

**BOROUGH OF LEONIA**  
**BERGEN COUNTY, NEW JERSEY**

**BID SPECIFICATIONS**

**FOR JANITORIAL AND CLEANING SERVICES**

**INCLUDES THE FOLLOWING:**

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

**BIDS RECEIVED:** **Wednesday, May 17, 2023 at 10:00 am**  
**Borough of Leonia, Borough Hall**  
**312 Broad Ave**  
**Leonia, NJ 07605**

**BY: Trina Lindsey**  
**Qualified Purchasing Agent**

## NOTICE TO BIDDERS

NOTICE is hereby given that sealed bids will be received by the Borough Administrator, or designated representative, for the Borough of Leonia, County of Bergen, State of New Jersey on or before **May 17, 2023 at 10:00 am** prevailing time for **JANITORIAL AND CLEANING SERVICES**. Specifications are available in the office of Administration and may be examined at the Borough of Leonia, Borough Hall, 312 Broad Ave, Leonia NJ 07605 during regular business hours of 8:30 am until 4:30 pm on Mondays, Wednesdays and Thursdays, 8:30 am until 7:00 pm on Tuesdays, and 8:30 am until 1:00 pm on Fridays. Proposals must be enclosed in a sealed envelope addressed to the Qualified Purchasing Agent, marked "Janitorial and Cleaning Services" and must clearly set forth the contract price on the proposal/agreement pages.

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

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

The Borough of Leonia reserves the right to waive any informalities in or to reject any and all bids.

Bids may not be withdrawn within thirty (30) days after day of said opening.

Trina Lindsey, Qualified Purchasing Agent

**BIDDERS CHECK LIST**

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

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

## **INFORMATION FOR BIDDERS**

### **I. GENERAL**

- (a) Before submitting a proposal, each bidder must make a careful examination of conditions and specifications and fully inform himself thoroughly as to any special condition, contract and other documents.
- (b) The Borough of Leonia may reject any bid not prepared and submitted in accordance with the provisions hereof, may waive any informalities in the bids and may reject any and/or all bids.
- (c) No bid shall be considered which is not based upon these specifications and other contract documents attached or made a part hereto. Further, no bid shall be considered which is not properly executed or which is not accompanied with proposal security in the form and amount as set forth herein.
- (d) No oral, telegraph, e-mail or telephone bids or modifications will be considered.
- (e) Contracted vendor must provide the Borough of Leonia written notice of termination of contract **no less than 90 days** prior to the intended termination date.

### **II. RECEIPT AND OPENING OF BIDS**

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

### **III. SIGNATURES**

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

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

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

### **IV. AWARD OF CONTRACT AND ITS EFFECT**

Within sixty (60) days after the opening of the bids, the Mayor and Council will act upon them.

The award of a contract will be given for the successful bidder by notice in writing signed by a duly authorized representative of the Borough. No other act of the Borough or any official shall constitute the award of the bid. The award of the bid shall bind the successful bidder to execute the contract and to be responsible for liquidated damages as herein before provided. The rights and obligations provided for in the contract shall become effective and binding upon the parties only with its formal execution of an agreement of contract. The acceptance of a bid as provided herein shall constitute the award of the contract.

#### **V. OBLIGATIONS OF BIDDERS**

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

#### **VI. FORM OF PROPOSAL**

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

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

#### **VII. IDENTICAL BIDS**

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

### GENERAL CONDITIONS

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

11. DURING THE TIME THAT THIS PROJECT IS BEING ADVERTISED FOR BIDS ALL ADDENDUMS TO THE PLANS, SPECIFICATIONS OR CONTRACT CONDITIONS WILL BE COMMUNICATED TO ALL BIDDERS BY CERTIFIED MAIL SO AS TO ENSURE THAT THEY WILL HAVE ALL AVAILABLE SUPPLEMENTAL INFORMATION BEFORE BIDS ARE RECEIVED BY THE BOROUGH.
12. THE BIDDER IS ADVISED THAT SUBLETTING OR SUBCONTRACTING OF THE ENTIRE CONTRACT WILL NOT BE PERMITTED.
13. ALL ERASURES, INTERPOLATIONS AND OTHER PHYSICAL CHANGES TO THE BID PROPOSAL FORM SHALL BE INITIALED BY AN APPROPRIATE OFFICIAL OF THE BIDDER.
14. **BIDS WILL BE ACCEPTED BY THE QUALIFIED PURCHASING AGENT (WEDNESDAY, MAY 17 AT 10:00AM) AT THE BOROUGH OF LEONIA, 312 BROAD AVE, LEONIA NJ 07605**
15. **BIDS SHALL BE IN A SEALED ENVELOPE, WHICH SHALL BE MARKED "SEALED BID FOR JANITORIAL AND CLEANING SERVICES".**
16. EACH SUCCESSFUL BIDDER MUST AGREE TO COMPLY WITH P.L. 1975c127 (AFFIRMATIVE ACTION), P.L. 1977c33 (NON-COLLUSION), AND P.L. 1977c33 (DISCLOSURE).
17. **EACH SUCCESSFUL BIDDER MUST INCLUDE A CURRENT NJ BUSINESS REGISTRATION CERTIFICATE WITH YOUR BID. FAILURE TO SUBMIT SAID CERTIFICATION WILL RESULT IN DISQUALIFICATION OF YOUR BID.**

#### **INSURANCE REQUIREMENTS**

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

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

- A. **WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE** COVERING ALL OF THE CONTRACTOR'S'S EMPLOYEES DIRECTLY OR INDIRECTLY

ENGAGED IN THE PERFORMANCE OF THIS CONTRACT. THIS INSURANCE SHALL COMPLY WITH THE STATUTORY REQUIREMENTS OF THE STATE OR STATES INVOLVED AND SHALL HAVE AN EMPLOYER'S LIABILITY INSURANCE LIMIT OF NOT LESS THAN \$500,000.

B. COMPREHENSIVE GENERAL LIABILITY INSURANCE INCLUDING CONTRACTOR'S PROTECTIVE, COMPLETED OPERATIONS AND CONTRACTUAL LIABILITY INSURANCE WITH MINIMUM LIMITS OF NOT LESS THAN A COMBINED SINGLE LIMIT OF \$2,000,000. THE PROPERTY DAMAGE LIABILITY INSURANCE SHALL INCLUDE THE BROAD FORM PROPERTY DAMAGE LIABILITY ENDORSEMENT AS WELL AS COVERAGE FOR THE EXPLOSION, COLLAPSE AND UNDER GROUND (XCU) HAZARDS. ALL LIABILITY COVERAGES SHALL BE ON AN OCCURRENCE BASIS.

C. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE COVERING CONTRACTOR FOR CLAIMS ARISING FROM ALL OWNED, HIRED AND NON-OWNED VEHICLES WITH LIMITS OR NOT LESS THAN A COMBINED SINGLE LIMIT OF \$2,000,000.00.

D. CONTRACTUAL LIABILITY INSURANCE MUST BE INCLUDED IN THE COMPREHENSIVE GENERAL LIABILITY INSURANCE DESCRIBED IN SUB-PARAGRAPH B ABOVE, SPECIFICALLY INSURING THE INDEMNIFICATION CLAUSE SPECIFIED HEREINAFTER.

E. POLICY LIMITS LISTED ABOVE ARE MINIMUM UNLESS DIFFERENT AMOUNTS EXPRESSLY CALLED FOR IN SPECIFICATIONS FOR THE ITEM BID, AND WHEREVER THE LAW REQUIRES HIGHER LIMITS, THE HIGHER LIMITS SHALL GOVERN.

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

G. COPIES OF THE INSURANCE POLICIES REQUIRED MUST BE FILED WITH THE BOROUGH BEFORE ANY WORK IS STARTED BY THE CONTRACTOR.

H. POLICIES SHALL REMAIN IN FORCE AND/OR RENEWED FOR THE DURATION OF THE CONTRACT PERIOD.

I. INDEMNIFICATION CLAUSE: "THE CONTRACTOR SHALL HOLD HARMLESS, INDEMNIFY AND DEFEND THE BOROUGH, ITS OFFICERS AND EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY CLAIMS, LOSSES OR DAMAGE ARISING OR ALLEGED TO ARISE FROM THE PERFORMANCE OF THE



**WORK DESCRIBED HEREIN, BUT NOT INCLUDING THE SOLE NEGLIGENCE OF THE OWNER".**

**J. THE BOROUGH WILL BE NAMED AN ADDITIONAL INSURED ON ALL INSURANCE POLICIES OF THE SUCCESSFUL BIDDER TO BE PROVIDED UNDER THESE SPECIFICATIONS.**

NON-COLLUSION BIDDING CERTIFICATION

RE:

DATE:

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

1. THE PRICES IN THIS BID HAVE BEEN ARRIVED AT INDEPENDENTLY WITHOUT COLLUSION, CONSULTATION, COMMUNICATION, OR AGREEMENT, FOR THE PURPOSE OF RESTRICTING COMPETITION, AS TO ANY MATTER RELATING TO SUCH PRICES WITH ANY OTHER BIDDER OR WITH ANY COMPETITOR;

2. UNLESS OTHERWISE REQUIRED BY LAW, THE PRICES WHICH HAVE BEEN QUOTED IN THIS BID HAVE NOT BEEN KNOWINGLY DISCLOSED BY THE BIDDER AND WILL NOT KNOWINGLY BE DISCLOSED BY THE BIDDER PRIOR TO OPENING, DIRECTLY OR INDIRECTLY, TO ANY OTHER BIDDER OR TO ANY COMPETITOR;

3. NO ATTEMPT HAS BEEN MADE OR WILL BE MADE BY THE BIDDER TO INDUCE ANY OTHER PERSON, PARTNERSHIP, OR CORPORATION TO SUBMIT OR NOT TO SUBMIT A BID FOR THE PURPOSE OF RESTRICTING COMPETITION".

SIGNATURE \_\_\_\_\_

NAME/TITLE \_\_\_\_\_

CORPORATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

Sworn and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**DISCLOSURE STATEMENT  
(P.L. 1977, CHAPTER 33)**

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

**THIS FORM IS NOT NEEDED FOR A CORPORATION WHOSE STOCK IS TRADED ON THE NEW YORK OR AMERICAN STOCK EXCHANGES.**

**BID ITEM:** \_\_\_\_\_

**NAME OF CORPORATION  
OR PARTNERSHIP** \_\_\_\_\_

**DATE OF BID:** \_\_\_\_\_

<u>NAME</u> OF INTEREST IN <u>PARTNERSHIP</u>	<u>ADDRESS</u>	<u>NUMBER OF STOCK OR %</u>
---	----------------	-----------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(STATEMENT SUPPLEMENT PERMITTED IF NEEDED)**

## AFFIRMATIVE ACTION REQUIREMENTS

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

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

A. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS OR SEX. THE CONTRACTOR WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT SUCH APPLICANTS ARE RECRUITED AND EMPLOYED, AND THAT EMPLOYEES ARE TREATED EQUALLY DURING EMPLOYMENT, WITHOUT REGARD TO THEIR AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS OR SEX. SUCH ACTION SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER; RECRUITMENT OR RECRUITMENT ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES TO BE PROVIDED BY THE PUBLIC AGENCY COMPLIANCE OFFICER SETTING FORTH PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

B. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS OR SEX.

C. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL SEND TO EACH LABOR UNION OR REPRESENTATIVE OF WORKERS WITH WHICH IT HAS A COLLECTIVE BARGAINING AGREEMENT OR OTHER CONTRACT OR UNDERSTANDING, A NOTICE, TO BE PROVIDED BY THE PUBLIC AGENCY COMPLIANCE OFFICER ADVISING THE LABOR UNION OR WORKERS' REPRESENTATIVE OF THE CONTRACTOR COMMITMENTS UNDER THIS ACT AND SHALL POST COPIES OF THE NOTICE IN CONSPICUOUS PLACES AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.

D. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, AGREES TO COMPLY WITH ANY REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C.127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME.

E. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO ATTEMPT IN GOOD FAITH TO EMPLOY MINORITY AND FEMALE WORKERS CONSISTENT WITH THE APPLICABLE COUNTY EMPLOYMENT GOALS PRESCRIBED BY SECTION 5.2 OF THE REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C.127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME OR IN ACCORDANCE WITH A BINDING DETERMINATION OF THE APPLICABLE COUNTY EMPLOYMENT GOALS DETERMINED BY THE REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C.127 AS AMENDED AND

SUPPLEMENTED FROM TIME TO TIME.

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

G. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO REVISE ANY OF ITS TESTING PROCEDURES, IF NECESSARY, TO ASSURE THAT ALL PERSONNEL TESTING CONFORMS WITH THE PRINCIPLES OF JOB-RELATED TESTING, AS ESTABLISHED BY THE STATUTES AND COURT DECISIONS OF THE STATE OF NEW JERSEY AND AS ESTABLISHED BY APPLICABLE FEDERAL LAW AND APPLICABLE FEDERAL COURT DECISIONS.

H. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO REVIEW ALL PROCEDURES RELATING TO TRANSFER, UPGRADING, DOWNGRADING AND LAYOFF TO ENSURE THAT ALL SUCH ACTIONS ARE TAKEN WITHOUT REGARD TO AGE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS OR SEX, AND CONFORM WITH THE APPLICABLE EMPLOYMENT GOALS, CONSISTENT WITH THE STATUTES AND COURT DECISIONS OF THE STATE OF NEW JERSEY, AND APPLICABLE FEDERAL LAW AND APPLICABLE FEDERAL COURT DECISIONS.

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

**QUESTIONNAIRE ON**  
**PROCUREMENT AND SERVICE CONTRACTS**

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

\_\_\_\_\_ YES

\_\_\_\_\_ NO

IF YES, SUBMIT A PHOTOCOPY OF SAID APPROVAL.

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

\_\_\_\_\_ MORE THAN 50 EMPLOYEES

\_\_\_\_\_ LESS THAN 50 EMPLOYEES

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

4. IF YOU HAVE FEWER THAN 50 EMPLOYEES, PLEASE SEND AN AFFIDAVIT FOR OUR COMPLETION.

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

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

CONTRACTOR - PLEASE COMPLETE AND SIGN THIS FORM

AN EQUAL OPPORTUNITY EMPLOYER

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

STATE OF NEW JERSEY        )  
  )  
  )  
COUNTY OF                    )

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

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

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
(Seal)  
Notary Public Of New Jersey

\_\_\_\_\_  
Name and Title



**DISCLOSURE OF PROHIBITED INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS**  
**P.L. 2022, c. 3, N.J.S.A. 52:32-55 et seq., N.J.S.A. 40A:11-2.1, N.J.S.A. 18A:18A-49.4**

**PART 1**

**COMPLETE PART 1 BY CHECKING ONE OF THE TWO BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses: <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf> [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

**CONTRACT AWARDS AND RENEWALS/CONTRACT AMENDMENTS AND EXTENSIONS**

**I certify**, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.  
*(Skip Part 2 and sign and complete the Certification below.)*

**IF UNABLE TO CERTIFY**

**I am unable to certify** as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. *I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**PART 2**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.** You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

**CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Colts Neck Township is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with Colts Neck Township to notify Colts Neck 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. 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 Colts Neck Township and that Colts Neck Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
*Printed Name of Authorized Agent*

\_\_\_\_\_  
*Signature of Authorized Agent*

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

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

\_\_\_\_\_  
*Company Name/Person/Entity*

## **SCOPE OF WORK**

The Borough of Leonia will provide and stock the following supplies:

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

Contractor shall use cleaning agents approved by the Borough. All other cleaning supplies and equipment (vacuums, brooms, mops, cleaner, wipes etc) shall be supplied by the Cleaning service. All employees are to be bonded and insured. Cleaning services are to be provided as follows:

A. Office hours for each building is as follows:

**Borough Hall:** M, W, Th 8:30am – 4:30pm, Tu 8:30am-7pm, Fri 8:30am- 1:00pm

**Police Department:** 24 hrs

**Recreation Center:** M, W, Th 8:30am – 4:30pm, Tu 8:30am-7pm, Fri 8:30am- 1:00pm  
Programs run M-Sun

**Library:** M, W, Th 10:00am- 8:00pm, Tu, Fri, Sat 10:00am- 5:00pm, Sun Closed

**Department of Public Works:** M-F 7:00am- 3:30pm

**Senior Center:** Depends on programs/meetings

**Fire Department:** Varies

B. No cleaning will be required on Borough holidays.

Borough Holidays are as follows:

New Year's Day

Martin Luther King's Birthday

President's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Day

C. At any time during the term of this contract, the Borough of Leonia reserves the right to adjust the cleaning specifications attached. The Borough understands that additional work shall be estimated and priced to performance.

D. Unreasonable estimates shall be deemed cause to terminate this contract.

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

## **SPECIFICATIONS**

### **Borough Hall Cleaning Requirements- 5 Days Per Week (M-F)**

#### Daily Tasks:

- Empty all waste baskets, replace liners. Remove garbage and place in dumpster.
- Vacuum all office floors, hallways, stairs, kitchen, conference room and entrances.
- Wash out the kitchen sink and counter in the breakroom. Wipe down conference room table.
- Wet mop bathroom floors (upstairs and downstairs). Clean and disinfect sinks, toilets, mirrors, dispensers, handles, and other high touch surfaces. Stock paper goods and soap.
- Wipe down stair railings, all door knobs, and all public countertops with disinfectant.

#### Weekly Tasks:

- Dust stairs railings, desk surfaces, cabinets, window sills and blinds, work stations.
- Wipe down the microwave oven in break area on the lower and upper level (both inside and out).
- Clear cobwebs and dust from corners.

#### Yearly or As Needed Tasks:

- Deep clean/shampoo carpets in all offices, hallways and conference room.

### **Leonia Public Library Cleaning Requirements- 6 Days Per Week (M-Sat)**

#### Daily Tasks:

- Empty all waste baskets and recycling throughout the building.
- Vacuum carpet throughout the building.
- Sanitize door handles, railings, elevator buttons, and computers.
- Clean all five (5) bathrooms (4 public, 1 staff). Clean sinks, toilet bowls, mirrors. Replenish soap, toilet paper, paper towels, etc.
- Tidy / clean chairs, tables, and workspaces, both public and staff.
- Clean entrance doors and windows.
- Clean water fountains.

#### Every Other Day Tasks:

- Empty the large Recycling bins located outside of the staff room.
- Clean Elevator (interior & exterior).

#### Weekly Tasks:

- Mop tile hallways, stairs, program room, and bathroom tile floors.
- Check the filter status of water fountains and replace them if necessary.

#### Monthly Tasks:

- Dust all shelves and light fixtures.
- Vacuum, empty trash, and clean Local History Room.
- Clean air vents.
- Clean Windows.

### **Leonia Police Department Cleaning Requirements- 7 Days Per Week (M-Sun)**

#### Daily Tasks:

- Clean/wipe surfaces with disinfectant spray: conference room table, kitchen countertop, Office/Computer work areas (when accessible).
- Discard all garbage in the building (there is a can in each room).
- Sweep building floors.
- Clean/wipe down sink areas, toilet, mirror and other high touch surfaces.
- Refill and stock bathrooms with toilet paper; kitchen with paper towels.

#### Weekly Tasks:

- Clean/wipe surfaces with disinfectant spray: lobby chairs and surfaces, 3 doorways.
- Clean lobby visitor window glass and front doorway glass.
- Clean windows/glass.
- Vacuum female and male locker rooms, mop all floors.

#### Monthly Tasks:

- Clean/Wipe surfaces with disinfectant spray: cell room (all surfaces).
- Clean lobby windows.
- Floor Cleaning: cell rooms and hallway.

- Clean cell room bathrooms.
- Clean kitchen appliances.

## **Public Works Department Cleaning Requirements- 5 Days Per Week (M-F)**

### Daily Tasks:

- Clean/wipe down the bathroom (including sink, toilet, mirror, dispensers and all high touch surfaces). Mop the floors.
- Sweep all floors and then mop throughout the building.
- Refill and stock all supplies in bathrooms (toilet paper, hand soap), paper towels in the kitchen.
- Wipe down the sink area in the main office.
- Clean and mop the locker room, wipe down tables with disinfectant.
- Clean/wipe down kitchen surfaces, handles and microwaves in both the break room and kitchen.

### Weekly Tasks:

- Mop office floor, upstairs hallway, steps and the entire downstairs.
- Dust stairs railings, desk surfaces, cabinets, window sills and blinds, work stations.
- Clean air vents and a/c units in the ceiling.

### Monthly Tasks:

- Apply a coat of wax to all floors (recommendation: to be completed on a Friday night)

This list is subject to change due to weather conditions and/or work schedules. Additional services may be requested.

## **Recreation Center Cleaning Requirements- 7 Days Per Week (M-Sun)**

***\*Please note: Programs run 9am-10pm and cleaning hours need to be late nights or early mornings.***

### Daily Tasks:

- Empty all waste baskets, replace liners as necessary. Garbage is to be bagged and removed to a dumpster located at the Leonia Police Department.
- Vacuum Meeting Room and carpets in lower Arts and Crafts Room in basement.
- Sweep Arts and Crafts Room.
- Wet clean bathroom floors, all sinks, toilets, urinals. Sanitize and wipe down fixtures. Stock with paper goods and soap.
- Dry mop Gymnasium and Dance Studio floor.

Twice a week Tasks:

- Wet mop main hallway, entrance foyer and stairs.

Weekly Tasks:

- Dusk all desk tops, window sills, work stations, and other horizontal surfaces including office equipment.
- Wet mop Arts and Crafts room.
- Clean/Sanitize gym wall mats.

Monthly Tasks:

- Wet mop gym floor and dance studio.
- Apply gym floor treatment to keep the floor from getting slippery.
- Dust walls and ceilings especially corners.
- Buff floors in the hallway.

Quarterly Tasks:

- Shampoo carpeted areas.
- Wax non-carpeted areas (hallway).

**Shelter House Cleaning in Wood Park- 4 Days Per Week (M, W, F & Sun)**

**\*\*Cleaning needed from March 1- Nov 1st only\*\***

Tasks:

- Wet clean, sanitize and mop bathrooms. Stock with paper goods and soap.
- Empty all paper/recycling containers and bring to recycling dumpsters located at Leonia Police Department.

**Field House Sylvan Park Cleaning- 4 Days Per Week (M, Th, F, Sat)**

**\*\*Cleaning needed from March 1-Nov 30th only\*\***

Please see tasks under Shelter House Cleaning.

**Senior Center- Main Floor, Basement Floor and Senior Coordinator Office- 5 Days Per Week (M, Tu, W, Th & Sun)**

Daily Tasks:

- Wet clean and sanitize floors, all sinks, toilets, urinals, and fixtures. Stock with paper goods and soap.
- Empty all waste baskets, replace liners.
- Sweep all floors.
- Wipe and sanitize all tables and countertops.

#### Twice Per Week Tasks:

- Empty trash from the Senior Coordinator's Office.
- Wipe down and dust all surfaces of desks and wooden surfaces.

#### Weekly Tasks:

- Stock paper and soap supplies for basement bathrooms.
- Vacuum all floors and stairways.

#### Twice Per Month Tasks:

- Wet mop all floors that are not carpeted.
- Wash the walls in all four bathrooms.
- Dust walls and ceilings especially corners.
- Wipe down window ledges.

#### Quarterly Tasks:

- Shampoo carpeted areas.
- Wax non carpeted areas (hallway).

### **Fire Department Cleaning Requirements- 4 Days Per Week (M, Tu, Th, F)**

#### Daily Tasks:

- Clean/wipe down the two (2) bathrooms (including sink, toilet, mirror, dispensers and all high touch surfaces). Mop the floors.
- Empty the trash and replace liners in the meeting room, Chief's office, engine bays and kitchen.
- Clean/sanitize countertops and sink in the kitchen.
- Sanitize meeting room table surfaces.
- Sweep and mop the meeting room and kitchen floors.
- Clean chairs and couches in the meeting room.

### **FAMILIARIZATION WITH THE SCOPE OF WORK**

Before submitting a proposal, each Respondent shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFQ and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFQ and resulting contract requirements. The submission of a proposal will constitute a

representation of compliance by the Respondent. There will be no subsequent financial adjustment, other than that provided by the resulting contract, for lack of such familiarization.

## **GENERAL ASSUMPTIONS**

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

Site inspections need to be scheduled in advance with John Villareal, DPW Superintendent. Please call for an appointment: 201-592-5780 x267. All prospective bidders shall meet at Borough Hall, Borough of Leonia, 312 Broad Ave, Leonia, New Jersey 07605. It is not a mandatory requirement, but all interested vendors are strongly encouraged to attend.



**Borough of Leonia, Leonia, NJ**

**Proposal for Janitorial and Cleaning Services**

**7/17/2023-7/16/2025**

**Borough of Leonia**

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

\_\_\_\_\_ hereby offer(s) to do the work at the following prices:

**SCHEDULE OF PRICES**

**Janitorial and Cleaning Services:**

Borough Hall

Leonía Public Library

Leonía Police Department

Public Works Department

Recreation Center (Shelter House, Field House, Senior Center)

Fire Department

PRICE PER YEAR: \_\_\_\_\_

**This contract consists of a 2 year period from 7/17/2023-7/16/2025, with an option for a one year extension, if both parties are agreeable to the extension of the contract. The Contractor's responsibilities under this contract and period of performance will cease at the end of the last option contract year.**

Total Amount Bid (numbers)\$ \_\_\_\_\_

Total Amount Bid (words) \_\_\_\_\_