

***Bid Packet***

***Bid # 1-2022***

***Bid Name:***

***Grounds Maintenance Contract for Willingboro Township***

***Municipal Complex / Parking Lot, Library and Firehouse***

***Township of Willingboro***

***Burlington County***

***New Jersey***

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



***Township of Willingboro***

***1 Rev. Dr. Martin Luther King Jr. Drive***

***Willingboro, NJ 08046***

Mayor Kaya McIntosh

Deputy Mayor Samantha Whitfield

Councilman Nathaniel Anderson

Councilwoman Dr. Tiffani A. Worthy

Councilwoman Rebecca Perrone

Dwayne M. Harris, Township Manager

Eusebia Diggs, CFO

George M. Brown Jr, QPA

## NOTICE TO BIDDERS

Notice is hereby given that on (July 22, 2022) at (10:00) A.M. (Prevailing time), sealed bids will be opened and read in (Willingboro Municipal Complex/1 Rev. Dr. Martin Luther King Jr. Drive Willingboro, NJ 08046) at which time and place the sealed bids will be opened publicly and read for the following:

Bid # 1 Bid Name: Grounds Maintenance Contract for Willingboro Township Municipal Complex / Parking Lot, Library and Firehouse

Bids shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of bid opening.

NOTE: It is the bidder's responsibility to ensure that the bid package is delivered by the bid opening date and time. Any bid document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Bid: All bids must be submitted on the bid proposal forms approved and provided for by the bid specifications to be considered. Bids must be made on the standard Proposal form in the manner designated therein, providing three (3) complete bid document packets, one (1) original and two (2) copies, and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project on the outside, addressed to Willingboro Township.

If indicated in specs, bid proposals must be accompanied by a certified check, cashier's check, or bid bond in the amount of ten per centum (10%) of the total amount of the bid, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro.

Bid documents may be obtained only from the Township website [RFP/RFQ/Bids | Willingboro Township, NJ \(willingboronj.gov\)](https://www.willingboronj.gov/RFP/RFQ/Bids) and the Clerk's Office: Ms. Brenda Bligen., Municipal Clerk, [bbligen@willingboronj.gov](mailto:bbligen@willingboronj.gov), 609-877-2200 ext: 1028

The Township of Willingboro does not release the project estimates or bidders' lists.

Schedule: Release Specifications: (Date) Pre-Bid Meeting: None

Deadline for All Questions: (July 15, 2022) (5:00 PM)

Addenda if Issued: (Deadline Date) July 15, 2022

Bid Opening: July 22, 2022, 10:00 PM

General Inquiries To: Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email:

[gmbrown@willingboronj.gov](mailto:gmbrown@willingboronj.gov) Technical Inquiries To: Rich Brevogel, Director, Public Works

Phone: 609.877.2200x1105 Email: [rbrovegel@willingboronj.gov](mailto:rbrovegel@willingboronj.gov)

Bid Tabulation: Bid results will be posted on the Borough website at <https://www.willingboronj.gov/> within 24 hours of the bid opening.

This bid has been advertised in accordance with the “Fair and Open Basis” and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

Advertisement Date: July 1, 2022

Submitted by Clerk’s Office



**TOWNSHIP OF WILLINGBORO BID/PROPOSAL DOCUMENT CHECKLIST FOR GOODS AND SERVICES**

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	New Jersey Business Registration (must be submitted prior to contract award) [DOC-1]	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language (pg. AA1-AA2) [DOC-2]	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language (pg. AD-1) [DOC-3]	Informational
<input checked="" type="checkbox"/>	Insurance Certificates [DOC-4]	
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran [DOC-5]	
<input checked="" type="checkbox"/>	W-9 Request for Taxpayer Identification Number and Certification [DOC-6]	
<input checked="" type="checkbox"/>	Stockholder Disclosure Statement [DOC-7]	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit [DOC-8]	
<input checked="" type="checkbox"/>	Debarred List Affidavit [DOC-9]	
<input checked="" type="checkbox"/>	Equipment Certification [DOC-10]	

**Read Only**

**Provide the Required Form(s)**

\*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

**BDC-1**

**GENERAL CONDITIONS AND INFORMATION FOR BIDDERS**

SECTION I - SUBMISSION OF BIDS

- The Township of Willingboro, Burlington County, New Jersey (hereinafter referred to as "OWNER") invites sealed bids pursuant to the Notice to Bidders. Said Notice Bidders is to be attached to and is considered as a part of these General Conditions.
- Sealed bids will be received by the Purchasing Agent or his/her designee of the Township at the time and place stated in the Notice to Bidders, and at such time and place will publicly open and read aloud all bids received.
- The bid proposal form shall be submitted on the prescribed form with appropriate spaces properly filled in and with all required supporting documentation, in a sealed envelope:
  - o Addressed to the Township of Willingboro
  - o Bearing the name and address of the bidder written on the face of the envelope
  - o Clearly marked "BID" with the contract title and/or BID # being identified
  - o Bidders shall submit an original as well as a printed copy, clearly labeled as "COPY"
  - o Bidders shall also, if indicated in notice submit their bid in CD/ Flash Drive form.
- It is the bidder's responsibility to see that the bid is presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in prior bullet point, above, must also appear on the outside of the delivery company envelope. All mailed bids must be delivered and signed for by the Administration Office Staff ONLY. Bids received after the designated time and date will be returned unopened.
- Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.
- All prices and amounts must be written in ink or preferably typewritten in a word format on the bid form provided. Any discrepancies between the words and numbers, the written word price shall prevail. Bids containing any conditions, omissions, unexplained erasures or alteration, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Township. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the

corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished. • Bidders must insert prices for furnishing of the specified equipment, materials or supplies, or for all of the materials and/or labor required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor F.O.B. destination and placement at locations specified by the Township. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience.

- The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be placed at the expense of the vendor. In case of rejected materials, the vendor will be responsible for return freight charges.
- Bidder should be aware of the following statutes that represent “Truth in Contracting” laws: • N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation. • N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty. • N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

## SECTION II - BID SECURITY I CONTRACT SECURITY

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

\_\_\_\_\_ Bid Guarantee

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount often percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the Township of Willingboro. When submitting a Bid Bond, it shall contain Power of Attorney for fill' amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the Township of Willingboro. 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. If required, failure to submit is a mandatory cause for rejection of bid in accordance with NJSA 40A:11-23.2.

\_\_\_\_\_ Consent of Surety

Bidder shall submit with the bid proposal a Certificate (Consent of Surety) to guarantee that the surety company will furnish the Township with the bonds required by the contract documents within the time periods and in the amounts so specified. The surety shall be authorized to do business in the State of New Jersey. The Consent of Surety shall be in a form acceptable to the Township and accompanied by (a) duly executed acknowledgements of the respective parties; (b) a duly certified copy of a Power of Attorney (where the Consent of Surety is executed by an agent or other representative of the surety); (c) a duly certified extract from the By-Laws or resolutions of Surety under which the Power of Attorney was issued; and (d) a duly certified copy of latest published financial statement of asset and liabilities of Surety. If required, failure to submit is a mandatory cause for rejection of bid in accordance with NJSA 40A:11-23.2.

\_\_\_\_\_ Performance Bond

The successful bidder shall execute and deliver to the Township within ten (10) days after notification of award of the contract, a satisfactory surety bond or bonds in an amount equal to 100% of the contract prices, upon the form prepared for and used by the Township in statutory form with such surety companies as sureties as shall be approved by the Township Council and qualified and authorized to do business under the laws of the State of New Jersey. The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied and any maintenance bonds required have been executed and approved by the OWNER.

The proposal shall also be accompanied by a Consent of Surety wherein the surety consents and agrees that if the Contract for which the proposal is made be awarded, that it will become bound as surety and guarantor for its faithful performance. If required, failure to submit may be cause for rejection of bid in accordance with NJSA 40A:11-23.2.

\_\_\_\_\_ Labor & Material Payment Bond

Successful bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract. If required, failure to submit may be cause for rejection of bid in accordance with NJSA 40A:11-23.2.

\_\_\_\_\_ Maintenance Bond

Successful bidder shall upon acceptance of the work submit a maintenance bond in the amount of 100% guaranteeing against defective quality of work or materials for the period of:

\_\_\_\_\_ 1 year \_\_\_\_\_ 2 years

If required, failure to submit may be cause for rejection of bid in accordance with NJSA 40A:11-23.2.

\_\_\_\_\_ Payment Deferral

As an alternate performance guarantee, no payment shall be made for any part of this contract until the entire contract is completed to the satisfaction of the Township.

o Workmanship Guarantee – Contract Retention

The Contractor shall guarantee all labor and materials for the period of April through October from the date of acceptance of the work by the Township, and he shall make all needed repairs on the work as it progresses and during this guarantee period, except those due to ordinary wear and tear. The Contractor agrees that, during the said guarantee the Township may retain, out of monies payable to him under this agreement, the sum of ten (10%) percent of the amount of the contract; and that, should he fail to make the necessary repair at once after due notice from the Administrator or Engineer, the Township may expend the same or so much thereof as may be required to make the needed repairs; provided, however, that in case of emergency, where in the opinion of the Administrator or the Engineer it would cause serious loss or damage, the Township may make repairs without previous notice and at the expense of the Contractor.

Township, the Contract may provide a Maintenance Bond equal to ten (10%) percent of the contract value in a form approved by the Township Attorney.

If an alternate guarantee provision is contained in the Detailed Specifications, then this alternate guarantee provision shall prevail.

SECTION III - INTERPRETATION AND ADDENDA - BIDDERS RESPONSIBILITIES

- 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 by completing the Acknowledgement of Receipt of Addenda form. The owner's interpretations or corrections thereof shall be final.
- Pursuant to N.J.S.A. 40A:11-23(c)(1) when issuing addenda, the owner 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. They will be sent from [email address here: bbiligen@willingboronj.gov](mailto:bbiligen@willingboronj.gov). It is recommended that 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 documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate Township official. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

General Conditions – (Instructions for submission, forms, etc.)

6. • No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid. In order to be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in



the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with N.J.S.A. 40A: 11-23. All addenda so issued shall become part of the contract documents and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

• Discrepancies in the Bid

o If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

o 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 the extended totals shall govern.

• Site Investigation & Representation

The bidder acknowledges that he has satisfied himself as to the nature and location of the work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and sub-surface materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the bidder to acquaint himself with all the available information concerning these conditions shall not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work

• Deviations

All bidders shall clearly identify any deviations from the specifications at the time the bids are opened and examined. After the contract has been entered into, no consideration shall be given for any misunderstanding as to work, materials set forth therein specified and indicated on drawings, it

General Conditions – (Instructions for submission, forms, etc.)

7. being mutually understood that tender of a proposal carries with it an agreement to this and other obligations set forth in the contract and further implies full understanding of the contract document.

• Optional Pre-Bid Conference

If stated in the Notice to Bidders and checked below:

A Pre-Bid Conference will not be held. \_\_\_\_\_X\_\_\_\_\_

A pre-bid conference for this proposal will be held on \_\_\_\_\_. Attendance is not mandatory but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements.

**SECTION IV - BRAND NAMES, PATENTS AND STANDARDS OF QUALITY**

- Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
  - It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The Township reserves the right to evaluate the equivalency of an item(s) which, in its deliberations, meets its requirements.
  - In submitting its bid, the bidder certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the Township harmless from any damages resulting from such infringement.
  - Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to N.J.S.A. 40A: 11-18.
  - Wherever practical and economical to the Township, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.
- General Conditions – (Instructions for submission, forms, etc.)

8. • Workmanship

All workmanship shall be in every respect in accordance with the best current practice. Only skilled craftsmen, fully qualified in the various disciplines required, shall be used in this project.

- In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the owner harmless from any damages resulting from such infringement.
- The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

SECTION V - INSURANCE AND INDEMNIFICATION

- Insurance Requirements
  - o Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.

o General Liability Insurance

This insurance shall have limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$2,000,000 aggregate for property damage and shall be maintained in force during the life of the contract by the bidder.

o Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

• Certificate of Insurance

The contractor shall provide Certificates of the Required Insurance as listed above along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the Township as an additional insured. Said Certificates of Insurance shall state specifically that the Indemnification cited below is guaranteed by the policy. if such statement is not included in the body of the policy shall be typed on the face or back of the certificate.

• Indemnification

Successful bidder will indemnify and hold harmless the Township of Willingboro from all claims, suits or action and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, including attorney's fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement. The Township of Willingboro shall be named "Additionally Insured" on the contractor's insurance policy.

**SECTION VI - PREPARATION OF BIDS**

• The Township of Willingboro is exempt from any local, state or federal sales, use or excise tax. Exemption certificates will be provided when required

• Estimated Quantities (Open-end Contracts)

The Township of Willingboro has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that

submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J. A.C.5:34-4.9. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

- Successful bidder shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price agreement, unless stated specifically otherwise in the Technical Specifications.

#### SECTION VII - STATUTORY AND OTHER REQUIREMENTS

- The Contractor shall familiarize himself and comply with all Federal, State and local laws, ordinances and regulations, which in any manner affect those engaged or employed in the, work, the materials or equipment to be used, or the conduct of the work. No plea or misunderstanding will be considered because of ignorance of the law.

If the CONTRACTOR observes that the Specifications or Drawings are at variance therewith, he will give the Township prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the CONTRACTOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Township, he will bear all costs arising there from.

The following is a list of some Laws/Regulations which MAY impact on this contract. This list is not intended to be inclusive and is in addition to other requirements, statutes, regulations cited in these General conditions:

- Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of N.J. S.A 10:5 - 31 et seq. & N.J.A.C 17: 27. Procurement, Professional and Service Contracts

All successful vendors must submit, upon award the contract or the receipt of the contract, one of the following:

- o A photocopy of a valid letter for an approved Federal Affirmative Action Plan, or
- o A photocopy of an approved Certificate of Employee Information Report, or
- o If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

- Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder is required to read Americans with Disability language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the Township harmless.

- Stockholder Disclosure

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement

setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

- The New Jersey Worker & Community Right to Know Act

The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name. The manufacturer and supplier must properly label each container. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet- must be furnished.

- VOC REQUIREMENT

The Contractor shall use on the job site only chemicals and cleaning products that do not exceed the national Volatile Organic Chemical (VOC) limitations rule(s) published by the U.S. Environmental Protection Agency (EPA).

- Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the bid proposal.

- Safety & Protection

The Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. He will take all necessary precautions for the safety of; and will provide the necessary protection to prevent damage, injury or loss to all employees on the work and other persons who may be affected by the work and all public/private property at the site or adjacent to the work area. The Contractor will be solely responsible for compliance with all relevant State and Federal Law and Regulation governing construction activities and practices.

- Other Related Statutes

- o TITLE 40A, Chapter 11, Public Contract Law.

- o TITLE 34, Chapter 2, concerning employment of child labor;

General Conditions – (Instructions for submission, forms, etc.)

Chapter 5, concerning safety codes for workers in the construction industry together with the rules and regulations of the State Department of Labor and Industry, Chapter 10, concerning establishment of an eight-hour working day for laborers, workmen and mechanics.

- o TITLE 52, Chapter 34, concerning the payment of commissions, percentage, brokerage or contingent fees to solicit or secure the contract.

- Release of All Liens

Prior to the final payment the contractor shall provide a certification that all liens relating to the contract have been satisfied or will be satisfied through the receipt of the final payment.

- New Jersey Business Registration Certification

All contractors and businesses must submit with their bid proof that they are properly registered with the Department of Treasury of the State of New Jersey pursuant to Chapter 57 of the laws of 2004. This certificate must be provided in accordance with current applicable New Jersey State Law. For any proposal involving subcontractors, the Business Registration Certificate must be provided for both the contractor and each subcontractor required to be listed in the bid document. See attached detailed information on this requirement. The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Before final payment is made 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. 52:3244(g)(3)] shall collect and remit to the Director, N.J. Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into the State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

- New Jersey Anti-Discrimination

The contract for this bid shall require that the contractor agrees not to discriminate in employment and agrees to abide by all the antidiscrimination laws, including but not limited to N.J.S.A 10:2-1 as included in this packet.

- Pay-to-Play Legislation

Pursuant to P.L. 2005, c.271, s3 any business entity that has received \$50,000 or more in a calendar year through agreements or contracts with public entities, must file an annual disclosure statement with the Commission. The Business Entity Annual Statement (Form BE) and filing instructions can be found at [www.elec.state.nj.us](http://www.elec.state.nj.us).

- Disclosure of Investment Activities in Iran

N.J.S.A. 52:32-55 prohibits state and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors in Iran. Bidders must indicate if they comply with the law by certifying the form Pursuant to N.J.S.A. 40A:11-2.1 the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

## SECTION VIII - BID OPENING I ANALYSIS & AWARD

- Acceptance of Bids

The Township of Willingboro reserves the right to waive any immaterial defect or informality in any bid and reserves the right to accept that bid or portion thereof which, in its judgment is in the best interest of the

Township. The Township of Willingboro also reserves the right to reject any or all bids. Any bid received after the time and date specified shall not be considered.

- Bid Opening

All Bidders or their authorized agents are invited to be present when the bids are opened and read publicly. All bids may be inspected at this time. No bid may be withdrawn after the specified opening time and date. Once opened, all bids become the property of the Township of Willingboro and will not be returned to the bidders. All supply/ service contracts shall be for twelve (12) consecutive months unless otherwise noted in technical or supplemental specifications.

The Township of Willingboro may award the work on the basis of the Base Bid, or the base bid combined with such Alternates as selected, until a net amount is reached which is within the funds available.

If the award is to be made on the basis of Base Bids only, it will be made to that responsible bidder whose Base Bid, therefore, is the lowest. If the award is to be made on the basis of a combination of a Base Bid with Options, it will be made to that responsible bidder whose net bid on such combination is the lowest.

The Township of Willingboro may also elect to award the work on the basis of line items or unit prices, whichever results in the lowest total amount.

If the procurement is a Competitive Contract as allowable under N.J.S.A.40A:11-4.1 et. Seq., the basis of award shall be upon Price and Other Factors as contained within N.J.A.C. 5:34-1 et. Seq.,

- Contract Award

Should the Township decide to award the contract, it shall notify the successful bidder in writing within sixty (60) days of receipt of bids. Should a successful bidder fail or refuse to execute and deliver such contract, certificates of insurance, required stated documentation and bonds within ten (10) days after receipt of Notice of Award, or within such other time period as specified in the technical specifications, the Township may revoke the acceptance of his proposal and the bidder shall become liable for any difference in the proposal awarded and the amount of the contract which the Township may be obliged to award to another because of the refusal or omission of a successful bidder to execute and deliver the contract and bonds aforementioned, together with any sums which the Township may be obliged to spend by reason for the default of the bidder

The successful bidder will not assign any interest in this bid and shall not transfer any interest in the same without the prior written consent of the Township.

#### SECTION IX - REJECTION OF BIDS

Bids may be rejected for any of the following reasons: • All bids pursuant to N.J.S.A. 40A:11-13.2;

- If more than one bid is received from an individual, firm or partnership, corporation or association under the same name;
- Multiple bids from an agent representing competing bidders;

- The bid is inappropriately unbalanced;
- The bidder is determined to possess, pursuant to N.J.S.A. 40A:11-4b, Prior Negative Experience; or,
- If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contract. In this case at its option, the owner may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

## SECTION X - CONTRACT ADMINISTRATION

### • Contract Documents

The Contract documents shall consist of the Contract, the drawings, the Specifications, and all modifications and addenda incorporated prior to execution of the Contract. All the documents are intended to supplement each other and together constitute a complete set of specifications.

The specifications are intended to require and include all work, equipment, and materials necessary for proper completion of the work contemplated. If in any case the specifications do not show, note or otherwise require some work, equipment or material necessary for that purpose, the Contractor shall, nevertheless, provide same to fulfill the true intent and purpose of the specifications.

### • Inspection

The Business Administrator and the Engineer shall have the right to inspect all materials and work done during any phase of construction, fabrication, or manufacture. The Contractor shall furnish all reasonable facilities and aid to the Engineer and safe and convenient means for the examination and inspection of any part of the work.

### • Authority to Withhold Payment

The Business Administrator or the Engineer, because of subsequently discovered evidence, may cause to be withheld or cause to be nullified, the whole or a part of any payment to such extent as may be necessary to protect the Township from loss because of

- o Defective work, materials or equipment not corrected; improper work performed; disapproved substitution of material or equipment specified.
- o Claims filed or reasonable evidence indicating the probability of claims being filed.
- o Failure of the Contractor to make payments properly to subcontractors or for material or labor.
- o A reasonable doubt that the contract can be completed for the balance then unpaid.
- o Damage to another contract, agency, governing body, corporation or person.
- o When the above grounds are removed, payment shall be made for amounts withheld because of them.

### • Financial Procedures

Payment in full shall be made upon the completion of the contract requirements of the specifications. Partial payments shall be made if the required work or equipment can be completed in stages and if previously agreed



to by the Administrator. All payments shall be approved by the Township Council at their bi-monthly meeting within the later of 60 days of a properly prepared executed invoice or 60 calendar days from the date of goods and services were received and certified by an officer of the organization, in accord with N.J.S.A 40A:5-16(b). Late payment interest shall be made within 30 calendar days of the date of the contracting unit making the late payment and interest shall be in accord with the rate specified by the State Treasurer for State late payments pursuant to N.J.S.A. 52:32-35. The contracting unit shall not be responsible for late payments due to circumstances beyond the control of the contracting unit, including but not limited to a strike or natural disaster. A properly executed invoice shall mean an invoice containing sufficient detail for the payment to be made. Vouchers shall be submitted at least 10 days prior to this meeting for inclusion upon the agenda. Only properly executed Township vouchers may be used for payments.

Partial payment shall be made on the basis of a certified an approved estimate of work completed. Ten percent (10%) of the amount of each invoice shall be retained by the Township as security for faithful performance and completion of work. The Township shall not make late payment penalties unless the goods and services have been rendered.

- Timeliness

- o Commencement of Work

The Contractor shall commence work on the project within

20 working days from the date of execution of the contract by the Township. (Working days excludes Saturdays, Sundays and Designated Township Holidays)

- o Completion of Work

The Contractor shall complete all of the work required in these specifications each month ( April – October) after commencing work as required in Section I above.

- Term of Contract – Liquidated Damages

The terms of this contract shall be completed within the time specified for completion of the work. The Township reserves the right to extend this term of the contract upon application by the contractor providing evidence of circumstances beyond the control of the contractor preventing his successful completion of the contract.

In the case the Contractor shall fail to complete the work within the time fixed for such completion, or within the time to which such completion may have been extended, the Contractor shall pay to the Township in the sum of \$500 dollars for each and every working day that the time consumed in completing the work exceeds the time allowed therefore; starting at twelve (12 o'clock) midnight of the date set for completion of the contract, which said sum, in view of the difficulty or accurately ascertaining the loss which the Township will suffer by reason of delay in the completion of the work hereunder is hereby fixed and agreed as the liquidated

damages that the Township will suffer by reason of such delay, and not as a penalty. The Township will deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages.

- The successful bidder/ contractor shall not assign transfer, convey, sublet or otherwise dispose of any interest in this contract without the prior written consent of the Township.

#### SECTION XI - TERMINATION OF CONTRACT

- If through any cause, the successful bidder shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of this contract, the Township shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any obligation for balances to the contractor of any sum or sums set forth in the contract.

- Notwithstanding the above, the contractor shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the contract by the contractor and the Township may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the Township from the contractor is determined.

- The contractor agrees to indemnify and hold the Township harmless from any liability to subcontractors / suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the Township under this provision.

- In case of default by the successful bidder, the Township may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.

- The Township shall have the right to declare the Contract in default in any of the following eventualities:

- o The Contractor becomes insolvent or a voluntary or involuntary petition in bankruptcy be filed by or against the Contractor.

- o The Contractor makes an assignment for the benefit of creditors pursuant to the Statutes of the State of New Jersey.

- o The Contractor fails to commence work when notified to do so by the Business Administrator or the Engineer.

- o The Contractor shall abandon the work.

- o The Contractor shall refuse to proceed with the work when and as directed by the Business Administrator or the Engineer.

- o The Contractor shall without just cause, reduce his working force to a number which, if maintained, shall be insufficient, in the opinion of the Administrator or the Engineer, to complete the work in accordance with the approved Progress Schedule, and shall fail or refuse to sufficiently to increase such working force when ordered to do so by the Administrator or Engineer.

o The Contractor shall sublet, assign, transfer, convey or otherwise dispose of this Contract other than as herein specified.

o A receiver or receivers are appointed to take charge of the Contractor's property or affairs.

o The Business Administrator or Engineer shall be of the opinion that the Contractor is or has been unnecessarily, unreasonably, or willfully delaying the performance or completion of the work, and the awards of necessary sub-contractors, or the placing of necessary material and equipment orders.

o The Business Administrator or Engineer shall be of the opinion that the Contractor is or has been willfully or in bad faith violating any of the provisions of this contract in good faith and in accordance with its terms.

o The work is not completed within the time herein provided therefore or within the time to which the Contractor may be entitled to have such completion extended.

Before the Township shall exercise its right to declare the Contractor in default by reason of the conditions set forth above, the Contractor shall be given an opportunity to be heard. The right to declare in default, for any of the grounds specified or referred to herein, shall be exercised by sending the Contractor a notice signed by the Business Administrator, setting forth the ground or grounds upon which such default is declared. Upon receipt of such notice, the Contractor shall immediately discontinue all further operations under this contract and shall immediately quit the site, leaving UNTOUCHED all plant, materials, equipment, tools and supplies then on the site.

The Township, after declaring the Contractor in default, shall then have the work completed by such means and in such manner, by contract with or without public letting, or otherwise, as the Township shall deem advisable, utilizing for such purposes any of the Contractor's or Sub-contractor's plant, materials, equipment, tools and supplies remaining on the site, as shall be deemed to be available.

After such completion, the Township shall certify the expense incurred in such completion, which shall include the cost of relating as well as the total amount of liquidated damages (at the rate provided for) from the date when the work should have been completed by the Contract, in accordance with the terms hereof to the date of actual completion of the work. Such certifications shall be binding and conclusive upon the Contractor, his Sureties, and any person claiming under the contract, as to the amount thereof.

The expense of such completion, as so certified by the Township shall be charged against and deducted from such monies as would have been payable to the Contractor, if he had completed the work; and the balance of such monies, if any, subject to the other provisions of this Contract, shall be paid to the Contractor without interest after such completion. Should the expense of such completion, so certified by the Township, exceed the total sum which would have been payable under this contract if the same had been completed by the Contractor, any such excess shall be paid by the Contractor to the Township upon demand.

- Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Township reserves the right to cancel this contract.
- The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be available to the New Jersey Office of the State Comptroller upon request.

## SECTION XII - DISPUTE RESOLUTION

Any dispute arising under this Contract shall be resolved in accordance with and subject to the provisions contained in N.J.S.A. 40A: 11-41.1 as outlined below. Nothing in this section shall prevent the Township from seeking injunctive or declaratory relief in court at any time.

- All remedies provided elsewhere in the contract and/or specifications governing the project in dispute shall be exhausted prior to initiating this Dispute Resolution process. Where the Township, its engineer or architect, or its administrative authorities are required by contract or specifications to issue a decision, such decision must be rendered within the time constraints in said contract prior to proceeding to resolve the dispute in accordance with this section
- Prior to litigation, the Township and contractor shall endeavor to settle disputes by mediation in accordance with the current Construction Industry Mediation Rules of the American Arbitration Association. The demand for mediation shall be filed in writing with the other party to the Contract and with the American Arbitration Association, with a copy to the Administrator, Engineer or Architect for the project. This demand must cite the specifics of the dispute and the relevant remedies sought.
  - o In no event shall a demand for mediation be made more than 30 days after the decision in dispute is rendered by the Township, its engineer, architect, or administrative authorities, nor more than 30 days after the completion and acceptance of the work and issuance of final payment, nor after the institution of legal or equitable proceedings unless specifically agreed to by all parties to the dispute.
  - o Nothing herein shall be construed to prevent the Township and contractor from agreeing to an alternate dispute resolution procedure in lieu of or in addition to mediation.
- This Dispute resolution procedure shall not prevent the Township from notifying any performance guarantor (surety) or maintenance guarantor (surety) of the dispute and requesting the surety's assistance in resolving any disputes with involve the contractor's performance or lack thereof
- Default Provisions

For those contracts which do not require a Performance Bond, the following DEFAULT PROVISIONS govern:

- o If the contractor fails to complete the required work within the number of days specified in the contract or abandons the required work for the contract period and fails to commence working within 10 calendar days

after receiving Notice of Default from the Township, then the contractor is declared to be in fault of the contract. In instances of the default of a contract, the Township of Willingboro reserves the right to immediately have the specified work completed by an alternate contractor and the cost of this completion deducted from any and all monies owed to the original contractor. If insufficient funds are not available within the value of the original contract, then the contractor shall be liable for any and all extra costs incurred by the Township in completing the specified work.

### SECTION XIII - OTHER PROVISIONS

- Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information. If awarded the bid, the contractor shall:
  - o Not use or disclose protected health information other than as permitted or required by law
  - o Use appropriate safeguards to protect the confidentiality of the information
  - o Report any use or disclosure not permitted
- The contractor, by execution of the contract, shall thereby indemnify and hold the owner harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.
- The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the successful bidder (contractor) for the purpose of assisting the contractor in the performance of this contract. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.
- The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. Any information supplied to the owner may be required to be supplied on CD/DVD or USB flash drive media compatible with Microsoft Windows, and Microsoft Office Suite 2010 or greater.
- Under state and federal statutes, certain government records are protected from public disclosure. The owner, the contractor and any subcontractors have a responsibility and an obligation to safeguard from public access an employee's personal information with which it has been entrusted when disclosure thereof would violate the employee's reasonable expectation of privacy. All payroll, personnel and health insurance related files are confidential. Additionally, the contractor and any subcontractors may be privy to sensitive law enforcement information or investigations during their review which must remain confidential. The owner retains the right to make any public disclosure under the law. Also, among government records deemed confidential are administrative or technical information regarding computer hardware, software and networks that, if disclosed,

would jeopardize computer security. The contractor and any subcontractor(s) are prohibited from the sale or distribution of all supplied information to any third party.

- Proof of licensure for any activity regulated by the State of New Jersey and required to do the work required under this specification, for either the firm or the person responsible for the work, shall be provided as required by the owner.



**DOC-1**

**TOWNSHIP OF WILLINGBORO  
BUSINESS REGISTRATION CERTIFICATE**

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE 700 ROCK AVE TRENTON, NJ 08646-0232
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107230	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM BRC(06/03)		

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

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

**Reforms to the Business Registration Certificate Filing:** permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors or attest that none was used;
- 4) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

**TOWNSHIP OF WILLINGBORO**

(REVISED 4/10)

**EXHIBIT A  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27  
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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



**DOC-2 cont.**

**TOWNSHIP OF WILLINGBORO**

(REVISED 4/10)

**EXHIBIT A continued**

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- **Letter of Federal Affirmative Action Plan Approval**
- **Certificate of Employee Information Report**
- **Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))**

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**Company** \_\_\_\_\_

**Signature** \_\_\_\_\_

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

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

**TOWNSHIP OF WILLINGBORO**  
**APPENDIX A**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

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

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

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

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

TOWNSHIP OF WILLINGBORO

INSURANCE CERTIFICATES

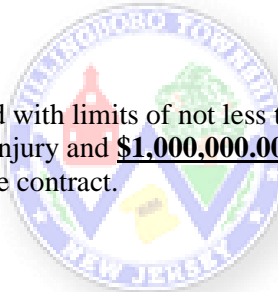
Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**The Bidder is required to submit actual Certificate(s) of Insurance establishing Insurance coverage of the type and amount required in accordance with the procedure set forth by the Contract Documents. (Documents to be submitted prior to the resolution of award)**

2. GENERAL LIABILITY INSURANCE

General liability insurance shall be provided with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 aggregate for property damage, and shall be maintained in full force during the life of the contract.



WILLINGBORO TOWNSHIP  
NEW JERSEY

TOWNSHIP OF WILLINGBORO  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

**PART 1: CERTIFICATION**

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

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification may render a bidder’s bid proposal non-responsive.** If the Township of WILLINGBORO determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township of WILLINGBORO may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

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

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**DOC-5 cont.**

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

**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 WILLINGBORO 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 of WILLINGBORO to notify the Township of WILLINGBORO 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 WILLINGBORO and that the Township of WILLINGBORO at its option may declare any contract(s) resulting from this certification void and unenforceable.

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.

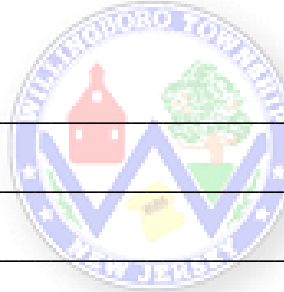
**Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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



**WILLINGBORO TOWNSHIP  
NEW JERSEY**

TOWNSHIP OF WILLINGBORO

Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)
Business name/disregarded entity name, if different from above
Check appropriate box for federal tax classification: Individual/sole proprietor, C Corporation, S Corporation, Partnership, Trust/estate, Limited liability company, Other
Exemptions (see instructions): Exempt payee code, Exemption from FATCA reporting code
Address (number, street, and apt. or suite no.), City, state, and ZIP code, Requester's name and address (optional), List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. Social security number and Employer identification number boxes.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Sign Here
Signature of U.S. person
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.
Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.
Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



# OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

- The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary.
- The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary.  
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.  
A limited liability company with a single member is not a Sole Proprietor.
- The vendor is a **corporation, partnership, or limited liability company**; and therefore, disclosure is necessary.  
If you answered **YES** to Question 3, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein.\*

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

- For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered **YES** to Question 4, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.\*

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

- As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.\*

\_\_\_\_\_  
\_\_\_\_\_

\* Attach additional sheets if necessary

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY  
COUNTY OF UNION

ss:

I AM

OF THE FIRM OF  
UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE WILLINGBORO TOWNSHIP RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS DAY

OF \_\_\_\_\_ 20\_\_\_\_\_.

(TYPE OR PRINT NAME  
OF AFFIANT UNDER  
SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_\_\_\_.



**DOC-9**

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF NEW JERSEY:

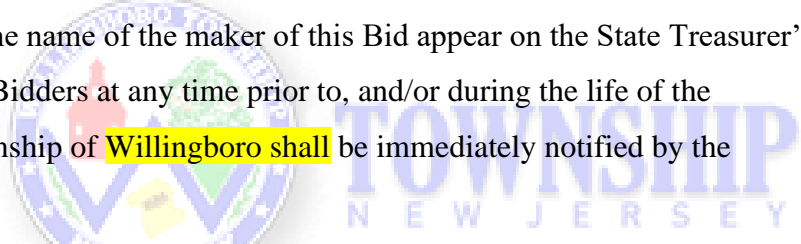
§

COUNTY OF \_\_\_\_\_:

I, \_\_\_\_\_ of the business known as \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am the owner and/or officer of the Bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said Bidder at the time of making this Bid is not included on the State of New Jersey, State Treasurer’s List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Township of Willingboro relies on the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the maker of this Bid appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Bidders at any time prior to, and/or during the life of the Contract, including Guarantee period, the Township of Willingboro shall be immediately notified by the signatory of this Affidavit.



\_\_\_\_\_ (Insert Name and Address of Contractor)

\_\_\_\_\_ (Insert Name and Title of Affiant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_ (Notary Public) My commission expires:

\_\_\_\_\_

**DOC-10**

**EQUIPMENT CERTIFICATION**

The undersigned Bidder hereby certifies as follows:

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

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name of above: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**WILLINGBORO**



**TOWNSHIP**  
NEW JERSEY

## Specifications for Grounds Maintenance Contract for Willingboro Township Municipal Complex / Parking Lot, Library and Firehouse

### Scope

This specification covers the requirements for Grounds Maintenance Services for a one-year period of April 15<sup>th</sup>, 2022, thru April 15, 2023, with an option of two one-year extensions. The Bidder is required to furnish all the services, equipment, transportation, materials, and labor necessary to provide and to perform in completion of required Grounds Maintenance to good horticultural practices and the required level of services. Work under this contract includes weekly as needed grass cutting, weed trimming and edging. Includes a Spring/ Fall cleanup for each location and quarterly tree and shrub trimming.

Where indicated, the Bidder shall be responsible for disposal of collected cleanup materials and /or lawn clippings and trimmings at their sole expense.

All Bidders must provide a contact cell phone number on proposal page. Successful vendors must be able to respond promptly (within 2 hours) to cell phone inquiries by Township's representative.

### Hours of Work

1. All Maintenance work is to be performed during regular working hours of 07:00 am to 7:00pm Monday to Saturday. (No Thursdays for the Municipal Complex)
2. The successful bidder will need to obtain the Townships approval to perform maintenance outside regular working hours.

### Requirements

1. The vendor will be required to show proof that they have sufficient equipment and personnel to provide services required with necessary backup equipment to cover break downs of scheduled maintenance activities.
2. The vendor shall, without additional expense to the Township, be responsible for obtaining any necessary licenses and permits, necessary and mandatory insurance coverage policies, and for complying with any applicable Federal, State, and local laws, codes, and regulations in connection with the action of the work.
3. The vendor shall be responsible for damage to persons or property that occur as a result of his/or her fault or negligence.
4. Record and update all maintenance activities weekly including date and time of activities, location where activities were carried out and name of each employee and supervisor on site.
5. Detailed application of all chemical herbicides for targeting weeds, and other unwanted vegetation, mode, type, and rates of application and results. Include date, time, weather conditions and name of licensed applicator. Keep and maintain pesticide applicator's log.

### Location #1: See Appendix A

#### Willingboro Township Municipal Complex 1 Rev. Dr. M. L. King Jr. Dr.

Under this item, the vendor shall perform all grass cutting on the same day and shall perform the work on the same day each week. When rain or other unforeseen circumstances prevent the vendor from performing grass cuts on the normal scheduled day, the vendor shall perform the cuts the next day that conditions allow the work to be performed. Vendor shall notify the Townships representative any time that grass cuts will not be performed on normally scheduled day. Vendor shall cut lawn areas at site to a height of three (3) inches unless otherwise directed by the Townships representative. Under normal growing circumstances it is anticipated that weekly grass mowing will result in removal of no more than one-third of the grass at any one mowing. Vendor shall adjust mowing heights to limit cuts to one third of the grass height when the growth rate of the

grass is above normal or when weather or other unforeseen circumstances delay normal grass cutting. The grass shall not be scalped, unevenly mowed, and the ground not be rutted. Trees and shrubs are not to be damaged.

Weather permitting, weekly grass cutting and weed trimming is anticipated to be required from April 1 through October 31. After August 1, vendor shall contact the Townships representative for approval prior to cutting.

Lawn areas along sidewalks and curbs shall be edged as part of the weekly lawn maintenance.

Lawn areas around trees, sign posts, utility poles, mulched beds, etc. must be trimmed on the same day that adjacent grass is cut. The grass and weed height shall be the same as the adjacent lawn after trimming is complete.

Care must be taken not to throw grass on parked cars.

Sidewalks, driveways, roadways, and parking lot areas are to be cleaned of all grass trimmings and debris, including the spraying of weeds.

Mulched and flowered beds, including around trees, shall be hand weeded monthly from May to October.

Mulching of beds and trees is done after spring cleanup is completed. Areas are to be mulched with three (3) inches of Black triple ground root mulch. Areas are to be hand weeded prior to installation.

Shrubs and trees are to be trimmed at the discretion of the Townships representative, or at least quarterly, and done with good horticultural practices

Spring and Fall cleanup shall include the removal of all leaves, sticks, branches, garbage and other debris from landscaped beds, lawn area, sidewalk, and parking lot areas. Sidewalk and parking lot areas are to be cleaned of all grit and debris. Cleanups shall take place between April 1 – 15 and November 27 – December 16. Vendor shall be responsible for the disposal of all materials collected during cleanup activities.

Location #1 cont'd:

Willingboro Township Municipal Parking Area 20 Rev. Dr. M. L. King Jr. Dr.

Under this item, the vendor shall perform all grass cutting on the same day and shall perform the work on the same day each week as Location #1. When rain or other unforeseen circumstances prevent the vendor from performing grass cuts on the normal scheduled day, the vendor shall perform the cuts the next day that conditions allow the work to be performed. Vendor shall notify the Townships representative any time that grass cuts will not be performed on normally scheduled day. Vendor shall cut lawn areas at site to a height of three (3) inches unless otherwise directed by the Townships representative. Under normal growing circumstances it is anticipated that weekly grass mowing will result in removal of no more than one-third of the grass at any one mowing. Vendor shall adjust mowing heights to limit cuts to one third of the grass height when the growth rate of the grass is above normal or when weather or other unforeseen circumstances delay normal grass cutting. The grass shall not be scalped, unevenly mowed, and the ground not be rutted. Trees and shrubs are not to be damaged.

Weather permitting, weekly grass cutting and weed trimming is anticipated to be required from April 1 through October 31. After August 1, vendor shall contact the Townships representative for approval prior to cutting.

Lawn areas along sidewalks and curbs shall be edged as part of the weekly lawn maintenance.

Lawn areas around trees, sign posts, utility poles, mulched beds, etc. must be trimmed on the same day that adjacent grass is cut. The grass and weed height shall be the same as the adjacent lawn after trimming is complete.

Care must be taken not to throw grass on parked cars.

Sidewalks, driveways, roadways, and parking lot areas are to be cleaned of all grass trimmings and debris, including the spraying of weeds.

Shrubs and trees are to be trimmed at the discretion of the Townships representative and done with good horticulture practices.

Spring and Fall cleanup shall include the removal of all leaves, sticks, branches, garbage and other debris from lawn area, sidewalk, and parking lot areas. Sidewalk and parking lot areas are to be cleaned of all grit and debris. Spring cleanup shall take place between April 1 – 15 and the Fall cleanup shall take place between November 27 – December 16. Vendor shall be responsible for the disposal of all materials collected during cleanup activities.

Location #2: See Appendix A

Willingboro Township Library and Amphitheatre

Located at Town Center 220 Willingboro Way Willingboro NJ 08046

Under this item, the vendor shall perform all grass cutting on the same day and shall perform the work on the same day each week. When rain or other unforeseen circumstances prevent the vendor from performing grass cuts on the normal scheduled day, the vendor shall perform the cuts the next day that conditions allow the work to be performed. Vendor shall notify the Townships representative any time that grass cuts will not be performed on normally scheduled day. Vendor shall cut lawn areas at site to a height of three (3) inches unless otherwise directed by the Townships representative. Under normal growing circumstances it is anticipated that weekly grass mowing will result in removal of no more than one-third of the grass at any one mowing. Vendor shall adjust mowing heights to limit cuts to one third of the grass height when the growth rate of the grass is above normal or when weather or other unforeseen circumstances delay normal grass cutting. The grass shall not be scalped, unevenly mowed, and the ground not be rutted. Trees and shrubs are not to be damaged.

Weather permitting, weekly grass cutting and weed trimming is anticipated to be required from April 1 through October 31. After August 1, vendor shall contact the Townships representative for approval prior to cutting.

Lawn areas along sidewalks and curbs shall be edged as part of the weekly lawn maintenance.

Lawn areas around trees, sign posts, utility poles, mulched beds, etc. must be trimmed on the same day that adjacent grass is cut. The grass and weed height shall be the same as the adjacent lawn after trimming is complete.

Care must be taken not to throw grass on parked cars.

Sidewalks, driveways, roadways, parking lot areas and area in front of amphitheater (also to include paver area) are to be cleaned of all grass trimmings, sticks and debris, including the spraying of weeds.

Mulched and flowered beds, including around trees, shall be hand weeded monthly from May to October.

Mulching of beds and trees is done after spring cleanup is completed. Areas are to be mulched with three (3) inches of Black triple ground root mulch. Areas are to be hand weeded prior to installation.

Shrubs and trees are to be trimmed at the discretion of the Townships representative and done with good horticulture practices.

Spring and Fall cleanup shall include the removal of all leaves, sticks, branches, garbage and other debris from landscaped beds, lawn area, sidewalk, and parking lot areas. Sidewalk and parking lot areas are to be cleaned of all grit and debris. Cleanups shall take place between April 1 – 15 and November 27 – December 16. Vendor shall be responsible for the disposal of all materials collected during cleanup activities.

Location #3: See Appendix A

Willingboro Firehouse

Located at 398 Charleston Road, Willingboro NJ 08046

Under this item, the vendor shall perform all grass cutting on the same day and shall perform the work on the same day each week. When rain or other unforeseen circumstances prevent the vendor from performing grass cuts on the normal scheduled day, the vendor shall perform the cuts the next day that conditions allow the work to be performed. Vendor shall notify the Townships representative any time that grass cuts will not be

performed on normally scheduled day. Vendor shall cut lawn areas at site to a height of three (3) inches unless otherwise directed by the Townships representative. Under normal growing circumstances it is anticipated that weekly grass mowing will result in removal of no more than one-third of the grass at any one mowing. Vendor shall adjust mowing heights to limit cuts to one third of the grass height when the growth rate of the grass is above normal or when weather or other unforeseen circumstances delay normal grass cutting. The grass shall not be scalped, unevenly mowed, and the ground not be rutted. Trees and shrubs are not to be damaged.

Weather permitting, weekly grass cutting and weed trimming is anticipated to be required from April 1 through October 31. After August 1, vender shall contact the Townships representative for approval prior to cutting.

Lawn areas along sidewalks and curbs shall be edged as part of the weekly lawn maintenance.

Lawn areas around trees, sign posts, utility poles, mulched beds, etc. must be trimmed on the same day that adjacent grass is cut. The grass and weed height shall be the same as the adjacent lawn after trimming is complete.

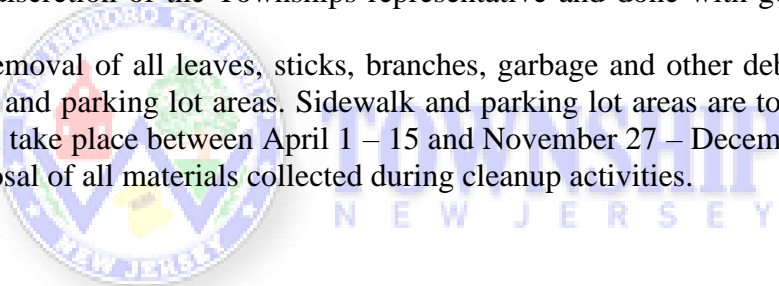
Care must be taken not to throw grass on parked cars.

Sidewalks, driveways, roadways, parking lot areas and area in front of amphitheater (also to include paver area) are to be cleaned of all grass trimmings, sticks and debris, including the spraying of weeds.

Mulched and flowered beds, including around trees, shall be hand weeded monthly from May to October. Mulching of beds and trees is done after spring cleanup is completed. Areas are to be mulched with three (3) inches of Black triple ground root mulch. Areas are to be hand weeded prior to installation.

Shrubs and trees are to be trimmed at the discretion of the Townships representative and done with good horticultural practices.

Spring and Fall cleanup shall include the removal of all leaves, sticks, branches, garbage and other debris from landscaped beds, lawn area, sidewalk, and parking lot areas. Sidewalk and parking lot areas are to be cleaned of all grit and debris. Cleanups shall take place between April 1 – 15 and November 27 – December 16. Vendor shall be responsible for the disposal of all materials collected during cleanup activities.



Location #1

Willingboro Township Municipal Complex and Parking Lot 1 and 20 Rev. Dr. M. L. King Jr.

Dr.


	Price per Cut	Year One	Year Two	Year Three
Grass Mowing	\$ _____	\$ _____	\$ _____	\$ _____
	Price per Month			
Weeding	\$ _____	\$ _____	\$ _____	\$ _____
	Price per Trimming			
Shrub and Tree Trimming	\$ _____	\$ _____	\$ _____	\$ _____
	Price per Mulching			
Mulching	\$ _____	\$ _____	\$ _____	\$ _____
	Price per Cleanup			
Spring and Fall Cleanup	\$ _____	\$ _____	\$ _____	\$ _____

\*All Grass and Trimmings are to be bagged and removed from property.

Location #2:  
Willingboro Township Public Library  
220 Willingboro Way, Willingboro NJ 08046

	Price per Cut	Year One	Year Two	Year Three
Grass Mowing	\$ _____		\$ _____	\$ _____
	Price per Trimming			
Shrub and Tree Trimming	\$ _____		\$ _____	\$ _____
	Price per Cleanup			
Mulching	\$ _____		\$ _____	\$ _____
	Price per Cleanup			
Spring and Fall Cleanup	\$ _____		\$ _____	\$ _____

\*All Grass and Trimmings are to be bagged and removed from property.



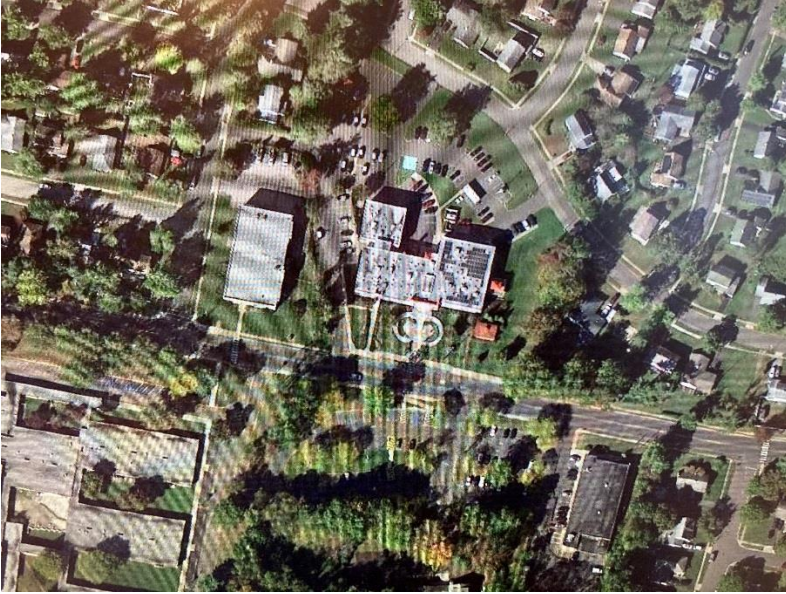
WILLINGBORO TOWNSHIP  
NEW JERSEY

Location #3 Willingboro Township Firehouse  
398 Charleston Road, Willingboro NJ 08046

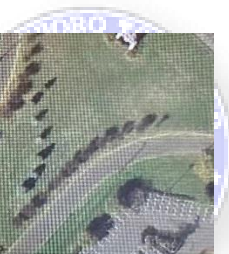
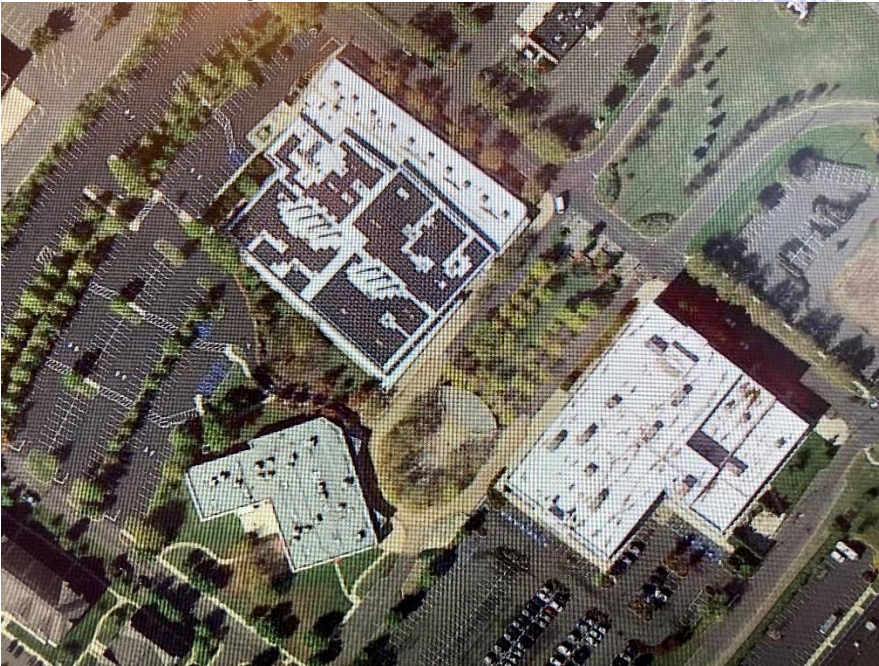
	Price per Cut	Year One	Year Two	Year Three
Grass Mowing	\$ _____		\$ _____	\$ _____
	Price per Month			
Weeding	\$ _____		\$ _____	\$ _____
	Price per Trimming			
Shrub and Tree Trimming	\$ _____		\$ _____	\$ _____
	Price per Mulching			
Mulching	\$ _____		\$ _____	\$ _____
	Price per Cleanup			
Spring and Fall Cleanup	\$ _____		\$ _____	\$ _____

\*All Grass and Trimmings are to be bagged and removed from property.

APPENDIX A:  
Location 1; Municipal Complex



Location 2; Library



**TOWNSHIP**  
NEW JERSEY



Location 3; Firehouse



Thank you for your submission  
To the Township of Willingboro



Purchasing Department