

Bid No. 2022-08-18

TOWNSHIP OF PISCATAWAY
MIDDLESEX COUNTY
NEW JERSEY
TOWNSHIP OF PISCATAWAY

“2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS”

MAYOR
BRIAN WAHLER

PISCATAWAY TOWNSHIP COUNCIL
MICHELE LOMBARDI, COUNCIL PRESIDENT
FRANK UHRIN, COUNCIL VICE PRESIDENT
GABRIELLE CAHILL
JAMES BULLARD
STEVE D. CAHN
KAPIL K. SHAH
LINWOOD D. ROUSE

BUSINESS ADMINISTRATOR
TIMOTHY J. DACEY

TOWNSHIP CLERK
MELISSA A. SEADER

PROJECT MANAGER
GUY GASPARI, P.E. P. L.S, P.P., C.P.W.M
DIRECTOR OF PUBLIC WORKS/ENGINEERING
455 HOES LANE PISCATAWAY, NJ 08854

ANY QUESTIONS MUST BE E-MAILED TO Purchasing@piscatawaynj.org NO LATER THAN AUGUST 10, 2022. @ 12noon. PHONE CALLS WILL NOT BE ACCEPTED THERE WILL BE NO EXCEPTIONS.

Bid Opening Date: Thursday, August 18, 2022 AT 2:00 PM

BIDDER: _____

ADDRESS: _____

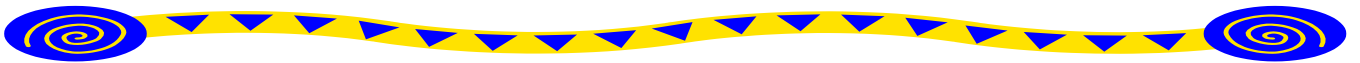
TEL. NO.: _____

EMAIL: _____



TOWNSHIP OF PISCATAWAY

GOOD & SERVICES



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NOTICE TO BIDDERS
TOWNSHIP OF PISCATAWAY
MIDDLESEX COUNTY, NEW JERSEY

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Business Administrator or designated representative, for the Township of Piscataway, on **THURSDAY, AUGUST 18, 2022 at 2:00PM** prevailing time in Council Chambers, Township of Piscataway, Administration Building, 455 Hoes Lane, Piscataway, NJ 08854 at which time and place bids will be publicly read by live broadcast via zoom as listed below. Bids will be publicly opened and reviewed for completeness for the following:

“2023-2024 -JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS”

Bids must be made on standard proposal form, be enclosed in a sealed package bearing the name and address of bidder and the words **“2023-2024-JANITORIAL SERVICES FOR THE TOWNSHIP BUILDINGS”** on the outside and delivered to the Township Purchasing office only, 455 Hoes Lane, Piscataway, NJ 08854 during regular business hours, 8:30 am to 12:20 pm and 1:30 pm to 4:30 pm., Monday through Friday, excluding holidays. *Please, be advised that the municipal building is closed daily between 12:20 PM and 1:30 PM the municipal staff is out to lunch. Bidders must call the purchasing office at 732-562-2321 to drop off the sealed bid.*

“In order to make sure your bid is timely received and included in the bid opening at 2:00pm, the Township recommends that you drop off your sealed bid by or before 12:00pm. Bids will then be opened via zoom at 2:00pm.”

Bids Specifications, Plans and instructions to bidders may be obtained at:
<http://bids.piscatawaynj.org/>

SITE VISIT: AUGUST 4, 2022 @ 8:00AM.

A walkthrough of all the buildings to be serviced shall be conducted by a representative of the Township. All prospective bidders shall meet at the Piscataway DPW yard at 505 Sidney Rd., Piscataway, NJ 08854 where the walkthrough will commence.

Question and Answer Due Date: AUGUST 10, 2022 by 12 Noon, E-mail only to:
Purchasing@piscatawaynj.org

Addendum may be downloaded from the Township website <http://bids.piscatawaynj.org/>

(1) Bid Packet Marked “ORIGINAL” (1) Photo Copy of the Original “TRUE COPY”

During the Covid-19 pandemic, while the statewide “State of Emergency” declaration is still in effect in according with Executive Order 107 all proposal packets will only be read and opened electronically “BROADCAST LIVE” via ZOOM Bid opening. The Municipal building is closed due to the Covid-19 restrictions. Once the bid opening is concluded bidders must call the Purchasing Agent @ 732-562-2321 to set an appointment if bidders wishes to review any of the bids. All bids shall be kept sealed , and will be received and publicly opened on the proposal opening date and time

in the Township Council Chambers using Virtual teleconferencing which can be access by logging in to zoom in the following manner:

Join Zoom Meeting:

Piscataway Purchasing is inviting you to a scheduled Zoom meeting.

Topic: 2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS

Time: Aug 18, 2022 02:00 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/86459258324?pwd=aS9STIQ5MGFzV295Rkx1R1JjSXlsZz09>

Meeting ID: 864 5925 8324

Passcode: 285626

One tap mobile

+13017158592,,86459258324#,,,,*285626# US (Washington DC)

+13126266799,,86459258324#,,,,*285626# US (Chicago)

Dial by your location

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+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 646 931 3860 US

Meeting ID: 864 5925 8324

Passcode: 285626

Bids can be hand delivered to the Municipal Building by calling the Purchasing Agent Purchasing@732-562-2321. If using an outside delivery and/or messenger service (i.e. Federal Express, UPS, etc.), please note the following: **The Township will not be responsible for deliveries made prior to or after normal business hours, or to any other office, or for the failure of a bidder to affix the label provided with the bid package on the courier envelope.**

Surety in the form of a bid bond, certified check or Cashier's Check in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000.00, payable unconditionally to the Township of Piscataway shall submit with the bid. The successful bidder will be required to furnish a Performance Bond in the Amount of 100% of total bid. Bidders shall comply with the requirements of N.J.S.A.10:5-31 and N.J.A.C. 17-27 et seq. Division of Purchasing.

Bid NO: 2022- 08-18

TOWNSHIP OF PISCATAWAY: “2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS”

Site Visit Date: AUGUST 4, 2022 @ 8:00am

A walkthrough of all the buildings to be serviced shall be conducted by a representative of the Township. All prospective bidders shall meet at the Piscataway DPW yard at 505 Sidney Rd., Piscataway, NJ 08854 where the walkthrough will commence.

Bidder’s Electronic Question Due Date: AUGUST 10, 2022 @12NOON @

Purchasing@piscatawaynj.org

Bid Submission Due Date: THURSDAY AUGUST 18, 2022 @2:00PM

Bidders must call the purchasing office at 732-562-2321 to drop off the sealed bid. The Municipal building is closed to the public due to the Covid-19. Piscataway staff is out to lunch from 12:30 pm - 1:30 pm.

“In order to make sure your bid is timely received and included in the bid opening at 2:00pm, the Township recommends that you drop off your sealed bid by or before 12:00pm. Bids will then be opened via zoom at 2:00pm.”

Bid Opening via ZOOM: Instructions below:

During the Covid-19 pandemic, while the statewide “State of Emergency” declaration is still in effect in according with Executive Order 107 all proposal packets will only be read and opened electronically “BROADCAST LIVE” via ZOOM Bid opening. The Municipal building is closed due to the Covid-19 restrictions. Once the bid opening is concluded bidders must call the Purchasing Agent @ 732-562-2321 to set an appointment if bidders wishes to review any of the bids. All bids shall be kept sealed , and will be received and publicly opened on the proposal opening date and time in the Township Council Chambers using Virtual teleconferencing which can be access by logging in to zoom in the following manner:

Join Zoom Meeting

Piscataway Purchasing is inviting you to a scheduled Zoom meeting.

Topic: 2023-2024-JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS

Time: Aug 18, 2022 02:00 PM Eastern Time (US and Canada)

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+1 646 931 3860 US

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

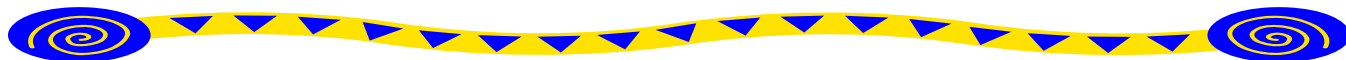
+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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THE TOWNSHIP OF PISCATAWAY



INSTRUCTIONS TO BIDDERS

PAGES 1-17



MARIA E. VALENTE-CAEMMERER

Purchasing Agent

IV
INSTRUCTIONS TO BIDDERS

NOTE: - ANY QUESTIONS MUST BE SUBMITTED IN WRITING PER SECTION XV, BY E-MAIL TO: PURCHASING@PISCATAWAYNJ.ORG . PHONE CALLS WILL NOT BE ACCEPTED.

All necessary bid specifications and bid forms may be secured Township website at:
<http://bids.piscatawaynj.org/>

Specifications and instructions to bidders may be obtained on the Township website <http://bids.piscatawaynj.org/>. Bid documents will not be mailed. Bidders may contact the Purchasing office by E-mail only at: Purchasing@piscatawaynj.org regarding questions or additional information about the bid specifications.

SECTION I PREPARATION AND SUBMITTAL OF BIDS

All bids must be submitted on the township's bid forms in sealed envelopes. All documents, bid bond, affidavits and other information accompanying the bids, shall be contained in the sealed bid envelope.

The outside of the sealed bid envelope must contain the following information and be addressed as follows:

Bid No: 2022-08-18

Name of Bidder:

Address of Bidder:

Name of the Bid:

**Honorable Mayor and Township Council
c/o Township Purchasing Office
455 Hoes Lane,
Piscataway, NJ 08854.**

Bid Name: "2023-2024 JANITORIAL SERVICES FOR THE TOWNSHIP BUILDINGS".

If you are using a mailer/transmittal envelope or box to transmit your sealed bid envelope. All of the above information must also appear on the exterior mailer/transmittal envelope or box.

Bids must be delivered prior to the date and time of the bid opening. **All bids must be delivered to the Township Purchasing Office** at 455 Hoes Lane during normal business hours, 8:30 AM to 12:30 PM and 1:30 PM to 4:30 PM, Monday through Friday. *****ALL TOWNSHIP OFFICES, (EXCEPT FOR THE MUNICIPAL COURT), WILL BE CLOSED MONDAY THRU FRIDAY BETWEEN 12:30 PM -1:30 PM. EXTERIOR BUILDING DOORS AT THE MUNICIPAL BUILDING AND PUBLIC WORKS/COMMUNITY DEVELOPMENT BUILDING WILL LOCK AT APPROXIMATELY 12:25 PM.*****

We will not accept bid packages on weekday holidays when the Township Purchasing Office is closed. No other office is authorized to accept bids. We will not be responsible for bids delivered prior to or after normal business hours, or to any other office. **NO OTHER OFFICE IS AUTHORIZED TO RECEIVE BID PACKAGES AT ANYTIME. It is incumbent upon the bidder to determine if the Township of Piscataway has received your bid timely.**

Bids can be hand delivered by calling Purchasing Agent @ 732-562-2321 . If using an outside delivery and/or messenger service (i.e. Federal Express, UPS, etc.), please note the following: **The Township will not be responsible for deliveries made prior to or after normal business hours, or to any other office, or for the failure of a bidder to properly label the package with the name of the project.**

NO BID SHALL BE ACCEPTED AFTER THE DATE AND TIME ANNOUNCED IN THE NOTICE TO BIDDERS AND ANY BIDS RECEIVED AFTER SUCH DATE AND TIME WILL BE RETURNED UNOPENED TO THE BIDDER.

“In order to make sure your bid is timely received and included in the bid opening at 2:00pm, the Township recommends that you drop off your sealed bid by or before 12:00pm. Bids will then be opened via zoom at 2:00pm.”

Due to the COVID 19: To drop off your sealed bids please call Purchasing @ 732-562-2321. Purchasing will be accepting the bids outside in front of the municipal building and will be opening the bids by via zoom @2pm. Municipal staff is out to lunch from 12:30-1:30pm.

Site Visit: AUGUST 4, 2022 @ 8:00AM

A walkthrough of all the buildings to be serviced shall be conducted by a representative of the Township. All prospective bidders shall meet at the Piscataway DPW yard at 505 Sidney Rd., Piscataway, NJ 08854 where the walkthrough will commence.

Bidder's Electronic Question Due Date: AUGUST 10, 2022 @ 12:00 NOON at:

purchasing@piscatawaynj.org

ADDENDUM WILL BE POSTED in the bid website: www.piscatawaynj.org

You may send your Bid thru FedEx, UPS or Hand Delivered. The Municipal Building is closed to the public due to the Covid-19. If you are, hand delivering Due to the Coronavirus, please call Maria in Purchasing to arrange to drop off your sealed bid: Purchasing will meet you in the front of the Municipal building to accept your sealed bid. Purchasing can be reached @ 732-562-2321.

Piscataway Purchasing is inviting you to a scheduled Zoom meeting.

Topic: 2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS

Time: Aug 18, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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+1 253 215 8782 US (Tacoma)

Meeting ID: 864 5925 8324

Passcode: 285626

REQUEST FOR BIDS **GOODS & SERVICES**

The Township of Piscataway, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 40A:11 et seq., for

Bid No. 2022-08-18 2023-2024- JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS.

Attention Purchasing Agent
455 Hoes Lane
Township of Piscataway, NJ 08854
Phone: 732-562-2320
E-mail: purchasing@piscatawaynj.org

Bids must be sealed and delivered to the Purchasing Office of the Piscataway Township *on or before* date and time indicated below. The envelope to bear the following information:

Title: **2023-2024- JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS**

Bid No.: **2022-08-18**
Name and Address of the Bidder:
Date: **Thursday, August 18, 2022**
Time: **2:00 p.m.**

The bid opening process will begin on the above advertised date and time at Administrative offices located at 455 Hoes Lane, Piscataway, NJ 08854. Bids shall be submitted to the Purchasing office at the bid opening meeting, prior to the advertised date and time. On the advertised date and time, the Purchasing Agent shall publicly receive and open all bids LIVE BROADCAST VIA ZOOM in the Municipal Building Council Chambers. **No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 40A:11-1 et. seq. The Township of Piscataway does not accept electronic (e-mail) submission of bids.

“In order to make sure your bid is timely received and included in the bid opening at 2:00pm, the Township recommends that you drop off your sealed bid by or before 12:00pm. Bids will then be opened via zoom at 2:00pm.”

Site Visit: AUGUST 4, 2022 @ 8:00AM

A walkthrough of all the buildings to be serviced shall be conducted by a representative of the Township. All prospective bidders shall meet at the Piscataway DPW yard at 505 Sidney Rd., Piscataway, NJ 08854 where the walkthrough will commence.

Due to the COVID 19: To drop off your sealed bids please call Purchasing @ 732-562-2321. Purchasing will be accepting the bids outside in front of the municipal building and will be opening the bids VIA ZOOM @2PM.Municipal staff is out to lunch from 12:30pm-1:30pm.

Piscataway Purchasing is inviting you to a scheduled Zoom meeting.

Topic: 2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDINGS

Time: Aug 18, 2022 02:00 PM Eastern Time (US and Canada)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 864 5925 8324

Passcode: 285626

SECTION II SIGNATURE OF BIDDERS

The firm, corporation or individual name of a bidder must be manually signed in **BLUE INK** in the space provided on the bid form. In the case of a corporation, the title of the officer signing on behalf of the corporation must likewise be stated, the seal of the corporation must be duly affixed and the corporate officer executing the documents on behalf of the corporation must complete the enclosed Bidder's Affidavit.

In the case of a partnership, the signature of at least one partner must follow the firm name together with an indication that the signature is that of a partner. In the event that some other agent of the partnership submits or executes Bidder's Affidavit, a bid for the firm, he/she shall attach thereto a notarized statement executed by the proprietor which designates him/her as an agent of the proprietorship to execute and submit the bid in question.

SECTION III BUSINESS REGISTRATION CERTIFICATE

The contractor shall furnish its own N.J. business registration certificate with its bid.

The contractor shall also provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the Township of Piscataway, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g) (3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to Section 1 of P.L. 2001, c. 134 (C.52:32-44 et al) or Subsection e. or f. of Section 92 of P.L. 1977, c. 110 (c.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with the Township of Piscataway.

FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.

SECTION IV BIDDER'S AFFIDAVIT

Each bidder shall duly execute and deliver to the Township of Piscataway at the time of this submission of his/her bid, the Bidder's Affidavits on the form attached hereto. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

SECTION V AFFIRMATIVE ACTION AFFIDAVIT

Each Bidder will complete, sign and deliver, at the time of submission of his/her bid, an Affirmative Action Affidavit on the form included in and made part of this proposal. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

SECTION VI AFFIDAVIT OF NON-COLLUSION

Each Bidder will complete, sign and deliver, at the time of the submission of his/her bid, an Affidavit of Non-Collusion on the form included in and made a part of this proposal. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

SECTION VII CORPORATE DISCLOSURE AFFIDAVIT

Each Bidder will complete, sign and deliver, at the time of submission of his/her bid, a Corporate Disclosure Affidavit on the form included in and made a part of this proposal. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

SECTION VIII WITHDRAWAL OF BID

No proposal may be withdrawn, altered or otherwise modified after it has been duly deposited at the Office of the Purchasing Agent of the Township of Piscataway.

SECTION IX AWARD OF CONTRACT

Award of the contract, if made, will be made on or before the sixty (60) days following the opening of bids, to the lowest responsive and responsible bidder whose bid complied with the requirements as stated herein. The Township will also hold the other two (2) lowest responsible bids for ten (10) days after the bid award or until a contract is executed and bond provided, if required.

The Township of Piscataway reserves the right to reject any or all bids if in the interest of the Township it deems it advisable to do so. The Township of Piscataway also reserves the right to reject any bid where a bidder fails to furnish any of the documents required to be filed with the bid, or fails to furnish any material fact or when the Township of Piscataway determines that a Bidder is not responsible. After bids have been opened and studied, the Township reserves the right to choose that bid which it believes meets the best interests of the Township, provided such bid complies in all respects with the requirements as set forth herein.

The Township Council of the Township of Piscataway shall determine whether a bidder is both responsive and responsible and may require a bidder to submit additional documentary evidence to support the statements made by a bidder or its qualifications. The Township

Council of the Township of Piscataway may also require a bidder to show his/her/its equipment, and every bidder in submitting a bid agrees to furnish additional information which may be required by the Township of Piscataway.

The award of the Contract for this service will not be made unless the Township's Chief Financial Officer has certified the necessary funds in a lawful manner.

SECTION XI TAX EXEMPTION

The price or prices quoted shall include all charges and shall not include any taxation from which the Township of Piscataway is exempt.

TAXES: Contractor's Use of Township's Tax Identification Number Prohibited

As a New Jersey governmental entity, The Township of Piscataway is exempt from the requirements under New Jersey state sales and use tax (N.J.S.A. 54:32B-1 et seq.), and does not pay any sales or use taxes. Bidders should note that they are expected to comply with the provisions of said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to any and all labor, services, materials and supplies furnished to the Township. Contractors may not use the Township's tax identification number to purchase supplies, materials, service or equipment, for this project.

A contractor may qualify for a New Jersey Sales Tax Exemption on the purchase of materials, supplies and services when these purchases are used exclusively to fulfill the terms and conditions of the contract with the Township. All contractors are referred to New Jersey Division of Taxation–Tax Bulletin S&U-3 and in particular, Contractor's Exempt Purchase Certificate (Form ST-13). Again, contractors are not permitted to use the Township's tax identification number to purchase supplies, materials, services of equipment. ST-13 form Sample in the bid. ST-13 Form will be attached to the contract once awarded.

ST-13 Form -will be attached to the Contract once awarded.

(ST-13-FORM)-Once Contract is awarded ST-13 FORM will be attached in the Contract for the Contractor use.

New Jersey State Sales and Use Tax Exemption

Materials and equipment purchases for permanent installation in the project will be exempt from the New Jersey State Sales and Use Tax. Each Bidder shall take this exemption into account in calculating his bid. It shall be the Contractor's responsibility to file the necessary exemption applications.

W-9- REQUIRED REQUIRE ONCE AWARDED: Sample-May be submitted for faster process. Strongly encouraged to be submitted with the bid. **Required Once Awarded.** Successful bidder/respondent shall complete W-9 Form and submit to Purchasing prior to Contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf.

SECTION XI

NOTICE (AUTHORIZATION) TO PROCEED

The contractor shall not perform any work, or provide any services, materials, supplies until a Notice (Authorization) to Proceed is received from the Office of the Purchasing Agent

The Township of Piscataway only recognizes the receipt by the contractor of an approved signed purchase order as a Notice to Proceed. No word of mouth, phone, fax, e-mail, letter or other form of communication to proceed is a valid Notice to Proceed.

It is the intention of the Township to officially notify the Contractor, to whom the contract was awarded, through a Notice to Proceed letter issued by the Purchasing Agent. A purchase order will accompany the Notice to Proceed letter. The contractor shall submit certain documents to the Township as so requested in the Notice to Proceed letter.

SECTION XII WORK HOURS / INSPECTION

The contractor shall work only during the normal work hours of the Township unless authorized by the Township Engineer/ DPW /Code Enforcement to do otherwise. Overtime shall be considered those hours before 8:30 A.M and after 4:30 P.M. Monday thru Friday. In addition, Saturday, Sunday and all Township holidays will be considered overtime. The Contractor will be responsible to pay all overtime worked by the Township Inspector or Representative. There shall be an inspector on the job site at all times when the contractor is working.

SECTION XIII INDEMNIFICATION AND INSURANCE COVERAGE

The Contractor shall indemnify and save harmless the Township, its Officers, consultants, agents and servants, and each and every one of them against and from all suits and costs of every kind and description, and from all damages to which the Township or its officers, agents, consultants or servants may be put to by injury to the person or property of others resulting from the performance of the project, or through the negligence of the Contractor.

All of the Contractor's insurance coverage shall contain a clause providing the indemnification required by this Article. The certificate of insurance furnished by the Contractor shall state specifically that the indemnification required by this Article is provided by the policy(s).

Indemnification

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the Township and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from and (b) is caused in whole or in part by any negligent act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

If any claims against Owner or Owner or any of its agents or employees by any employee of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them any be liable, the indemnification obligation under the first paragraph of this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

The obligations of Contractor under the first paragraph of this section shall not extend to the liability of the Township, its agents or employees arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, Change Orders, designs or specifications.

Insurance

Applicable insurance certificates must be furnished by the successful bidder upon request. A certificate of insurance must be provided to the Township of Piscataway prior to entering into a formal contract, reflecting all required coverage, including a thirty (30) days notice of cancellation provision to advise the Township. **FAILURE TO SUBMIT THIS WITH THE EXECUTED CONTRACT SHALL BE CAUSE FOR DECLARING THE CONTRACT NULL AND VOID.**

All of the CONTRACTOR'S insurance coverage shall provide the indemnification required by this section. The certificate(s) of insurance furnished by the CONTRACTOR shall state specifically that the indemnification is afforded by the policy(s). Such statement, if not included in the body of the policy, shall be typed on the face or on the back of the certificate, there must be a reference on the front of the certificate stating that the indemnification is provided and the clause is on the back.

The Contractor shall carry such liability insurance with companies acceptable to the township and shall furnish certificates thereof to the Township within ten (10) days after signing of the Contract and before work has started. These certificates shall contain a clause wherein it is stated that the Township of Piscataway is to be notified in case of cancellation of or any change in the policy. The contractor shall require subcontractors to carry Workmen's Compensation Insurance and liability insurance to the limits and with the conditions described above.

The minimum amounts of insurance to be carried by the CONTRACTOR shall be as follows:

1. Workmen's Compensation and Employers Liability Insurance

The CONTRACTOR shall maintain during the life of this Contract adequate workmen's compensation and employer's liability insurance for all employed in connection with the work, and in case any work is sublet, the CONTRACTOR shall require each subcontractor similarly to provide Workmen's compensation and employer's liability insurance for the latter's employment, unless such employees are covered by the protection afforded by the CONTRACTOR'S insurance.

2. Comprehensive General Liability

Limits shall be \$1,000,000 bodily injury (BI) each occurrence and \$1,000,000 property damages (PD) each occurrence.

The Certificate of Insurance must indicate coverage at the above limits for:

- A. Explosion, collapse and underground utilities (XCU).
- B. Contractual – Indicated on the face of the Certificate as Being in accordance with the wording of the contract, specifically the second paragraph of this section.
- C. Independent Contractors
- D. Completed Operations

3. Comprehensive Automobile Liability

Limits shall be \$1,000,000 bodily injury (BI) each Occurrence and \$1,000,000 property damage (PD) each occurrence.

The Certificate of Insurance must indicate coverage at the above limits for:

- A. Hired Vehicles
- B. Non-Owned Vehicles

4. For Contracts having a total value of less than \$100,000.00, the above limits of \$1, 000,000.00 and may be reduced to \$500,000.00.

The policies shall remain in force until all work has been completed. The CONTRACTOR shall ascertain the cost to him of all the required insurance policies before submitting his bid.

All policies shall be endorsed to provide the OWNER with ten (10) days written notice in advance of any changes or cancellations which modify the coverage's provided. The failure to notice clause shall be stricken from the endorsement.

In the event the CONTRACTOR shall carry blanket liability insurance coverage, compliance with the foregoing requirements shall be met by furnishing as endorsement or rider to said blanket liability insurance policy naming the OWNER as co- insured for the work involved, hereunder, provided the limits of said blanket liability insurance policy shall comply with the amounts outlined above.

***SECTION XIV ASSIGNMENT, TRANSFER, CONVEYANCE,
SUBLET OR DISPOSAL OF CONTRACT***

The contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the prior written consent of the Business Administrator of the Township of Piscataway.

SECTION XV AFFIRMATIVE ACTION

All Township of Piscataway contracts prohibit the successful bidder from discrimination in the hiring of persons who are qualified and available to perform work under the contract by reason of race, creed, color, national origin, ancestry, or sex, in accordance with NJSA 10:2-1 through 10:2-4, including all amendments to same. All bidders shall comply with the provisions of Affirmative Action as amended per Chapter 127, P.L. 1975 (NJAC 17:27).

ADDITIONAL INSTRUCTIONS

The following provisions if indicated, shall be applicable to this bid and be made a part of the bidding documents:

SECTION XV INTERPRETATION AND ADDENDA

The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.

Any requests for interpretation and or clarification of the meaning of the specifications shall be in writing by e-mail. No oral interpretation and or clarification will be made to any bidder. Such requests shall be sent to: . In order to be given consideration, a written request E-mail: purchasing@piscatawaynj.org must be received at least seven (7) business days prior to the date fixed for the opening of the bid for goods and services. The bidder requesting the interpretation will be notified in writing if the Township will not be issuing any interpretation. Failure of any bidder to receive any such addenda or interpretations shall not relieve any bidder from any obligation under the bid submitted.

All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

When issuing addenda, the Township shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A:11-23c.1.

DISCREPANCIES IN BIDS

1. If the amount shown in words and its equivalent in figures do not agree, written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. Everything to be in BLUE INK, no pencil.

2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the Township of Piscataway of the extended totals shall govern.

BID GUARANTY

Bidder shall submit with the bid a certified check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000.00, payable unconditionally to the Township of Piscataway. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid bond from a surety company authorized to do business in the State of New Jersey and acceptable to the Township of Piscataway. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

CONSENT OF SURETY

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the Township of Piscataway stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A:11-22. **FAILURE TO SUBMIT THIS SHALL BE CAUSE FOR REJECTION OF THE BID.**

PERFORMANCE BOND

Prior to the execution of the contract, the successful bidder will be required to furnish a bond in the full amount of the bid for the faithful performance of the contract, effective for the full term of the contract, in the amount equal to the total contract price. **FAILURE TO SUBMIT THIS WITH THE EXECUTED CONTRACT SHALL BE CAUSE FOR DECLARING THE CONTRACT NULL AND VOID.**

****AIA- Document A101 will not be accepted by The Township. Bidders must use Township Performance Payment Bond Form in the bid.**

Agents of bonding companies which write bonds for the performance of this contract shall furnish the necessary power of attorney, bearing the seal of the company and evidencing the agent's authority to execute the particular type of bond to be furnished as well as the right of the surety company to do business in the State of New Jersey. **FAILURE TO SUBMIT THIS WITH THE EXECUTED CONTRACT SHALL BE CAUSE FOR DECLARING THE CONTRACT NULL AND VOID.**

WORKERS AND COMMUNITY RIGHT TO KNOW ACT (NJSA 34:5A-1 ET SEQ.)

MATERIAL SAFETY DATA SHEET

Per NJSA 34:5A-1 ET SEQ. (Workers and Community Right to Know Act) the State Department of Health has adopted a Workplace Hazardous Substance List (NJAC 8:59-9) which indicates 2051 substances that pose a threat to the health and safety of employees. Therefore, under the provisions of NJAC 8:59-7, each bidder must furnish to the Township of Piscataway a "MATERIAL SAFETY DATA SHEET" for each product they supply which contains a substance listed on the Hazardous Substance List (NJAC 8:59-9). **These MATERIAL SAFETY DATA SHEETS must be submitted to the Township's Business Administrator upon receipt of bids.** The Township of Piscataway reserves the right to request a copy of the applicable MATERIAL SAFETY DATA SHEET be forwarded with the delivery of a product to the appropriate department. Furthermore, under the provisions of NJAC 8:59-5, each product shall have a label affixed or stenciled onto any container that contains such substances and is going to be supplied to the Township of Piscataway.

AMERICAN GOODS AND PRODUCTS

Each bidder is cautioned that Local Public Contracts Law (NJSA 40A:11-1 et seq.) provides that only manufactured and farm products of the United States, whenever available, be used in all work contracted for by a county or municipality in which public funds will pay a part or all of the costs.

AMERICANS WITH DISABILITIES ACT (ADA)

Each successful bidder warrants that it is in compliance with the Americans with Disabilities Act (ADA) (Public Law 101-336) and that it will, in carrying out the requirements of this contract or grant, comply in all respects with the provisions of the Act and its implementing regulations.

PAYMENT

Generally, the Township of Piscataway processes checks within 30 days of invoicing. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted in advance.

CONTRACTOR / EMPLOYEES BACKGROUND CHECK/FINGER PRINTS

Background Checks Finger prints and & Authorization Release Records:

All employees of the Contractor will sign an Authorization to Release Records Form and submit to finger printing and background checks at the expense of the Contractor. The Contractor shall provide a report of the results of each employee to the Township Administration/Purchasing Office. No employee may begin work until cleared by the NJ State Police/Township of Piscataway. AUTHORIZATION TO RELEASE RECORDS will be attached to the Contract Once awarded. All such information is and will be kept strictly confidential.

Background Reports & Authorization to Release forms must be submitted to:
Township of Piscataway
Administrator/Purchasing Agent
455 Hoes Lane
Piscataway, NJ 08854

REMINDER BID CHECKLIST (B)

B. Reminder Checklist

As a courtesy, the Office of the Purchasing Agent has prepared this reminder checklist to items pertaining to this bid. The checklist is not considered to be all-inclusive. Bidders are to read and become familiar with all instructions outlined in the bid package.

<u>Item</u>	<u>Yes</u>	<u>No</u>
1. Have you verified your pricing to ensure accuracy?		
2. Have you answered every question fully and accurately?		
3. Have you signed all your documents (Blue Ink)? No facsimile signature.		
4. Have you prepared all documents for submission?		
5. Did you make a copy of the bid package for your records?		
6. Did you make a duplicate copy of the bid for the Township?		
7. Did you submit a signed Bid Guarantee? Signed Consent of Surety?		
8. Did you correctly address the envelope, title of bid?		
9. Have you allowed ample time for the bid to reach the Purchasing Office?		
10. Bid Cover Page: Name, Address, Phone Number, E-mail Address? 11. Certificate of Employee Information Report? 12. NJ BRC? 13. Current Insurance Certificate? 14. W-9?		

Return the entire original bid packet intact by the indicated deadline.

Website: www.piscatawaynj.org Addendum (Click on Home Page, EGov, Bids)

E-mail: purchasing@piscatawaynj.org

732-562-2321 (The Division of Purchasing)

BID NO: 2022-08-18

V

THE TOWNSHIP OF PISCATAWAY

“2023-2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDING”



SPECIFICATIONS

Pages 1- 23



Purchasing Agent/Township Secretary

SPECIFICATIONS

SPECIFICATIONS FOR BIDS FOR PISCATAWAY TOWNSHIP JANITORIAL SERVICES

1.0 INTENT

1.1 GENERAL SCOPE OF WORK

The purpose of this Request for Bids is to secure a vendor to perform Janitorial Services for the Township of Piscataway at the various Township of Piscataway government facilities and installations as specified below. The Contractor shall provide the necessary supervision, personnel, supplies, and equipment to clean the specified Township of Piscataway facilities and installations in accordance with the requirements set forth herein and other portions of the Request for Bids.

1.2 DEFINITIONS

1.2.1 Contract Monitor: an authorized representative of the Township assigned to make all necessary inspections of the work performed by the Contractor.

1.2.2 Contractor: the person whose proposal shall be accepted by the Township and who shall thereafter enter into a formal contract with the Township to furnish the materials and perform the work as Bid upon.

1.2.3 Township: Township of Piscataway, Middlesex County, New Jersey.

1.2.4 Administrator: Township Administrator.

1.2.5 Site Coordinator: an authorized representative of the Township assigned to enter discrepancies on the Janitorial Services Discrepancy Log.

1.3 WORK LOCATIONS

The Contractor shall furnish janitorial services in accordance with the Technical Specifications at the locations listed in Exhibit II.

1.4 PRE-BID MEETING/SITE VISIT

Prior to the bid opening, starting at 9:00 A.M. with a date and meeting location noted in the Notice to Bidders, the **TOWNSHIP** will hold for interested bidders a Pre-Bid Meeting and Site Visit of the various buildings set forth in the proposal. There will be NO other opportunity to tour any of the buildings. Masks and social distancing will be required.

The purpose of this meeting is to visit the sites that are the subject of the Contract. No questions will be answered during site visit. **All questions must be submitted to purchasing@piscatawaynj.org.** Attendance at the Pre- Bid Meeting/Site Visit is not mandatory but is recommended.

1.5 TERM OF CONTRACT

Unless sooner terminated by the **TOWNSHIP**, the term of the Contract for the provision of the services described in the Bid Documents shall be for a period of one (1) year, anticipated to commence on or about January 1, 2023, through December 31, 2023. The **TOWNSHIP** reserves the right to extend the contract for one (1) additional year from January 1, 2024 to December 31,

2024. Bidders are advised that the **TOWNSHIP** reserves the right to terminate the aforesaid Contract upon thirty (30) days notice. The Successful Bidder shall perform all Janitorial Services as described in the Bid Documents.

2.0 TECHNICAL SPECIFICATIONS

2.1 PROCEDURE #1 OFFICES, PUBLIC AREAS, CONFERENCE ROOMS, MULTIPURPOSE ROOMS,

2.1.1 DAILY

2.1.1.1 Empty all waste and recycling receptacles at the end of the cleaning period. Damp wipe receptacles as necessary to remove soil and replace plastic liners as needed (but at least weekly).

2.1.1.2 Collect recyclable materials from receptacles as needed, but at least weekly, and remove to a designated area.

2.1.1.3 Dust and remove marks from cleared (i.e., free from objects or work in process) areas of furniture tops, vacant shelves, sills and ledges. Use cloth or dusting mitts. (Dust only horizontal surfaces daily.) Clean all telephones with cloth and detergent solution.

2.1.1.4 Spot clean glass in doors, partitions, windows and displays. Use soft clean cloth with glass cleaner in spray bottle.

2.1.1.5 Vacuum carpeted area, moving furniture only as required to remove visible dust, dirt, and debris. Give special attention to all areas that receive foot traffic.

2.1.1.6 Dust mop all hard surface floors with a treated mop, moving furniture only as required to remove visible dust, dirt and debris.

2.1.1.7 Spot clean doors, kick plates, push plates, walls and cubicle partitions with cloth or sponge wet with detergent solution in a plastic spray bottle. Wipe dry as needed.

2.1.1.8 Using a mop and a detergent solution, spot mop all floors (except carpeted floors) to remove heavy soil (coffee, etc.).

2.1.1.9 Spot clean soiled areas of carpeted floors.

2.1.1.10 Replace furniture to original setting.

2.1.1.11 Vacuum clean entire carpeted area. Do not stack furnishings on office equipment while cleaning. Move furniture as needed, but replace to original setting.

2.1.1.12 Damp wipe and dry soiled tabletops and non-fabric covered chairs.

2.1.2 WEEKLY

2.1.2.1 Using a cloth, dusting mitt, or small dust mop with short handle, dust vertical furniture surfaces, HVAC vents, vertical wall trim and window blinds.

2.1.2.2 Clean metal trim.

2.1.2.3 In areas that have concrete, tile, terrazzo, or resilient tile floors, wet mop the entire area.

2.1.2.4 In areas that have floors coated with floor finish, spray buff the floors using a floor machine equipped with a buffing pad. Dust mop the floor with a treated mop after buffing.

2.1.2.5 Vacuum any fabric upholstery and clean any washable coverings.

2.1.2.6 Break up cardboard boxes as needed, but at least weekly and remove to designated area.

2.1.4 AS REQUIRED

2.1.4.1 Occasionally move furniture, chairs, tables, etc., as needed for cleaning.

2.1.4.1 Set up and breakdown of various meeting rooms as requested using the special event item, including the setup of tables and chairs.

2.2 PROCEDURE #2 CORRIDORS, LOBBIES AND STAIRWELLS

2.2.1 DAILY

2.2.1.1 Empty all waste receptacles at the end of the cleaning period. Damp wipe soiled waste receptacles. Replace plastic liners as needed (weekly).

2.2.1.2 Clean all telephones with cloth and germicidal solution.

2.2.1.3 Spot clean glass in entry glass doors using glass cleaner in a spray bottle and a clean cloth. Clean all push plates and kick plates.

2.2.1.4 Damp wipe soiled tabletops, chairs and benches and, remove any loose trash.

2.2.1.5 Vacuum clean entire carpeted areas.

2.2.1.6 Using a mop and a detergent solution, spot mop all floors (except carpeted floors) to remove heavy soil (coffee, etc.) and cobwebs at corners.

2.2.1.8 Dust mop all hard surface floors with a treated mop.

2.2.2 WEEKLY

2.2.2.1 Dust horizontal surfaces such as windowsills, ledges and cleared furniture tops using treated cloth, dusting mitt, or dust mop with a short handle.

2.2.2.2 Spot clean glass using glass cleaner in a spray bottle and a clean soft cloth.

2.2.2.3 Spot clean walls, door facings and doors using a detergent solution in a spray bottle and a clean cloth or sponge. Rinse with sponge and clear water in plastic spray bottle, as needed.

2.2.2.4 In areas that have concrete, tile, terrazzo or resilient tile floors, wet mop the entire area.

2.2.2.5 In areas that have floors coated with floor finish, spray buff the floors using a floor machine equipped with a buffing pad. Dust mop the floor after buffing. (Machine buffing occurs once a month)

2.2.3 EVERY TWO WEEKS

2.2.3.1 Dust vertical furniture surfaces, HVAC vents, vertical wall trim and window blinds using a treated cloth, dusting mitt or short handle dust mop.

2.2.4 MONTHLY

2.2.4.1 Clean any metal trim with metal polish.

2.2.4.2 Clean all glass in partitions and interior doors with glass cleaner in spray bottle.

2.2.4.3 Spray buff all the terrazzo, vinyl and epoxy floors using a floor machine equipped with a buffing pad. Dust mop the floor after machine buffing.

2.3 PROCEDURE #3 EMPLOYEE BREAK ROOMS AND KITCHENS

2.3.1 DAILY

2.3.1.1 Empty waste receptacles at the end of the cleaning period and replace soiled disposable liners. Damp wipe exterior surfaces of waste receptacles.

2.3.1.2 Spot clean glass in partitions and interior doors with glass cleaner in spray bottle.

2.3.1.3 Spot clean walls and doors with a sponge and detergent solution. Rinse with sponge and clear water as needed.

2.3.1.4 Dust furniture, sills and ledges with dust cloth, short handled dust mop or mitts. (Dust vertical surfaces and under furniture weekly.)

2.3.1.5 Clean sinks, counter tops, tables and stovetop.

2.3.1.6 Dust mop hard surface floors with a treated mop.

2.3.1.7 Mop soiled floors with detergent solution. Rise floors with damp mop with clear water, if needed. Vacuum floors if carpeted.

2.3.1.8 Replace furniture to original position.

2.3.1.9 Vacuum all carpeted area, moving furniture only as required to remove visible dust, dirt and debris, remove all cobwebs from corners. Give special attention to all areas that receive foot traffic.

2.3.2 MONTHLY

2.3.2.1 Spray-buff scuff marks or dull areas of finished floors. Dust mop after.

2.3.2.2 Heavy wet clean floors, as needed. Add floor finish to worn areas, if necessary. Buff when dry.

2.3.2.3 Dust all HVAC vents and window blinds.

2.3.2.4 Vacuum any fabric upholstery; clean any washable coverings.

2.3.2.5 Clean exterior surfaces of refrigerator and clean microwave.

2.3.2.6 Clean interior of microwave.

2.4 PROCEDURE #4 REST ROOMS

2.4.1 DAILY

2.4.1.1 Remove bags and replace with new from waste containers. Damp wipe using germicide detergent as needed. All cleaning equipment such as sponges, cloth wipes, mops scrubbing brushes and other utensils used in restrooms shall not be used elsewhere in the cleaning operation.

2.4.1.2 Re-supply towels, toilet tissue and soap, provided by the Township, when needed. Clean mirrors with glass cleaner in plastic spray bottle and clean soft cloth.

2.4.1.3 Clean basins/sinks, shelves, hardware and partitions with germicidal solution in plastic spray bottle. Use appropriate cleaner for removing stains, heavy soil and graffiti on walls and partitions. Wipe dry with cloth to prevent streaks.

2.4.1.4 Clean toilet seats and outside of toilets and urinals with sponge and germicidal detergent solution from a plastic spray bottle. Wipe seats dry with cloth. Clean inside of rims of bowls and urinals with bowl mop using bowl cleaner.

2.4.1.5 Clean stainless steel and chrome surfaces, using cloth dampened with stainless steel cleaner or metal polish.

2.4.1.6 Remove trash from floor sweeping with broom and picking up with pan.

2.4.1.7 Wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Once a week, rinse floors after mopping, using clear water.

2.4.2 WEEKLY

2.4.2.1 Clean underside of basins/sinks with cloth and cleaner-disinfectant solution. Clean hardware underneath, using cloth damp with stainless steel cleaner or metal polish.

2.4.2.2 Wash waste containers.

2.4.2.3 Pour one-gallon of water into floor drains.

2.4.2.4 Dust all corners in offices and bathrooms, HVAC vents and window blinds.

2.5 PROCEDURE #5 LOCKER AND SHOWER AREAS

2.5.1 DAILY

2.5.1.1 Spot clean walls, doors and lockers.

2.5.1.2 Dust mop dry, smooth floors.

2.5.1.3 Wet mop floor with cleaner-disinfectant solution. Rinse with water weekly.

2.5.1.4 Empty waste containers at the end of the cleaning period. Damp wipe using germicide detergent.

2.5.1.5 Re-supply towels, toilet tissue and soap, provided by the Township, when needed. Clean mirrors with glass cleaner in plastic spray bottle and clean soft cloth.

2.5.1.6 Clean basins/sinks, shelves, hardware and partitions with germicidal solution in plastic spray bottle. Use appropriate cleaner for removing stains, heavy soil and graffiti on walls and partitions. Wipe dry with cloth to prevent streaks.

2.5.1.7 Clean toilet seats and outside of toilets and urinals with sponge and germicidal detergent solution from a plastic spray bottle. Wipe seats dry with cloth. Clean inside and rims of bowls and urinals with bowl mop using bowl cleaner.

2.5.1.8 Clean stainless steel and chrome surfaces, using cloth dampened with stainless steel cleaner or metal polish.

2.5.1.9 Remove trash from floor sweeping with broom and picking up with pan.

2.5.1.10 Wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Once a week, rinse floors after mopping, using clear water.

2.5.2 WEEKLY

2.5.2.1 Spray buff scuffed, marked or dull areas of waxed resilient floors to restore good appearance. Dust mop after spray-buffing.

2.5.2.2 Clean underside of basins and showers with cloth and cleaner-disinfectant solution. Clean hardware underneath, using cloth damp with stainless steel cleaner or metal polish.

2.5.2.3 Wash waste containers.

2.5.2.4 Dust all HVAC vents (this includes ceiling/wall and all vents) and window blinds. ****All HVAC vents must be cleaned with simple green on the 30th of each month upon beginning of contract (February on the 28th)****

2.6 PROCEDURE #6 JANITORIAL CLOSETS

2.6.1 DAILY

2.6.1.1 Report any visible damage to areas being cleaned within the contractor's jurisdiction to the Director of Public Works or his representative.

2.6.1.2 Make certain that no waste materials are left in the room, sweep and damp mop floors to remove obvious soil.

2.6.1.3 Clean all janitorial equipment and tools and put in order. Put materials in order on the shelves. Do not store oily rags or mops. Give cloths, cotton items and other such materials adequate space and ventilation to hang and dry.

2.6.1.4 Clean the janitorial sink with lotion cleanser and hang all mops.

2.6.1.5 Identify all containers of cleaning materials by labeling cleaning products. Provide Material Safety Data sheets for all.

2.6.1.6 Furnish and restock shelves to maintain an adequate supply of materials on hand. Organize and shelve supplies delivered by cleaning personnel. The Township shall supply toilet tissue, hand towels, hand soap, trash bags, and liners.

2.7 PROCEDURE #8 OUTSIDE ENTRYWAYS AND EXITS

2.7.1 DAILY

2.7.1.1 Remove lint, cobwebs, mud and litter from outside walls, floors, canopies and lights in the immediate area of building entrances and exits.

2.7.1.2 Empty and damp wipe smoking and trash receptacles.

2.7.1.3 Vacuum walk-off mats.

2.7.1.4 Spot clean glass using glass cleaner in a spray bottle and clean cloth.

2.7.2 WEEKLY

2.7.2.1 Clean glass using glass cleaner in a spray bottle and a clean soft cloth.

2.7.2.2 Clean chrome pillars using glass cleaner in a spray bottle and a clean soft cloth.

2.8 PROCEDURE #9 REFUSE AND DEBRIS DISPOSAL

2.8.1 DAILY

2.7.1.1 Remove all collected refuse and debris using a cart (provided by the contractor) and deposit in the designated area. Do not carry full trash bags that may leak residue onto floors and carpeting.

2.9 PROCEDURE #10 LIGHT FIXTURES

Clean exposed and concealed surfaces of all lighting fixtures twice (2) per year the first week of May and October using a soft clean cloth with glass cleaner in a spray bottle.

2.10 PROCEDURE #12 CELL BLOCKS

Use of latex gloves to be furnished by Contractor is required at all times.

2.10.1 DAILY

2.10.1.1 Re-supply towels, toilet tissue and soap, provided by the Township, when needed. Clean any glass with glass cleaner in plastic spray bottle and clean soft cloth.

2.10.1.2 Clean sink basins with germicidal solution in plastic spray bottle.

2.10.1.3 Spot clean hardware, walls, partitions and window panels on doors with germicidal solution in plastic spray bottle. Use appropriate cleaner for removing stains, heavy soil and graffiti on walls and partitions. Wipe dry with cloth to prevent streaks.

2.10.1.4 Clean toilet seats and outside of toilets and urinals with sponge and germicidal detergent solution from a plastic spray bottle. Wipe seats dry with cloth. Clean inside of rims of bowls and urinals with bowl mop using bowl cleaner.

2.10.1.5 Wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Once a week, rinse floors after mopping, using clear water.

2.10.1.6 Clean bunks, using germicidal detergent solution.

2.10.2 UPON REQUEST (Under special event rate)

2.10.2.1 Clean glass panels on security cameras throughout entire Municipal Complex.

2.10.2.2 Clean comfort station/restrooms prior to concert events between June and August.

2.10.2.3 Cleaning for COVID-19 and other health emergencies by use of personal protective equipment. Emergency cleaning and disinfecting of affected areas followed by wiping down all high touch area. (Tables, doorknobs, light switches, handles, desk, telephones, keyboards, toilets, faucets, sinks, vending machines, lockers, benches, shower fixtures, etc.) See additional spec pages attached.

3.0 CONTRACTOR REQUIREMENTS

3.1 CONTRACTOR'S RESPONSIBILITIES

3.1.1 The Contractor shall furnish all necessary labor, tools, equipment, materials and supplies to perform the required services at the designated locations.

3.1.2 The Director of Public Works or authorized representative shall decide the acceptability of any work performed under the contract.

3.1.3 In the event that work performance is unsatisfactory at any facility, the Contractor will be notified by the Township and given twenty-four (24) hours to correct the work.

3.1.4 If unsatisfactory work is not corrected within the allotted period, the Township reserves the right to complete the work to its satisfaction and deduct our costs from any monies due the Contractor.

3.1.4.1 Failure to Clean Facilities Requiring Daily Cleaning

In the event the Contractor fails to clean a facility requiring daily cleaning under this contract, the Township will deduct from the Contractor's monthly payment \$300.00 per day, per facility. Should an employee of the Contractor arrive late, Contractor's monthly payment will be reduced on a pro-rated basis.

3.1.5 The Contractor shall perform all work so as to minimize disruption to normal operations. Upon completion of work the Contractor shall be responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.

3.1.6 The Contractor's job supervisor and such additional personnel, as deemed necessary by the Director of Public Works or his designated representative, in their discretion, must be literate and

fluent in the English language. This is not meant to require that all Contractor personnel speak, read and write English. Most tasks may require only the job supervisor, crew leader or a crewmember to speak, read and write English. This requirement is necessary due to the following reasons, which include but are not limited to:

3.1.6.1 Warnings of emergencies and hazards.

3.1.6.2 Preparation of reports.

3.1.6.3 Communication with Township personnel. Due to the significance of the above listed reasons, the English requirement is made with the intent that communication between the Contractor representatives and Township personnel, and between the Contractor representatives and the public, will be understood.

3.1.7 The Contractor shall carry on the operations in such manner that it does not damage existing grounds, buildings, landscaping, utilities, other structures, furnishings or contents. In the event that damage occurs to Township property or adjacent property by reason of any janitorial service operations performed under this contract, the Contractor shall replace or repair the same at no cost to the Township. If damage caused by the Contractor has to be repaired or replaced by the Township, the cost of such work shall be deducted from the monies due the Contractor.

3.2 EMPLOYEES OF THE CONTRACTOR

No one, except authorized employees of the Contractor, is allowed on the premises of Township facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. All Contractor employees shall wear identification badges, affixed with photograph, and uniforms at all times. Uniforms shall consist clothing appropriate for the work being accomplished. An example would be work pants and work shirt. All employees of the Contractor shall wear the same color and type of uniform and identification tag.

3.2.1 All employees of the Contractor will sign an Authorization to Release Records Form and submit to finger prints and background checks for each employee at the contractor's expense and submitted to Administration/Purchasing prior to beginning work. The Contractor shall not provide any employees who are not first cleared by the Township Police Department.

3.2.2 All employees of the Contractor must be bonded for a minimum of \$25,000.00. Proof of said bonding must be supplied to the Township prior to the commencement of the Contract Term.

3.3 REMOVAL OF CONTRACTOR'S EMPLOYEES

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The Township may require that the Contractor remove from the work, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Township.

3.4 EQUIPMENT, MATERIALS AND SUPPLIES

3.4.1 The Contractor shall furnish all equipment, materials and supplies (excluding cleaning supplies) necessary to perform under these Specifications and the Contract.

The Township shall supply the cleaning products, mops for use by the Contractor.

A list of all equipment and supplies to be used pursuant to the contract and appropriate Safety Data Sheets (SDS) shall be submitted to the Director of Public Works at the Post Award Conference. The Contractor shall provide sufficient equipment, materials, supplies and personnel to complete the Work within the designated time frames. Cleaning equipment must be in good operating condition at all times. The Township reserves the right to inspect any equipment to verify its condition and suitability for the job.

Janitor's closet areas will be available and shall be kept in a neat manner by the Contractor. The closet area will be kept free of any offensive odor. Damp mopping, spot cleaning and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner. Janitorial closet doors shall be closed and locked at all times. All equipment and supplies shall conform to all current federal, state, local, OSHA and PEOSHA rules and regulations.

3.4.2 The Township shall provide the following consumable supplies: toilet paper, paper hand towels, hand soap, toilet seat covers, sanitary napkins, air freshener, garbage bags and wastepaper bags, mops and cleaning products. None of these materials may be used by the contractor to perform cleaning functions or taken off site or be used for non-township related purposes. The contractor must notify the township when these supplies are running low so they can be restocked and available for the contractor to re-supply the township's restroom facilities on a daily basis as required under this specification.

3.5 SUPERVISION

The Contractor shall provide the Director of Public Works with the names and telephone numbers of a Job Manager or Working Supervisor. The Supervisor shall be responsible for the competent performance of all Janitorial Services pursuant to these Specifications and the Contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel providing service to the Township under the Contract are to be provided to the Director of Public Works at the Post Award Conference and updated each time a change occurs. Weekly cleaning checklist are required to be signed by the working supervisor and submitted to Contract Manager of Public Works.

3.6 INSPECTION

The Contractor, accompanied by the Contract Monitor shall perform a quality inspection every three (3) months during the normal daytime work shift and shall submit a summary of the findings to the Township. A discrepancy log (Exhibit I) shall be posted at each location in a place specified by the Director of Public Works. The log shall be used to write down any discrepancies noted by the site coordinator. The Contractor shall read the log at the beginning of each work day and enter the date, his/her signature, and any comments when the discrepancy is remedied. In the event service performed is unsatisfactory, or is not in accordance with the specifications, the Contractor shall, upon notification by the Director of Public Works or Township designee, cause the facility to be serviced immediately without additional cost to the Township.

For failure by the Contractor to provide routine Janitorial Service as specified in the Contract, the Director of Public Works may deduct the Township's costs to correct the deficiencies or in the case of facilities requiring daily cleaning, as outlined in section 3.1.4.1, from any payments due.

3.7 WORK SCHEDULE

Janitorial Services shall be performed as shown in Exhibit II (excluding Township holidays as specified) with the following exceptions: For facilities only cleaned once per week, all daily and weekly tasks shall be performed at that time. Facilities cleaned twice per week require weekly activities to be performed on one of the two days. All daily and weekly tasks shall be performed at that time. Monthly tasks shall be performed once per month. All other cleaning time frames are to be observed for semi or annual tasks.

The Contractor shall provide at least minimal staff at each site during these hours at all times, to ensure that conditions in bathrooms, hallways and lobbies are constantly clean. Except for as designated in EXHIBIT II services required shall be performed only when the affected spaces are unoccupied.

At the Post Award Conference, the Contractor shall provide a proposed work schedule to accomplish the services pursuant to these Specifications and the Contract to the Director of Public Works. This schedule shall be set on an annual calendar identifying the task, frequency of work and the number of workers performing each task. This schedule shall be subject to the Director of Public Works' approval. Thereafter, significant changes in the Contractor's schedule must be submitted in writing to the Director of Public Works for approval prior to implementation.

The Contractor shall adhere to the approved work schedule and shall complete all routine work during the calendar week in which it is scheduled unless circumstances occur which are beyond the control of the Contractor. All work not completed during the week scheduled shall be reported to the Township in writing on the first work day of the following week. The report shall include an explanation of why the work was not completed and plans for getting the work back on schedule. If the Contractor falls behind schedule at any time, additional workers shall be assigned at no additional cost to the Township until the work is back on schedule. If an employee of the Contractor reports out of work for the day, the Contractor must contact the Department of Public Works at 732-562-2390 immediately.

3.8 RECORDS

The Contractor's employee(s) shall fill out a janitorial checklist whenever the Contract Monitor requires it, and submit the checklist for the Contract Monitor's review. The Contractor is responsible for providing a janitorial checklist form to its employees. The discrepancy log(s) (see Exhibit I) for each location, properly completed, must be submitted to the Contract Monitor weekly. Payment of the monthly invoice may be delayed or withheld if the correct documentation, including janitorial checklists and discrepancy logs, has not been submitted.

3.9 METHOD OF PAYMENT

An invoice shall be submitted by the Contractor to the Director of Public Works monthly. All invoices shall contain the contract name and number; Contractor's name, address and phone number; and the name of the Contractor's representative to contact concerning billing questions. The Contractor shall be paid monthly in arrears, generally within thirty (30) days of receipt of the invoice. The Contractor shall be paid at the monthly rates (or, if less than full month, a pro rata portion thereof) set forth in Contractor's Proposal.

3.10 PRE-BID CONFERENCE/SITE VISIT

A Pre-Bid Conference/Site Visit will be held on Thursday, November 10, 2016 starting at 10:00 A.M. The purpose of this meeting is to address questions of prospective Bidders and to visit the sites that are the subject of the Contract. All questions must be submitted at least seventy- two (72) hours prior to the Pre-Bid Meeting and enclosed in an envelope marked "Questions for Janitorial Services Pre-Bid Meeting."

3.11 POST AWARD CONFERENCE

After award of this Bid, the Contractor shall be required to participate in a Post Award Conference for the purpose of ensuring a complete understanding of the requirements of the Contract. At this meeting, the Contractor shall present any information as specified in the specification section.

4.0 SUPPORTIVE SPECIFICATIONS

4.1 CONTRACT LENGTH

Unless sooner terminated, the length of this Contract shall be one (1) year. The Township reserves the right to terminate the Contract at any time upon thirty (30) days written notice to the Contractor.

4.2 UNCONDITIONAL TERMINATION FOR CONVENIENCE

The Township may terminate the Contract for convenience by providing thirty (30) days written notice to the Contractor.

4.3 TERMINATION BY THE TOWNSHIP

In addition to the right of the Township to terminate the Contract as set forth elsewhere in the Contract Documents (including, without limitation, these Specifications and the Contract), nonperformance by the Contractor of the terms of these Specifications and/or the Contract, and/or if the Contractor fails to meet deadline and/or if Contractor fails to provide the agreed upon services and/or the materials required, shall be grounds for termination of the Contract by the Township.

In addition, if the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, and/or if the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of these Specifications or the Contract, the Township may terminate this contract.

Prior to termination, the Township shall give the Contractor twenty-four (24) hours written notice. The Contractor may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

4.4 INDEMNIFICATION

The Contractor agrees to indemnify and save harmless the Township, its officers, agents and employees, hereinafter referred to as indemnitees, from all suits, including attorney's fees and costs of litigation, actions, loss damage, expense, cost of claims, of any character or on account of any act, claim or amount arising or recovered under Workmen's Compensation law, or arising out of failure

of the Contractor or those acting under Contractor to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this Contract that the indemnities shall, in all instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage of any nature whatever.

4.5 INCORPORATION OF BID INTO THE CONTRACT

The contents of these Specifications and the Successful Bid are to be incorporated, in total, into the Contract.

4.6 AMENDMENTS

All amendments to the Contract must be in writing and signed by both parties.

4.7 CONTRACT COMPLIANCE MONITORING

The Contract Monitor shall monitor the Contractor's compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the Township all records and accounts relating to the work performed and services provided pursuant to the Contract.

4.8 CONFORMATION WITH THE LAW

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the State of New Jersey, Township of Piscataway.

4.9 NON-COLLUSION

The Contractor expressly warrants and certifies that neither the Contractor nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in conjunction with this Bid.

4.10 COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona-fide employees or bona-fide established commercial selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the Township shall have the right to immediately terminate the Contract, and at its sole discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

4.11 SUBCONTRACTING ASSIGNMENT

The Contractor may not assign the Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the Township.

4.12 FACILITIES

During the term of the Contract, the Township shall provide the Contractor's personnel with adequate work space and such other related facilities as may be required by Contractor to carry out its obligations enumerated herein (e.g., janitorial closet, limited equipment storage).

4.13 FINANCIAL RESPONSIBILITY STATEMENT

The Contractor may not assign the Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the Township.

During the term of the Contract, the Township shall provide the Contractor's personnel with adequate work space and such other related facilities as may be required by Contractor to carry out its obligations enumerated herein (e.g., janitorial closet, limited equipment storage). All Bidders shall make available, upon request, a current Financial Statement or a current Financial Report, or a copy of a current Federal Income Tax Return.

4.14 REFERENCES

Bidders must provide at least five (5) reference accounts to whom they are presently providing this service on the form provided in the Bid Documents or like form. Included must be name of government or company, individual to contact, phone number and address.

4.15 CONTRACTOR RESPONSIBILITY

The Contractor will be responsible for any damages whatsoever to Township property as applicable when such property is the responsibility or in custody of the Contractor, its employees or subcontractors.

4.16 CONTRACTOR LICENSE REQUIREMENT

The Contractor shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of its business. The Contractor shall keep himself informed of existing and future federal, state and local laws, ordinances and regulations, which in any manner affect the fulfillment of the Contract and shall comply with the same.

4.17 DELIVERY

It shall be the Bidder's responsibility to meet the Township's service requirements. The Township reserves the right to obtain service on the open market in the event the Bidder fails to make delivery and any price differential will be charged against the Contractor.

4.18 DAMAGES

The Township may deduct as damages from any money due the Contractor the cost to the Township to obtain the required materials or perform required services.

4.19 FAILURE TO EXECUTE

Upon failure of the Successful Bidder to execute the Contract, the Bid Security shall be forfeited to the Township, not as a penalty, but as liquidated damages.

4.20 PROVISIONS OF BID DOCUMENT

All Bids must comply with and not deviate from the provisions of the Bid Documents. Failure to meet a material requirement of the Bid Documents shall be grounds for rejection of a Bid.

4.21 INCURRING COSTS

The Township is not responsible for any costs incurred in preparing Bids in response to this Request for Bids, including, without limitation, the acquisition of any supplies and/or personnel.

4.22 INQUIRIES

All inquiries concerning information contained herein shall be addressed to:
purchasing@piscatawaynj.org

4.23 CLEANING HOURS

Facility cleaning hours and frequency are set forth in Exhibit II. Cleaning hours will need to be adjusted in certain facilities based on Council Meeting dates, Election Day service schedules (3 or 4 times per year) and Boards and Commission events schedules. The Township of Piscataway will provide a full meeting schedule one month in advance. There will also be weekend events throughout the year that will require staff member coverage from the Janitorial Services Provider to maintain the facilities. The Township of Piscataway will provide a full meeting schedule one month in advance. If an employee of the Contractor reports out of work for the day, the Contractor must contact the Department of Public Works at 732-562-2390 immediately.

EXHIBIT I

Discrepancy Log

Date:	Location:	Problem:	Reported by:	Addressed by:	Date:

EXHIBIT II – FACILITY LIST

**NOTE: APPROXIMATE SQUARE FOOTAGE FOR EACH BUILDING:
THESE ARE ESTIMATES ONLY, FOR INFORMATIONAL PURPOSES**

	FACILITY	FREQUENCY	TIME RANGE BETWEEN
1	Piscataway Municipal Building 455 Hoes Lane Piscataway NJ 08854 Approx. Sq. Footage 15,005 square feet	5 Times per week Monday through Friday except Thanksgiving, Christmas and Easter	After 5:00 P.M. Cleaning is to be completed before 8:30 AM. The cleaning service must clean the bathrooms during 12:30 PM to 1:30 PM using the personnel from the Public Safety building.
2	Piscataway Public Safety /Municipal Court Building 555 Sidney Road Piscataway, NJ 08854 Approx. Sq. Footage 15,000 square feet	5 Times per week Monday through Friday Including all holidays	Between 8 AM and 4 PM – Due to the nature of this facility, cleaning must be done under supervision of Police and Court Personnel. Cleaning service must work for 8 hours.
3	Piscataway Public Works Center 505 Sidney Road Piscataway NJ 08854 Approx. Sq. Footage 10,700 square feet	5 Times per week Monday through Friday except Thanksgiving, Christmas and Easter	After 5:00 PM Cleaning to be completed before 7:00 AM. Cleaning service must work for 4 hours.
4	Fire Training Center 171 Baekeland Ave. Piscataway NJ 08854 Approx. Sq. Footage 3,500 square feet	1 Time per week Saturday OR Sunday	7 P.M. – 10 P.M. 8 A.M. – 5 P.M.
5	Recreation Facility 129 Academy St. Piscataway NJ 08854 Approx. Sq. Footage 546 square feet	5 Times/week from 8/1 to Labor Day after 8:00 PM. Tue., Wed., Thurs. from Labor Day to Mid-Nov., after 8:00 PM. 1 time/week all other days. Both interior and exterior bathrooms are to be serviced	8 A.M. – NOON during once a week cleaning.
6	Office of Emergency Management (OEM) 1601 West 4 th Street Approx Sq. Footage 1200 square feet.	1 time every other week.	Time to be arranged with the Director of OEM

7	Little League Building 495 Sidney Road Piscataway NJ 08854 Approx. Sq. Footage 350 square feet	Weekdays – Mornings or early afternoons finishing before 3 PM.	First week in April to the end of July.
8	PCTV 700 Buena Vista Avenue Piscataway, NJ 08854	5 Times per week Monday through Friday except Thanksgiving, Christmas and Easter	To Be Cleaned In Conjunction with Senior Center before 8:00 AM
9	Senior Center 700 BUENA VISTA AVE PISCATAWAY, NJ 08854	Monday - Friday 7 AM-3 PM (Incl. Election Day – in Nov.)	THIS FACILITY REQUIRES FULL ONSITE COVERAGE DURING OPERATING HOURS. Including additional services for special events.

EXHIBIT III- FACILITY - PROCEDURES THAT APPLY

FACILITY	PROCEDURES THAT APPLY
Piscataway Municipal Building 455 Hoes Lane Piscataway NJ 08854	ALL EXCEPT 2.5 and 2.10
Piscataway Police/Court Building 555 Sidney Road Piscataway, NJ 08854	ALL
Piscataway Public Works Center 505 Sidney Road Piscataway NJ 08854	ALL EXCEPT 2.10
Fire Training Center 171 Baekeland Ave. Piscataway NJ 08854	ALL EXCEPT 2.5 and 2.10
Recreation Facility 129 Academy St. Piscataway NJ 08854	ALL EXCEPT 2.5 and 2.10 * 2.4 OUTSIDE ACCESS BATHROOM/RESTROOM ONLY CLEAN AUG 1 THROUGH NOV 16
Office of emergency Management Piscataway NJ 08854	ALL EXCEPT 2.5 and 2.10
Little League Building 495 Sidney Road Piscataway NJ 08854	2.3 Procedure (3) EMPLOYEE BREAK ROOMS AND KITCHENS ; 2.4 Procedure (4) Restrooms 2.4.1.1 through 2.4.2.5
SENIOR CENTER 700 Buena Vista Avenue Piscataway, NJ 08854	ALL EXCEPT 2.5 *Duties include set up and break down of table and chairs at the direction of S.C. staff/director on aging. Due to the nature of the population of the S.C. cleanup of client accidents as they occur are necessary. Please note you will come in contact with bodily fluids. Gloves and face masks should be available and worn at all times. Garbage collection is to include inside and outside of the building. duties also include cleaning of industrial coffee pots at the end of each day and laundering of towels, drapes and other items as requested by director*

The above is a general guideline as to which procedures are to be utilized at the various facilities. Bidders are advised that they are responsible for visiting the sites to make a determination as to the scope of services in order to prepare an accurate Bid.

EXHIBIT IV

Cleaning for COVID-19 and other health emergencies

It is the intent of this section to address a cleaning and disinfection protocol in the age of COVID-19, the novel coronavirus, and establish ground work for additional cleaning and disinfection due to this pandemic and public health crises that may arise in the future. Cleaning and disinfection best practices should be followed for day-to-day cleaning, with the employees of the cleaning contractor wearing their PPE at all times, as required by the Township. For COVID-19 the Township of Piscataway requires all personnel to wear masks and contractors are expected to do the same.

Pricing for Emergency cleaning and disinfection should be submitted on a sq. ft. basis and an additional allowance will be included in the contract to facilitate these cleaning tasks. (Proposal Item #11: EMERGENCY CLEANING AND DISINFECTING) Emergency Cleaning is defined as additional cleaning outside of regular hours and the service days specifically requested by the agent of the Township of Piscataway, primarily the Public Works Contract Manager, Director or Assistant Director of DPW but could extend to Administration if the circumstances called for it.

Positive tests and Township Response

In the occurrence of a positive test or sickness in a Township facility included in this contract it will be prudent to schedule additional cleaning and disinfecting. The Township will notify the cleaning contractor's point of contact and expects a same-day response and the flexibility to rapidly schedule afterhours/weekend cleaning while the facilities are closed. This may require additional staffing but the Township defers to the cleaning contractor to make that determination as long as the affected facilities are attended to. The Township may specify which areas are to be cleaned and disinfected and should be billed based on square footage for the specified areas.

The Township will also incentivize responsiveness based on response time. If the contractor is on site within 4 hours of the requested start time for emergency cleaning, then the Township will pay \$250.00. If the cleaning contractor arrives within 4-8 hours then the Township will pay \$125.00; all invoices for EMERGENCY CLEANING must reflect this. The line item on the invoice should be described as "Emergency Cleaning Incentive" with the applicable rate. The time will be based on when the call-out was sent vs. when cleaning personnel are on site and check in with the requesting agent of the Township.

Cleaning and Disinfecting

Cleaning should be performed before any disinfecting work takes place. Viruses can spread in a multitude of ways, from touch, to aerosol, to person to person contact. The role of the cleaning contractor in these public health crises situations should be to provide additional support in cleaning operations stressing attention to detail.

Disinfecting should be done in accordance to the labels on the product, the Township expects the cleaning contractor and staff to know the labels and proper usage and stay up-to-date on the latest EPA and CDC guidance for cleaning and disinfecting advise to combat health crises.

The Township will provide approved disinfecting materials (For Coronavirus the products are on the EPA List N of approved cleaning/disinfecting solutions), but the contractor is responsible for training their staff and supplying their staff with proper and adequate PPE in accordance to EPA/CDC guidelines and product labeling.

It is the Township's anticipation that any cleaning contractor will wear required PPE such as masks even when performing regular cleaning duties during the occurrence of a pandemic or health crises.

Cleaning and disinfecting High Touch surfaces

High touch surfaces include but are not limited to the following:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, vending machines, lockers, benches, shower fixtures, etc.

Electronics should never have cleaning/disinfectant applied directly to them, but rather a cleaning rag or paper towel should be sprayed and used to wipe down the electronic device. This includes copiers, printers, phones, keyboards, et cetera.

Computer Monitors, televisions and other screens should only be cleaned with a microfiber towel and approved cleaning solution.

In the event that additional disinfecting is requested the personnel of the Township would be responsible for clearing their desks before the cleaning contractor performs cleaning and disinfecting duties. A desk that is not cleared should not be cleaned and disinfected unless specified by the representative of the Township of Piscataway.

Cleaning and disinfecting shields and barriers

Since the COVID-19 pandemic the Township of Piscataway has installed spray guards and shields in each building to help protect our employees for potential infection. It is the Township's expectation that these spray shields and barriers are cleaned and disinfected with care. This task may require two cleaning personnel to work together to clean, as some shields hang from the ceiling grid.

Cleaning and disinfection of vehicles

A separate option will be included on the proposal page (Item 12: (Optional) CLEANING AND DISINFECTING OF VEHICLES) for the cleaning and disinfection of vehicles, which includes equipment and emergency vehicles. It is expected that if the cleaning contractor submits a price for this option they are aware of best practices for cleaning around vehicle and equipment electronics. In addition to cleaning the interiors of vehicles the door handles should also be cleaned and disinfected. Similar to electronics and screens, no cleaners/disinfectants should be applied directly to vehicle and equipment electronic apparatus, but should be applied to a rag or cloth first and then wiped down. The Townships fleet includes but is not limited to large and small equipment, police cars, SUVs, to large dump trucks. Pricing should be included for the cleaning and disinfection of vehicle and equipment broken down by the following classifications:

- Passenger Vehicles/SUVs/Crewcabs
- Equipment (Single Cab)
- Pickup Trucks/Mason Dumps
- Large trucks

Usage of Electrostatic Sprayers

The Township of Piscataway is not opposed to the usage of electrostatic sprayers but reiterates that surfaces must be wiped clean before such sprayers are used. Any solution used in an electrostatic sprayer should be approved by the EPA to disinfect the targeted virus or bacteria that we are cleaning for and this solution will be supplied by the awarded contractor, not by the Township. If the awarded contractor plans to use an

electrostatic sprayer their cleaning solution must be approved by an appointed representative of the Township, which may be the Public Works contractor manager, the Director or the assistant Director of Public Works. Electrostatic Sprayers and the solution used in them must be deemed safe for electronic equipment and vehicles.

Scheduled Events that require additional cleaning and disinfecting

Similar to the scheduled events elsewhere in these specifications, there will be occasions when the Township holds public sessions, meetings, et cetera and will require additional cleaning and disinfecting work. The Township will request in writing (or e-mail) that these specific locations (e.g. the council chambers at Town Hall and the rest rooms) are cleaned and disinfected in addition to normal cleaning and at a time specified after the event (e.g. a special meeting ends at 8 PM Friday, we would like the cleaning contractor to clean and disinfect the meeting space and restrooms at 7AM the following Saturday.). As this would be scheduled ahead of time these requests will be invoiced at the awarded contractor’s price per square foot but would not qualify for an emergency cleaning incentive. The appointed agent of the Township will coordinate with the awarded contractor for specific measurements in relation to these requests. If the scheduled event falls on a regular service day for this location, the contractor may not invoice for additional cleaning but should prioritize the specified locations to satisfy the Township’s request.

EXHIBIT V

SITE VISIT CERTIFICATION

Bidder’s Company Name _____

Bidder’s Address _____

Printed Name of Owner or Principal _____

OPTION 1.
I have attended the Pre-bid Meeting/Site Visit held on October 15, 2020 for the Piscataway Township 2021-2022 Janitorial Services Contract:

Signature of Owner or Principal

OPTION 2.

I have waived visiting the sites held on October 15, 2020 for the Piscataway Township 2021-2022 Janitorial Services Contract and any claim I may have and which arises from my failure to inspect the sites prior to the submission of a bid:

Signature of Owner or Principal

THE TOWNSHIP OF PISCATAWAY



**PROPOSAL
SHEETS**

Page 1 of 7



MARIA E. VALENTE-CAEMMERER

Purchasing Agent

PROPOSAL

TOWNSHIP OF PISCATAWAY JANITORIAL SERVICES

Mayor and Township Council
Township of Piscataway
455 Hoes Lane
Piscataway NJ 08854

THE UNDERSIGNED, as Bidder, declares that the only persons or parties interested in this Proposal as principals, are named on the enclosed Ownership Disclosure Statement; that this Proposal is in all respects fair and without collusion, fraud or connection with any other person or persons bidding to do the same work; that it has carefully examined the Contract Documents, including, without limitation, the proposed form of Contract, Bidder Information, and Specifications, and that it proposes and agrees that if this Proposal is accepted, it will contract with the Township of Piscataway in the form of Contract annexed hereto, to provide, without limitation, the necessary machinery, tools, apparatus, equipment, materials, labor and services specified in the Contract Documents, in the manner and time specified and according to the requirements set forth therein, and that it will take in full payment therefore the following prices, to wit:

The Township reserves the right to award any or all items (Items 1 through 9).

1. **MUNICIPAL BUILDING**

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

2. **POLICE/MUNICIPAL COURT BUILDING**

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

3. PUBLIC WORKS CENTER

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

4. FIRE TRAINING CENTER

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

5. RECREATION FACILITY

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

6. OFFICE OF EMERGENCY MANAGEMENT

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

7. LITTLE LEAGUE BUILDING

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

8. PCTV OFFICE

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

9. SENIOR CENTER

Year one

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

10. SPECIAL EVENT RATE (DATES AND EVENTS TBD)

Year one

\$ _____/per hour times 100 hours =

_____ (AMOUNT IN WORDS)

\$ _____ (AMOUNT IN FIGURES)

Year two

\$ _____/per hour times 100 hours =

\$ _____/per hour (AMOUNT IN WORDS)

\$ _____/per hour (AMOUNT IN FIGURES)

11. *EMERGENCY CLEANING AND DISINFECTING OF BUILDINGS*

YEAR ONE

\$ _____/PER SQ. FT

\$ _____ \$250.00/WITHIN 0-4 HRS OF CALL OUT

\$ _____ \$125.00/WITHIN 4-8 HRS OF CALL OUT

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

YEAR TWO

\$ _____/PER SQ. FT

\$ _____ \$250.00/WITHIN 0-4 HRS OF CALL OUT

\$ _____ \$125.00/WITHIN 4-8 HRS OF CALL OUT

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

12. (OPTIONAL:)CLEANING AND DISINFECTING OF VEHICLES

YEAR ONE

Passenger Vehicles/SUVS/Crewcabs _____/per vehicle

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

Equipment (Single Cab) _____/per piece of equipment

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

Pickup Trucks/Mason Dumps _____/per vehicle

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

Large Trucks _____/per vehicle

\$ _____/(AMOUNT IN WORDS)

\$ _____/(AMOUNT IN FIGURES)

SUMMARY OF PRICES

Base Bid

Year one

TOTAL MONTHLY BASE BID (Sum of Items 1 through 9):

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

Year two

TOTAL MONTHLY BASE BID (Sum of Items 1 through 9):

\$ _____/per month (AMOUNT IN WORDS)

\$ _____/per month (AMOUNT IN FIGURES)

TOTAL ANNUAL AMOUNT OF BASE BID (Total Monthly Base Bid multiplied by 12 months plus item 10)**:

Year one

\$ _____/per year (AMOUNT IN WORDS)

\$ _____/per year (AMOUNT IN FIGURES)

Year two

\$ _____/per year (AMOUNT IN WORDS)

\$ _____/per year (AMOUNT IN FIGURES)

**** The amount added from items 1 through 10 each year in this section should be utilized for purposes of calculating the low bidder and the required Bid Security. The low bidder of each year shall be awarded the bid.**

NOTE: BID SHEET(S) WILL NOT BE ACCEPTED UNLESS SIGNED BY THE OWNER OR AUTHORIZED CORPORATE OFFICER.

IN WITNESS WHEREOF, the Bidder listed below has executed this Bid and/or Proposal and has caused this Bid and/or Proposal to be attested to by a duly authorized representative and, if applicable, its corporate seal affixed, and agrees to perform the Work in accordance with the terms and conditions of the Contract Documents if awarded this Contract this _____ day of _____, 201_.

NAME OF BIDDER: _____
(TYPED OR PRINTED)

SIGNED: _____
(AUTHORIZED SIGNATURE)

(TITLE)

ADDRESS: _____

TELEPHONE: _____

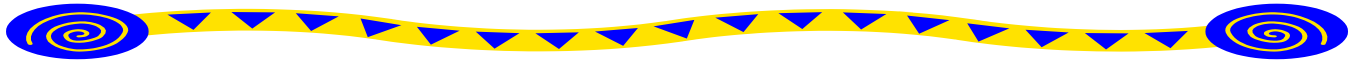
FAX: _____

E-MAIL _____

DATE: _____

Bid No: 2022-08-18

THE TOWNSHIP OF PISCATAWAY



GOOD & SERVICES BID REQUIRED DOCUMENTS

All documents in this section shall be completed, signed and submitted with the bid package – Failure to submit the bid documents and other documents so specified may be cause to reject the bid for being non-responsive.



MARIA E. VALENTE-CAEMMERER

Purchasing Agent/Township Secretary

BIDDER’S CHECKLIST

THE ITEMS LISTED BELOW ARE MANDATORY AND THE FAILURE TO SUBMIT ANY ONE OF THE MANDATORY ITEMS SHALL BE DEEMED A FATAL DEFECT. THIS SHALL TENDER THE BID PROPOSAL UNRESPONSIVE AND CANNOT BE CURED BY THE GOVERNING BODY.

BIDDERS MUST INITIAL EACH ITEM BELOW INDICATING THAT THE REQUIRED DOCUMENTS HAVE BEEN PROVIDED WITH THE BID.

- Bid Bond (Bid Guarantee) (N.J.S.A. 40A:11-21) _____
- Certificate of Surety Company consenting to provide Performance Bond (N.J.S.A. 40A:11-22) _____
- Bidder’s Affidavit _____
- Non-Collusion Affidavit _____
- Corporate Disclosure Certification (Corporate Ownership) (N.J.S.A. 52:25-24.2) _____
- Affirmative Action Questionnaire Form _____
- Plan, Experience and Equipment Questionnaire _____
- Receipt of Addenda (if any) _____
- Hold Harmless Agreement _____
- Disclosure of Investment Activities in Iran _____
- Proposal _____
- Business Registration Certificate (Photocopy) _____
(FOR PRIMARY & ALL NAMED/LISTED SUBCONTRACTORS)

. ADA-Americans with Disabilities Act of 1990. Equal Opportunity For Individuals with _____ Disability.

BID BOND

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS, That we, _____
as Principal, and _____, a corporation duly organized under the laws of the State of _____, as Surety, are held and firmly bound unto the Township of Piscataway as Obligee, in the sum of Ten Percent (10%) of the Total Bid, Not to Exceed Twenty Thousand Dollars (\$20,000.00) for the payment of which Principal and Surety Bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Principal has submitted a bid for _____,
the "Project."

NOW, THEREFORE, if the Obligee shall make any award according to the terms of said bid and the Principal shall enter into a contract with said Obligee in accordance with the terms of said bid and give bond for the faithful performance thereof within the time specified; or if no time is specified within thirty days after the date of said award; or if the Principal shall, in the case of failure so to do, shall pay to the Obligee the difference, not to exceed the amount of this Bond, between the amount specified in bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void: otherwise to remain in full force and effect.

Signed and sealed this ___ day of _____, 20__

Surety: _____

By: _____

Witness: _____

Principal: _____

By: _____

Witness: _____

IX

EXHIBIT A

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 targeted 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, race, 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

DATED: _____ SIGNATURE: _____

PRINTED NAME AND TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

ADDRESS: _____ (Corporate Seal)

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

- a. To the best of the bidder’s knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.
- b. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.
- c. The bidder further certifies that the undersigned has the necessary authority to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

BIDDER'S AFFIDAVIT

I, _____, being duly sworn, deposes that he/she
resides at _____

and that he/she is the _____ of _____
(Title) (Name of Bidder)

I am duly authorized to sign the bid and that bid is the true offer of the bidder, that the seal attached thereto is the seal of the bidder, and that each, every and all the declarations and statements contained in the bid and any and all affidavits, questionnaires and documents submitted pursuant to the proposal forbids are true to the best of my knowledge and belief.

(Affiant)

(Corporate Seal)

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 BELOW 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 **PISCATAWAY TOWNSHIP** 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 **PISCATAWAY TOWNSHIP** to notify the **PISCATAWAY TOWNSHIP** 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 **PISCATAWAY TOWNSHIP** to declare any contract(s) resulting from this certification void and unenforceable.

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

PROCUREMENT, PROFESSIONAL OR SERVICE CONTRACT

AFFIRMATIVE ACTION QUESTIONNAIRE

PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITH YOUR BID/QUOTE. IN THE EVENT YOUR COMPANY OR FIRM IS AWARDED A CONTRACT, WE WILL PROVIDE YOU WITH THE PROPER FORMS AS YOU HAVE INDICATED.

1. DOES YOUR COMPANY OR FIRM HAVE A FEDERAL APPROVED AFFIRMATIVE ACTION PLAN.

YES () NO ()

- IF YES, SUBMIT A PHOTOCOPY OF THE FEDERAL LETTER OR APPROVAL (FEDERAL LETTER MUST BE LESS THAN ONE YEAR OLD).
- IF YES, SUBMIT A PHOTOCOPY OF THE CERTIFICATE.

2. INDICATE IF NONE OF THE ABOVE. ()

AN AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (A.A. 302 DIV OF CONTRACT COMPLIANCE & EQUAL EMPLOYMENT OPPORTUNITY EMPLOYEE INFORMATION REPORT) WILL BE PROVIDED TO YOU AT THE TIME OF AWARD.

(TO BE RETURNED WITH YOUR CONTRACT DOCUMENTS.)

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

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

PLAN, EXPERIENCE AND EQUIPMENT QUESTIONNAIRE

Submitted to _____

)A Corporation

By _____)A Copartnership

)An Individual

Principal Office _____

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1) In what manner have you inspected the proposed work? (explain in detail)

2) Explain your plan or layout for performing the proposed work.

3) The work, if awarded to you, will have the personal supervision of whom?

4.1) How many years has your organization been in business under your present name?

4.2) Have you ever failed to complete any work awarded to you? Yes ____ No ____
(If yes, attach additional sheet with details and explanation.)

5) Do you intend to sublet any portion(s) of this work? Yes ____ No ____
If yes, state amount of sub-contract, and if known, the name and address of the sub-contractor, amount and type of his equipment and financial responsibility.

6.) What equipment do you own that is available for and intended to be used on the present project?

QUANTITY	ITEM	DESCRIPTION, SIZE, CAPACITY, ETC	CONDITION	YEARS OF SERVICE	PRESENT LOCATION

7.) What equipment do you intend to purchase or lease for use on the proposed work, should the contract be awarded to you?

QUANTITY	ITEM	DESCRIPTION, SIZE, CAPACITY, ETC	APPROXIMATE COST	
			PURCHASE	LEASE

8) Have you made contracts or received firm offers for all materials prices used in preparing your proposal ? Yes ____ No ____ **Do not** give names of dealers or manufacturers.

STATUS OF PRESENT AND PAST CONTRACTS

9) Give full information about past and present contracts, whether private or governmental contracts, whether prime or sub-contracts; whether completed or in progress or awarded but not yet begun; or whether you are low bidder pending award of contract.

OWNER	LOCATION	DESCRIPTION	ADJUSTED CONTRACT AMOUNT	AMOUNT COMPLETED AND BILLED	ADDITIONAL EARNED SINCE LAST ESTIMATE	BALANCE TO BE COMPLETED	ESTIMATED DATE OF COMPLETION

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

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

RECEIPT OF ADDENDA FORM

The Bidder hereby acknowledges the receipt of the following Addenda, if any, distributed by the Architect, Engineer and/or Township Official:

NO ADDENDA WAS RECEIVED FOR THIS BID _____

OR

ACKNOWLEDGEMENT OF ADDENDA BELOW

Addendum # _____ **dated** _____ **Addendum #** _____ **dated** _____

Addendum # _____ **dated** _____ **Addendum #** _____ **dated** _____

Addendum # _____ **dated** _____ **Addendum #** _____ **dated** _____

Addendum # _____ **dated** _____ **Addendum #** _____ **dated** _____

Addendum # _____ **dated** _____ **Addendum #** _____ **dated** _____

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

HOLD HARMLESS AGREEMENT

“To the fullest extent permitted by law, _____
 (Name of Contractor/Vendor/Facility User) agrees to defend, pay on behalf of,
 indemnify, and hold harmless the Township of Piscataway, its elected and appointed
 officials, its agents, employees and volunteers and others working on behalf of the
 Township of Piscataway, against any and all claims, demands, suits, or loss including all
 costs connected therewith, and for any damages which may be asserted, claimed or
 recovered against or from the Township of Piscataway, its elected and appointed
 officials, its agents, employees, volunteers or others working on behalf of the Township
 of Piscataway, by reason of personal injury, including bodily injury or death and/or
 property damage, including loss of use thereof, which arises out of or is in any way
 connected for associated with this contract”

By: _____
 Contractor/Vendor/Facility User

 Township Of Piscataway

 (Authorized Signature)

 (Printed Name of Above)

 (Address)

 (City, State, Zip)

 (Phone)

**TOWNSHIP OF PISCATAWAY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Proposer: _____

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 the person or entity, or one of the person or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal: Must check appropriate boxes

- Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. 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 proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	

Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer 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 above referenced person or entity. I acknowledge that the Township of Piscataway, 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 Township to notify the Township 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 Township of Piscataway, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

TOWNSHIP OF PISCATAWAY**AMERICANS WITH DISABILITIES ACT OF 1990**
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The CONTRACTOR and the TOWNSHIP OF PISCATAWAY (herein referred to as the TOWNSHIP) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event 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 TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the TOWNSHIP, 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 TOWNSHIP'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP or if the TOWNSHIP 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 TOWNSHIP 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 TOWNSHIP or any of its agents, servants, and employees, the BOROUGH shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives.

It is expressly agreed and understood that any approval by the TOWNSHIP 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 TOWNSHIP pursuant to this paragraph.

It is further agreed and understood that the TOWNSHIP 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 TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

XVIII

TOWNSHIP OF PISCATAWAY

**AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY
FOR INDIVIDUALS WITH DISABILITY**

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. If awarded the contract, the contractor is required to comply with requirements related to the Americans with Disabilities Act as provided in this RFP Document. The contractor is obligated to comply with the Act and to hold the owner harmless for any violations committed under the 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.

The undersigned certifies that that the applicant is aware of the commitment to comply with the requirements of the Americans with Disabilities Act of 1990 as stated on the following page.

Printed Name of Authorized Agent

Signature of Authorized Agent

Title

Date

Company Name

TOWNSHIP OF PISCATAWAY

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

N.J.S.A. 10:2-1 et seq.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract. No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

The undersigned therefor agrees not to discriminate in employment and agrees to abide by all anti-discrimination laws including but not limited to N.J.S.A. 10:2-1.

Printed Name of Authorized Agent

Signature of Authorized Agent

Title

Date

Company Name

PAY TO PLAY ADVISORY
Disclosure Requirement
P.L. 2005, Chapter 271, Section
3 Reporting (N.J.S.A.
19:44A – 20.27)

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please
contact ELEC at: 1-888-313-ELEC
(toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

INITIAL _____

THE TOWNSHIP OF PISCATAWAY

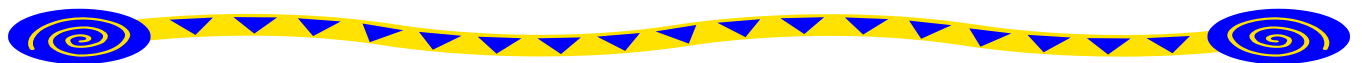
Bid No: 2022-08-18

SAMPLE PAGES ARE NOT REQUIRED BACK WITH BID. FOR BIDDERS INFORMATION. REQUIRED ONLY ONCE AWARED.



SAMPLE-BID REQUIRED DOCUMENTS

All documents in this section may be submitted with the bid package for faster process. Failure to submit the required documents Once Awarded with the Contract may be cause to reject the bid/contract for being non-responsive .REQUIRED ONCE AWARDED.



MARIA E. VALENTE-CAEMMERER
Purchasing Agent/Township Secretary

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT


Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625


State Treasurer

VOID

REQUIRED

TOWNSHIP OF PISCATAWAY

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

PREFER SUBMITTED WITH BID RESPONSE REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

S

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
 TAXPAYER IDENTIFICATION#: 970-097-382/500
 ADDRESS: 847 ROEBLING AVE
 TRENTON NJ 08611
 EFFECTIVE DATE: 01/01/01
 FORM-BRC(08-01)

TRADE NAME: CLIENT REGISTRATION
 SEQUENCE NUMBER: 0107330
 ISSUANCE DATE: 07/14/04

John S. Tully
Act. Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

REQUIRED

XXII

SAMPLE:

INSURANCE REQUIREMENTS

Suppliers – Office supplies, furniture & fixtures, materials consumed quickly.

Professional Services – Attorney, accountants, consultants, engineers, medical service vendors

Miscellaneous Services – Temporary help and personnel labor suppliers.

REQUIREMENTS

I. SUPPLIERS

A Commercial General Liability	\$500,000
B Automobile Liability	\$500,000
C Workers' Compensation	Statutory
D Municipality to be named "Additional Insured"	
E 60 days notice of cancellation	

II PROFESSIONAL SERVICES

A Commercial General Liability	\$1,000,000
B Automobile Liability	\$ 500,000
C Workers' Compensation	Statutory
D Professional Liability (E&O, Malpractice)	\$1,000,000
E No "Additional Insured" Requirement	
F 60 days notice of cancellation	

III MISCELLANEOUS SERVICES

A Commercial General Liability	\$500,000
B Automobile Liability	\$500,000
C Workers' Compensation	Statutory
D Municipality to be named "Additional Insured"	
E 60 days notice of cancellation	

ADDITIONAL INSURED

The Township of Piscataway must be named additional Insured.
The description of the Goods & Services must be listed.

SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER Applicants Insurance Company Name and Address	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Applicants Company Name and Address	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIODS INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE (ACORD 101)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PERIOD <input type="checkbox"/> SUBJECT <input type="checkbox"/> LOC	Policy Number		Term	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (EA OCCUR) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy Number	Term	CORRECTED SINGLE LIMIT (EA OCCUR) \$ \$1,000,000 BODILY INJURY (EA OCCUR) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
EXCESS/UMBRELLA LIABILITY	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	Policy Number		Term	EACH OCCURRENCE \$ \$2,000,000 AGGREGATE \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ANY PROPRIETORS/PARTNERS/EXECUTIVE OFFICERS/EMBER EXCLUDED? If yes, describe below SPECIAL PROVISIONS below OTHER	Policy Number If applicable		Term	<input type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER <input type="checkbox"/> TORT LIMITS E.L. EACH ACCIDENT \$ \$100,000 E.L. DISEASE - EA EMPLOYEE \$ \$100,000 E.L. DISEASE - POLICY LIMIT \$ \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Leave Blank PROJECT NAME

CERTIFICATE HOLDER ATTN: TOWNSHIP OF PISCATAWAY 455 HOES LANE PISCATAWAY, NJ 08854	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
--	--

SAMPLE

TAXPAYER IDENTIFICATION

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	Social Security number
Note: If the account is in more than one name, see the instructions for line 1, <i>So Sign What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	OR Employer identification number

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶
	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

TO CONTRACTOR:

Have your bonding company complete the enclosed Performance/Payment Bond. In order to expedite the process by which your Performance/Payment Bond will be approved by our township attorney, you must use the enclosed form. Please fill out the numbered highlighted areas and have all required signatures in place. The Township will not review any alternative forms and they will be returned to you.

Please fill out the highlighted areas numbered as follows:

1. Full name of Contractor
2. Indicate whether a Corporation, Partnership or Individual
- 3, 3A, 3B Full name of Bonding Company, State, and Office Address
4. Amount of contract in words and figures
5. Date of Bond (Supplied by bonding company - cannot be prior to date of contract)
6. Date of Contract (Found on first page of contract at top)
7. Title and/or description of contract
8. Full name of Contractor
9. Full name of Contractor
10. Same date as Item # 5

SAMPLE

Accompanying documents from the bonding company must include the following:

1. Financial Statement
 2. Surety Disclosure Statement and Certification
- A Power of Attorney should be provided for the individual executing the bond on behalf of the surety.

PERFORMANCE PAYMENT BOND MUST BE SIGNED AND SEALED BY ALL PARTIES INDICATED ON PAGE 2

SAMPLE

PERFORMANCE PAYMENT BOND

Know all men by these presents, that we, **(1)** _____ a
(2) _____ the undersigned as Principal and
(3) _____ of the State of **(3A)** _____
 duly authorized to do business in the State of New Jersey, having an office at
(3B) _____, New Jersey, as Surety, are
 hereby held and firmly bound unto the Township of Piscataway, 455 Hoes Lane, Piscataway, New Jersey
 08854 in the penal sum of
(4) _____
 (\$ _____) DOLLARS,

for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our
 heirs, executors, administrators, successors and assigns.

(5) Signed this _____ day of _____ 20____.

The condition of the above obligation is such that whereas, the above named principal did on the
(6) _____ day of _____ 20____, enter into a contract with the Township
 of Piscataway, 455 Hoes Lane, Piscataway, New Jersey 08854 for
(7) _____

which said contract is made a part of this the bond the same as though set forth herein;

Now, if the said **(8)** _____ shall well and faithfully do and perform the
 things agreed by **(9)** _____ to be done and performed according to the
 terms of said contract, and shall pay all lawful claims of beneficiaries as defined by N.J.S. 2A:44-143 for
 labor performed or materials, provisions, provender or other supplies or teams, fuels, oils, implements or
 machinery furnished, used or consumed in the carrying forward, performing or completing of said contract,
 we agreeing and assenting that this undertaking shall be for the benefit of any beneficiary as defined in N.J.S.
 2A: 44-143 having a just claim, as well as for the oblige herein; then this obligation shall be void; otherwise
 the same shall remain in full force and effect; it being expressly understood and agreed that the liability of
 the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as
 herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions or additions in or to the
 terms of the said contract or in or to the plans or specifications therefore shall in anywise affect the
 obligation of said surety on its bond.

Recovery of any claimant under the bond shall be subject to the conditions and provisions of this article
 to the same extent as if such conditions and provisions were fully incorporated in the form set forth above.

SAMPLE

This bond shall not be subject to cancellation either by the principal or by the surety for any reason until such time as all improvements subject to the bond have been accepted by the municipality.

This bond shall be deemed continuous in form and shall remain in full force and effect until the improvements are accepted by the municipality and the bond is released, or until default is declared, or until the bond is replaced by another bond meeting applicable legal requirements. Upon approval or acceptance of all improvements by the municipality, or upon replacement of this bond by another bond, liability under this bond shall cease.

The aggregate liability of the surety shall not exceed the sum set forth above.

In the event that the improvements subject to this bond are not completed within the time allowed under the contract or bid documents (hereinafter the "Contract") between principal and municipality, the municipal governing body may, at its option, and upon at least 30 days prior written notice to the principal and to the surety by personal delivery or by certified or registered mail or courier, declare the principal to be in default and, in the event that the surety fails or refuses to complete the work in accordance with the terms and conditions of said Contract, claim payment under this bond for the cost of completion of the work. In the event that any action is brought against the principal under this bond, written notice of such action shall be given to the surety by the municipality by personal delivery or by registered or certified mail or courier at the same time.

The surety shall have the right to complete the work in accordance with the terms and conditions of said Contract, either with its own employees or in conjunction with the principal or another contractor; provided, however, that the surety in its sole discretion, may make a monetary settlement with the municipality as an alternative to completing the work.

This bond shall insure to the benefit of the municipality only and no other party shall acquire any rights hereunder.

In the event that this bond shall for any reason cease to be effective prior to the approval or acceptance of all improvements, a cease and desist order may be issued by the governing body, in which case all work shall stop until such time as a replacement guarantee acceptable to municipality becomes effective.

SAMPLE

Performance Payment Bond

IN WITNESS WHEREOF , this instrument is executed in two (2) counterparts each of which shall be deemed an original , this the **(10)** _____ day of _____ , 20

Attest :

Principal

(Typed or Printed)

Principal Secretary

(Typed or Printed)

By: _____ (s)

Address

SEAL :

Witness to Principal

SAMPLE

Attest :

Surety
By: _____ (s)
Attorney-in-fact

Surety Secretary

SEAL :

Address

Witness as to Surety

Address

SAMPLE

AUTHORIZATION TO RELEASE RECORDS

I _____

(Print name of Applicant,) the undersigned, an employee or potential employee of

_____, (name of contractor) a being advised that the matter of security and confidentiality may be involved in the performance of the duties of such position, I do hereby authorize the Contractor to conduct a security check of my background and qualifications. I understand that all such information is and will be kept strictly confidential.

All employees of the Contractor will sign an Authorization to Release Records Form and submit to finger printing and background checks at the expense of the Contractor. The Contractor shall provide a report of the results of each employee to the Township Administration Office. No employee may begin work until cleared by the Township Administration.

Social Security No.

Driver's License No.

Date of Birth

PRINT NAME:

Full Address:

Signature of Applicant

Date

Witness

Date

SAMPLE

CONTRACTOR'S NEW JERSEY
TAX REGISTRATION NUMBER

To be completed by contractor
and retained by seller.

SALES TAX

FORM ST-13

CONTRACTOR'S EXEMPT PURCHASE CERTIFICATE

TO: _____ (Name of Seller) _____ (Date)

(Address of Seller)

The materials, supplies, or services purchased by the undersigned are for exclusive use in erecting structures, or building on, or otherwise improving, altering or repairing real property of the exempt organization, governmental entity, or qualified housing sponsor named below and are exempt from Sales and Use Tax under N.J.S.A. 54:32B-8.22.

THIS CONTRACT COVERS WORK TO BE PERFORMED FOR: (Check one)

EXEMPT ORGANIZATION

Name of Exempt Organization _____

Address _____

Exempt Organization Number _____

NEW JERSEY OR FEDERAL GOVERNMENTAL ENTITY

Name of Governmental Entity _____

Address of Governmental Entity _____

QUALIFIED HOUSING SPONSOR

Name of Qualified Housing Sponsor _____

Address of Qualified Housing Sponsor _____

ADDRESS OR LOCATION OF CONTRACT WORK SITE: (property must be owned or leased by one of the above)

I, the undersigned contractor, hereby verify and affirm that all of the information shown on this certificate is true.

Name of Contractor as registered with the New Jersey Division of Taxation

Address of Contractor

Signature of Contractor or Authorized Employee

See INSTRUCTIONS on reverse side.

1. **Good Faith-** To act in good faith means to act in accordance with standards of honesty. In general, registered sellers who accept exemption certificates in good faith are relieved of liability for the collection and payment of sales tax on the transactions covered by the exemption certificate.

In order for good faith to be established, the following conditions must be met:

- (a) Certificate must contain no statement or entry which the seller knows is false or misleading;
- (b) Certificate must be an official form or a proper and substantive reproduction, including electronic;
- (c) Certificate must be filled out completely;
- (d) Certificate must be dated and include the purchaser's New Jersey tax identification number or, for a purchaser that is not registered in New Jersey, the Federal employer identification number or out-of-State registration number. Individual purchasers must include their driver's license number; and
- (e) Certificate or required data must be provided within 90 days of the sale.

The seller may, therefore, accept this certificate in good faith as a basis for exempting sales to the signatory purchaser and is relieved of liability even if it is determined that the purchaser improperly claimed the exemption.

2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. In this situation, the burden of proof that the tax was not required to be collected is upon the seller.
3. **Correction of Certificate** - In general, sellers have 90 days after the date of sale to obtain a corrected certificate where the original certificate lacked material information required to be set forth in said certificate or where such information is incorrectly stated.
4. **Additional Purchases by Same Purchaser** - This Certificate will serve to cover additional purchases by the same purchaser of the same general type of property or service. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and Certificate of Authority Number for purpose of verification.
5. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection on or before the 90th day following the date of the transaction to which the certificate relates.

6. **Definitions:**

"Contractor" - means any individual, partnership, corporation or other commercial entity engaged in any business involving erecting structures for others, or building on, or otherwise improving, altering, or repairing real property of others.

"Exempt Organization" - is any organization which holds a valid exempt organization permit issued pursuant to the provisions of N.J.S.A. 54:32B-9(b) which has issued an ST-5 Exempt Organization Certificate to the contractor.

"New Jersey or Federal Governmental Entity" - is any agency, instrumentality, political subdivision, authority, or public corporation of the governments of the United States of America or the State of New Jersey. Governmental agencies, instrumentalities or political subdivisions of states other than New Jersey do not qualify for exemption.

"Qualified Housing Sponsor" - is any person, partnership, corporation or association certified by the New Jersey Housing and Mortgage Finance Agency to have obtained financing, in addition to federal, state or local government subsidies, for a housing project from the New Jersey Housing and Mortgage Finance Agency pursuant to N.J.S.A. 55:14K-1, et seq. and has issued a New Jersey Sales and Use Tax Housing Sponsor Letter of Exemption to the contractor.

PRIVATE REPRODUCTION of Contractor's Exempt Purchase Certificates may be made without the prior permission of the Division of Taxation.

FOR MORE INFORMATION:

Call the Customer Service Center (609) 292-6400. Send an e-mail to nj.taxation@treas.state.nj.us. Write to: New Jersey Division of Taxation, Information and Publications Branch, PO Box 281, Trenton, NJ 08695-0281.

I have read this Bid in its entirety and hereby affirm that the Provider agrees to all terms and acknowledge as outlined in the instructions to bidders.

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

THE TOWNSHIP OF PISCATAWAY



LAST PAGE