

TOWNSHIP OF PISCATAWAY
MIDDLESEX COUNTY
NEW JERSEY

PROJECT NAME
PROPERTY MAINTENANCE

MAYOR
BRIAN WAHLER

PISCATAWAY TOWNSHIP COUNCIL
STEVEN CAHN, COUNCIL PRESIDENT
GABRIELLE CAHILL, COUNCIL VICE PRESIDENT
JAMES BULLARD
CAMILLE FERNICOLA
MICHELE LOMBARDI
CHANELLE McCULLUM
FRANK UHRIN

BUSINESS ADMINISTRATOR
JOSEPH CRISCUOLO

TOWNSHIP CLERK
MELISSA SEADER

PROJECT MANAGER
GUY GASPARI, DIRECTOR OF PUBLIC WORKS

**ANY QUESTIONS MUST BE MAILED OR FAXED TO 732-562-2513. PHONE CALLS AND
EMAIL WILL NOT BE ACCEPTED THERE WILL BE NO EXCEPTIONS.**

Bid Opening Date: Thursday, March 19, 2015, 10:00 a.m.

BIDDER: _____

ADDRESS: _____

TEL. NO.: _____

EMAIL: _____

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, March 19, 2015, 10:00 a.m. prevailing time, in the Council Chambers, Municipal Building, 455 Hoes Lane, Piscataway, NJ 08854, then publicly opened and reviewed for completeness for the following:

“PROPERTY MAINTENANCE”

Bids must be made on standard proposal form, be enclosed in a sealed package bearing the name and address of bidder and the words “**PROPERTY MAINTENANCE**” on the outside and delivered to the Township Clerk’s office, 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.*

Specifications and instructions to bidders may be obtained on the Township website <http://bids.piscatawaynj.org/>

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.

Melissa Seader
Municipal Clerk

BID SPECS

TABLE OF CONTENTS

- I. Table A
- II. Notice to Bidders
- III. Instructions to Bidders
- IV. Bid Specifications
- V. Exhibit A - Equal Employment Opportunity Language
(Mandatory Affirmative Action Language)
- VI-A Bidder's Checklist
- VI. Bidder's Affidavit
- VII. Affidavit of Non-Collusion
- VIII. Corporate Disclosure
- IX. Affirmative Action Questionnaire
- IX-A. Receipt of Addenda (if any)
- IX-B Plan, Equipment and Experience Questionnaire
- IX-C Disclosure of Investment Activities in Iran
- X. Proposal Sheet

INSTRUCTIONS TO BIDDERS

NOTE: ANY QUESTIONS MUST BE SUBMITTED IN WRITING PER SECTION XV, BY MAIL OR FAX. PHONE CALLS AND EMAIL WILL NOT BE ACCEPTED.

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:

Name of Bidder
Address of Bidder

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

Bid Name:

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 Clerk's 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 Clerk's 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.**

Bids can be hand delivered. 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.**

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.

SECTION II SIGNATURE OF BIDDERS

The firm, corporation or individual name of a bidder must be manually signed in 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 Business Administrator 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 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 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.

SECTION X DISPOSITION OF BID GUARANTY

All bid security except the security of the three (3) apparent lowest responsible bidders shall be returned, unless otherwise requested by the bidder, within ten (10) days after the opening of the bids, Sundays and holidays excepted. Within three (3) days after the awarding and signing of the contract and the approval of the contractor's performance bond, the bid security of the remaining unsuccessful bidders shall be returned to them.

The responsible bidder to whom the contract is awarded shall execute the contract and furnish the required bonds or security for the performance of such contract within ten (10) working days after receiving notice from the Township of Piscataway, that such bidder has been so selected. In the case the bidder to whom the contract is awarded shall fail to execute and deliver the contract and necessary bonds within ten (10) working days after said award, the awards to the bidder shall be vacated and such bidder's deposit of Bid Bond shall be forfeited as liquidated damages. The Township may at its option, recover from such bidder the difference between the price of his bid and the amount of the contract subsequently awarded, applying such deposit or Bid Bond on account thereof.

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.

SECTION XII 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 therefrom 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

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. No oral interpretation and or clarification will be made to any bidder. Such requests shall be in writing, addressed to the Township's representative stipulated in the specification. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the bid for goods and services. This request must be made by sending a fax to The Purchasing Division of Piscataway Township at 732-562-2392. 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.

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.**

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.

SPECIFICATIONS FOR PROPERTY MAINTENANCE

THE FOLLOWING GENERAL REQUIREMENTS SHALL APPLY TO ALL LOCATIONS

PERIOD OF CONTRACT

After receipt by the Contractor of the acceptance of his proposal, he/she shall complete the performance of the entire work within the time specified as follows:

12 Months

At the end of the contract, the Township reserves the right to extend the contract for an additional twelve (12) months at the same rate as the initial contract.

INSURANCE/BACKGROUND CHECKS

The contractor is responsible to conduct adequate background checks on all employees and/or subcontractors working at Township facilities. Contractors and/or subcontractors must be bonded, show proof of insurance coverage naming the Township as an additional insured, and workers' compensation insurance.

CANCELLATION OF CONTRACT

Any contractor accumulating two (2) "unsatisfactory service" notices in a sixty (60) day period may be dismissed within ten (10) days of receipt of a contract cancellation notice from the Township.

CHANGE ORDERS

ANY SUBMISSION FOR PARTIAL OR FINAL PAYMENT SHALL INCLUDE ANY AND ALL CHANGE ORDER REQUESTS AS OF THE DATE OF SUCH SUBMISSION. VENDORS WILL NOT BE PAID FOR ANY POST-DATED CHANGE ORDER SUBMITTED AFTER THE PAYMENT REQUEST VOUCHER HAS BEEN RECEIVED BY THE TOWNSHIP.

EMERGENCIES

If an emergency arises the contractor is responsible for contacting the Township's point of contact within a two (2) hours time frame. The contractor must supply the Township of Piscataway a cellular phone number to be able to call if an emergency arises.

PENALTIES

In the event of a default in performance by the contractor, the Township will suffer damages. Certain of these damages may be reasonably ascertained; however, others consist of intangible losses, which are difficult to accurately calculate and assess. For those tangible losses the contractor shall be liable for, the Township may deduct from any amount then due to the contractor, liquidated damages in the amount of \$100.00 per day for each failure on the part of the contractor to perform any of the "PROPERTY MAINTENANCE" described herein. The sum determined pursuant to this paragraph is not a penalty, but an attempt to reasonably forecast the potential harm due to intangible losses caused by the contractor's breach. The contractor acknowledges that in submitting

its bid and in accepting the award of this contract, it has ascertained the risk of non-performance under this paragraph to the same extent as if the contractor and the Township had negotiated the amount of liquidated damages at arm's length.

The election of the Township to refrain from assessing liquidated damages for any failure of the contractor shall not constitute a waiver on the part of the Township in the event it shall later elect to terminate the contractor for breach, or to collect liquidated damages as specified herein. If the amount of liquidated damages due from the contractor exceeds the amount of all monies due and to become due to the contractor, the contractor shall pay the balance to the Township. Nothing herein shall prohibit the Township from pursuing any claim for compensatory damages for all actual losses resulting from the contractor's failure to comply with the terms of the contract.

ITEMIZED BILLING

The contractor must submit detailed monthly billing for the previous month showing the various contractual chores performed during that month for each location.

LOCATION SECURITY

Buildings, gates, and yards shall not be left unlocked. Locations may only be unlocked when work crews are present and working.

Violation of this restriction constitutes a serious non-performance condition and may jeopardize the contract and prevent the contractor from future bidding.

INSURANCE

The contractor shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the municipality. The contractor shall provide a certified copy of the policies and/or certificates of insurance satisfactory to the municipality prior to commencement of work. Contractor must maintain Workers' Compensation insurance in accordance with laws of the State of New Jersey. The contractor shall also have and maintain Employers Liability Insurance. Commercial General Liability insurance coverage, written on an occurrence basis, and must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than the \$1,000,000.00. The Municipality must be named as an additional insured.

GENERAL OVERVIEW

The township is accepting bids from contractors licensed by the New Jersey Department of Consumer Affairs as Registered Home Improvement Contractors to provide all the services required to enforce the provisions of the Township's Property Maintenance Code.

Work orders will be issued on an "as needed" basis by the Township directing the scope of work to be done on specific property. This work order will serve as the Contractors authorization from the Township to be on the specific private property identified on the work order. The Contractor must provide a fax number or email address where work orders can be sent.

Contractor must provide documentation that they have the labor and equipment necessary to perform all services outlined in this bid specification.

Prices must be quoted for ALL items listed below. Failure to bid on all items will be reason for rejection:

Description and Explanation of Work to be Performed

A. General Debris Removal, Interior and Exterior:

This item will be used as directed by the Township to clear yards of all types of non-regulated hazardous waste prior to mowing, to eliminate any hazards or potential hazards, remove item from pools etc.

B. Disposal of Debris:

All debris removed from a property shall be properly disposed and in compliance with all applicable laws.

Compensation shall be provided at a rate of 150% of the actual tipping fee costs.

C. Grass Cutting and Weed Eating:

Grass to be cut will typically be a minimum of 12 inches tall when mowed.

The Contractor will be responsible to inspect the property for debris and clean up the debris and properly dispose of it prior to grass cutting.

Lawns will be cut to a height of 3 inches and edge trimmed so that the completed product is neat and attractive.

Grass clippings shall be removed from the property and properly disposed of. Grass clippings will be considered debris for compensation purposes.

D. Cut / Remove tree limbs:

This may include but not be limited to removing broken limbs, small trees, limbs hanging over sidewalks and fences etc. This item will not be used for removal of any trees that have a diameter of over 4 inches.

E. Secure Structure- (secures and locks all doors and windows)

This may include locking windows, doors, and gates of a property, following a search by the police department.

F. Boarding up of Doors, Windows, and other openings - (typical half inch plywood bolted to 2x4 braces, and painted to match color of structure)

This may include but not be limited to installing plywood over doors, windows, or other type opening, with the intention to restrict access to a structure. Work must be completed in a workmanship type manner and with the ability to withstand 60 mile per hour winds.

Note: No property shall be boarded up until the Contractor has coordinated a walk through inspection with the Piscataway Police Department just prior to boarding the property. This is to assure that no persons or pets are trapped inside a property.

G. Repair broken fences and Gates- in-kind; maintain code standards for properties with swimming pools

This may include any type of minor carpentry, or chain link fence, repairs to structures, fences, landscaping etc., so as to secure a property or to eliminate a potential hazard.

H. Treat and close swimming pools.

This item will be used to treat swimming pools to prevent odors associated with stagnant water and/or to eliminate or prevent mosquito infestation and breeding etc. All chemicals must be applied by an appropriately licensed person and in accordance with all applicable state and federal regulations and other standards.

I. Trim shrubs as needed

This item shall be utilized as part of yard work and may include trimming and/or removal of shrubs and bushes.

J. Weed removal as required

This item shall be utilized as part of yard work and may include any type of weed removal throughout the yard.

K. Apply herbicides

This item will be for weed control. All chemicals must be applied by an appropriately licensed person and in accordance with all applicable regulations and standards. Proof of appropriate licensing shall be produced to the Township

A Sub-Contractor may be utilized for this item, but they must be listed on the Sub-Contractors List page of this bid document.

A separate line item on the bid sheet shall be used for the Labor rates for this item.

L. Winterizing pipes and water supplied equipment:

This item will be used to prevent damage caused by freezing weather and leaking water. All work must be completed by a licensed plumber.

A separate line item for the licensed plumber's labor rates is on the bid sheet.

A Sub-Contractor may be utilized for this item, but they must be listed on the Sub-Contractors List page of this bid document.

Any chemicals used must be applied by an appropriately licensed person and in accordance with all applicable state and federal regulations and standards.

The Contractor shall notify New Jersey American Water to shut off the water service when assigned this bid item.

M. Snow and Ice removal services:

This item will be used for the removal of hazardous snow and/or ice on sidewalks or driveways which may impact on the safety of pedestrians.

INFORMATION TO BIDDERS:

Equipment rates must not include labor. Labor will be paid on top of these rates as bid in the Labor Rate line items.

Vehicle rates shall only be charged for the time they are actually (running) being used to complete the work outlined in the work order, and shall not be charged while sitting on a job site or commuting to and from job sites.

If a property owner or person alleging to represent the property owner directs the Contractor to get off the property the contractor is to immediately remove their equipment, leave the property, and notify the Township of the incident. The Township will determine the next step which may include a police escort back to the property to complete the assigned or remaining work. In cases where the contractor complies with leaving a job site as outlined, the contractors shall be compensated for the time they spent on the assigned project.

The Contractor, upon submission of receipts will be reimbursed for the actual costs plus a 25% mark-up for the actual materials used on the assigned job. This cost plus mark-up is to cover the cost of pick-up, stocking, and/or delivery of required materials and represents the only compensation to be paid for supplied materials. Copies of the original invoices from the supplier of parts and/or materials must accompany the bill sent to the township.

The Contractor, upon submission of weigh tickets from the proper disposal site will be reimbursed 150% of the actual cost of waste disposal. This rate shall cover the cost of a dumpster and/or transportation to the land fill. Copies of the original invoices for tipping fees must accompany the bill sent to the township.

In the event that larger or specialized equipment is required to complete a job the contractor shall first obtain the approval of the Township and then will be compensated for the actual cost of the equipment rental, plus 25%. Copies of the original invoices from the supplier of parts and/or materials must accompany the bill sent to the township.

Sub-Contractors may be utilized for certain items, however if a Sub-Contractor is chosen their name must be included on the Sub-Contractor's List provided in these bid specifications with the submission of the bid. Prior to the execution of a contract, copies of their licenses and copies of their liability and all other required insurance policies must be provided.

These specifications do not include any electrical work. If electrical work is required the Township will provide a licensed electrician to complete the work.

DELETIONS

The bidders are herein advised that limited funds are available for the Project. If proposals received are higher than the funds permit, the Owner may desire to delete certain items.

Items deleted shall be deleted in the same amount as listed in the above unit prices proposed in the bid. The Owner reserves the right to delete as few or as many items that it deems is in the best interest of the Township to do so.

Contract will be awarded on a unit price basis and paid upon submission of detailed invoice with every area services stated separately.

The Township of Piscataway reserves the right to inspect original invoices from the supplier of parts and/or materials.

Bid Base Hourly Rate billing starts when Contractor begins work at the Site. There is NO travel allowance. The bid is for One Rate. There is no allowance for Overtime or Double Time. Payment shall only be made at the Bid Base Hourly Rate. Prices must remain fixed for 12 months of initial contract and continues to remain the same should the Township exercises the option of extending the contract for additional 12 months. **NO WORK MAY BE PERFORMED UNTIL A PURCHASE ORDER IS ISSUED.**

NOTICE OF ACCESS

The Work Outlined in this Work Order has been assigned to the below named Contractor by the Township of Piscataway. If the Property Owner or Personal Representative of the Property Owner instructs the Contractor to leave, they will immediately leave. They will return at a later date under the supervision of the Piscataway Police Department. All costs, plus the additional costs related to returning to the property and the Police Officers time will be added to the cost of completing this work and billed to the property owner.

WORK ORDER

DATE: _____ WORK ORDER # _____

LOCATION OF WORK: _____

PROPERTY OWNER OF RECORD: _____

BLOCK _____ LOT _____

CONTRACTOR ASSIGNED: _____

General Exterior Clean Up	<input type="checkbox"/>	Grass Cutting	<input type="checkbox"/>
Tree Limb Removal	<input type="checkbox"/>	Shrubbery Trimming	<input type="checkbox"/>
Secure Structure	<input type="checkbox"/>	Boarding of Accessible Areas	<input type="checkbox"/>
Repair Broken Fences/Gates	<input type="checkbox"/>	Swimming Pool Maintenance	<input type="checkbox"/>
Herbicide Application	<input type="checkbox"/>	Winterize Structure	<input type="checkbox"/>
Snow/Ice Removal	<input type="checkbox"/>	Debris Removal	<input type="checkbox"/>

DETAILS OF WORK TO BE COMPLETED:

WORK AUTHORIZED BY: _____

Township Official

c.c. Piscataway Police Department

Completion Report for Vacant Property Maintenance

(Must be attached to Payment Voucher)

Address of Work: _____

Block: _____ Lot: _____

Date(s) Work Completed: _____

Labor (Include a separate line for each employee for each day on job)

Date	Bid Item Description	Unit Cost	Start Time	End Time	Total Hours	Extended Price

Equipment

Date	Bid Item Description	Unit Cost	Start Time	End Time	Total Hours	Extended Price

Materials (Include original invoices as applicable)

Date	Bid Item Description	Unit Cost (if applicable)			Total Units	Extended Price

TOTAL PROJECT: \$ _____

SPECIAL CIRCUMSTANCES ENCOUNTERED:

WORK COMPLETED BY: _____ Contractor's Signature

cc: Piscataway Finance Department

EXHIBIT A

N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

DATED: _____

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public of the State of New Jersey

My Commission expires _____.

(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)

Subscribed and sworn before me this
_____ day of _____, _____.

(Notary Public)

My Commission expires _____.

(SEAL)

TOWNSHIP OF PISCATAWAY

BIDDER’S CHECKLIST (GOODS & SERVICES)

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. **BUSINESS REGISTRATION AND PUBLIC WORKS REGISTRATION MUST BE SUPPLIED PRIOR TO CONTRACT EXECUTION.**

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

- EXHIBIT A – Mandatory Affirmative Action Language
(N.J.S.A. 10:5-31 AND N.J.A.C. 17:27) _____

- Bidder’s Affidavit _____

- Affidavit of Non Collusion _____

- Business Organization Disclosure Certification
(N.J.S.A. 52:25-24.2) _____

- Affirmative Action Questionnaire Form _____

- Receipt of Addenda (if any) _____

- Plan, Equipment and Experience Questionnaire _____

- Business Registration Certificate (Photocopy)**
(FOR PRIMARY & ALL NAMED/LISTED SUBCONTRACTORS) _____
- Public Works Contractor Registration Act Certificate
(PL 1999, C. 238) (Photocopy)
(FOR PRIMARY & ALL NAMED/LISTED SUBCONTRACTORS) _____

- Disclosure of Investment Activities in Iran _____

- 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) _____

- Proposal _____

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)

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public of the State of New Jersey

My Commission expires _____.
(SEAL)

BUSINESS ORGANIZATION DISCLOSURE CERTIFICATION

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock or interest in the business organization

OR

I certify that no one person or entity owns 10% or more of the issued and outstanding stock or interest in the business organization.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the list below.

Persons or entities holding a 10% or more interest:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ___ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal if Applicable)

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)

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public of the State of New Jersey

My Commission expires _____.
(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)

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

Notary Public of the State of New Jersey

My Commission expires _____.
(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.

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)

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public of the State of New Jersey

My Commission expires _____.

(SEAL)

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 West Orange, 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 West Orange, 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: _____

VACANT PROPERTY MAINTENANCE BID PROPOSAL

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

The undersigned bidder declares he/she has read the Notice to Bidders, Instruction to Bidders and Specifications attached, that he/she has determined the conditions affecting the bid and agrees, if this proposal is accepted, and contract purchase order awarded, to furnish the following:

ITEM	LABOR RATES DESCRIPTION	PER HOUR	ESTIMATED NO. OF HOURS	EXTENDED PRICE
A. 1	<p>General Hourly Labor Rate</p> <p>The general labor rate will be paid for all hours worked to complete items listed on the work order. The bid shall include one general labor rate (except as noted below for licensed plumber and herbicide applicators), which will be used for all labor (i.e. clean-up, mowing, truck driving etc.,) regardless of which employees are working. The rate submitted shall include all hand tools, transportation to and from the job site, and all required insurances to perform the assigned work:</p>	\$ _____	150	\$ _____
B. 1	<p>Herbicide Applicators Hourly Labor Rate</p> <p>The herbicide applicators rate will be paid for all hours worked to complete herbicide application items listed on the work order. This rate will be used only for the labor of an Herbicide Applicator. The rate submitted shall include all hand tools, transportation to and from the job site, and all required insurances to perform the assigned work:</p>	\$ _____	20	\$ _____
C. 1	<p>Licensed Plumber Hourly Labor Rate Include name and license no.</p> <p>The licensed plumber rate will be paid for all hours worked to complete the winterizing of pipes and water supplied equipment listed on the work order. This rate will be used only for a Licensed Plumber. The rate submitted shall include all hand tools, transportation to and from the job site, and all required insurances to perform the assigned work:</p>	\$ _____	20	\$ _____

SUBTOTAL GROUP A \$ _____

IN WORDS

NOTE: If a sub-contractor is to be used make sure to list them on the sub-contractor list.

VACANT PROPERTY MAINTENANCE BID PROPOSAL

EQUIPMENT RATES
EQUIPMENT RATES SHALL NOT INCLUDE LABOR, BUT SHALL INCLUDE ALL COST FOR FUEL & MAINT, ETC

ITEM	DESCRIPTION	PER HOUR	ESTIMATED NO. OF HOURS	EXTENDED PRICE
A	Fuel powered weed eater:	\$ _____	100	\$ _____
B	Fuel powered minimum 22 inch cutting deck push mower	\$ _____	100	\$ _____
C	Fuel powered riding mower with a minimum of 42 inch cutting deck	\$ _____	100	\$ _____
D	Fuel powered riding Bush Hog Mower with a minimum of 60 inch cutting deck:	\$ _____	100	\$ _____
E	Fuel powered chain saw with minimum 12 inch cutting bar:	\$ _____	100	\$ _____
F	Fuel powered snow blower with a minimum 24 inch wide snow path:	\$ _____	25	\$ _____
G	Pick-up truck minimum 8 foot bed:	\$ _____	100	\$ _____

SUBTOTAL GROUP B \$ _____

IN WORDS

TOTAL OF EXTENDED PRICE FOR GROUP A LABOR RATES AND GROUP B EQUIPMENT RATES \$ _____

IN WORDS

FOR AWARD PROPOSES ONLY THE TOWNSHIP RESERVES THE RIGHT TO INCREASE/DECREASE AMOUNTS PURSUANT TO THE NEW JERSEY PUBLIC CONTRACTS LAW

Bidder's Name: _____

Bidder's Address: _____

Phone: _____ **Fax:** _____ **e-mail:** _____

Print Name of Person Authorized to Sign Contracts

Authorized Signature

Date

This Proposal Must Be Appropriately Signed in Order to Be Accepted