

COLTS NECK TOWNSHIP
MONMOUTH COUNTY, NEW JERSEY

BID SPECIFICATIONS

FOR JANITORIAL AND CLEANING SERVICES

INCLUDES THE FOLLOWING:

- Notice to Bidders
- Information for Bidders
- General Conditions
- Insurance Requirements
- Non-Collusion Affidavit
- Disclosure Statement
- Affirmative Action Requirements, Questionnaire and Affidavit
- Disclosure of Investment Activities in Iran
- Specifications
- Proposal Form

BIDS RECEIVED: April 27, 2021
10:00 a.m., Town Hall
124 Cedar Drive
Colts Neck, NJ 07722

BY: Trina Lindsey
Municipal Clerk

Asbury Park Press
2601 Highway 66
Neptune, NJ 07754

NOTICE TO BIDDERS

NOTICE is hereby given that sealed bids will be received by the Municipal Clerk of Colts Neck Township at Town Hall, 124 Cedar Drive, Colts Neck, New Jersey 07722, April 27, 2021 at 10:00 a.m., prevailing time for **JANITORIAL AND CLEANING SERVICES**. Specifications are available in the office of the Municipal Clerk of Colts Neck Township and may be examined at the Colts Neck Township Town Hall, 124 Cedar Drive, Colts Neck, New Jersey 07722, during regular business hours of 8:30 a.m. until 4:30 p.m. Proposals must be enclosed in a sealed envelope addressed to the Municipal Clerk of Colts Neck Township, marked "Janitorial and Cleaning Services" and must clearly set forth the contract price on the proposal/agreement pages.

Bidders are required to comply with the requirements of P.L. 1975, C., 127 (N.J.A.C. 17:27).

This bid is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

The Township Committee of Colts Neck Township reserves the right to waive any informalities in or to reject any and all bids.

Bids may not be withdrawn within thirty (30) days after day of said opening.

Trina Lindsey, RMC
Municipal Clerk

BIDDERS CHECK LIST

<u>ITEM</u>	<u>CHECK</u>
Affirmative Action Requirements	_____
Non-Collusion Affidavit	_____
Insurance Requirements	_____
N.J. Business Registration Certificate	_____
Form W-9	_____
Iran Disclosure form	_____
Disclosure Statement	_____
Information Required in Specifications	_____
Proposal/Agreement (<u>2 signed copies</u>)	_____

THIS CHECK LIST IS INTENDED AS A GUIDE ONLY
TO HELP BIDDERS IN THE
SUBMISSION OF COMPLETE BID PACKAGES.

INFORMATION FOR BIDDERS

I. GENERAL

- (a) Before submitting a proposal, each bidder must make a careful examination of conditions and specifications and fully inform himself thoroughly as to any special condition, contract and other documents.
- (b) Colts Neck Township may reject any bid not prepared and submitted in accordance with the provisions hereof, may waive any informalities in the bids and may reject any and/or all bids.
- (c) No bid shall be considered which is not based upon these specifications and other contract documents attached or made a part hereto. Further, no bid shall be considered which is not properly executed or which is not accompanied with proposal security in the form and amount as set forth herein.
- (d) No oral, telegraph, e-mail or telephone bids or modifications will be considered.

II. RECEIPT AND OPENING OF BIDS

Bids will be received and opened by the Township Qualified Purchasing Agent as outlined in the Notice to Bidders and/or his authorized representatives.

III. SIGNATURES

Bids shall be signed with the full name of the bidder or an authorized agent of the bidder. If the bidder is a corporation, the bid shall be signed by a properly authorized officer of the corporation.

The bid shall indicate whether the bidder is an individual, a partnership, or a corporation. In case of a partnership, the full name of each individual partner shall be given. In case of a corporation, the corporation name with the name of the State under which it is incorporated and the names of its officers shall be given.

A statement setting forth the names and addresses of all stockholders if a corporation, or partners if a partnership, who own ten percent (10%) or more of the interest in the business, must be submitted with this bid unless previously filed with the Township.

IV. AWARD OF CONTRACT AND ITS EFFECT

Within sixty (60) days after the opening of the bids, the Township Committee will act upon them. The award of a contract will be given for the successful bidder by notice in writing signed by a duly authorized representative of the Township. No other act of the Township or any official shall constitute the award of the bid. The award of the bid shall bind the successful bidder to execute the contract and to be responsible for liquidated

damages as herein before provided. The rights and obligations provided for in the contract shall become effective and binding upon the parties only with its formal execution of an agreement of contract. The acceptance of a bid as provided herein shall constitute the award of the contract.

V. OBLIGATIONS OF BIDDERS

At the time of the opening of the bids, each bidder will be presumed to have read and to be thoroughly familiar with the specifications and all contract documents. The failure or omission of any bidder to receive any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his proposal.

VI. FORM OF PROPOSAL

All bids must be submitted on forms available from the Township Administrator.

Bids must be enclosed in sealed envelopes, addressed to Colts Neck Township, bearing on the outside the name and address of the bidder, and must be delivered at the place and time set in the advertisement. Bids received after the hour herein named or in unsealed envelopes or without the bidder's name on the outside thereof will not be considered.

VII. IDENTICAL BIDS

The U.S. Department of Justice investigates identical bidding for property and services pursuant to public invitation for bids. Also, pursuant to Executive Order 10936, April 24, 1961, identical bids received by Colts Neck Township will be reported to the U.S. Attorney General with all information relative to the identical bids.

GENERAL CONDITIONS

1. THE BIDDER MUST SUBMIT HIS PROPOSAL ON THE ENCLOSED FORM AND MUST FURNISH ALL PERTINENT INFORMATION. FAILURE TO EXECUTE THIS FORM MAY BE JUST CAUSE FOR REJECTION OF BID.
2. AWARD OF CONTRACT SHALL BE BY RESOLUTION OF THE TOWNSHIP COMMITTEE OF COLTS NECK TOWNSHIP.
3. FOR PURPOSE OF EVALUATION, THE BIDDER MUST INDICATE ANY VARIANCE TO OUR SPECIFICATIONS, TERMS AND/OR CONDITIONS, NO MATTER HOW SLIGHT. IF VARIATIONS ARE NOT STATED IN THE PROPOSAL, IT WILL BE CONSTRUED THAT BID FULLY COMPLIES WITH OUR SPECIFICATIONS.
4. COLTS NECK TOWNSHIP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, IF DEEMED TO BE IN THE BEST INTEREST OF COLTS NECK TOWNSHIP TO DO SO.
5. THE CONTRACT IS TO BE ENTERED INTO AND EXECUTED BY THE SUCCESSFUL BIDDER AND COLTS NECK TOWNSHIP WITHIN A PERIOD OF SIXTY DAYS AFTER ACCEPTANCE OF THE BID.
6. PAYMENT SHALL BE MADE IN THE FOLLOWING MANNER; AFTER SATISFACTORY PERFORMANCE, THE CONTRACTOR SHALL SUBMIT A MONTHLY DETAILED BILL AND CERTIFIED VOUCHER FOR SERVICES RENDERED. THE TOWNSHIP WILL CHECK FOR ACCURACY AND FORWARD INVOICE AND VOUCHER THROUGH THE PRESCRIBED CHANNELS FOR PAYMENT.
7. TOWNSHIP WILL NOT ASSUME RESPONSIBILITY FOR BIDS FORWARDED BY MAIL. IT IS THE BIDDER'S RESPONSIBILITY TO SEE THAT BIDS ARE PRESENTED TO THE COMMITTEE ON THE HOUR AND AT THE PLACE DESIGNATED.
8. THE TOWNSHIP IS EXEMPT FROM ALL FEDERAL, STATE AND MUNICIPAL EXCISE, SALES AND OTHER TAXES.
9. FAILURE TO OFFER A COMPLETE BID, ON ALL SECTIONS OF THIS INVITATION, MAY BE JUST CAUSE FOR REJECTION OF THE BID AS NOT MEETING SPECIFICATIONS.
10. IN THE EVENT OF TIE BIDS, THE TOWNSHIP SHALL HAVE THE AUTHORITY TO AWARD CONTRACTS TO THE VENDOR SELECTED BY THE TOWNSHIP AT

ITS SOLE DISCRETION.

11. DURING THE TIME THAT THIS PROJECT IS BEING ADVERTISED FOR BIDS ALL ADDENDUMS TO THE PLANS, SPECIFICATIONS OR CONTRACT CONDITIONS WILL BE COMMUNICATED TO ALL BIDDERS BY CERTIFIED MAIL SO AS TO INSURE THAT THEY WILL HAVE ALL AVAILABLE SUPPLEMENTAL INFORMATION BEFORE BIDS ARE RECEIVED BY THE TOWNSHIP.
12. THE BIDDER IS ADVISED THAT SUBLETTING OR SUBCONTRACTING OF THE ENTIRE CONTRACT WILL NOT BE PERMITTED.
13. ALL ERASURES, INTERPOLATIONS AND OTHER PHYSICAL CHANGES TO THE BID PROPOSAL FORM SHALL BE INITIALED BY AN APPROPRIATE OFFICIAL OF THE BIDDER.
14. **BIDS WILL BE ACCEPTED BY THE MUNICIPAL CLERK UNTIL 10:00 A.M., APRIL 27, 2021 AT THE COLTS NECK MUNICIPAL BUILDING, 124 CEDAR DRIVE, COLTS NECK, N.J. 07722.**
15. **BIDS SHALL BE IN A SEALED ENVELOPE, WHICH SHALL BE MARKED "SEALED BID FOR JANITORIAL AND CLEANING SERVICES".**
16. EACH SUCCESSFUL BIDDER MUST AGREE TO COMPLY WITH P.L. 1975c127 (AFFIRMATIVE ACTION), P.L. 1977c33 (NON-COLLUSION), AND P.L. 1977c33 (DISCLOSURE).
17. **EACH SUCCESSFUL BIDDER MUST INCLUDE A CURRENT NJ BUSINESS REGISTRATION CERTIFICATE WITH YOUR BID. FAILURE TO SUBMIT SAID CERTIFICATION WILL RESULT IN DISQUALIFICATION OF YOUR BID.**

INSURANCE REQUIREMENTS

THE CONTRACTOR SHALL NOT COMMENCE ANY WORK UNTIL HE OBTAINS, AT HIS OWN EXPENSE, ALL THE REQUIRED INSURANCE. NOTHING CONTAINED IN THESE INSURANCE REQUIREMENTS IS TO BE CONSTRUED AS LIMITING THE EXTENT OF THE CONTRACTOR'S RESPONSIBILITY FOR PAYMENT OF DAMAGES RESULTING FROM HIS OPERATIONS UNDER THE CONTRACT.

THE CONTRACTOR SHALL PURCHASE AND MAINTAIN INSURANCE WITH COMPANIES SATISFACTORY TO THE TOWNSHIP AS FOLLOWS:

- A. WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERING ALL OF THE CONTRACTOR'S EMPLOYEES DIRECTLY OR INDIRECTLY ENGAGED IN THE PERFORMANCE OF THIS CONTRACT. THIS INSURANCE SHALL COMPLY WITH THE STATUTORY REQUIREMENTS OF THE STATE OR STATES INVOLVED AND SHALL HAVE AN EMPLOYER'S LIABILITY INSURANCE LIMIT OF NOT LESS THAN \$500,000.
- B. COMPREHENSIVE GENERAL LIABILITY INSURANCE INCLUDING CONTRACTOR'S PROTECTIVE, COMPLETED OPERATIONS AND CONTRACTUAL LIABILITY INSURANCE WITH MINIMUM LIMITS OF NOT LESS THAN A COMBINED SINGLE LIMIT OF \$2,000,000. THE PROPERTY DAMAGE LIABILITY INSURANCE SHALL INCLUDE THE BROAD FORM PROPERTY DAMAGE LIABILITY ENDORSEMENT AS WELL AS COVERAGE FOR THE EXPLOSION, COLLAPSE AND UNDER GROUND (XCU) HAZARDS. ALL LIABILITY COVERAGES SHALL BE ON AN OCCURRENCE BASIS.
- C. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE COVERING CONTRACTOR FOR CLAIMS ARISING FROM ALL OWNED, HIRED AND NON-OWNED VEHICLES WITH LIMITS OR NOT LESS THAN A COMBINED SINGLE LIMIT OF \$2,000,000.00.
- D. CONTRACTUAL LIABILITY INSURANCE MUST BE INCLUDED IN THE COMPREHENSIVE GENERAL LIABILITY INSURANCE DESCRIBED IN SUB-PARAGRAPH B ABOVE, SPECIFICALLY INSURING THE INDEMNIFICATION CLAUSE SPECIFIED HEREINAFTER.
- E. POLICY LIMITS LISTED ABOVE ARE MINIMUM UNLESS DIFFERENT AMOUNTS EXPRESSLY CALLED FOR IN SPECIFICATIONS FOR THE ITEM BID, AND WHEREVER THE LAW REQUIRES HIGHER LIMITS, THE HIGHER LIMITS SHALL GOVERN.
- F. CERTIFICATES OF THE INSURANCE REQUIRED ABOVE MUST BE FILED WITH THE TOWNSHIP BEFORE THE CONTRACT IS SIGNED. THE

COMPREHENSIVE GENERAL LIABILITY CERTIFICATE MUST SPECIFICALLY STATE THAT STANDARD CONTRACTUAL LIABILITY INSURANCE IS IN FORCE INSURING INDEMNIFICATION CLAUSE, AND THE INDEMNIFICATION CLAUSE MUST BE TYPED ON THE CERTIFICATE. ALL CERTIFICATES MUST PROVIDE FOR 15 DAYS PRIOR WRITTEN NOTICE TO THE OWNER OF POLICY CANCELLATION OR MATERIAL CHANGE.

- G. COPIES OF THE INSURANCE POLICIES REQUIRED MUST BE FILED WITH THE TOWNSHIP BEFORE ANY WORK IS STARTED BY THE CONTRACTOR.
- H. POLICIES SHALL REMAIN IN FORCE AND/OR RENEWED FOR THE DURATION OF THE CONTRACT PERIOD.
- I. INDEMNIFICATION CLAUSE: "THE CONTRACTOR SHALL HOLD HARMLESS, INDEMNIFY AND DEFEND THE TOWNSHIP, ITS OFFICERS AND EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY CLAIMS, LOSSES OR DAMAGE ARISING OR ALLEGED TO ARISE FROM THE PERFORMANCE OF THE WORK DESCRIBED HEREIN, BUT NOT INCLUDING THE SOLE NEGLIGENCE OF THE OWNER".
- J. THE TOWNSHIP WILL BE NAMED AN ADDITIONAL INSURED ON ALL INSURANCE POLICIES OF THE SUCCESSFUL BIDDER TO BE PROVIDED UNDER THESE SPECIFICATIONS.

AFFIRMATIVE ACTION REQUIREMENTS

1. THE CONTRACTOR WILL FURNISH ALL INFORMATION AND REPORTS REQUIRED BY RULES, REGULATIONS AND ORDERS PROMULGATED BY THE STATE TREASURER PURSUANT TO P.O. 1975, C.127, AND/OR PURSUANT TO ANY AUTHORITY DELEGATED THIS POLITICAL SUBDIVISION OR AGENCY BY THE STATE TREASURER. THE CONTRACTOR WILL PERMIT ACCESS TO HIS BOOKS, RECORDS AND ACCOUNTS BY A DULY APPOINTED REPRESENTATIVE OF THE STATE TREASURER FOR PURPOSE OF INVESTIGATION TO ASCERTAIN COMPLIANCE WITH RULES, REGULATIONS AND ORDER ADOPTED TO P.L. 1975, C.127, AND PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:2-1 THROUGH 10:2-4 AND ALL RULES AND REGULATIONS PROMULGATED THEREUNDER.
2. IN THE EVENT OF THE CONTRACTOR NONCOMPLIANCE WITH THE SPECIFICATION OR OF ANY RULES, REGULATIONS, OR ORDERS PROMULGATED BY THE STATE TREASURER PURSUANT TO P.L. 1975, C.127 OR WITH THE PROVISION OF N.J.S.A. 10:2-1 THROUGH 10:2-4 OR RULES OR REGULATIONS PROMULGATED THEREUNDER, THIS CONTRACT MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART, AND THE CONTRACTOR MAY BE DECLARED INELIGIBLE BY THE STATE TREASURER FOR FURTHER PUBLIC WORKS CONTRACTS. SUCH OTHER SANCTIONS AS MAY BE ADOPTED BY THE STATE TREASURER PURSUANT TO P.L. 1975, C.127, MAY BE IMPOSED FOR THE AFOREMENTIONED VIOLATIONS.
3. THE CONTRACTOR WILL INCLUDE THE AFOREMENTIONED CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER UNLESS EXEMPTED BY P.L. 1975, C.127 OR RULES, REGULATIONS OR ORDERS PROMULGATED THEREUNDER BY THE STATE TREASURER, SO THAT ALL OF THE AFOREMENTIONED CLAUSES WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR. THE CONTRACTOR WILL TAKE SUCH ACTION WITH RESPECT TO ANY SUBCONTRACT OR PURCHASE ORDER AS THE STATE TREASURER MAY DIRECT AS A MEANS OF ENFORCING SUCH PROVISIONS, INCLUDING SANCTIONS FOR NONCOMPLIANCE.
4. FOR THE PURPOSE OF THIS SPECIFICATION, THE FOLLOWING TERM SHALL HAVE THE FOLLOWING MEANING:
 - A. "AFFIRMATIVE ACTION" MEANS PROCEDURES WHICH ESTABLISH HIRING AND EMPLOYMENT GOALS, TIMETABLES, AND PRACTICES TO BE IMPLEMENTED, WITH GOOD FAITH EFFORTS, FOR MINORITY GROUP MEMBERS.

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:

- A. 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 OR SEX. THE CONTRACTOR WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT SUCH APPLICANTS ARE RECRUITED AND EMPLOYED, AND THAT EMPLOYEES ARE TREATED EQUALLY DURING EMPLOYMENT, WITHOUT REGARD TO THEIR AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS OR SEX. SUCH ACTION SHALL INCLUDE BUT NOT 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 NON-DISCRIMINATION CLAUSE.
- B. 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 OR SEX.
- C. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL SEND TO EACH LABOR UNION OR REPRESENTATIVE OF WORKERS WITH WHICH IT HAS A COLLECTIVE BARGAINING AGREEMENT OR OTHER CONTRACT OR UNDERSTANDING, A NOTICE, TO BE PROVIDED BY THE PUBLIC AGENCY COMPLIANCE OFFICER ADVISING THE LABOR UNION OR WORKERS' REPRESENTATIVE OF THE CONTRACTOR COMMITMENTS UNDER THIS ACT AND SHALL POST COPIES OF THE NOTICE IN CONSPICUOUS PLACES AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.
- D. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, AGREES TO COMPLY WITH ANY REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C.127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME.
- E. 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 SECTION 5.2 OF THE REGULATIONS 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 REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C.127 AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME.

- F. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO INFORM IN WRITING ALL RECRUITMENT AGENCIES, INCLUDING EMPLOYMENT AGENCIES, PLACEMENT BUREAUS, COLLEGES, UNIVERSITIES, LABOR UNIONS, THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CREED, COLOR, NATIONAL ORIGIN, OR ANY RECRUITMENT AGENCY WHICH ENGAGES IN DIRECT OR INDIRECT DISCRIMINATORY PRACTICE.
- G. 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.
- H. 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 OR SEX, 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.

IF THE CONTRACTOR IS OPERATING UNDER A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM OR IF THE PERSON IS A SUBCONTRACTOR WITH FOUR (4) OR LESS EMPLOYEES OR A PROCUREMENT OR SERVICE SUBCONTRACTOR LOCATED OUTSIDE OF NEW JERSEY, PARAGRAPHS D, E, F, G, AND H ARE NOT APPLICABLE. HOWEVER, ALL OTHER PARAGRAPHS SHALL APPLY.

QUESTIONNAIRE ON
PROCUREMENT AND SERVICE CONTRACTS

1. OUR COMPANY HAS A FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL.

_____ YES

_____ NO

IF YES, SUBMIT A PHOTOCOPY OF SAID APPROVAL.

2. IF YOU DO NOT HAVE A STATE APPROVAL, INDICATE WHETHER YOU HAVE

_____ MORE THAN 50 EMPLOYEES

_____ LESS THAN 50 EMPLOYEES

3. IF YOU HAVE MORE THAN 50 EMPLOYEES, PLEASE SEND US AN
AFFIRMATIVE ACTION FORM FOR OUR COMPLETION. (AA 302 -
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT)
4. IF YOU HAVE FEWER THAN 50 EMPLOYEES, PLEASE SEND AN AFFIDAVIT
FOR OUR COMPLETION.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY
KNOWLEDGE.

NAME _____

SIGNATURE _____

TITLE _____

DATE _____

CONTRACTOR - PLEASE COMPLETE AND SIGN THIS FORM

AN EQUAL OPPORTUNITY EMPLOYER

AFFIRMATIVE ACTION AFFIDAVIT
(to be completed by firms with less than 50 employees)

STATE OF NEW JERSEY)
) ss
COUNTY OF)

I _____, OF THE (CITY,TOWN,BOROUGH) OF _____
IN THE COUNTY OF _____, STATE
OF _____ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW ON MY
OATH DEPOSE AND SAY THAT :

1. I AM (PRESIDENT, PARTNER, OWNER) OF THE FIRM OF _____
A BIDDER MAKING A PROPOSAL UPON THE ABOVE-NAMED PROJECT.
2. _____, DOES NOT HAVE 50 EMPLOYEES OR MORE INCLUSIVE OF
ALL OFFICERS AND EMPLOYEES OF EVERY TYPE.
3. I AM FAMILIAR WITH THE AFFIRMATIVE ACTION REQUIREMENTS OF P.L. 1975, c. 127 AND
THE RULES AND REGULATIONS ISSUED BY THE TREASURER, STATE OF NEW JERSEY, PURSUANT
THERETO.
4. _____, HAS COMPLIED WITH ALL THE AFFIRMATIVE ACTION
REQUIREMENTS OF THE STATE OF NEW JERSEY, INCLUDING THOSE REQUIRED BY P.L. 1975c. 127
AND THE RULES AND REGULATIONS ISSUED BY THE TREASURER, STATE OF NEW JERSEY,
PURSUANT THERETO.
5. I AM AWARE THAT IF, _____ DOES NOT COMPLY WITH P.L. 1975c. 127
AND RULES AND REGULATIONS ISSUED PURSUANT THERETO, THAT NO MONIES WILL BE PAID BY
THE STATE OF NEW JERSEY, COUNTY OF _____, (CITY, TOWN, BOROUGH) OF _____
UNTIL AN AFFIRMATIVE ACTION PLAN IS APPROVED, I AM ALSO AWARE THAT THE CONTRACT
MAY BE TERMINATED AND THE _____, MAY BE DEBARRED FROM ALL
PUBLIC CONTRACTS, FOR A PERIOD OF UP TO FIVE (5) YEARS.
6. IN THE EVENT MY WORK FORCE INCREASES TO 50 EMPLOYEES, I MUST CONTACT THE
STATE AFFIRMATIVE ACTION OFFICE AND COMPLETE AN EMPLOYEE INFORMATION REPORT.

Subscribed and sworn to
before me this _____ day
of _____, 20____.

Signature of Authorized Representative

(Seal)
Notary Public Of New Jersey

Name and Title

THE FOLLOWING STATEMENT IS A LIST OF ALL STOCKHOLDERS IN THIS CORPORATION OR PARTNERS IN THIS PARTNERSHIP WITH 10% OR GREATER INTEREST HEREIN, AS THE CASE MAY BE.

BID ITEM: _____

DATE OF BID: _____

(STATEMENT SUPPLEMENT PERMITTED IF NEEDED)

NON-COLLUSION BIDDING CERTIFICATION

RE:

DATE:

"BY SUBMISSION OF THIS BID, EACH BIDDER AND EACH PERSON SIGNING ON BEHALF OF ANY BIDDER CERTIFIES, AND IN THE CASE OF A JOINT BID EACH PARTY THERETO CERTIFIES, AND IN THE CASE OF A JOINT BID EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF:

1. THE PRICES IN THIS BID HAVE BEEN ARRIVED AT INDEPENDENTLY WITHOUT COLLUSION, CONSULTATION, COMMUNICATION, OR AGREEMENT, FOR THE PURPOSE OF RESTRICTING COMPETITION, AS TO ANY MATTER RELATING TO SUCH PRICES WITH ANY OTHER BIDDER OR WITH ANY COMPETITOR;
2. UNLESS OTHERWISE REQUIRED BY LAW, THE PRICES WHICH HAVE BEEN QUOTED IN THIS BID HAVE NOT BEEN KNOWINGLY DISCLOSED BY THE BIDDER AND WILL NOT KNOWINGLY BE DISCLOSED BY THE BIDDER PRIOR TO OPENING, DIRECTLY OR INDIRECTLY, TO ANY OTHER BIDDER OR TO ANY COMPETITOR;
3. NO ATTEMPT HAS BEEN MADE OR WILL BE MADE BY THE BIDDER TO INDUCE ANY OTHER PERSON, PARTNERSHIP, OR CORPORATION TO SUBMIT OR NOT TO SUBMIT A BID FOR THE PURPOSE OF RESTRICTING COMPETITION".

SIGNATURE _____

NAME/TITLE _____

CORPORATION _____

ADDRESS _____

TELEPHONE NO. _____

Sworn and subscribed before me
this _____ day of _____ 20____.

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

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.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder'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 the bidder 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: PLEASE 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 boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 above-referenced person or entity. I acknowledge that the State of New Jersey 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 any contracts with the State to notify the State in writing of any changes to the answers of 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 agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

SCOPE OF WORK

Colts Neck Township will provide and stock the following supplies:

1. Trash-can liners for receptacles
2. Hand towels
3. Hand soap
4. Toilet paper

Contractor shall use cleaning agents approved by the Township. All employees are to be bonded and insured. Cleaning services are to be provided as follows:

- A. Office hours is between 8:30am – 4:30pm, Monday through Friday. Committee meetings are on Wednesday evenings at 7:30pm.
- B. Specific days of service will be decided upon at contract signing.
- C. No cleaning will be required on Township holidays. Holidays falling on a Sunday will be observed on the following Monday, and holidays falling on Saturday will be observed on the preceding Friday.
 - Town Hall – Monday & Thursday
 - Police Department – Monday through Saturday
 - Library – Monday through Saturday
 - Recreation – Monday, Wednesday, Friday
 - Community Center – Monday, Wednesday, Friday
 - Department of Public Works – Tuesday & Friday
 - Court – Tuesday
- D. At any time during the term of this contract, Colts Neck Township reserves the right to adjust the cleaning specifications attached. The Township understands that additional work shall be estimated and priced to performance.
- E. Unreasonable estimates shall be deemed cause to terminate this contract.

The contractor will, as part of this agreement, be expected to work closely with Colts Neck Township in resolving any and all problems resulting during the term of this agreement.

SPECIFICATIONS

1. Bathrooms
 - Sweep and wet mop bathroom floors and floorboards using hospital grade cleaner/disinfectant.
 - Clean wall around urinals.
 - Clean toilets, urinals, sinks, showers, mirrors, countertops, and plumbing fixtures.
 - Clean toilet and urinal partitions.
 - Stock hand soap, hand towels, and toilet paper.
 - Damp wipe with disinfectant entire surface areas of tiled and vinyl wall sections monthly or as needed.

- Remove hard water deposits, mold, mildew, soap film from all tiled floors and walls monthly or as needed.

2. Floors

- Sweep and wet mop all floors in public entryways, hallways, and kitchen/break rooms and include staircases.
- Vacuum all carpeted areas.
- Spot clean carpet as needed.
- Dust and clean baseboards of dust, dirt and smudges monthly or as needed.
- Dust and clean window sills and blinds.
- Vacuuming to include all offices, cubicles, file rooms, conference rooms, training rooms, and waiting rooms.

3. Kitchen/Break Rooms

- Clean countertops, tabletops, sinks.
- Spot clean wall coverings as needed.
- Exterior areas of refrigerators, exterior & interior of microwaves shall be cleaned and wiped as needed.

4. Lobbies, Public Areas, Offices

- Clean and disinfect drinking fountains and public areas.
- Disinfect all door handles.

5. Entryways

- Clean both sides of door glass.
- Clean both sides of Finance office.
- Clean both sides of pay window at Court.
- Clean and polish doorframes, kick plates, thresholds, and hardware.

6. Conference Rooms, Offices, Council's Chambers, and Waiting Rooms

- Dust and polish desks, credenzas, tables, bookshelves, and all other furniture.
- Clean and disinfect phones.
- Vacuum furniture monthly or as needed.
- Clean marks and stains from furniture as needed.
- Chairs located in Town Hall meeting room and Library main meeting room shall be arraigned in neat order and dusted as required.

7. High Dusting and Cleaning (Once a Month)

- Dust door frames, moldings, pictures, window sills, doorframes, cabinet tops, and appliance tops monthly or as needed. Wall corners shall have no cobwebs.
- Dust and clean all window vertical and venetian blinds and interior shutters to be done monthly or as needed.

- Clean inside windows monthly.
- Clean overhead light fixtures and panels including chandeliers of bugs, dirt, and dust build up as needed.

8. Trash/Recycling Pickup

- Empty all trash containers and dispose of garbage.
- Replace soiled trashcan liners as needed.
- Clean and remove trash, empty containers, dirty rags, etc. from janitor closets. Mops, mop heads, and other cleaning apparatus shall be clean and stored orderly.

FAMILIARIZATION WITH THE SCOPE OF WORK

Before submitting a proposal, each Respondent shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFQ and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFQ and resulting contract requirements. The submission of a proposal will constitute a representation of compliance by the Respondent. There will be no subsequent financial adjustment, other than that provided by the resulting contract, for lack of such familiarization.

GENERAL ASSUMPTIONS

1. The Contractor shall provide competent, trained, and experienced staff to the highest standards.
2. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to Colts Neck Township continues uninterrupted.
3. The Contractor shall provide all necessary equipment, tools, vacuums, and materials for cleaning services.
4. The Contractor shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
5. The Contractor will be responsible for any loss of Colts Neck Township property due to errors, mistakes, malfeasance, or misfeasance of its employees.
6. The Contractor shall provide or ensure their staff is wearing easily identifiable company branded clothing. It is Colts Neck Township assumption that the staff will be easily recognizable while performing their duties on Township property.
7. The Contractor will work cooperatively with the Director and/or Supervisor.

Site inspections are scheduled for April 14, 2021 from 9:00 am – 3:00 pm. All prospective bidders shall meet at Town Hall, Colts Neck Township, 124 Cedar Drive, Colts Neck, New Jersey. It is not a mandatory requirement, but all interested vendors are strongly encouraged to attend.

**COLTS NECK TOWNSHIP
MONMOUTH COUNTY, NEW JERSEY**

**PROPOSAL
For
Janitorial and Cleaning Services
7/1/21-6/30/2023**

COLTS NECK TOWNSHIP

The undersigned declare(s) that they have (he/she has) carefully examined the Notice to Bidders, the General Instructions, Proposal, Form of Contract, Bond and Insurance Requirements for the supply of the services named above, and that they (he/she) will contract to carry out and complete said services for Colts Neck Township, as specified and described at the price stated in the Schedule of Prices following. The unit prices quoted shall include all costs associated with providing the specified Janitorial and Cleaning Services.

_____ hereby offer(s) to do the work at the following prices:
(Name of Bidder)

SCHEDULE OF PRICES

ITEM NO.	ITEM NAME	PRICE PER YEAR
1.	<u>Janitorial and Cleaning Services:</u> Town Hall – Monday & Thursday Police Department – Monday through Saturday Library – Monday through Saturday Recreation – Monday, Wednesday, Friday Community Center – Monday, Wednesday, Friday Department of Public Works – Tuesday & Friday Court – Tuesday	

This contract consists of a 2 year period from 7/1/2021 and 6/30/2023, with an option for the same period the following year, if both parties are agreeable to the extension of the contract. The Contractor's responsibilities under this contract and period of performance will cease at the end of the last option contract year.

Total Amount Bid (numbers) \$ _____

Total Amount Bid (words) _____

ATTEST:

COLTS NECK TOWNSHIP

Trina Lindsey, RMC
Municipal Clerk
(Seal)

By: _____
Kathleen Capristo, Township Administrator

By: _____
Michael Viola, Mayor
And

By: _____
(Company Name)

Secretary/Treasurer

By: _____
Signature of Principal(Corp Seal)