

Bid Packet

Bid # 4-2022

Bid Name: CUSTODIAL OPERATIONS 2022

Township of Willingboro

Burlington County

New Jersey

Date: September 29, 2022



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 Perron

Dwayne M. Harris, Township Manager

Eusebia Diggs, CFO

George M. Brown Jr, QPA

NOTICE TO BIDDERS

Notice is hereby given that on Oct 25, 2022 at (10:00) A.M (Prevailing time), sealed bids will be opened and read in (Location/Address) at which time and place the sealed bids will be opened publicly and read for the following. Bid # 4-2022 Bid Name: Custodial Operations 2022

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 in order to be considered. Bidders are to provide one (1) clearly sealed and marked ORIGINAL, one (1) clearly marked COPY and one electronic copy on USB drive. Please have each item on checklist color tabbed and numbered in your bid packet for a more time efficient packet review.

If indicated, 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](https://www.willingboronj.gov/RFP/RFQ/Bids) ([willingboronj.gov](https://www.willingboronj.gov)) and the Clerk's Office: Ms. Brenda Bligen., Municipal Clerk, bbligen@willingboronj.gov, 609-877-2200 ext: 1028

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

Bidders are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

Schedule: Release Specifications: (9/29/2022) Pre-Bid Meeting: 10/18/22

Deadline for All Questions: (10/19/22) (5:00) P.M.

Addenda if Issued: (10/17/22)

Bid Opening: (Oct 25, 2022) (10:00) A.M.

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

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"/>	Acknowledgement of Receipt of Changes [DOC-10]	
<input checked="" type="checkbox"/>	Equipment Certification [DOC-11]	

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

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
100 NICKLES
TRENTON, NJ 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/500

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE:
01/01/01
FORM BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107230

ISSUANCE DATE:
07/14/04

Signature: *John S. Tully*

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

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

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 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 contracting 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.

WILLINGBORO



TOWNSHIP
NEW JERSEY

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)**

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

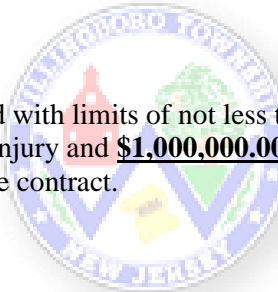
Name of Bidder: _____

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.

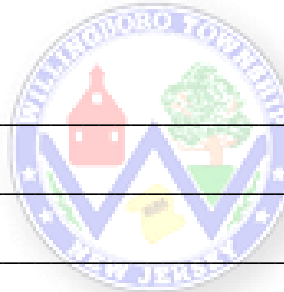
Bidder: _____

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:
Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
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
Employer identification number

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

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.

- 1. The vendor is a Non-Profit Entity; and therefore, no disclosure is necessary.
2. 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.
3. 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.*

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CITY STATE ZIP

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- 4. 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.*

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- 5. 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

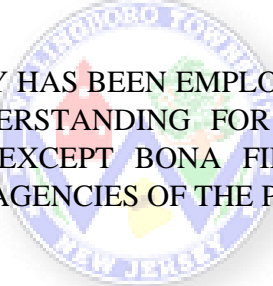
STATE OF NEW JERSEY
COUNTY OF UNION

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_____.

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

Acknowledgement of Receipt of Changes

Pursuant to the NJSA 40A:11-23. 1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local units record of notice to bidders shall take precedence and that failure to include provisions of changes in the bid proposal may be subject for rejection of the bid.

Title of Addendum/Revision Received Via (email, fax, etc.) Date Received

ACKNOWLEDGEMENT OF BIDDER

Name of Bidder:

Bidder's Signature:

Printed Name & Title:

Date



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: _____



Specifications

For

CUSTODIAL OPERATIONS 2022

For

WILLINGBORO TOWNSHIP



General Bid Requirements

Term

The contract term is for a period of 12 months with the potential for a one twelve-month renewal providing the terms and conditions of the contract remain substantially unchanged and any increase over the one twelve-month renewal period does not include a substantial increase over the initial twelve-month and remains compliant with the Local Public Contracts Law.

Pre-Bid Conference

There will be a pre-bid conference held on October 18, 2022 at 10am. It is highly recommended that all vendors tour the Municipal Administration Offices/ Court / Police Complex, the Kennedy Center, Banquet Facility/Conference Center, and Senior Center, and the Department of Public Works buildings in order to familiarize the contractors with the exact nature of the existing conditions of the work areas and requirements of the specifications for the extent and quality of the work to be performed. All bidders will be responsible for understanding all information in the specification. **Vendors will be guaranteed the opportunity to view the locations by requesting a site visit between the hours of 8am-3pm Mon-Fri by October 11, 2022. Note: No adjustment will be made for bidder’s failure to visit the site.**

Start-Up

Contractor will provide additional supervision as needed to assist in the start-up of the contract typically lasting one to three months.

Sub-Contracting

The Contractor must be fully capable of performing the proposed services within its own resources and may not assign, transfer, or sublet this contract or any portion thereof without the written consent of the Municipal Township Manager. Noncompliance with this requirement will result in immediate disqualification.

Capital Equipment Provided

Contractor shall provide a separate list of all equipment and any additional equipment or project supplies, they deem necessary, which it will be responsible for providing, to be used at the Municipality. All the equipment shall be of commercial grade and a name brand, not privately labeled.

Supplies Provided

The Contractor shall provide all cleaners, germicides, floor finishes, paper, and plastics to properly perform the specifications. All chemicals shall be properly labeled and comply with "Right to Know" requirements. Documentation required by the statute for any chemical utilized within the scope of this contract shall be provided, by the Contractor, to the Municipality. Contractor shall provide a list of supplies to be utilized in the scope of the contract. The supplies shall be of a name brand and not privately labeled. The contractor will provide and pay for all wet and dry mop head laundering costs. The vendor can provide a cost differential to supply similar chemicals to all the locations contained in this document.



Termination Clause

If either party fails to comply with any of the obligations required of it in this Agreement and, following receipt of written notice specifying the failure, fails to remedy and cure such failure within a reasonable time. Then the non-breaching party shall have the right to terminate this Agreement immediately upon giving thirty (30) days prior written notice of that intention.

Contractor Requirements

1. Must presently be providing custodial services for at least three (3) public entities in the State of New Jersey. At least one of the three must be of the same size of the Willingboro Township facilities.
2. Must have a record of at least five (5) years of successful management performance of public sector operations in the custodial function. References must be provided
3. Must have a formalized in-service educational program for all employees of the contracting company, including the necessary equipment to present the program. This must include training programs in custodial services.
4. The successful bidder must provide a written Cleaning/custodial maintenance plan and defined supervisory support for each location.
5. Must keep aware of the changing technologies in custodial services.
6. Must provide organizational chart of departmental operation. Custodial staffing numbers should be in line with industry standards in cleaning quality based on square footage maintained by each Full Time Equivalent (FTE). (See Specification H page 26)
7. Must be able to provide qualified and experienced supervisors and employees (FTE's) who will be managed by the contractor.
8. Must meet standards of local, state and federal requirements.
9. Must provide "consistent" work uniforms for full time and part time custodial personnel. (See Specification G page 26)
10. Will provide all employees and perform a preliminary criminal background check without expense to the municipality. All employees must then be fingerprinted and clear a criminal background check conducted by the State of New Jersey prior to beginning to work in the municipality. The Township reserves the right to inspect the records of any or all employees of the contractor, at any time during the term of the contract with respect to same. Also, the contractor must comply with a pre-employment drug testing policy. This policy will be shared with the township.

11. Must follow, always, all applicable laws as stated in N.J.A.C. 12:90, regarding the operation of Boilers, Pressure Vessels and Refrigeration. Custodial personnel will be required to hold a low-pressure Black Seal boiler operator's license.

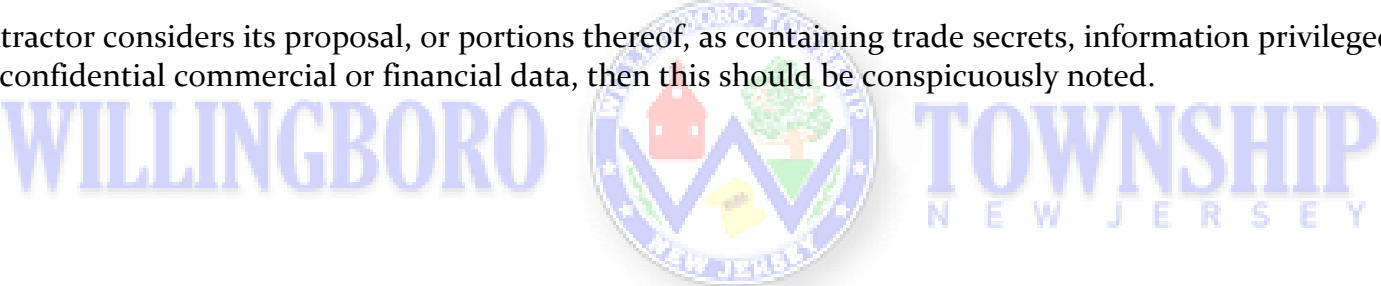
12. As price will not be the sole criteria for the township to award a contract, it is important for the township to assess the operational capabilities and expertise of the contractor. Therefore, **the contractor must provide a detailed plan assessing any current operational problems and what solutions the contractor will provide to solve them.** This plan must cover the custodial areas of the township's operations. Failure to provide this assessment in the proposal will be cause for immediate disqualification.

13. Written approval from the Township Manager or their designee is required to re-hire past and current custodial contract personnel or to hire present or former Willingboro Township employees.

14. The Contractor prices are to include personnel, labor, equipment, materials, tools, supplies, supervision, management, and services and otherwise do all things necessary to or incident to, perform and provide the work efforts described in the specifications.

Awarding of Contract

If a contractor considers its proposal, or portions thereof, as containing trade secrets, information privileged by law, or confidential commercial or financial data, then this should be conspicuously noted.



Specifications

Introduction

Vendor must provide administrative and technical direction for the management of the custodial functions throughout the Township facilities. Such direction will include, but not be limited to, assistance in the planning, organizing, coordination, direction, training and controlling of the custodial employees to ensure and maintain the custodial functions in the building and grounds in a condition acceptable to Willingboro Township; to control cost of labor and materials; and to maintain continuous availability of trained and experienced custodial staff and supervisory support. The successful contractor shall provide a point of contact for all operational issues related to the custodial services to the locations served.

The contractor shall provide administration in the management of the custodial organization.

A. Safety and Compliance

1. Provide safety equipment as follows but not limited to:
 - a. Personal Protective Equipment
 - b. Safety Training as indicated below
 - c. Cones and Safety equipment as required to clean floors.
2. Provide and/or comply with an incident reporting system to include investigation and evaluation of incidents involving personnel and equipment damage.
3. Provide safety-related information, including Right to Know regulations, and must have a record of at least five (5) years of successful management performance of public sector operations in the custodial function. References must be provided. Include plans for new, and continuing education of supervised employees.
4. Maintain liaison with major safety-oriented agencies.
5. The successful bidder must have a **lead custodian at each location. All custodians should speak and understand English.** This is a safety concern if there is an emergency.
6. The Contractor is responsible to ensure that cleaning and maintenance equipment, and supplies are well secured from children.

B. Employee Training

1. Provide certifications and document employee orientation, in-service and formalized training including, but not limited to, the following OSHA required training which involve the development of written policies and procedures:
 - Blood borne Pathogens - Standard 29 CFR Part 1900.1030.
 - Personal Protective Equipment - Standard 29 CFR Part 1910.132.
 - Personal Protective Equipment - Standard 29 CFR Part 1910.133.

C. Administrative Specifications

The Contractor's mobile supervisor will assume all routine duties normally carried out by the head of a custodial function. Specific areas of responsibility are:

1. **Supervision** - The Contractor's supervisor will assume line management duties controlling direct labor activities including hiring, termination, task assignments, job description, scheduling, training, application of personnel policies and direct labor hour justification. Supervision of the employees and contract can be done by a part time management person as long as the individual is available 24 hours a day.

Changes in personnel and/or shift changes must be promptly reported to the Maintenance Superintendent.

2. **Accessibility while on the Job** – The lead custodian on each shift must carry and be reachable by a telephone provided at each location by the township. The township telephone is to be used for township business only.

3. **Policies and Procedures** - The Contractor's supervisor shall create or augment, develop, publish and apply policies and procedures appropriate and necessary to the custodial function including, but not limited to:

- Emergency Call-In List
- Assignments Accountability
- Time Accountability
- Personnel & Safety Policies

4. **Safety and Security** - The Contractor's resident manager shall support the township for providing a safely maintained and functionally secure facility to include:

- Maintenance of all facility doors, windows and means of fire egress.
- Recommendations to administration concerning safety/security issues.
- Maintenance of facility equipment and structures to affect a safe environment.
- The Contractor is responsible to ensure that cleaning and maintenance equipment and supplies are well secured from children.

D. **Township Holiday Schedule**

During township holiday closings (2018 schedule attached), the contractor will schedule and perform deep cleaning and routine custodial operations while the building is closed to the public to include:

- Carpet and spot cleaning
- Floor stripping and waxing
- Heavy Duty/Extensive Cleaning

Excluded holidays are Thanksgiving Day and Christmas Day.

E. **Performance Specifications/Duties**

The performance of this contract will include the following performance specifications/ duties (see Exhibit #1 page 8.).

1. Contractor shall provide a list of all equipment to be used at the municipality. Additional equipment shall be of a name brand, not privately labeled. This list shall include a description of equipment with make and model number.

F. Definitions

1. Annual - The twelve-month period during which work is expected to be performed beginning the first day of the contract term and ending at midnight the day before the expiration of the contract one year later.
2. As needed (A/N) – Work that is necessary as determined by the Contract Administrator.
3. Monthly (“Once per Month”) - One Twelfth (1/12th) of a contract term. Work that is expected to be performed once per month.
4. Task - That work item to be performed on the day of or with the frequency specified.
5. Term (“Annual,”) Twelve-month period beginning the first day of the contract and ending at midnight on the day before the contract expires one year later.
6. Three times per Contract term - work to be performed at approximately the thirtieth (30) day, one hundred-fiftieth (150) day and two hundred-seventieth (270) day from the first day of the Contract term.
7. Twice per Contract term - work to be performed at approximately the sixtieth (60) day and two hundred fortieth (240) day from the first day of the Contract term.
8. Work Week – As defined in below.
9. Yearly - “Once per year” Work that is expected to be performed once during the “Annual” contract term, within the first sixty (60) days of the first day of the contract term.
10. CO - Contract Official

Exhibit 1

Performance Specifications

Specification A: Quality Standards for Custodial Operations

Specification B: Cleaning Frequency Schedule

Specification C: Miscellaneous Responsibilities

Specification D: Minor Corrective Maintenance

Specification E: Work Excluded from Service

Specification F: Building Floor plans

Specification G: Communication Equipment and Uniforms

Specification H: Minimum Facility Staffing/Standards of Cleanliness



WILLINGBORO

TOWNSHIP
NEW JERSEY

SPECIFICATION A

Quality Standards for Custodial Operations

A. **Entrance and Exit:** All entrance and exit areas (including fire exits) should be visibly clean and free of all trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be clean of smudges, marks, and spots. Drinking fountains shall present a clean appearance with no build up and encrustation.

B. **Room Cleaning:** The room shall be clean and when necessary the Contractor may be required to move furniture and furnishings. This shall be done with extreme care and furnishings shall be replaced to their original positions to make area ready for use.

C. **Wall Fixtures:** Switches, sockets, or data points shall be clean and be free of blood, body substances, dust, dirt, debris, cello tape, and spillages.

D. **Walls:** All wall surfaces (including skirting) shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape, and spillages. Walls shall be free of streaks and spots. There shall be no signs of overlapping. There shall be no smudge spots where cleaning of the upper and lower halves of the wall overlap. Walls shall be uniformly clean. Frames on doors, windows, moldings, etc. shall be clean.

E. **Ceiling:** All ceiling surfaces shall be clean and free of dust, dirt, and debris.

F. **Horizontal and Vertical Surfaces:** All horizontal surfaces shall be clean and free of dust, dirt, debris, and spillages.

G. **Dusting:** There shall be no dust, streaks, oils, spots, and smudges on surfaces.

H. **Furniture:** Damp wipe and vacuum surfaces to be clean and free of dust, dirt, and, spillages.

I. **Bare Floors:** All floors shall be clean and free of dust, dirt, debris, and spillages (refer to the manufacturers' specifications for maintenance). The cleaning of linoleum flooring shall follow industry standards.

J. **Carpet and Area Rugs:** All carpets and area rugs shall be clean and free of dust, dirt, debris, and spillages. The Contractor shall protect all carpeting and place protective non-absorbent pads or foil between the cleaned carpet and the furnishings. Any damage resulting from Contractor's lack of carpet protection shall be corrected by the Contractor.

K. **Mats:** All mats shall be clean and free of dust, dirt, debris, and spillages.

L. **Sinks and Mirrors:** All sinks and mirrors shall be clean and free of dust, dirt, debris, and smearing.

M. **Toilets and Toilet Closets:** All toilet areas shall be clean and sanitized, and be free of dust, dirt, debris, and spillages.

N. **Dispensers:** Dispensers shall be cleaned and adequately stocked.

O. **Receptacles:** Empty, clean, and sanitized sanitary napkin and waste receptacles. Sanitary napkin disposal containers shall be lined with new receptacle bags. Disposal of waste shall be treated the same as Blood Borne Pathogens as specified in 29 CFR §1910.1030.

P. **Doors:** All parts of the door structure, including handles, frames and jambs shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape, and spillages.

Q. **Glazing, Including Partitions:** All internal glazed surfaces shall be clean and sanitized and free of smears, grime, and tape substances.

R. **Trash Removal:** All trash shall be removed as scheduled and by the end of the day if not indicated. All trash (including trash in restrooms) shall be collected and removed to a location designated by the CO or their designee. Trash containers shall be emptied and kept clean and odor-free, and free of dirt, dust, debris, residue, and spilled material. Plastic liners for all trash, debris and recycling containers shall not be torn, worn, or contain residue. Please refer to the trash and recycling portion of these specifications.

S. **High Cleaning Surfaces Above 70 Inches:** Surfaces shall be cleaned and free of dust and cobwebs. This does not include the removal of vents, tiles, or fixtures to accomplish high cleaning. Where glass is present, both sides shall be clean and free of streaks (interior of building only).

T. **Outdoor - External Areas** - The complete external areas shall be clean and free of trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances on the hard surfaces. Any hazardous conditions or items in need of repair should be identified and a written notice immediately given to the CO or their designee.

U. **Outdoor Equipment and Rubber and Hard (concrete and asphalt) Surfaces:** These surfaces shall be clean and free of gum, other foreign substances, spillages, and droppings. Pressure washing shall be used where appropriate.

V. **Window Treatments (blinds, shades, curtains):** Window treatments shall be clean and free of dust, dirt, debris, and spillages. All sides of blinds, cord tapes, and valances are to be clean and free of dust.

W. **Window Washing:** Windows shall be clean and free of dirt, grim, streaks, tape substances, and excessive moisture. Window sashes, sills, woodwork, and other surroundings of interior glass shall be free of drippings and other watermarks. Windows that have window film shall be cleaned using the manufacturer's instructions for window washing.

X. **Furniture:** All furniture shall be free of dust, dirt, spillages, and spots.

Performance Standards

Performance Standards

The Contractor through innovation, technology, or other means shall perform the work in this contract to meet the quality and performance standards in this Section. Evaluations of the Contractors work shall be based on the standards in this Section and conducted in accordance with the Township's 'Quality Assurance Surveillance Plan (QASP).'

Floor Care

The Contractor shall provide a floor maintenance schedule to the CO or their designee.

-Bare Floors: Floors, base moldings, and grout shall be clean and free of debris including but not limited to dirt, water streaks, mop marks, string, gum, tar, and other foreign matter. The floors shall maintain their natural luster and not have a dull appearance.

Wet mopping of bare floors shall be cleaned using disinfectant cleaner(s) with additional scrubbing, if necessary. These floors shall be slip resistant. Surfaces, baseboards, and corners shall be clean and dry.

Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.

Mops and cleaning rags shall be cleaned and sanitized before and after each day of use. Mops and cleaning rags used in restrooms including diapering areas in restrooms and Child Care centers) shall not be used to clean any other areas.

-Asbestos Containing Building Material (ACBM) Floors: Cleaning of flooring that may contain asbestos material, such as Vinyl Asbestos Tile (VAT), shall comply with the methods prescribed in the National Institute of Building Sciences (NIBS) Guidance Manual, 'Asbestos Operations and Maintenance Work Practices.' The Contractor shall have a copy of the NIBS Guidance Manual. Upon request, the Township shall make available to the Contractor any asbestos sampling results.

-ADP/Data Center Floors: Damp mopping shall be the only method of wet cleaning for floors in Automated Data Processing (ADP)/Data Center spaces.

-Granite and Marble Floors: All applicable floor areas shall be maintained in accordance with industry standards, and the standard identified in the Contractor's 'Quality Control Plan.'

-Loading Dock Floors: Spill residues and clean-up materials shall be disposed of in accordance with the Environmental Protection Agency (EPA) and/or State and local regulatory agency requirements.

-Stripping Floors: The old finish or wax shall be removed in accordance with standard commercial practices. Spots shall be eliminated. There shall be no evidence of gum, burns, scuffmarks, or wax buildup in corners or crevices. UNDER NO CIRCUMSTANCES SHALL BURNISHING OR DRY STRIPPING METHODS BE USED ON ACBM FLOORING.

-Finishing Floors: Walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The applied finished area shall have a uniform luster.

-Sealing Floors: Sealant must adhere to the floor. Floor areas must be evenly coated with a slip resistant seal.

-Wood Floors: There shall be no water solutions used on wood flooring. There shall be no dry stripping methods used on wood flooring.

Carpets and Rugs

-Extraction (Public Areas Only): Build-up spills and crusted materials shall be removed along with spots and smears. There shall be no areas of deterioration or fuzzing to the carpets and rugs as a result of harsh brushing or scrubbing. Cleaned areas of carpets and rugs shall be reasonably blended with surrounding carpets. The Contractor shall coordinate with the CO or their designee the times when carpet shall be cleaned. The carpet shall be dry before customers occupy the building on the next business day.

The Contractor shall take measures to prevent the growth of mold. Moving of duplicating equipment, computer equipment, and similar types of electric and electronic equipment is to be coordinated with the CO or their designee and customer, as required, prior to cleaning of the carpet. Any furnishings moved are to be returned to their original positions.

-Spot Cleaning: Carpet surfaces shall be free of removable spots, soiled traffic patterns, dirt, dust, debris, gum, and crusted materials.

-Vacuuming: Carpet surfaces are to be free of dirt, dust, and other debris. Vacuuming shall be done at a frequency that will protect the integrity of the carpet and prolong wear. The Contractor shall utilize at a minimum HEPA vacuum cleaners that meet the requirements of the Carpet and Rug Institute's 'Seal of Approval/ Green Label Vacuum' Program.

Floor Mats and Runners

The Township shall furnish all mats and runners.

Mats and runners shall be free of removable spots, soiled traffic patterns, dirt, debris, gum, and crusted materials. There shall be no areas of deterioration or fuzzing as a result of harsh brushing or scrubbing. They shall receive scheduled cleanings and routine inspections. Any mats and runners that are found to be non-repairable or cannot be cleaned shall be brought to the attention of the CO or their designee so they can be replaced.

In the event of wet or inclement weather mats and runners are used, the mats and runners shall be placed at entrances and at other areas identified by the CO or their designee prior to the building occupants reporting to work. Wet or inclement weather mats and runners shall be removed, cleaned, and stored by the Contractor when the CO or their designee determines that they are no longer required.

Restrooms, Shower Rooms, Locker Rooms and Holding Cells

-Cleaning: All areas shall be cleaned using a disinfectant cleaner. Fixtures shall maintain a high level of luster and be free of dust, mold, mildew, streaks, and encrustations. Partitions, doors, vents, sills, and walls shall be free of dust, dirt, bodily fluids and waste, and graffiti. Shower curtains shall be cleaned and free of mold and dirt. Restrooms shall be free of discarded material and trash shall be emptied to prevent the containers from overflowing.

-Dispensers: The Township shall provide dispensers, including dispensers in tenant break rooms. The Contractor shall replenish supplies and fill dispensers as a standard service. The supplies for the provided dispensers shall be

compatible with the dispenser's manufacturer's requirements. Supplies including dispenser construction and efficiency shall be consistent with the safe and environmentally friendly products requirements referenced throughout this specification.

Hand soaps shall not contain antibacterial agents except where required by Federal, State, local requirements and health codes.

-Floors: The quality standard for providing standard service is the same as that described in Section 'Floor Care.'

-Receptacles: The Township shall provide receptacles. The Contractor shall empty, clean, and sanitize the sanitary napkin and waste receptacles. Sanitary napkin disposal containers shall be lined with new receptacle bags. Disposal of waste shall be treated the same as Blood Borne Pathogens as specified in 29 CFR §1910.1030

Fixtures

-Clean and Sanitize: All fixtures and surfaces (washbasins, urinals, modesty panels, toilets, shower stalls, etc.) shall be clean with no dust, spots, soiled substances, discoloration, mold, build-up, or excess moisture.

-Drinking Fountains: All fountains shall be free of dirt, watermarks, and all other debris or encrustations. Drinking fountains shall be sanitized and present a lustrous appearance.

Surfaces

-Horizontal Surfaces: All surfaces shall be free of dust, dirt, oil spots, or smudges. Cabinets and desks with papers, computers, and keyboards shall not be disturbed. Surfaces should be damp mopped or wiped with a germicidal cleaner. Contact time should be consistent with the manufacturer's recommendations.

-Metal, Brass and Woodwork: Surfaces (including corners, crevices, moldings, ledges, hand rails, grills, doors, door knobs, door frames, kick plates, etc.) shall be free of dust, streaks, spots, hand marks, oil, smudges, dirt, soiled substances, encrustation, and streaks.

-Glass Cleaning: All glass, clear partitions, mirror surfaces, bookcases, and other glass (within approximately 70 inches of the floor) shall be clean and free of dirt, dust, streaks, smudges, watermarks, spots, grime, and shall not be cloudy. There shall be no water spots on the glass or adjacent fixtures and furniture.

Walls

All wall surfaces shall be free of smudges, marks, dirt, and spots. Cleaning shall not cause discoloration.

High Cleaning

High Surfaces: Surfaces above between 70 inches shall be cleaned and free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. Included in high cleaning is the ceiling. This does not include the removal of vents, tiles, or fixtures.

Dusting

Surfaces shall be dust free with a preference to using a micro-fiber or damp cloth, or backpack vacuum fitted with the appropriate dusting tool.

Trash, Wastebaskets and Ash Receptacles.

All trash (including restrooms) shall be collected and removed to a location designated by the CO or their designee. Trash containers shall be emptied and kept clean, odor-free, and free of dirt, dust, debris, residue, and spilled material. Plastic liners for all trash and debris containers shall not be torn, worn, or contain residue. All ash receptacles shall be free of dust, ashes, odors, tar, streaks, and tobacco residue. The Contractor shall notify the CO or their designee of any item or material identified by the Environmental Protection Agency (EPA) and State and local regulatory agencies as hazardous waste, hazardous materials, or Universal Waste observed in the trash receptacles. Typical prohibited wastes include but are not limited to fluorescent light bulbs, thermostats, thermometers, most chemicals, and batteries as specified in 40 CFR § 260-273.

Recyclables

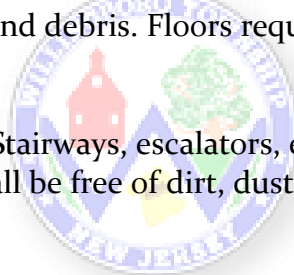
The Contractor shall provide all labor, and the means to collect and transport recyclable materials from recycling bins and containers located throughout the building to storage and loading areas as designated by the CO or their designee and as described in Section 10.2.o. 'Recycling.'

Elevators, Escalators and Stairways

-Door Tracks: Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.

-Exterior and Interior Car Surfaces: Surfaces shall be clean and free of finger marks, smudges, and spills. Carpets and floors shall be free of removable spots, dirt, and debris. Floors requiring a finish shall be maintained at a high luster.

-Exposed Surfaces, Treads, Risers and Landings: Stairways, escalators, entrances, landings, railings, risers, ledges, grills, doors, radiators, and surrounding areas shall be free of dirt, dust, litter, and debris.



Window Washing

Cleaning: The windows shall be clean and free of dirt, grime, streaks, moisture, and shall not be cloudy. Window sashes, sills, woodwork, and other surroundings of glass shall be wiped free of drippings and other watermarks. All windows shall be cleaned daily. The Contractor shall comply with ANSI/IWCA I-14.1, and all Federal, State and local regulations.

Blinds and Coverings (Not Including Drapes, Curtains and Unique Coverings)

Dusting of Blinds and Coverings: All blinds, coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported to the CO or their designee for repair.

Policing Inside Areas

Areas: All building areas shall be free of papers, trash, and other discarded materials.

Interior and Atrium Plants (Township Plants)

Plants shall be free of dust and dead leaves and properly hydrated. Plants that are the personal property of tenants are excluded.

Concessions (Cafeterias, Snack Bars and Vending Machine Areas)

Cleaning: All public areas (cafeteria furniture, seating areas, snack bars, and vending machine areas) shall be clean, sanitized, and free of spillages, food crumbs, spots, smudges, marks, and soil. Floors shall be maintained using the

floor care standard requirements in this contract. Floors in serving and kitchen areas shall be cleaned during the normal scheduled cleaning hours.

Fitness Centers, Health Units and Laboratories

-Cleaning: Areas such as the fitness center, shall be cleaned in accordance to the standard service requirements.

-Surfaces: All metal (door frames, handles, and fixture) and glazed surfaces (including partitions), shall be sanitized and made free of smears, finger marks, and streaks.

-Equipment: All vinyl surfaces of exercise equipment and exercise mats shall be free of dust, dirt, spots, streaks, and smudges. Cleaning shall be performed under and around without moving or lifting items.

Shower curtains surfaces shall be cleaned and free of mold and dirt. Locker exterior surfaces shall be free of dust and streaks.

Exterior Services

The Contractor shall provide exterior standard services for the work items listed below.

Performance Standards

The Contractor shall provide all resources, labor, tools, equipment, transportation, hauling away, disposal, training, supplies, materials, and oversight to ensure that quality and performance standards are successfully achieved.

Plate Glass

All exterior glass (to include spandrel glass, glass over and in exterior and vestibule doors, and all plate glass around entrances, lobbies, and vestibules) shall be clean and free of dirt, grime, streaks, moisture, and shall not be cloudy.

Both sides of the glass shall be clean and free of dirt, grime, streaks, moisture, and shall not be cloudy. Window sashes, sills, woodwork, and other surroundings of interior glass shall be wiped free of drippings and other watermarks. Windows shall be cleaned daily.

Cleaning frequencies that are above standard shall be completed by a professional window cleaning contractor. Cleanings of both sides of the windows shall be coordinated with the CO or their designee to maximize cost effective operations.

Window washing shall be in accordance with ANSI/IWCA I-14.1 as well as all Federal, State and local regulations.

Cleaning: All canopies and anything affixed to or included in the surfaces of canopies shall be clean and free of all dirt, dust, cobwebs, nests, bird excrement, trash, and debris.

Hard Surface Areas

Cleaning: All areas (sidewalks, brick areas, around light poles, hard surfaces, parking lots, surface parking, garages, dock areas, moats, platforms, driveways, ramps, lanes, etc.) shall be clean and free of dirt, debris, gum, litter, gravel, weeds, oil, and grease. No residual dirt shall remain after the removal of the debris.

Spill residues and clean-up materials shall be disposed of in accordance with the Environmental Protection Agency (EPA), and State and local regulatory agency requirements.

Ash Receptacles and Trash Containers

Cleaning: All solid waste/trash shall be collected and removed to a location designated by the CO or their designee. Trash containers and ash receptacles shall be emptied and kept clean, odor-free, and free of dirt, dust, [ash, cigarette butts, debris, residue, and spilled materials. Sand in ash receptacles shall be replenished as necessary.

Plastic liners for all trash containers shall not be torn, worn, or contain residue.

Surfaces (Signs, Vending Machines, Tables, etc.)

Cleaning: Surfaces shall be clean, with no dirt, dust, residue, streaks, spots, soil substances, discoloration, or cloth streaks. Surfaces should be damp mopped or wiped with a germicidal cleaner. Contact time should be consistent with the manufacturer’s recommendations. Spill residue and clean-up materials used shall be disposed of properly.

Graffiti Removal

Remove graffiti using normal cleaning methods (e.g., normal graffiti removal cleansers or solvents.) Graffiti that cannot be removed with such methods shall be reported to the CO or their designee.

Excrement Removal (Human, Bird and Animal)

Cleaning: All steps, stairs, entrances, sidewalks, arcades, landings, balconies, and ledges shall be cleaned of all excrement while following established safety precautions as outlined in the Center of Disease Control protocols. Knowledge of safety requirements in cleaning areas contaminated by bat, pigeon, or another avian pest excrement is required. The Contractor shall fully train all employees designated to perform these services in accordance with Occupational Safety and Health Administration (OSHA) standards and OSHA approved Federal, State, and local regulations.

Policing Outside Areas

-Policing: All areas including lawn, grounds, planted areas, sidewalks, hard surfaces, parking areas, garages, docks, platforms, driveways, ramps, lanes, etc., shall be cleared of gum, litter, debris, paper, trash, and other discarded materials.

-Unimproved Grounds: All areas shall be cleared of trash, debris, and other discarded material each time the native grasses, weeds, etc. are cut.

-Fence Lines: Fence lines shall be cleared of trash, debris, and other discarded materials.

Snow and Ice Removal

Deleted

SPECIFICATION B
CLEANING TASKS AND FREQUENCY SCHEDULE

Cleaning Requirements

The following areas have been assigned a minimum cleaning frequency to establish a required base level of cleaning. However, cleaning in these areas may require more attention than the minimums listed to achieve desired results.

The Contractor is responsible for the following tasks:

TWO (2) TIMES DAILY (At end of each Shift)

Restrooms and Diapering Areas

A. Clean and disinfect all restroom fixtures, faucets, sinks, countertops, vents, shelving, partitions, mirrors, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilet seats, toilet basins, toilet handles, and other touchable surfaces.

B. Clean and disinfect diaper changing table horizontal and vertical surfaces.

C. Empty trash and other waste material. Trash shall be collected and disposed of at a location designated by the CO or their designee. Empty, clean and disinfect waste and diaper receptacles.

D. Replenish paper towel, soap, and toilet paper. All dispensers shall be filled with Contractor provided supplies; soap must be compatible with the provided dispenser.



DAILY DUTIES

All internal glazed (glass) surfaces shall be clean and sanitized and free of smears, grime, and tape substances.

DAILY DUTIES

General

Clean and disinfect all surfaces touched by hands, such as light switches, doorknobs, and handles.

Entrance, Outdoor Areas and Drinking Fountains

A. Entrances: Police and clean all entrance and exit areas, including entrance doors.

B. Police outdoor areas in the morning before gam building activity begins: Remove trash, check for any hazards in general area, along the fence and equipment; remove any foreign substances or spillages.

C. Clean and disinfect all drinking fountains.

Office Areas

A. Empty trash, clean and disinfect waste receptacles. Trash shall be collected and disposed of at a location designated by the CO or their designee.

B. Clean and disinfect all vertical and horizontal surfaces including countertops and tabletops.

C. Clean and disinfect all sinks and faucets.

D. Clean and disinfect all door and cabinet handles.

E. All carpets, mats, and area rugs shall be thoroughly vacuumed, and spot cleaned. Carpet surfaces are to be free of dirt, dust, and other debris. Vacuuming shall be done at a frequency that will protect the integrity of the carpet and prolong wear.

F. Spot clean walls, windows, view panels, and mirrors.

Banquet Facility Kitchens, Food Prep Areas, and Breakrooms

A. Empty trash, clean and disinfect trash receptacles. Trash shall be collected and disposed of at a location designated by the CO or their designee.

B. Clean and disinfect all countertops and horizontal surfaces, including walls, wall tiles and appliances (refrigerators and ovens) inside and out *using a solution safe for food contact*.

C. Clean and disinfect all sinks and faucets.

D. Clean and disinfect all vertical surfaces and door and cabinet handles.

E. Clean and disinfect fronts of all appliances.

Floors

Clean and disinfect all floors, including food preparation and pantry, bathrooms, classrooms, and under mats. First sweep or vacuum, then damp mop with a floor cleaner disinfectant. (Best practice: consider micro-fiber damp mop.)

WEEKLY DUTIES

Wash trash receptacles, damp wipe table and chairs.

MONTHLY DUTIES

A. Spot clean carpets and rugs. Use approved cleaning methods.

B. Damp wipe both sides of glass doors, view windows, partitions, bookcases, and any other glass or Plexiglas within 70 inches above the floor.

QUARTERLY DUTIES (EVERY FOUR (4) MONTHS)

A. Clean carpets and area rugs in office areas, multipurpose areas, with an approved carpet cleaning method.

B. Clean by dusting, damp wiping, or vacuuming surfaces and objects approximately 70 inches or more above the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/bookcases, etc.

SEMI-ANNUAL DUTIES

A. Upholstered furniture shall be deep cleaned using accepted commercial equivalent practices or manufacturer's recommendation.

B. Free standing appliances (ranges, refrigerators, etc.) shall be pulled out and areas behind the appliances, including floors, walls, and the back of the appliance, shall be cleaned and all debris removed. Return appliances back to their original position after cleaning is completed.

ANNUAL DUTIES

Wall Washing: (rooms, toilet areas, and kitchen). Clean with a cleaner- disinfectant all walls including surfaces and objects. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/bookcases, etc.

FLOOR SPACE:

All floor space at service locations is applicable unless specifically exempted. NOTE: Willingboro reserves the right to add or delete service area on \$ per square foot basis per location during the duration of this contract.

The following is an index of the 3 items that are to be priced separately:

1. The Municipal Complex Building
1 Rev. Dr. M.L. King Jr. Drive



TOWNSHIP
NEW JERSEY

(Monday through Friday) - Administration Offices/Court Offices and Court Rooms/Police Offices and Patrol rooms and cells.

(Saturday and Sunday) – Police areas only

2. The Kennedy Community Center/Banquet Facility and Conference Center/Senor Center
429 JFK Way

(Sunday through Saturday)

3. The Department of Public Works (DPW)
25 Industrial Drive

(Saturday Only)

The Work Week Unless Otherwise Specified will be Monday through Friday.

Municipal / Court / Police Complex Hours

- Mon-Friday Operating Hours 7 a.m.-10 p.m.
- Saturday-Sunday, Police Complex 8 a.m.-4 p.m.

Kennedy Center /Banquet Facility and Conference Center/Senior Center Operating Hours

Regular Operating Hours

- Monday – Friday Operating Hours 7 a.m. – 8:30 p.m.
- Saturday 8 a.m. - 4 p.m.
- Sunday 8 a.m. – 4 p.m.

Event Hours (Scheduled)

- Monday – Thursday **Until 10pm**
- Friday **Until Midnight**
- Saturday **Until Midnight**

Banquet Facility events ending at 12 a.m. normally require a minimum of one (1) hour after event clean up. Extended hours will be covered by an hourly rate agreement with a minimum of 48 hours prior notice given to contractor.

Department of Public Works (DPW)

- Saturday 7 a.m. – 2 p.m.



CLEANING TASKS AND FREQUENCY SCHEDULE:

Specification C

Miscellaneous Responsibilities

It is to be understood that, in each facility, the custodians (particularly on the day shift) are there to support the locations staff. As such, unscheduled needs will arise from time to time, and need to be met by the custodial staff. Custodians must be available to **support** the normally recurring miscellaneous duties that include:

- Securing of facility by maintaining locked doors and windows
- Light bulb lens cleaning
- Pre and Post activity cleanups
- Mirror cleaning in fitness center, aux. gyms and boxing gym
- Reporting observed safety hazards
- Scheduling work around evening and special event functions as needed
- The removal of snow and ice from the entrances, walkways, landings, etc.
 - Post activity cleaning of Banquet Facility/Catering Kitchen microwave oven, warming ovens, sinks, refrigerators/freezers and counter tops

Specification D

Minor Corrective Maintenance

None
Specification E



Work Excluded from Service

1. Drum sanding of stage and gym floors.
2. Provision of any pest control services.
3. Sandblasting exterior building surfaces.
4. Major plumbing, electrical, mechanical or repairs of any kind.
5. Any major painting projects where time constraints and scope of work exceeds the capability of the staff and would negatively impact on their other job duties.
6. The washing or dry cleaning of curtains.
7. Snow removal operations beyond the capabilities of the equipment provided by the Township and available for use by the contractor.
8. Major/Professional window cleaning: Inside and Out

Specification F

BUILDING FLOOR AREA

<u>Building Name</u>	Cleanable	<u>Square Footage</u>
1. Municipal Building		33,125
- Administration Offices/Court Offices/		

Courtroom (21,530 S.F.)
- Police Complex (11,595 S.F.)

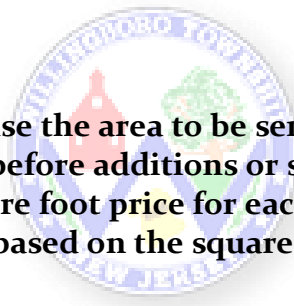
2. The Kennedy Center (185,706 S.F.) **120,521**

- Banquet Facility and Catering Kitchen (5,777 S.F.) included
- Recreation Facility and Business Center (95,517 S.F.) included
- Administration Offices (5,227 S.F.) included
- Senior Center (14,000 S.F.) included
- Court Yards (31,197 S.F.) not included
- Rental/Lease Space 100 wing (12,288 S.F.) not included
- Rental/Lease Space 200 wing (14,872 S.F.) not included
- Storage Closets (6,828 S.F.) not included

3. Department of Public Works (DPW) **3,375**

- Main Building and Offices (2,500 S.F.)
- Building #1 Locker room and restroom (875 S.F.)

4. Parks and Recreation (WREC) **594**



NOTE: The Township may increase or decrease the area to be serviced under this agreement. Notification will be given in writing 2 weeks before additions or subtractions of area are made. The successful bidder will provide a cost per square foot price for each location to be used to calculate the increase or decrease in the contract amount based on the square footage increase or decrease.

Specification G

Communication Equipment and Uniforms

Uniform Service:

Contractor must provide “consistent” and “Identifiable” uniforms through a uniform service for all of its full and part time Custodial personnel. Uniforms must be approved by Willingboro Township.

Specification H

Minimum Facility Staffing/Standards of Cleanliness

Minimum Custodial Staffing for each facility should meet the U.S. Department of Education industry cleaning standard for how many building square feet can be assigned to one properly supplied custodian in an 8-hour shift (FTE).

1. Spotless cleaning – 10,000 to 11,000 square feet per/FTE
2. Intensive cleaning – 18,000 to 20,000 square feet per/FTE

3. **Cleaning required to ensure the health and comfort of building users – 28,000 to 31,000 square feet per/FTE**
4. Cleaning not generally acceptable for a public environment – 45,000 to 50,000 square feet per/FTE
5. Cleaning that is not considered healthy – 85,000 to 90,000 square feet per/FTE

A maximum of 31,000 building square feet shall be assigned to one custodian in an 8-hour shift (FTE) in order to meet Willingboro Township’s specified level of cleanliness of **“Cleaning required to ensure the health and comfort of building users.”**

The Contractor must provide the following minimum number of custodians that will be assigned per building per shift during normal building hours of operation:

Municipal Complex

- 1st Shift (day) - 1 (FTE)
- 2nd Shift (eve) - 2 (FTE)

The Kennedy Center

- 1st Shift (day) - 3 (FTE)
- 2nd Shift (eve) - 3 (FTE)

DPW

- 1st Shift (day) - 1 (FTE)

WILLINGBORO



TOWNSHIP
NEW JERSEY

EXHIBIT 2

BUILDING FLOOR PLANS

Municipal Building

The Kennedy Center

Department of Public Works (DPW)

Parks and Recreation (WREC)

BID FORM

Building Name

BID PRICE

Municipal Building

\$ _____

- Administration Offices/Court Offices/
Courtroom (21,530 S.F.)
- Police Complex (11,595 S.F.)

The Kennedy Center

\$ _____

- Banquet Facility and Catering Kitchen (5,777 S.F.)
- Recreation Facility and Business Center (129,505 S.F.)
- Administration Offices (5,227 S. F.)
- Senior Center (14,000 S.F.)

Department of Public Works (DPW)

\$ _____

- Main Building and Offices (2,500 S.F.)
- Building #1 Locker room and restroom (875 S.F.)

Parks and Recreation (WREC)

\$ _____

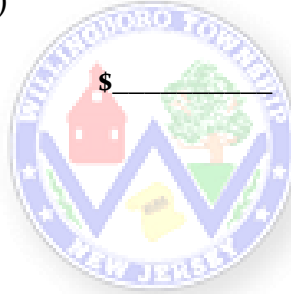
(April to October)

Restrooms cleaned once daily in the am

Millcreek Park Restrooms

- Tennis court (121 S.F. ea.) 1 Ladies, 1 Men's
- Pavilion (176 S.F. ea.) 1 Ladies, 1 Men's

Broido Park Restrooms (56 S.F. ea.)1 Ladies, 1 Men's



TOWNSHIP
NEW JERSEY

TOTAL BID PRICE \$ _____

Thank you for your submission
To the Township of Willingboro



Purchasing Department