e) **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.
- f) **CONTRACT ADMINISTRATOR**: is the Superintendent of Public Works.

- g) **CONTRACTING UNIT:** means the Borough of Roselle Park, or, more generally, 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.
- h) **CONTRACTOR:** means the lowest responsible responsive bidder to whom award of the contract shall be made.
- i) **GOVERNING BODY:** means the Mayor and Council of the Borough of Roselle Park, or, more generally, 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.
- j) **HOLIDAY:** A list of scheduled holidays for the contract term is attached and included as part of this specification
- k) **LEGAL NEWSPAPER:** means the Star Ledger and/or Union County Local Source, or as otherwise designated by the governing body pursuant to the terms defined in N.J.S.A . 10:4-8.
- l) **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.
- m) **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.

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; or,
 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 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 ten-percent (10%) of the highest aggregate bid submitted, not to exceed twenty-thousand dollars (\$20,000.00) 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 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;
- c) 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 .

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.
- b) The contract will be awarded to the bidder whose aggregate bid price for the selected option or options is the lowest responsible responsive 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 (10) 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 (14) 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, 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. The Bid Proposal of any bidder that is deemed not to be "responsible" shall be rejected.

4.4. PERFORMANCE BOND

- a) For a one (1) 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 prior to commencement of work.

- b) Failure to provide the required one (1) 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 services in accordance with Section 4.1 above.
- c) For a two (2) year contract 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 prior to commencement of work. 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.
- d) Failure to deliver a performance bond for any year of a two (2) 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 (7) 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 (14) 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. 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.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

| <u>Addendum Number</u> | <u>Dated</u> | <u>Acknowledge Receipt</u> (initial) |
|------------------------|--------------|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

INITIAL HERE IF NO ADDENDA WERE RECEIVED → _____

Acknowledged for:

(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____ / _____ / _____

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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 any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, 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.

In conforming with the applicable employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____ / _____ / _____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Roselle Park, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Partnership
- Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Home Address (for Individuals) or Business Address |
|---------------------------------------|--|
| | |
| | |
| | |
| | |
| | |

Part III

DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|---|----------|
| | |
| | |
| | |

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Home Address (for Individuals) or Business Address |
|---|--|
| | |
| | |
| | |

Part IV
Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Borough of Roselle Park*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***the Borough of Roselle Park*** to notify the ***Borough of Roselle Park*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Borough of Roselle Park*** to declare any contract(s) resulting from this certification void and unenforceable.

| | | | |
|--------------------|--|--------|--|
| Full Name (Print): | | Title: | |
| Signature: | | Date: | |

BUSINESS REGISTRATION CERTIFICATE

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.state.nj.us/dca/divisions/dlgs/programs/lpcl_faq.html. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

NON-COLLUSION AFFIDAVIT

State of New Jersey

SS:

County of _____

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

the bidder making this Proposal for the bid entitled **Janitorial Cleaning Services**, and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the **Borough of Roselle Park** relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit 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

(name of firm)

Signature of Affiant

Printed / Typed Name of Affiant

Subscribed and sworn before me this
___ of _____, 20___

Notary Public Signature

My Commission Expires:

(NOTARY SEAL)

Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

EQUIPMENT CERTIFICATION

The undersigned Bidder hereby certifies as follows:

The bidder owns or controls all the necessary equipment required to accomplish the work described in the specifications.

Name of Firm: _____

Signature of Bidder: _____

Print Name of Bidder: _____

Title: _____

Date: _____ / _____ / _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

**PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive.

PLEASE CHECK EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity’s parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Vendor: _____

Contact Name: _____ Contact Phone Number: _____

CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle

Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date _____

Bidder/Vendor: _____

**SPECIFICATIONS AND PROPOSAL FOR
JANITORIAL CLEANING SERVICES**

SPECIFICATIONS

Locations:

The following are specifications for the Janitorial Cleaning Services to be performed at the following locations:

1. Municipal Complex; 110 East Westfield Avenue, Roselle Park, New Jersey 07204
2. Public Library; 404 Chestnut Street, Roselle Park, New Jersey 07204
3. Community Center; 314 Chestnut Street, Roselle Park, New Jersey 07204
4. Public Works Facility; 180 West Webster Avenue, Roselle Park, NJ 07204

Each facility has different hours of operation and shall be serviced during the hours as set forth in these specifications. The hours for cleaning personnel to work are the following:

| <u>Location:</u> | <u>Hours for Cleaning:</u> | <u>Special Conditions:</u> |
|-----------------------|----------------------------|---|
| Municipal Complex | 5:00 a.m. to 1:00 p.m. | Vacuumping must be completed before 8:30 a.m. |
| Public Library | 5:00 a.m. to 1:00 p.m. | - |
| Community Center | 5:00 a.m. to 1:00 p.m. | - |
| Public Works Facility | 5:00 a.m. to 1:00 p.m. | - |

Supervisors & Staff:

A Supervisor/Foreman shall accompany all work crews while work is commencing. This Supervisor/Foreman will stay on site with his/her crew until all jobs are completed.

Employees/Staff of the successful bidder shall utilize those hours captioned under “Locations” (above) to complete all the required tasks as specified within this bid specification. These employees are to be uniformed personnel who will each wear a company identification card. The identification card will state, name, position, and include a picture. This card will be worn in a visible location (i.e. clipped to shirt pocket, on chain clip worn around neck, etc.).

Furthermore, each employee of the successful bidder shall undergo a background check by the Roselle Park Police Department prior being allowed access to all of the Roselle Park buildings mentioned in this bid specification payable by the vendor or individual employee.

Borough Holidays:

The days of the week on which the service shall be performed are Mondays, Wednesdays, and Fridays. When a holiday falls on one of these days an alternate day may be chosen. In the event that a holiday falls on a Monday, Wednesday, or Friday the winning contractor *MUST* choose to either come in on that holiday (write “Same” below under “State Alternate Work Day”) or come in the day before or the day after each specific holiday (write “Before” or “After” below under “State Alternate Work Day”).

(See Next Page for Year One & Year Two Holiday Schedule)

Holidays for One Year / Year One

| <u>DATE</u> | <u>DAY OF WEEK</u> | <u>STATE ALTERNATE WORK DAY</u> | <u>HOLIDAY</u> |
|-------------------|--------------------|---|------------------------------|
| July 4, 2018 | Wednesday | _____ | Independence Day |
| September 3, 2018 | Monday | _____ | Labor Day |
| October 8, 2018 | Monday | _____ | Columbus Day (Obs.) |
| November 6, 2018 | Tuesday | <u>Not Applicable</u> | Election Day |
| November 12, 2018 | Monday | _____ | Veteran's Day (Obs.) |
| November 22, 2018 | Thursday | <u>Not Applicable</u> | Thanksgiving |
| November 23, 2018 | Friday | _____ | Day After Thanksgiving |
| December 24, 2018 | Monday | _____ | Christmas Eve |
| December 25, 2018 | Tuesday | <u>Not Applicable</u> | Christmas Day |
| January 1, 2019 | Tuesday | <u>Not Applicable</u> | New Year's Day |
| January 21, 2019 | Monday | _____ | Martin Luther King, Jr. Day |
| February 12, 2019 | Tuesday | <u>Not Applicable</u> | Lincoln's Birthday |
| February 18, 2019 | Monday | _____ | Washington's Birthday (Obs.) |
| April 19, 2019 | Friday | _____ | Good Friday |
| May 27, 2019 | Monday | _____ | Memorial Day |

Holidays for Two Year / Year Two

| <u>DATE</u> | <u>DAY OF WEEK</u> | <u>STATE ALTERNATE WORK DAY</u> | <u>HOLIDAY</u> |
|-------------------|--------------------|---|------------------------------|
| July 4, 2019 | Thursday | <u>Not Applicable</u> | Independence Day |
| September 2, 2019 | Monday | _____ | Labor Day |
| October 14, 2019 | Monday | _____ | Columbus Day (Obs.) |
| November 5, 2019 | Tuesday | <u>Not Applicable</u> | Election Day |
| November 11, 2019 | Monday | _____ | Veteran's Day (Obs.) |
| November 28, 2019 | Thursday | <u>Not Applicable</u> | Thanksgiving |
| November 29, 2019 | Friday | _____ | Day After Thanksgiving |
| December 24, 2019 | Tuesday | <u>Not Applicable</u> | Christmas Eve |
| December 25, 2019 | Wednesday | _____ | Christmas Day |
| January 1, 2020 | Wednesday | _____ | New Year's Day |
| January 20, 2020 | Monday | _____ | Martin Luther King, Jr. Day |
| February 12, 2020 | Wednesday | _____ | Lincoln's Birthday |
| February 17, 2020 | Monday | _____ | Washington's Birthday (Obs.) |
| April 10, 2020 | Friday | _____ | Good Friday |
| May 25, 2020 | Monday | _____ | Memorial Day |

These days may be changed as authorized by the governing body and communicated by the Superintendent of Public Works or his Borough-authorized designee. The successful bidder will be notified (2) two weeks in advance of any change in writing.

General Areas to be Cleaned:

Common and Office Areas:

1. The immediate walkways and steps leading to the entrance of each building shall be swept and maintained on all scheduled days.
2. All entryways are to be swept, dust mopped, and wet mopped so as to keep the areas clean and presentable on all scheduled days.
3. Any mats located in any of the entryways shall be kept clean of foreign matter.
4. All metal and glass doors and walls in entrance foyers are to be kept clean, polished and bright.
5. Countertops are to be dusted and/or cleaned as required to maintain clean and free of dirt and dust.
6. All walls, doors, partitions and other washable surfaces will be spot cleaned to remove fingerprints, smudges, etc. The proper cleaning solvent/detergents shall be used so as not to damage or discolor the surface being cleaned.
7. Water fountain coolers, chillers are to be cleaned and disinfected on all scheduled days.

Floors:

1. All carpeted areas are to be thoroughly vacuumed on all scheduled days. Light furniture, roll around files, chairs, etc. shall be moved to facilitate the complete cleaning. All edges and corners are to be cleaned so that no dust shall accumulate. ALL VACUUMING AT BOROUGH HALL MUST BE COMPLETED PRIOR TO 8:30 A.M.
2. All carpeting is to be spot cleaned on a continuous basis, using approved spot removal procedures and insuring that the carpeting is in no way damaged.
3. All tile and hard service floors are to be swept and/or dust mopped to remove dirt and/or dust on all scheduled days.
4. All bathroom floors shall be disinfected utilizing bleach, or an equivalent disinfectant, that shall not damage the constitution of the flooring itself, on a quarterly basis.

Trash and Waste Receptacles:

1. All waste receptacles will be emptied and damp wiped with germicidal cleaner on all scheduled days.
2. Trash from rest rooms are to be emptied into a plastic bag and disposed of on all scheduled days.
3. Plastic liners will be used for all office waste baskets and are to be changed weekly. Litter shall be disposed of properly in the containers provided for, as directed by the Superintendent of Public Works or Borough-authorized Designee.
Note: The Borough of Roselle Park will not provide trash liners.
4. The Borough of Roselle Park is a recycling community. All waste paper, and co-mingled plastics, metal cans, and glass shall be recycled as directed by the Superintendent of Public Works or their Borough-authorized designee.

Office Furniture:

1. All office furniture is to be dusted on all scheduled days.

2. Telephones, desk equipment and fixtures will be wiped clean; Telephone handsets will be cleaned with a noncorrosive germicidal cleaner, as approved by the Superintendent of Public Works, on all scheduled days.
3. Glass tables, desk tops, etc. will be cleaned with Windex, or equivalent glass cleaner on all scheduled days.
4. Formica desks, counter tops, table tops, etc. will be cleaned with a noncorrosive disinfectant as approved by the Superintendent of Public Works, on all scheduled days.
5. Wood desks, tables, chairs, cabinets, etc. will be dusted each visit and polished with Pledge, or equivalent wood cleaner, monthly.
6. Upholstered furniture will be dusted weekly and vacuumed monthly. Vinyl furniture, including chair bases, will be wiped to keep clean and dust-free on an as needed-basis.

Note: The Borough of Roselle Park does not authorize the successful bidder to remove or move any items or papers on the desks of Borough employees. Such items shall be left in place, “as is,” and cleaning operations should be conducted around them.

Lunch Room / Employee Break Areas:

1. Tables and chairs will be washed clean to remove all dirt with an approved noncorrosive disinfectant as approved by the Superintendent of Public Works, on all scheduled days
2. Refrigerators and wall cabinets are to be wiped, cleaned outside only on all scheduled days.
3. Sinks, water coolers, food preparation areas, etc. are to be cleaned with a noncorrosive disinfectant as approved by the Superintendent of Public Works, on all scheduled days
4. Counter tops will be cleaned with a noncorrosive disinfectant as approved by the Superintendent of Public Works, on all scheduled days

Rest Rooms:

1. All Mirrors will be cleaned on all scheduled days.
2. All basin, bowls and urinals will be cleaned and sanitized inside and out on all scheduled work days.
3. Empty and clean waste receptacles on all scheduled days.
4. Floors will be washed with a germicidal solution on all scheduled days.
5. All partitions ledges, towels and tissue dispensers are to be dusted and disinfected on all scheduled days.
6. Report any graffiti on any area of rest rooms immediately to the Superintendent of Public Works.
7. Towels, soap and tissue will be refilled on all scheduled days.

Note: The Borough of Roselle Park will supply toilet tissue, paper towels and liquid soap.

Note: Any item not specifically mentioned but would be considered usual or customary janitorial services are included for the purpose of providing a bid and though not listed are NOT to be considered omitted.

Failure to Perform Pursuant to Specifications:

All work will be performed as specified. Should the work/services required in these specifications not be performed to the satisfaction of the Borough of Roselle Park, the following action will be taken:

1. Written notice will be sent to the successful bidder, advising of the work deficiency, which requires corrective action so that the standard may be brought up to satisfactory standard.
2. After two such written notices, monetary penalties may be instituted for the lack of services as per contract. Said monetary penalties will be deducted from the monthly invoice.

PROPOSAL PAGE
BASE BID & OPTION BIDS: ONE (1) YEAR
July 1, 2018 thru June 30, 2019

BASE BID

Provide Janitorial Services pursuant to the forgoing Base Bid specifications for a period of one (1) year commencing July 1, 2018 and terminating June 30, 2018.

YEAR ONE:

(Amount in Words)

(Amount in numbers)

OPTION #1

Provide shampooing and deep cleaning services for all carpets twice annually, at all facilities referenced in the Base Bid specifications, in accordance with the manufacturer's suggested method of shampooing by qualified personnel. The bidder must have in his inventory of equipment owned by his company, an "Industrial Type" carpet shampoo machine. A small homeowner type machine will not be considered as "Industrial Type."

YEAR ONE:

(Amount in Words)

(Amount in numbers)

OPTION #2

Provide Janitorial Services pursuant to the forgoing Base Bid specifications for Tuesdays and Thursdays.

YEAR ONE:

(Amount in Words)

(Amount in numbers)

PROPOSAL PAGE
ALTERNATE “A” BASE BID & OPTION BIDS: TWO (2) YEAR
July 1, 2018 thru June 30, 2019 & July 1, 2019 thru June 30, 2020

ALTERNATE “A” BASE BID

Provide Janitorial Services pursuant to the forgoing Base Bid specifications for a period of two (2) years commencing July 1, 2018 and terminating June 30, 2018, and July 1, 2019 and terminating June 30, 2020.

YEAR ONE:

(Amount in Words)

(Amount in numbers)

YEAR TWO:

(Amount in Words)

(Amount in numbers)

OPTION #1

Provide shampooing and deep cleaning services for all carpets twice annually, at all facilities referenced in the Base Bid specifications, in accordance with the manufacturer’s suggested method of shampooing by qualified personnel. The bidder must have in his inventory of equipment owned by his company, an “Industrial Type” carpet shampoo machine. A small homeowner type machine will not be considered as “Industrial Type.”

YEAR ONE:

(Amount in Words)

(Amount in numbers)

YEAR TWO:

(Amount in Words)

(Amount in numbers)

OPTION #2

Provide Janitorial Services pursuant to the forgoing Base Bid specifications for Tuesdays and Thursdays.

YEAR ONE:

(Amount in Words)

(Amount in numbers)

YEAR TWO:

(Amount in Words)

(Amount in numbers)

I, the undersigned, attest and submit that the forgoing “Specifications and Proposal” pages (pages 25 – 32 herein and inclusive) constitute the Proposal Forms as part of my bid.

Signature of Bidder

Printed Name of Bidder

Title

Date: _____ / _____ / _____