

## NOTICE TO BIDDERS

Sealed Competitive Contracting Proposals will be received by the Township of Galloway on March 15<sup>th</sup> 2016 AT 11:00 AM in the Office of the Township Clerk, 300 East Jimmie Leeds Road, Galloway, New Jersey 08205, at which time and place bids will be opened and read in public for:

### TITLE OF CONTRACT

RFP # 16-001

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and "RFP 15-001: JANITORIAL CLEANING SERVICES FOR VARIOUS TOWNSHIP BUILDINGS" on the outside, addressed to Galloway Township Clerk at the address above.

Specifications and instructions to bidders may be obtained at the Purchasing Office or through the Township website at [www.gtnj.org](http://www.gtnj.org)

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

Dennis Krause, RPPO, QPA

Questions by prospective bidders concerning this bid may be addressed to Dennis Krause RPPO, QPA, Purchasing Agent for the Township of Galloway in writing via fax at 609-652-8737 or by e-mail at [dkrause@gtmj.org](mailto:dkrause@gtmj.org). Please note the aforementioned contact is authorized only to direct the attention of prospective bidders to various portions of the contract so that they may read and interpret each portions for themselves. NO employee of the Township of Galloway is authorized to give interpretations of any portion of this bid or to give information as to the requirements for the bid in addition to that already contained in the bid unless as a formal addenda.

Interpretations of the bid or additional information as to its requirements, when necessary, shall be communicated to bidders ONLY by written addendum issued by the Purchasing Agent of the Township of Galloway.

## INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS

### 1. SUBMISSION OF BIDS

- A. Instructions, forms and specifications may be obtained online @ [www.gtnj.org](http://www.gtnj.org) or by mail from the Township of Galloway Purchasing Office, 300 E. Jimmie Leeds Road, Galloway NJ 08205.
- B. Sealed bids will be received by the Township of Galloway on March 15, 2016 at 11:00 am as stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid, including the specification section shall be submitted in a sealed envelope: (1) addressed to the Township of Galloway, Township Clerk, 300 E. Jimmie Leeds Road, Galloway New Jersey, 08205, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID" with the contract title.
- D. It is the bidder's responsibility that bids are presented to the Township of Galloway at the time 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 express mail service, the designation in sub-section C, above, must also appear on the outside of the express mail envelope. Bids received after the designated time and date will be returned unopened.
- E. The Township reserves the right to postpone the date for presentation and opening of Proposals and will give written notice of any such postponement to each prospective bidder as required by law.
- F. Multiple Proposals Not Accepted – More than one bid from and individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

### 2. BID SECURITY AND BONDING REQUIREMENTS

The following provisions if indicated by an (X), shall be applicable to this bid and be made a part of the bid documents:

NO BID GUARANTEE REQUIRED FOR THIS BID

BID GUARANTEE

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the owner. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to N.J.S.A. 40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other

security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21.

Failure to submit a bid guarantee shall result in rejection of the bid.

### **[ ] CONSENT OF SURETY**

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

Failure to submit a consent of surety form shall result in rejection of the bid.

### **[ ] PERFORMANCE BOND**

Bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

Failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 40A:11-22.

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. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5.

## **3. QUOTATIONS, PROPOSALS AND FORMS**

- A. The Township of Galloway is exempt from any local, state or federal sales, use or excise tax. Galloway Township will not pay service charges such as interest and late fees. The Federal Employer's identification for the Township of Galloway is IRS #21-0742377.
- B. The Township of Galloway or any of its offices and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications The Township is rated by Dun and Bradstreet.
- C. Proposals must be signed in ink by bidders; all quotations shall be made with a typewriter or pen and ink. Any quotations showing any erasure alteration must be initialed by the bidder in ink. Unit prices and totals are to be inserted in spaces provided.
- D. Failure to sign and give all information in the bid may result in the bid being rejected.

- E. Estimated Quantities (Open-End Contracts, Purchase as needed) – The Township 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 Statute. *NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.*
- F. Insert prices for furnishing all of the material described. Prices shall be met including all transportation charges fully prepaid by the contractor (FOB destination, freight prepaid) and placement as designated by the Township. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendors' convenience when a single shipment is ordered.
- G. Any bidder may withdraw his bid at any time before the time set for receipt of Proposals. No bid may be withdrawn in the 60 day period after the Proposals are received.
- H. All forms shall be completed and attached to the bid proposal. **BIDDER IS ALERT TO THE BID DOCUMENT LIST PAGE.**

#### **4. INTERPRETATION AND ADDENDA**

- A. 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.
- B. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the Purchasing Agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.
- C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation must be received at least (10) days prior to the date fixed for the opening of the Proposals. 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 Statute. 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.
- D. 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.
- E. 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.

## **5. BRAND NAMES, STANDARDS OF QUALITY AND PERFORMANCE**

- A. Brand names and/or descriptions used in these specifications are to acquaint bidders with the types 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 the materials described and the materials offered are to be fully explained by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature will not suffice in explaining exceptions. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
- B. It is the responsibility of the bidder to document to demonstrate the equivalency of item(s) offered. The Township reserves the right to evaluate the equivalency of a product which, in its deliberations, meets its requirements.
- C. Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18.

## **6. AWARD OF BID**

- A. The Township reserves the right to accept or reject any or all Proposals, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible bidder, if it is in the best interest of the Township to do so. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected, any bid having erasures or corrections in the price sheet may be rejected; any bid in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected; any bid accompanied by any insufficient or irregular certified check, cashier's check or bid bond may be rejected.
- B. The Township reserves the right to accept or reject any or all Proposals, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible bidder, if it is in the best interest of the Township to do so. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected, any bid having erasures or corrections in the price sheet may be rejected; any bid in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected; any bid accompanied by any insufficient or irregular certified check, cashier's check or bid bond may be rejected.
- C. The Township further reserves the right to award each item separately to the lowest responsible bidder meeting specifications or to make an award based on the total bid to the bidder whose total sum is the low bid meeting the specifications, whichever in the awarding authorities' opinion is in the best interest of the Township. Without limiting the generality of the foregoing, the Township reserves the right to award a contract based on either option that may be described in the bid proposal or based on any combination thereof.
- D. The Township reserves the right to award equal or tie Proposals at their discretion to any one of the tie bidders.
- E. Should the bidder, to whom the contract is awarded, fail to enter into a contract, the Township may then, at its option, accept the bid of the next lowest responsible bidder.
- F. The effective period of this contract will be two years with one option year unless otherwise noted in the specifications. Continuation of the terms of this contract beyond the calendar 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.

- G. Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications/bid package prevail unless otherwise noted by the vendor as exceptions.
- H. In the case of default by the bidder or contractor, the Township of Galloway may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

## 7. NEW JERSEY PREVAILING WAGE ACT (When Applicable)

- A. Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at [www.state.nj.us/labor/lsse/lspubcon.html](http://www.state.nj.us/labor/lsse/lspubcon.html).

## 8. THE PUBLIC WORKS CONTRACTORS REGISTRATION ACT

- A. N.J.S.A. 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid Proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.
- B. Under the law a "contractor" is "a person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (NJSA 34:11-56.25 et seq.). It applies to contractors based in New Jersey or in another state.
- C. The law defines "public works projects" as contract for "public work" as defined in the Prevailing Wage statute (NJSA 34:11-56.25(5)). The term means:
  - I. "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
  - II. "Public Work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."

- III. "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.
- D. To register, a contractor must provide the State Department of labor with a full and accurately completed application form. The form is available online at: [www.state.nj.us/labor/lsse/lspubcon.html](http://www.state.nj.us/labor/lsse/lspubcon.html) N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate or registration.

## 9. NON-COLLUSION AFFIDAVIT

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

## 10. NON-DISCRIMINATION

- A. There should be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

## 11. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE

- A. No firm may be issued a contract unless it complies with the EEO/AFFIRMATIVE ACTION REGULATIONS of PL 1975, c.127 as amended from time to time, and the AMERICANS WITH DISABILITIES ACT.
- B. Procurement, professional and Service Contracts.
  - I. All successful vendors must submit prior to an award of the contract one of the following:
    - 1. A photocopy of a Federal Letter of Affirmative Action Plan Approval, or
    - 2. A photocopy of a their State Certificate of Employee Information Report, or
    - 3. A photocopy of completed Affirmative Action Employee Information Report (Form AA 302) Available at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)
- C. Construction Contracts.
  - I. All successful contractors must submit prior to signing of the contracts an Initial Project Manning Report (Form AA 201) available online at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) for any contract award that meets or exceeds the bidding threshold.

## **12. NEW JERSEY RIGHT TO KNOW**

- A. All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (NJAC 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the US Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, {Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)}, RIN 1218-AC20, Hazard Communication.

## **13. STATEMENT OF CORPORATE OWNERSHIP**

- A. accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

## **14. ACQUISITION, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC.**

- A. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

## **15. INSURANCE AND INDEMNIFICATION**

- A. The successful bidder shall purchase and maintain such insurance described in the following schedule and as is appropriate for the work being performed and furnished and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from contractor's performance and furnishing of the work and contractor's other obligations under the contract documents, whether it is to be performed or furnished by contractor, by any subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the work, or by anyone for whose acts any of them

may be liable.

- B. Contractor shall be required to name the Township of Galloway as an "Additional Insured" on the contractor's policy of commercial general liability insurance, and simultaneously with the delivery of the executed contract documents, contractor shall provide the Township of Galloway with a certificate of insurance indicating that the insurance coverage as described in Section VI, and as is appropriate for the work being performed and furnished, has been obtained and the Township of Galloway has been designated as an "Additional Insured" where required. On or before the renewal date of said policy, Contractor shall be required to provide the Township of Galloway with a certificate of insurance indicating the continuation of insurance coverage and designating the Township of Galloway as an "Additional Insured".
- C. The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the following amounts or greater where required by law:
1. Worker's Compensation Insurance
    - Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.
  2. General Liability Insurance
    - During the life of this contract the bidder shall procure and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence for bodily injury and property damage.
  3. Automotive Liability Insurance
    - During the life of this contract the bidder shall procure and maintain Motor Vehicle Liability Insurance, including applicable No-Fault coverage, with limits of liability not less than \$500,000.00 per accident combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
  4. Notice of Cancellation
    - The cancellation Notice on the insurance policy must read as follows:  
"It is understood and agreed that sixty (60) days advanced written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change in Coverage will be mailed to the Purchasing Agent.
  5. Continuation of Coverage
    - If any of the above coverage's expires during the term of this contract, the bidder shall deliver renewal Certificates and/or policies to the municipality at least ten (10) days prior to the expiration date.

## **INDEMNIFICATION – HOLD HARMLESS AGREEMENT**

- A. The bidder, if awarded a contract, shall indemnify, save harmless and defend the Township of Galloway, its elected officials, its employees, agents, volunteers and others from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied under this contract or by the performance of any work under this contract, including all suits or actions of every kind or description brought against the Township of Galloway, either individually or jointly with the contractor for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this contract or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the contractor, its employees, subcontractors or agents or others under the contractor's contract.

The vendor shall be required to sign a hold harmless agreement upon execution of the contract and award.

## **16. PAYMENT**

- A. Payment shall be made after a properly executed Township voucher has been received and formally approved on the bill list by the Township Council at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

## **17. TERMINATION**

- A. **DEFAULT – Non-performance of the Contractor in terms of specifications shall be a basis for termination of the contract by the Township. The Township may terminate the contract upon 30 days' written notice to the Contractor. The Township shall not pay for any services and/or materials which are unsatisfactory. The contractor may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.**
- B. **UNCONDITIONAL TERMINATION FOR CONVENIENCE - The Township may terminate the resultant contract for convenience by providing sixty (60) calendar days advance notice to the contractor.**
- C. **TERMINATION FOR DEFAULT - If the Contractor fails to meet deadlines, or fails to provide the agreed upon services, and or material altogether, a termination for default will be issued, but only after the Township has determined the Contractor has failed to remedy the problem after being forewarned.**
- D. **TERMINATION BY THE TOWNSHIP - If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the Township may terminate this contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work of this contract, the Township shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of**

such termination notice, the Contractor shall be allowed seven (7) calendar days to cure such deficiencies.

## **18. ADDITIONS / DELETIONS OF SERVICE**

A. The Township reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally to the amount of service deleted in accordance with the bid price. Should additional services be required, payment to the Contractor will be increased proportionally to the amount of service added in accordance with the bid price.

19. Vendor's literature and/or pricing sheets will not be accepted in lieu of completing the proposal blank(s) set forth in these specifications.

20. Bidders shall not write in margins or alter the official content or requirements of the Township bid documents.

## **21. SPECIFICATIONS**

A. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the Proposals. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of contract.

## **22. AMENDMENTS TO N.J.S.A. 2C:21-33 et. Seq. "TRUTH IN CONTRACTING"**

A. New provisions of law govern false claims and representation. It is a serious crime for the vendor to knowingly submit a false claim and/or knowingly make material misrepresentation. There are enhanced penalties for areas of false claims, bid rigging and bribery, gratuities and gifts; and conflict of interest. Please consult the statute for further information.

## **23. NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC)**

A. Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link: [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml)

## **24. "PAY TO PLAY" NOTICE OF DISCLOSURE REQUIREMENT PL 2005, Chapter 271, section 3 Reporting (N.J.S.A. 19:44A-20.27)**

A. Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.

B. Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.

- C. At minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at: [www.elec.stste.nj.us](http://www.elec.stste.nj.us)
- D. If you have any questions please contact ELEC at: 1-888-313-ELEC (3532) or 609-292-8700

## **25. NON-ALLOCATION OF FUNDING TERMINATION**

- A. Each calendar year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular calendar year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

## **26. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS**

- A. Public funds may be used to pay only for goods delivered or services rendered. Galloway Township will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Township to pay additional fees

## **27. FIRM FIXED CONTRACT**

- A. This is a firm fixed contract, prices firm, FOB Township locations. No price escalation. The vendor shall void the contract and permit the Township to solicit open market pricing should any price increase or surcharge be imposed.

## **28. W-9**

- A. Successful bidder/respondent shall complete W-9 Form and submit to purchasing prior to contract award. The form is available at the following link: [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

## **29. PUBLIC EMERGENCY**

- A. In the event of a Public Emergency declared at the Local, State or Federal Level, if the Township opts to extend terms and conditions of this bid, the contractor agrees to extend the terms and conditions of this bid, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the Township may solicit the goods and/or services from any bidder on this contract.

### 30. SOURCE OF SPECIFICATIONS / BID PACKAGES

- A. Official Township bid packages for routine goods and services are available by request from [www.gtnj.org](http://www.gtnj.org) at no cost to the vendor. Potential bidders are cautioned that they are bidding at their own risk if a third party supplied the specifications that may or may not be complete. The Township is not responsible for third party supplied specifications.

### 31. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN STATEMENT

- A. Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid proposal or otherwise proposes to enter into or renew a contract shall be required to complete the certifications contained herein and 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 can be found on the Division's website @ [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders are required to review the list prior to completing the certifications. **Failure to complete the certifications will render a bidder's proposal nonresponsive by the Township.** If the Director finds a person or entity to be in violation of law, that they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### 32. Competitive Contracting Evaluation

- A. All Proposals shall be evaluated on the merits of what is included in the Proposals submitted to the Township of Galloway. The Township reserves the right to reach out to a vendor to get clarification on Proposals on specific items if necessary during the deliberation process.
- B. Certain contracts may request for vendors to give a presentation on the services they are proposing. If and when a prospective contractor/vendor is given the opportunity to give such a presentation, the contractor shall be restricted to only present what is included in the original proposal. If new information is offered during the evaluation period it shall not be taken into account during the review process.
- C. All Proposals shall be evaluated based on the statutory categories as per NJAC 5:34-4.1 which is Technical, Management, and Cost criteria. These categories may be broken out into sub categories but shall remain within the confines of the three core criteria.
- D. Weights of Criteria- unless required by another regulatory body or board at no time shall weights of the criteria be divulged to prospective bidders/contractors. Vendors are encouraged to submit a balanced proposal highlighting their best offering to the Township of Galloway. All weights shall be announced out loud on the day at which Proposals are opened publicly.
- E. Evaluation Team- vendors are prohibited from contacting any member of the evaluation team directly without a formal invite. If it is found that a vendor has attempted to discuss their proposal with a team member without an invite then their proposal may be deemed unresponsive. **ALL QUESTIONS DURING THE EVALUATION PERIOD SHALL BE DIRECTED TO THE PURCHASING AGENT.**

**AMERICANS WITH DISABILITIES ACT 1990**  
**Equal Opportunity for Individuals with Disability**

The Contractor and the Township of Galloway (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Township of Galloway 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 Township of Galloway in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Township of Galloway, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township of Galloway's grievance procedure, the Contractor agrees to abide by any decision of the Township of Galloway, which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township of Galloway or if the Township of Galloway incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Township of Galloway 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 proceedings is brought against the Township of Galloway or any of its agents, servants, and employees, the Township of Galloway shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Township of Galloway or its representatives.

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

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

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-36 et seq. and 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, 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 appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
(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.**

Submitted by:

---

(Name of the Firm)

Name:

---

(Please print or Type)

Signature:

---

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

Dated: \_\_\_\_\_

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-36 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and 17:27.

The successful bidder shall submit to the Township of Galloway, after the notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one (1) year from the date of the letter);

**OR**

2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

**OR**

3. A photocopy of an Employee Information Report (AA302) provided by the Division and distributed to the Township of Galloway to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the Township of Galloway during normal business hours.

The successful vendor(s) shall complete the employee information report form (AA302) and retain a copy for your file. The vendor should also submit a copy to Galloway Township if this is your first report, and forward one copy with a check in the amount of \$150.00 payable to the Treasurer, State of New Jersey to: New Jersey Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-36 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-36 and N.J.A.C. 17:27.

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## BID DOCUMENT SUBMISSION CHECKLIST

Required  
With  
Bid

Read, Signed  
and Submitted  
(Bidder's initials)

**A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID**

- Disclosure of Ownership Form \_\_\_\_\_
- Affidavit of Non-Collusion, properly notarized \_\_\_\_\_
- Required Evidence EEO/Affirmative Action Regulations Questionnaire \_\_\_\_\_
- Acknowledgement of Receipt of Addenda (To be completed if Addenda is issued) \_\_\_\_\_
- Bid Guarantee (bid bond or certified/cashier's check)  
(Power of Attorney for full amount of Bid Bond) \_\_\_\_\_
- Disclosure of Investment Activities in Iran Statement \_\_\_\_\_
- Disclosure Statement \_\_\_\_\_
  
- Consent of Surety (Certificate from Surety Company) Bids over \$100,000.00 \_\_\_\_\_
- Surety Disclosure Statement and Certification \_\_\_\_\_

**B. REQUIRED NO LATER THAN TIME PERIOD INDICATED**

**B.1 SUBMIT DOCUMENTS AT TIME OF BID RESPONSE DUE DATE**

- Public Works Registration Certificate(s) for the Bidder & Designated Subcontractors  
(Prior to Award, but effective at time of bid) \_\_\_\_\_
- License(s) or Certifications(s) Required by the Specifications  
(Submit documents with bid response) \_\_\_\_\_
- Right-to-Extend Time for Award \_\_\_\_\_

**B.2 MUST POSSESS CERTIFICATE BY CONTRACT AWARD DATE**

**“SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED”**

- Business Registration Certificate – Bidder must possess a certificate at time  
of bid opening \_\_\_\_\_
- Business Registration Certificate – Designated Subcontractor(s) \_\_\_\_\_

**C. READ ONLY**

- Americans with Disability Act of 1990 Language \_\_\_\_\_

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

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

By Authorized Representative:

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

Print Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**RIGHT TO EXTEND – TIME OF AWARD**

The Township of Galloway is required by The Local Public Contracts Law, N.J.S.A. 40A:11-24, to make an award on products or service within sixty (60) days of the bid opening date.

Should the Township of Galloway require an additional thirty (30) days extension to make an award of this bid, by signing this document you shall grant the Township of Galloway, NJ the right to extend this award up to ninety (90) days, if deemed necessary.

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

By authorized Representative:

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

Print Name and Title: \_\_\_\_\_

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

Type of Product or Service Offered: \_\_\_\_\_

\_\_\_\_\_

**DISCLOSURE STATEMENT**

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Municipal Officer or employee or member of his/her immediate family shall have an interest in a business organization or engaging in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Galloway Township officer or employee or whether an immediate family member is a Galloway Township officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Galloway Township?

NO \_\_\_\_\_

YES \_\_\_\_\_

S\ \_\_\_\_\_

\*President, Vice president or Signature of  
Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

If yes, provide the name of the individual and identify the position held.

NOTE: all terms used herein are to be construed in accordance with their meaning under the Local Government Ethics law Cited above

**\*\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or greater interest in the partnership.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Limited liability Corporation

\_\_\_\_\_ Limited Liability Partnership

\_\_\_\_\_ Subchapter S Corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NON COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making the Proposal for the bid entitled  
\_\_\_\_\_, and that I executed the said proposal with full  
(title of proposal)

authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Galloway 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 project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or under standing for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies

maintained by \_\_\_\_\_  
(name of contractor)

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder does hereby acknowledge the receipt of the following Addenda:

<b>Addendum Number</b>	<b>Dated</b>	<b>Acknowledgement Receipt (Initial)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ Please place a check mark here, when no addenda were received:

Acknowledgement for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of the Authorized Representative)

Name: \_\_\_\_\_  
(Please Print or Type)

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

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

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

### PART 1: CERTIFICATION

BIDDERS MUST COMPLETE - PART 1 BY CHECKING EITHER BOX BELOW

FAILURE TO CHECK ONE (1) OF THE BOXES MAY RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 Division's 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 will render a bidder's proposal nonresponsive. If the Director finds a person or entity to be in violation of law, that they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**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 New Jersey 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 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 THROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.**

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipation Cessation Date: \_\_\_\_\_

Bidder/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**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 State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State 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 State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

\_\_\_\_\_

Signature:

\_\_\_\_\_

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

Bidder/Vendor: \_\_\_\_\_

**VENDOR CHECK LIST**

**ITEM**

**EXECUTED AND ENCLOSED**

- 1. BID SECURITY \_\_\_\_\_ N / A \_\_\_\_\_
- 1. EQUAL OPPORTUNITY LANGUAGE \_\_\_\_\_
- 3. AFFIRMATIVE ACTION COMPLIANCE NOTICE \_\_\_\_\_
- 4. BID DOCUMENT CHECKLIST \_\_\_\_\_
- 5. RIGHT TO EXTEND \_\_\_\_\_
- 6. DISCLOSURE STATEMENT \_\_\_\_\_
- 7. DISCLOSURE OF OWNERSHIP FORM \_\_\_\_\_
- 8. NON-COLLUSION AFFIDAVIT \_\_\_\_\_
- 9. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA \_\_\_\_\_
- 10. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN \_\_\_\_\_
- 11. BUSINESS REGISTRATION CERTIFICATE \_\_\_\_\_
- 12. BID PROPOSAL FORMS \_\_\_\_\_

NAME OF PERSON PREPARING PROPOSAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

FAX# \_\_\_\_\_

TELEPHONE# \_\_\_\_\_

BID PROPOSAL FORM

The undersigned hereby declares that he has carefully examined the specifications and the advertisement for the equipment or project described and that he will contract to supply the equipment or project in accordance with said specifications.

A Bid Bond, Certified Check or Cashier's Check in the amount of \$\_\_\_\_\_ 10% of the amount bid, not to exceed \$20,000.00 made payable to the Township of Galloway Treasurer, accompanies the proposal.

Bid Bond NOT required.

Bid due on or before MARCH 15, 2016 AT 11:00 AM

---

(A CORPORATION)  
The undersigned is (AN INDIVIDUAL) under the laws of the State  
(A PARTNERSHIP) of \_\_\_\_\_

having principle location at: \_\_\_\_\_

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

DATE \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNATURE

**PRICING SHEET**

**INITIAL PERIOD (21 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS TOWNSHIP OF GALLOWAY LOCATIONS TO INCLUDE ALL LABOR AND EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

	<b>NET PRICING PER MONTH</b>	<b>INITIAL 21-MONTH PERIOD TOTAL NET AMOUNT</b>
<b>SECTION #1</b> MUNICIPAL COMPLEX RECYCLING OFFICE 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #2</b> POLICE DEPARTMENT 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #3</b> SENIOR SERVICES BUILDING 621 W. WHITE HORSE PIKE EGG HARBOR NJ	\$ _____	\$ _____
<b>SECTION #4</b> GLENN BUILDING & BARN 636 S. NEW YORK ROAD GALLOWAY NJ	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____

---

(WRITE IN WORDS TOTAL BASE BID ABOVE)

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED SIGNATURE:  
PLEASE PRINT \_\_\_\_\_

DATE: \_\_\_\_\_

**INITIAL PERIOD (21 MONTHS)  
OFF-CONTRACT PRICING**

**ALTERNATE ITEMS:**

CARPET

BONNET CLEANING \$ \_\_\_\_\_

EXTRACTION \$ \_\_\_\_\_

HARD SURFACE FLOORS

BURNISHING \$ \_\_\_\_\_

TOP SCRUB & REFINISH (WAX) \$ \_\_\_\_\_

STRIP AND WAX \$ \_\_\_\_\_

**NET HOURLY LABOR RATES FOR EMERGENCY SERVICES NOT COVERED  
UNDER THE STANDARD MAINTENANCE**

**CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED  
MATERIALS AND EQUIPMENT.**

1. HOURLY LABOR RATE: \$ \_\_\_\_\_

2. HOURLY LABOR RATE: WEEKENDS & HOLIDAYS \$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK.  
ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

**PRICING SHEET**

**1ST OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS TOWNSHIP OF GALLOWAY LOCATIONS TO INCLUDE ALL LABOR AND EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

SECTION #1	NET PRICING PER MONTH	1ST OPTION PERIOD TOTAL NET AMOUNT
MUNICIPAL COMPLEX RECYCLING OFFICE 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
SECTION #2 POLICE DEPARTMENT 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
SECTION #3 SENIOR SERVICES BUILDING 621 W. WHITE HORSE PIKE EGG HARBOR NJ	\$ _____	\$ _____
SECTION #4 GLENN BUILDING & BARN 636 S. NEW YORK ROAD GALLOWAY NJ	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____

---

(WRITE IN WORDS TOTAL BASE BID ABOVE)

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED SIGNATURE:  
PLEASE PRINT \_\_\_\_\_

DATE: \_\_\_\_\_

**1ST OPTION PERIOD (12 MONTHS)**

**OFF-CONTRACT PRICING**

**ALTERNATE ITEMS:**

CARPET

BONNET CLEANING

\$ \_\_\_\_\_

EXTRACTION

\$ \_\_\_\_\_

HARD SURFACE FLOORS

BURNISHING

\$ \_\_\_\_\_

TOP SCRUB & REFINISH (WAX)

\$ \_\_\_\_\_

STRIP AND WAX

\$ \_\_\_\_\_

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED  
UNDER THE STANDARD MAINTENANCE

CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED  
MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE:

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: WEEKENDS & HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK.  
ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

**PRICING SHEET**

**2ND OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS TOWNSHIP OF GALLOWAY LOCATIONS TO INCLUDE ALL LABOR AND EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

	<b>NET PRICING PER MONTH</b>	<b>2ND OPTION PERIOD TOTAL NET AMOUNT</b>
<b>SECTION #1</b> MUNICIPAL COMPLEX RECYCLING OFFICE 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #2</b> POLICE DEPARTMENT 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #3</b> SENIOR SERVICES BUILDING 621 W. WHITE HORSE PIKE EGG HARBOR NJ	\$ _____	\$ _____
<b>SECTION #4</b> GLENN BUILDING & BARN 636 S. NEW YORK ROAD GALLOWAY NJ	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____

---

(WRITE IN WORDS TOTAL BASE BID ABOVE)

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED SIGNATURE:  
PLEASE PRINT \_\_\_\_\_

DATE: \_\_\_\_\_

**2ND OPTION PERIOD (12 MONTHS)  
OFF-CONTRACT PRICING**

**ALTERNATE ITEMS:**

CARPET

BONNET CLEANING

\$ \_\_\_\_\_

EXTRACTION

\$ \_\_\_\_\_

HARD SURFACE FLOORS

BURNISHING

\$ \_\_\_\_\_

TOP SCRUB & REFINISH (WAX)

\$ \_\_\_\_\_

STRIP AND WAX

\$ \_\_\_\_\_

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED  
UNDER THE STANDARD MAINTENANCE

CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED  
MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE:

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: WEEKENDS & HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK.  
ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

**PRICING SHEET**

**3RD OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS TOWNSHIP OF GALLOWAY LOCATIONS TO INCLUDE ALL LABOR AND EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

	<b>NET PRICING PER MONTH</b>	<b>3RD OPTION PERIOD TOTAL NET AMOUNT</b>
<b>SECTION #1</b> MUNICIPAL COMPLEX RECYCLING OFFICE 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #2</b> POLICE DEPARTMENT 300 E. JIMMIE LEEDS RD GALLOWAY NJ	\$ _____	\$ _____
<b>SECTION #3</b> SENIOR SERVICES BUILDING 621 W. WHITE HORSE PIKE EGG HARBOR NJ	\$ _____	\$ _____
<b>SECTION #4</b> GLENN BUILDING & BARN 636 S. NEW YORK ROAD GALLOWAY NJ	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____

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(WRITE IN WORDS TOTAL BASE BID ABOVE)

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED SIGNATURE:  
PLEASE PRINT \_\_\_\_\_

DATE: \_\_\_\_\_

**3RD OPTION PERIOD (12 MONTHS)  
OFF-CONTRACT PRICING**

**ALTERNATE ITEMS:**

CARPET

BONNET CLEANING

\$ \_\_\_\_\_

EXTRACTION

\$ \_\_\_\_\_

HARD SURFACE FLOORS

BURNISHING

\$ \_\_\_\_\_

TOP SCRUB & REFINISH (WAX)

\$ \_\_\_\_\_

STRIP AND WAX

\$ \_\_\_\_\_

**NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED  
UNDER THE STANDARD MAINTENANCE**

**CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED  
MATERIALS AND EQUIPMENT.**

1. HOURLY LABOR RATE:

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: WEEKENDS & HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK.  
ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

## SPECIFICATION REQUIREMENTS

### COMPANY SUPPLEMENTARY INFORMATION

EACH PROPOSAL SHALL BE ACCOMPANIED BY THE ITEMS BELOW. FAILURE TO PROVIDE THESE ITEMS AND THE ENTIRE RFP PACKAGE WITH ORIGINAL SIGNATURES MAY BE A CAUSE FOR REJECTING THIS PROPOSAL.

- Previous experience regarding the successful performance of services at similar locations. Example: facilities of similar size, and similar environments as evidenced by the number of sites serviced, duration and stability of relationships, and success in meeting facility requirements. Please complete and attach Reference Sheet as contained elsewhere herein.
- References: (Minimum of three). Vendor may re-copy sheet if providing greater than 5 references.
- Organizational Chart/Staffing Level (inclusive of the management organization – i.e.: who the assigned facility supervisory foremen and cleaning personnel report to, etc.
- Organization's Supervisor and Personnel Policy Manual or equivalent document(s).
- Organization's Policy and Procedural Manual inclusive of Service Policy. Specialized programs provided to both foremen and company personnel. Training procedures specific in teaching the proper sanitary methods, and the appropriate tools and equipment used in cleaning areas such as bathrooms, and eating areas. Documentation of company policy for the performance of emergency services.
- Organization's full time work force capacity to include foremen and cleaning personnel.
- Copies of all current permits, certificates, and licenses as may be applicable regarding Local, State, and Federal regulations.
- Organization's complete list of tools and equipment owned and/or leased.
- Note: vendors shall receive five (5) percentage points under technical for attending site inspections to every site.

### PROPOSAL EVALUATION

A Technical Evaluation Committee (TEC) will review all responsive proposals for completeness of response. Failure to provide all the information as required in this RFP may result in a rejection of the proposal. The Technical Evaluation Committee shall maintain the option to request; at their sole discretion, an oral presentation from any of the companies that submitted responsive proposals.

### EVALUATION CRITERIA

The following criteria; not necessarily listed in order of importance, will be used to evaluate all proposals. These criteria are general in nature and may be used to develop a more detailed evaluation work sheet. All Percentage criteria will be presented at the opening of this RFP.

1. Technical
2. Management
3. Cost

**RFP # 16-001**

**JANITORIAL CLEANING SERVICES**

(Minimum Required – 3. If greater than 5 references, vendor may re-copy this sheet)

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

**Note: All information listed on this Reference Sheet must be legible and accurate.**

**The Township reserves the right to require additional references and/or additional information deemed necessary by the Township to assess the ability of the vendor to perform this contract.**

**JANITORIAL CLEANING SERVICES  
(VARIOUS LOCATIONS)**

**GENERAL SPECIFICATIONS: (LOCATIONS 1 – 4)**

NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE TOTAL HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.

**I. CONTRACT PERIOD**

This contract for Janitorial Services shall consist of one (1) - Initial 21 consecutive month period, beginning on April 1, 2016 and ending on December 31, 2017, with the availability of three (3) - 12 month Option periods each starting on January 1. The Township of Galloway shall maintain the sole authority regarding the decision to award option periods.

**II. CONTRACTOR OBLIGATIONS**

- A. The Contractor shall furnish janitorial cleaning services to the Township during the effective period of this contract and, except as hereinafter specifically provided, shall at times during such effective time period, furnish all necessary labor, supervision, equipment, transportation, cleaning materials, cleaning tools, necessary for the proper, effective and efficient performance thereof, whether such materials and equipment are actually employed in the furnishing of such services, or whether incidental thereto.
- B. Services shall be performed subject to the approval of the Agency Director and in accordance with the specifications, requirements and data information set forth herein.
- C. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
- D. In connection with this work, the Contractor shall maintain a pleasant environment for the public and Township employees.
- E. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
- F. The Contractor shall not do or permit any act which:
  - 1. May cause or produce within the Township buildings any noxious or objectionable smoke, gases, vapors, odors; or

2. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the Township buildings; or
3. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the Township buildings

### **III. FACILITIES PROVIDED TO THE CONTRACTOR BY THE TOWNSHIP**

- A. The Township will furnish the Contractor, without charge, non-exclusive space to store equipment, materials and supplies.
- B. Said space shall be designated by the Agency Director or his/her designated representative, and may be changed from time to time.
- C. The Contractor shall at all times maintain and clean this area and all fixtures, equipment and other appurtenances located therein, in an orderly and neat fashion so as to meet with the approval of the Agency Director.
- D. The Township will provide the Contractor with water and electricity.

### **IV. EQUIPMENT AND MATERIALS PROVIDED BY CONTRACTOR**

- A. The Contractor shall provide all cleaning products, cleaning materials, and necessary equipment for the performance of this contract, including, but not limited to: detergents, degreasers, soaps, graffiti removal products, sanitizers, deodorizers, brushes, brooms, mop handles, mop heads, buckets, wringers, sponges, dust cloths, polishers, floor finishers, buffing pads, all-purpose cleaners, plastic trash bags, bowl cleaners, toilet brushes, hand dusters, and air freshener canisters where applicable.
- B. Equipment furnished by the Contractor shall include, but not be limited to, scrubbers, vacuum cleaners using HEPA filters, cleaners, and such other equipment that the Agency Director may, from time to time require for the Contractor's performance. Contractor may utilize alternates to the above noted equipment only if approved as equals by the Agency Director or his/her designee.
- C. All cleaning products, cleaning materials and equipment used by the Contractor must be approved by the Agency Director and must be used in accordance with the manufacturer's instructions. Awarded vendor must provide MSDS sheets upon request.
- D. The Agency Director may, from time to time, establish minimum inventories of materials and equipment to be maintained by the Contractor.
- E. The Contractor shall regularly fill all dispensers for paper towels, toilet tissue, liquid hand soap, and feminine hygiene products in all lavatories, and as may be needed elsewhere in the various buildings.

F. AT NO TIME SHOULD ANY OF THE BUILDINGS COVERED IN THIS CONTRACT BE WITHOUT NECESSARY SUPPLIES AS NOTED ABOVE!

#### **V. ITEMS PROVIDED BY THE TOWNSHIP**

- A. The Township shall furnish all liquid hand soap, paper towels, toilet paper, toilet seat covers, sanitary napkins, and plastic liners (small to medium sizes only).
- B. Dispensers for toilet paper, paper towels and liquid hand soap already exist in the restrooms and elsewhere in the various Township buildings. If the vendor finds any dispensers to be faulty or broken, the vendor must notify the Agency Director immediately.
- C. All dispensing units will be supplied by the Township, and shall remain the property of the Township of Galloway.

#### **VI. DAMAGE DUE TO CONTRACTOR'S OPERATION**

- A. The Contractor shall repair, replace or rebuild, to the satisfaction of the Agency Director, any and all parts of the premises which may be damaged or destroyed by the acts or omissions of the Contractor, its officers, agents or employees, and if the Contractor shall fail to repair, replace or rebuild, with due diligence, the Agency may, at its option, perform any of the foregoing work and the Contractor shall pay to the Township of Galloway the cost thereof.

#### **VII. LABOR**

- A. The Contractor shall furnish lead foremen and or supervisors who are competent and adequately trained in the field of leadership, and proficiently fluent in the English Language. Such supervisory individuals must be capable of communicating with both Township Designees and contractor personnel for the purpose of properly completing the required cleaning tasks in accordance with contract requirements.
- B. If any personnel does not perform the services to be furnished hereunder, in a proper and satisfactory manner, the Contractor shall remove any such personnel and replace them with personnel satisfactory to the Agency Director within 24 hours.
- C. At all times while the Contractor is performing the requirements of this contract, at least one Contractor's employee shall be on site that can speak and understand the English Language.
- D. Employees assigned to cleaning shall work exclusively in the area to which they are assigned and shall perform the required cleaning services for the tour specified.
- E. All Contractor personnel must be properly trained by the awarded company, and must show that they have a reasonable amount of experience in performing the types of cleaning tasks in accordance with the General Specifications, Roster of Routines & Procedures, and Janitorial Data Sheet(s). Upon request, the Contractor must present the Township with their company's standard training program showing the methods of training that all personnel are required to abide by.

- F. All contractor personnel must be properly trained to perform all the required janitorial cleaning tasks in accordance with standard health code guidelines. i.e. – brooms and mops are to be used for floors and stairs only. Reusable cleaning tools and cloths being used for eating areas such as tables and kitchenettes are to be kept separate and used exclusively for said areas. Reusable cleaning tools and materials such as brooms, mops, cloths, & brushes being used for cleaning restrooms, are only to be used exclusively for the cleaning of restrooms. Throw-away cleaning materials such as paper towels, throw-away paper cloths, swiffers, etc. may be used wherever needed as long they are thrown away after one usage. Improper multiple-usage of cleaning tools and materials may create a serious cross-contamination situation regarding the health and welfare of visitors and township employees. In the event any contractor personnel is observed in the process of using an unsanitary tool or material for any cleaning process, a report of unsatisfactory performance will immediately be issued and all areas improperly cleaned must immediately be re-cleaned using the proper tools and/or materials.**

## **VIII. MANAGEMENT AND SUPERVISION**

- A. All managerial personnel shall be reasonably fluent in colloquial English (clear and precise communications are necessary for the proper execution of all work, and vital in regard to maintaining a safe and efficient working environment.)**
- B. Foreman or supervisor shall be provided and authorized by the Contractor to receive and put into effect promptly all orders, directions and instruction from the Agency Director or his/her designated representative.**
- C. All supervisors and foremen must speak and understand the English language proficiently.**
- D. During work shifts when various cleaning procedures are being performed, the foreman or supervisor must be available to receive orders, directions and instructions from the Township designee.**
- E. All cleaning personnel shall receive their orders, directions and instructions directly from the company foreman or supervisor.**
- F. Whenever there is only one Contractor's employee on site, the employee should be able to understand spoken and written English to the degree required to complete the job.**

## **IX. EMERGENCY CLEANING SERVICES**

- A. Prior to award, the vendor must furnish to the Lead Agency Director: home phone numbers of supervisors, foremen, etc. for the purpose of establishing immediate communications in the event of a cleaning emergency. Emergency service visits not covered under the standard monthly maintenance portion of this contract are to be billed at the hourly rate pricing quote contained elsewhere in this bid.**
- 1. Emergency response time shall be within two (2) hours after receipt of phone call.**
  - 2. Vendor must respond to all emergencies 24 hours a day, seven (7) days per week, including holidays.**
  - 3. Emergency phone numbers shall include cellular phones and pager numbers. Note: Telephone numbers to answering machines are not acceptable.**

## **X. IDENTIFICATION**

- A. The Contractor shall provide for a system of identification and control of their employees, subject to the approval of the Agency Director.
- B. Each Contractor employee shall prominently display an identification badge that shall contain the following information:
  - 1. Employee's name
  - 2. Employee's photo
  - 3. Employer's name, address, and phone number

## **XI. PERFORMANCE PROCEDURES**

- A. The Contractor shall provide the necessary number of cleaning personnel required to properly perform the work specified herein.
- B. The personnel so assigned shall perform their tasks as directed by the Contractor's foreman or supervisor, subject to the approval of the Agency Director.

## **XII. SECURITY**

- A. All Township Agencies reserve the right to reject any contractor employee who might place the security of various Agency operations in jeopardy.
- B. No employee used at our facility and no principal owner of the cleaning service company may have any criminal record.
- C. All employees and principal owners of the cleaning service company must consent to background investigations to determine evidence of any criminal history.
- D. The nature of the background check is described on the release form (if any) as may be found elsewhere herein.
- E. No employee of the cleaning service company may be substituted for a regularly assigned employee unless such new employee shall have undergone the required background check and received the approval of the Agency Director.
- F. The vendor(s) submitting the most responsive and responsible Proposal(s) will be notified via e-mail by the buyer for various employee information.
- G. Within a reasonable amount of time after such notification, said vendor(s) shall submit a list containing the following:
  - 1. A list showing the full name, date of birth, home address (no post office boxes) telephone number and social security number of each of the companies' principal owners and employees who will or may work at the facility.
  - 2. An original signed release executed by each employee listed in #1 and #2 consenting to the background checks and random illegal substance testing.

### **XIII. BILLING/PAYMENT**

- A. All work must be accomplished according to the specifications herein. Payment shall not be made until all work has been approved by the Agency Director or his designate.
- B. Any work not completed will automatically be deducted from the monthly bill.
- C. Vendor will invoice each month for the prior month's work.

LOCATIONS, SQUARE FOOTAGE AND HOURS OF CLEANING

Type Building	Square Feet	Hours for Cleaning
Complex Building (Public Works-Construction-Main Entry)	4,480	6:00 pm to 11:30 pm Mon. Wed. Fri.
Complex Buildings (Finance-Tax-Assessor-Kitchen-Historical Room Township Clerk-Manage)	8,502	6:00 pm to 11:30 pm Mon. Wed. Fri.
Complex Buildings (Court-Court Clerk-Entry-Hallway)	4,100	6:00 pm to 11:30 pm Mon. Wed. Fri.
Complex Office of Recycling	2,000	6:00 pm to 11:30 pm Mon. Wed. Fri.
Police Building	8,715	4:00 pm start time Mon. Wed. Fri. Holidays included
Veterans at Glenn Offices and attached garage	3,330	6:00 pm to 11:30 pm Mon. Wed. Fri. May to September and as requested
Veterans at Glenn Outdoor Barn	7,040	6:00pm to 11:30 pm Friday June-August and as requested
Senior Services Building and Kitchen	1,643	5:00 pm to 8:00 pm Mon. Wed. Fri.

## TOWNSHIP HOLIDAYS

1. Contractors do not have to clean on Township-observed holidays.

New Years Day  
Martin Luther King, Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

2. **Exceptions:** Police Department must be cleaned even if a holiday falls on a scheduled cleaning day.

\* Senior center and kitchen must be cleaned the Day after Thanksgiving.

**JANITORIAL CLEANING SERVICES**  
**(MUNICIPAL COMPLEX & RECYCLING OFFICE)**

NOTE: THE FOLLOWING SPECIFICATIONS ARE SPECIFIC TO THE GALLOWAY TOWNSHIP MUNICIPAL COMPLEX AND RECYCLING OFFICE, 300 E. JIMMIE LEEDS RD, GALLOWAY, NJ

**THE BUILDING MAY HAVE THE CLEANING ROUTINES PERFORMED  
STARTING 6:00P.M. – 11:30P.M. MONDAY – WEDNESDAY – FRIDAY**

**SPECIFICATIONS - ROUTINES & PROCEDURES,**

**ENTRANCES – RECEPTION AREAS – HALLWAYS – OFFICES – OPEN WORK SPACES –  
CONFERENCE ROOMS – VESTIBULES – BREAK ROOMS – KITCHENS – COMMON AREAS**

NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE MAN HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.

1. The Contractor shall furnish and supply all necessary and proper supervision, transportation, labor, administration, materials, tools and equipment to perform janitorial cleaning services at the locations(s) set forth herein.
2. Services shall be performed subject to the acceptance of the Agency Director and in accordance with the requirements set forth herein.
3. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
4. In connection with this work, the Contractor shall maintain a pleasant environment for the public and Township employees.
5. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
6. The Contractor shall not do or permit any act which:
  - A. May cause or produce within the Township buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - B. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the Township buildings; or
  - C. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the Township buildings.

## **ROUTINE A - Office Cleaning Routine**

### **A. Procedure 1 – Nightly (MONDAY, WEDNESDAY, FRIDAY)**

1. Empty waste baskets, trash containers and recycling receptacles:
  - Remove plastic liners.
  - Replace with new plastic liners.
2. Dust horizontal surfaces of office furniture, ledges, & sills, using chemically treated dust cloths. No chemically treated dust cloths are to be used on electronic equipment.
3. Dust mop all floors using chemically treated dust mops or sweeping cloths. Spot damp mop all heavily trafficked non-carpeted floor areas as needed.
4. Completely vacuum carpeted surfaces. Vendor shall be responsible to spot clean all stains, marks, or scuffs (of any type) found on carpeting and as identified by the appropriate Township designee. Upon Township request, awarded vendor must attempt to clean any such stains, marks, or scuffs to the best of their ability and in accordance with manufacturer's specifications.
5. Clean and sanitize water fountains using a counteracting detergent solution that sanitizes and deodorizes.
6. Damp wipe fingerprints, smears, smudges, etc. on doors, door handles, columns, walls and glass partition surfaces using a sanitizing solution.
7. Dust the vertical surfaces of office furniture and equipment.
8. Wash surfaces of interior glass partitions, doors, etc. (not outside windows).
9. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces.
10. Clean all interior windows including blinds, free from dirt, grim, and streaks.
11. Empty stainless steel trash/recycling containers, entrance to public works and police department, empty and wipe clean outside cigarette receptacles.
12. Wipe down drinking fountains, refrigerator, ice machine, microwave inside and out, with approved germicide which will effectively disinfect.
13. Disinfect sinks, countertops, cabinets, tables, chairs, toaster ovens, and microwave oven in lunch room.

**A. Procedure 2 – Monthly**

1. Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc.
2. High dusting of HVAC air vents within 70" floor to ceiling, tops of doors, door frames, ceiling corners, wall hangings, and edges.
3. Dust all baseboards and blinds
4. Vacuum carpet edges and corners along walls and partitions.
5. Clean spots and smudges from walls.
6. Interior/exterior window glass completely cleaned.

**ROUTINE B - Rest Room Cleaning.**

**D. Procedure 1 - Daily**

- a. Thorough cleaning of all rest rooms with odor counteracting sanitizing solution.
- b. Refill all soap, towels, tissues, sanitary napkin dispensers and toilet seat covers.
- c. Empty waste baskets, trash containers, sanitary napkin and other receptacles:
  - Remove plastic liners.
  - Wash, if necessary, with an odor counteracting, sanitizing solution and rinse dry.
  - Replace with new plastic liners.
- d. Damp-wipe all surfaces, including partitions and dispensers with sanitizing solution.
- e. Empty sanitary napkin receptacle and spray with disinfectant.
- f. Scrub all interior surfaces of all commodes, urinals, wash basins and connected piping with odor counteracting sanitizing solution.
- g. Damp-wipe all door handles and doors. Mop and rinse all floor areas. Vendor must use approved detergents and sanitizing odor counteracting solutions for the various cleaning and mopping operations. All cleaning products must be used in accordance with manufacturer's specifications and suggested uses.

**E. Procedure 2 - Weekly**

- a. Clean full surface of all partitions with an approved detergent sanitizing solution.
- b. Spot clean ceramic tile walls within 70" of the floor.
- c. Wash walls with an approved detergent sanitizing solution.

- d. Polish all dispensers, mirrors and bright work.
- e. Flush all floor drains with water and a germ killing odor counteracting solution.
- f. High dust all surfaces above 70" of the floor, including lights, intake and exhaust vents.
- g. NOTE: All weekly routines must be performed on the same day each week, unless modified by the Agency Director.

#### **FLOOR MOPPING - GENERAL**

**When contractor personnel are in the process of mopping floors, said personnel MUST dispose of the dirty water and change with clean water as many times as would be necessary so as not to mop the floor with dirty water. Mopping floors with dirty water will not be tolerated, and if observed by the Township designee, a Report of Unsatisfactory Performance will be issued to the contractor, and the entire floor area(s) will have to be re-mopped again using clean water.**

## **VARIOUS SUPPLIES TO BE PROVIDED BY THE TOWNSHIP OF GALLOWAY**

### DESCRIPTION:

- A. ROLL PAPER TOWELS
- B. TOILET TISSUE
- C. SOAP (HAND LIQUID)
- D. PLASTIC LINERS (SMALL TO MEDIUM SIZE)
- E. TOILET SEAT COVERS (WHERE APPLICABLE)
- F. SANITARY NAPKINS (WHERE APPLICABLE)

## **VARIOUS SUPPLIES AND EQUIPMENT TO BE PROVIDED BY VENDOR**

### DESCRIPTION:

- A. BOWL CLEANERS (TO BE USED ONLY FOR RESTROOMS).
- B. TOILET BRUSHES (TO BE USED ONLY FOR RESTROOMS).
- C. SPRAY BOTTLES FOR GLASS CLEANER AND/OR DISINFECTING CLEANERS.
- D. COMMERCIAL GRADE VACUUM CLEANERS (MINIMUM 2, PREFERABLY 3).
- E. MOP HANDLES, INCLUDING ALL REQUIRED SIZES OF MOP HEADS.
- F. DUST MOPS WITH HANDLES.
- G. HAND DUSTERS FOR DUSTING SHELVES, OFFICES, PARTITIONS ETC.
- H. BROOMS WITH DUST PANS.
- I. DISINFECTING SOLUTIONS, RESTROOM DEODORANTS.
- J. BUCKETS WITH RINGERS FOR MOPPING (MINIMUM 3, PREFERABLY 4).
- K. RUBBER GLOVES – ALL REQUIRED SIZES, REGULAR GRADE AND HEAVY DUTY WHERE APPLICABLE.

## DEFINITION OF TERMS

**Clean:** Remove all dirt, stains and marks with approved cleaner.

**Daily:** Work to be performed every day Monday to Friday excluding holidays (list herein).

**Damp Mop:** Remove all surface dirt and stains with mop and warm water containing detergent or floor cleaner as required.

**Damp Wipe:** Remove surface dirt with damp cloth.

**Disinfect:** To cleanse in order to destroy disease and germs.

**Disinfectant:** A germicidal cleaner for germ control.

**Dust:** Remove all loose dirt and debris. Specially treated cloths shall be used.

**Mop:** Remove all surface dirt and stains with a mop and warm water containing floor cleaner or germicidal disinfectant.

**Polish:** Machine polish or rub with dry cloth.

**Sanitize:** To cleanse free from dirt and bacteria.

**Scrub:** Remove all dirt, stains and marks with an approved cleaner.

**Sweep/Dust Mop:** Remove all loose dirt and litter with dustless-type sweeping tools on smooth concrete, tiled, and terrazzo floor; in places difficult to sweep, use hair floor brush or vacuum on other hard floors.

**Vacuum:** Remove all surface and embedded dirt, dust and debris using a vacuum cleaner.

**Wash:** Remove all dirt, stains, and marks with approved cleaner; rinse and dry.

**JANITORIAL CLEANING SERVICES  
(POLICE DEPARTMENT)**

**SPECIFICATIONS**

NOTE: THE FOLLOWING SPECIFICATIONS ARE SPECIFIC TO THE GALLOWAY TOWNSHIP POLICE BUILDING, 300 E. JIMMIE LEEDS RD, GALLOWAY, NJ

**THE BUILDING MAY HAVE THE CLEANING ROUTINES PERFORMED  
STARTING AT 4:00P.M. MONDAY – WEDNESDAY – FRIDAY  
INCLUDING HOLIDAYS**

**ESTIMATED AREA 8,715 SQ FT**

NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE MAN HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.

1. The Contractor shall furnish and supply all necessary and proper supervision, transportation, labor, administration, materials, tools and equipment to perform janitorial cleaning services at the locations(s) set forth herein.
2. Services shall be performed subject to the acceptance of the Agency Director and in accordance with the requirements set forth herein.
3. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
4. In connection with this work, the Contractor shall maintain a pleasant environment for the public and Township employees.
5. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
6. The Contractor shall not do or permit any act which:
  - A. May cause or produce within the Township buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - B. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the Township buildings; or
  - C. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the Township buildings.

## EQUIPMENT AND MATERIALS PROVIDED BY CONTRACTOR

- A. The Contractor shall provide all materials necessary for the performance of this contract, including, but not limited to: detergents, degreasers, soaps, graffiti removal products, sanitizers, deodorizers, buffing pads, brushes, brooms, mops, buckets, wringers, dust cloths, plastic trash bags- all sizes, polishes, sponges and/or all-purpose cleaners.
- B. Equipment furnished by the Contractor shall include, but not be limited to, scrubbers (single action) mops, vacuum cleaners and such other equipment that the Agency Director may, from time to time, require for the Contractor's performance.
- C. All materials and equipment used by the Contractor must be approved by the Agency Director and must be used in accordance with the manufacturer's instructions.
- D. The Agency Director may, from time to time, establish minimum inventories of materials and equipment to be maintained by the Contractor.
- E. The Contractor shall furnish all liquid soap, paper towels, toilet paper, plastic trash liners - all sizes, feminine hygiene products, and air freshener canisters for lavatories. The Contractor shall refill all paper towel dispenser, and soap dispensers, whether in lavatories or elsewhere in the building.
- F. Supplies of feminine hygiene products shall be maintained on a weekly basis.
- G. The Contractor shall, at all times, stock, service, fill and maintain all paper towel, toilet tissue, liquid soap, feminine hygiene products in all lavatories.
- H. All supplies must be the same or equal to the specifications now in use by the Township to procure these materials.
- I. At no time shall the building be without necessary supplies.

## DAMAGE DUE TO CONTRACTOR'S OPERATION

- A. The Contractor shall repair, replace or rebuild, to the satisfaction of the Agency Director, any and all parts of the premises which may be damaged or destroyed by the acts or omissions of the Contractor, its officers, agents or employees, and if the Contractor shall fail to repair, replace or rebuild, with due diligence, the Agency may, at its option, perform any of the foregoing work the Contractor shall pay to the Township of Galloway the cost thereof.

## LABOR

- A. The Contractor shall furnish competent and adequately trained personnel to perform the services required under this contract.
- B. If any personnel do not perform the services to be furnished hereunder, in a proper and satisfactory manner, the Contractor shall remove any such personnel and replace them with personnel satisfactory to the Agency Director within 24 hours.
- C. At all times while the Contractor is performing the requirements of this contract, at least one Contractor's employee shall be on site that can speak and understand English.
- D. Employees assigned to cleaning shall work exclusively in the area to which they are assigned and shall perform the required cleaning services for the tour specified.

## MANAGEMENT AND SUPERVISION

- A. A foreman or supervisor shall be provided and authorized by the Contractor to receive and put into effect promptly all orders, directions and instruction from the Agency Director or his/her designated representative.
- B. All supervisors and foremen must speak and understand English.
- C. Such foreman or supervisor shall be available at all times, where any work is being performed, to receive such orders, directions and instructions.
- D. All cleaning personnel shall receive their orders, directions and instruction from the foreman or supervisor.
- E. Contractor must provide the appropriate number of hours to properly clean this facility in accordance with specifications contained herein.

## EMERGENCY WORK

- A. Prior to award, the vendor must furnish to the Lead Agency Director: the home and or cell phone numbers of supervisors, foremen, etc. for the purpose of establishing immediate communications in the event of a cleaning emergency. Emergency service visits not covered by this contract are to be billed at the hourly rate pricing quote contained elsewhere herein.
  - Emergency response time shall be within two (2) hours after receipt of phone call.
  - Vendor must respond to the above noted emergency seven (7) days per week, including holidays.
  - Emergency phone numbers shall include home and / or cellular phones and pager numbers, as may be appropriate.
  - **Note: telephone numbers to answering machines are not acceptable.**

## IDENTIFICATION

- A. The Contractor shall provide for a system of identification and control of his employees, subject to the approval of the Agency Director.
- B. Each employee of the Contractor shall prominently display an identification badge that shall contain the following information:
  - 1. Employee's name
  - 2. Employee's signature
  - 3. Employer
  - 4. Picture of employee

## SECURITY:

- A. The Agency reserves the right to reject anyone who might place the security of its operation in jeopardy.
- B. No employee used at our facility and no principal owner of the cleaning service company may have any criminal history.
- C. All employees and principal owners of the cleaning service company must consent to background investigations to determine presence of any criminal history.
- A. The nature of the background check is described on the release form (if any) to be found elsewhere herein.
- B. No employee of the cleaning service company shall be substituted for a regularly assigned employee unless such new employee shall have undergone the required criminal background check and received the approval of the Agency Director.
- C. The vendors submitting the responsive and responsible proposals shall be notified by the buyer via fax, e-mail or phone as may be appropriate.
- D. Within 72 hours of such notification, said vendors shall submit the following to the facility contact person:
  - 1. A list showing the full name, date of birth, home address (no post office boxes) telephone number, and social security number of each of bidder's principal owners and employees who will or may work at the facility.
  - 2. A copy of the I.C.E. document for each employee listed in #1 above who is not a citizen, showing that the employee is legally entitled to be in the United States and to be employed here.
  - 3. An original signed release executed by each employee listed in # 1 and #2, consenting to the background checks and random illegal substance testing.

## PERFORMANCE PROCEDURES

- A. The contractor shall provide the necessary number of cleaning personnel required to properly perform the work specified herein.
- B. The personnel so assigned shall perform their tasks as directed the Contractor's foreman or supervisor, subject to the approval of the Director of General Services or his designee.

### ROUTINE A - Office Cleaning Routine

- A. Procedure 1 -Daily
  1. Empty waste baskets, trash containers and other receptacles:
  2. Dust horizontal surfaces of office furniture, equipment, ledges (including window ledges) and sills, using chemically treated dusting cloths and/or synthetic dusters or dusting towels.
  3. Spot damp mop all non-carpeted floors, dust mop all floors using chemically treated dust mops or sweeping cloths.
  4. Completely vacuum carpeted surfaces.
  5. Damp wipe fingerprints, smears, smudges, etc. on doors, columns, walls and glass partitions surfaces.
  6. Dust the vertical and horizontal top surfaces of office furniture and equipment. Dust all lower areas of chairs, file cabinets and desks.
  7. Wash surfaces of interior glass partitions, doors, etc. (not outside windows).
  8. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces. Disinfect all door handles.
  9. In Conference Rooms and Lunch Rooms, wipe down all tables with a damp cloth using a non-streaking solution.

### ROUTINE B - Rest Room Cleaning

- A. Procedure 1 - Daily
  - a. Thorough cleaning of rest rooms. Completely clean and disinfect restrooms.
  - b. Refill and restock all soap, towels, tissues, sanitary napkin dispensers and toilet seat covers.
    - Soap, paper towels, toilet paper and disinfectant should be readily available in surplus on premises at all times.
  - c. Empty waste baskets, trash containers, sanitary napkin and other receptacles.
  - d. Dust all partitions and dispensers.
  - e. Scrub removing any and all present stains on all interior surfaces of all commodes, urinals, wash basins and connected piping.
  - f. Wash wall partitions, doors and mop and rinse all floor areas. An approved solution of detergent sanitizer odor counteracting materials shall be used for all cleaning and mopping operations. Wash and polish mirrors, dispensers, faucets, etc.
  - g. Showers – disinfect and wipe down inside of shower (including any hardware).

## B. Procedure 2- Weekly

1. Clean full surface of all partitions with an approved solution of detergent sanitizer material.
2. Spot clean ceramic tile walls within 70" of the floor.
3. Wash walls with an approved solution of detergent sanitizer material.
4. Flush all floor drains with water and a germ killing odor counteracting material.  
NOTE: All weekly routines must be performed on the same day each week, unless modified by the Agency Director.
5. Damp wipe fingerprints, smudges, smears etc. on vertical surfaces.

## ROUTINE C- Locker Room Cleaning Routine

### A. Procedure 1 -Daily

1. Empty waste baskets, trash containers and other receptacles.
2. Dust horizontal surfaces of office furniture, equipment, ledges and sills, using chemically treated dusting cloths.
3. Spot damp mop all non-carpeted floors, dust mop all floors using chemically treated dust mops or sweeping cloths.
4. Clean and sanitize water fountains using a solution of detergent and sanitizer odor counteraction.
5. Damp wipe fingerprints, smears, smudges, etc. on doors, columns, walls and glass partitions surfaces.
6. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces.

**JANITORIAL CLEANING SERVICES  
(SENIOR SERVICES BUILDING)**

**SPECIFICATIONS**

NOTE: THE FOLLOWING SPECIFICATIONS ARE SPECIFIC TO THE GALLOWAY TOWNSHIP SENIOR SERVICES BUILDING, 621 W. WHITE HORSE PIKE, EGG HARBOR, NJ

**THE BUILDING MAY HAVE THE CLEANING ROUTINES PERFORMED  
STARTING 5:00P.M. TO 8:P.M. MONDAY – WEDNESDAY – FRIDAY**

**ESTIMATED AREA 7,040 SQ FT**

NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE MAN HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.

1. The Contractor shall furnish and supply all necessary and proper supervision, transportation, labor, administration, materials, tools and equipment to perform janitorial cleaning services at the location(s) set forth herein.
2. Services shall be performed subject to the acceptance of the Agency Director and in accordance with the requirements set forth herein.
3. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
4. In connection with this work, the Contractor shall maintain a pleasant environment for the public and Township employees.
5. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
6. The Contractor shall not do or permit any act which:
  - A. May cause or produce within the Township buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - B. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the Township buildings; or
  - C. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the Township buildings.

## ROUTINE A - Daily – Main Building, Kitchen and Office Area

1. Empty all trash/recycling and shredding receptacles. Clean and replace liners once a week. Any receptacles containing food products **must** have the liners changed at each emptying and cleaned and disinfected.
2. Clean and disinfect sinks, hoppers, toilets, urinals.
3. Wipe down refrigerator, ice machine, microwave inside and out, with approved germicide which will effectively disinfect.
4. Clean stove and ovens.
5. Wet wipe walls, counter tops, cabinets with rinsing solution to be an approved germicide which shall effectively disinfect.
6. Clean and deodorize toilets and urinals.
7. Restock all paper, soap/sanitizer, toiletry supplies.
8. Clean and disinfect tables, chairs, doors, door checks, sills, kick plates, hinges and knobs with a germicide solution removing smudges and finger prints.
9. All water fountain(s) and or cooler(s) disinfected.
10. Clean all interior glass windows and doors, glass partitions, disinfect handles and light switches.
11. Clean all interior windows including blinds, free from dirt, grim, and streaks.
12. Cleaning any wall hangings, shelving, HVAC vents within 70" floor to ceiling.
13. Vacuum all carpeted areas.
14. Sweep/wet mop all hard flooring surfaces to remove stains/spillage and disinfect.

## ROUTINE B – Quarterly Maintenance

1. Empty and clean all kitchen cabinets inside and out including storage room.
2. Steam clean all vinyl floors. (main room, kitchen)
3. Tile floors strip, neutralize, seal and wax, using three (3) coats of ploy wax such as butchers, Johnson's or Franklin product.
4. Clean all exterior glass windows and door glass.
5. Including cleaning as per nightly services listed.

## ROUTINE C – Bi-Yearly Maintenance

1. Twice a year all tiled floors shall be stripped, neutralize, sealed and waxed using three (3) coats of ploy wax such as butchers, Johnson's or Franklin product. (Library, hallway, break room)
2. Twice a year clean all rugs in waiting area and offices, remove any stains as needed.

**JANITORIAL CLEANING SERVICES  
(VETERANS AT GLENN BUILDING AND BARN)**

**SPECIFICATIONS**

NOTE: THE FOLLOWING SPECIFICATIONS ARE SPECIFIC TO THE GALLOWAY TOWNSHIP VETERANS AT GLENN BUILDING AND BARN, 636 S. NEW YORK ROAD, GALLOWAY, NJ

**THE BUILDING MAY HAVE THE CLEANING ROUTINES PERFORMED  
STARTING 5:00P.M. TO 8:P.M. MONDAY – WEDNESDAY – FRIDAY  
MAY – SEPTEMBER AND AS REQUESTED**

**ESTIMATED AREA 7,040 SQ FT**

NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE MAN HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.

1. The Contractor shall furnish and supply all necessary and proper supervision, transportation, labor, administration, materials, tools and equipment to perform janitorial cleaning services at the locations(s) set forth herein.
2. Services shall be performed subject to the acceptance of the Agency Director and in accordance with the requirements set forth herein.
3. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
4. In connection with this work, the Contractor shall maintain a pleasant environment for the public and Township employees.
5. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
6. The Contractor shall not do or permit any act which:
  - A. May cause or produce within the Township buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - B. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the Township buildings; or
  - C. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the Township buildings.

## ROUTINE A - Daily – Main Building, Kitchen, Restrooms, Hallways, Offices and Garage

1. Vacuum all carpet areas.
2. Clean and disinfect sinks, mud sinks, hoppers, toilets, urinals.
3. Clean and deodorize toilets and bath tubs.
4. Spot clean/disinfect exteriors of cabinets, counter tops, tables, chairs, toaster ovens refrigerators, ice makers, and microwave.
5. Wet wipe walls, rinsing solution to be an approved germicide which shall effectively disinfect.
6. Clean and deodorize toilets and urinals.
7. Restock all paper, soap/sanitizer and toiletry supplies and disinfectant.
8. Disinfect doors, door checks, sills, kick plates, hinges and knobs with a germicide solution removing smudges and finger prints.
9. All water fountain(s) and or cooler(s) disinfected.
10. Clean all interior glass windows and doors, glass partitions, disinfect handles and light switches.
11. Clean all interior windows including blinds, free from dirt, grim, and streaks.
12. Dust and wipe all horizontal surfaces of desks, phones, credenzas, and tables with an approved green product which shall effectively disinfect.
13. Cleaning any wall hangings, shelving, HVAC vents within 70" floor to ceiling and any baseboard heaters.
14. Sweep/wet mop all hard flooring surfaces to remove stains/spillage and disinfect.
15. Empty all trash/recycling and shredding receptacles. Clean and replace liners once a week. Any receptacles containing food products **must** have the liners changed at each emptying and cleaned and disinfected.

## ROUTINE B – Daily – Glenn Barn

1. Clean and disinfect tables, doors, door checks, sills, kick plates, hinges, light switches and knobs with a germicide solution removing smudges and finger prints.
2. Clean all interior/exterior windows including blinds, free from dirt, grim, and streaks.
3. Sweep and wet mop all hard surface floors with green product remove stains and/or spillage marks and disinfect.



SITE INSPECTION

LOCATION: GLENN BUILDING & BARN

636 S. NEW YORK ROAD, GALLOWAY NJ

Prior to submitting the RFP, prospective bidders are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and / or existing general and local conditions which can effect that service, overhaul and / or installation or the cost thereof.

Failure to make such inspection will not relieve the bidder from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Vendors wishing to schedule a site inspection for the above location shall contract Mr. Kevin McDowell at 609-652-3700 x244.

Bidder shall sign this sheet and have it co-signed by the Township of Galloway Using Department Head or Designate.

**NOTE: Vendors performing visits to every site will receive 5 percentage points as per Criteria Evaluation**

SITE INSPECTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNATE

\_\_\_\_\_  
DATE

SITE INSPECTION

LOCATION: MUNICIPAL COMPLEX BUILDING (INCLUDING RECYCLING BUILDING) 300 E. JIMMIE LEEDS ROAD, GALLOWAY NJ

Prior to submitting the RFP, prospective bidders are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and / or existing general and local conditions which can effect that service, overhaul and / or installation or the cost thereof.

Failure to make such inspection will not relieve the bidder from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Vendors wishing to schedule a site inspection for the above location shall contract Mr. Kevin McDowell at 609-652-3700 x244.

Bidder shall sign this sheet and have it co-signed by the Township of Galloway Using Department Head or Designate.

**NOTE: Vendors performing visits to every site will receive 5 percentage points as per Criteria Evaluation**

SITE INSPECTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNATE

\_\_\_\_\_  
DATE

SITE INSPECTION

LOCATION: GALLOWAY TOWNSHIP POLICE BUILDING

300 E. JIMMIE LEEDS ROAD, GALLOWAY NJ

Prior to submitting the RFP, prospective bidders are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and / or existing general and local conditions which can effect that service, overhaul and / or installation or the cost thereof.

Failure to make such inspection will not relieve the bidder from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Vendors wishing to schedule a site inspection for the above location shall contract Mr. Kevin McDowell at 609-652-3700 x244.

Bidder shall sign this sheet and have it co-signed by the Township of Galloway Using Department Head or Designate.

**NOTE: Vendors performing visits to every site will receive 5 percentage points as per Criteria Evaluation**

SITE INSPECTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNATE

\_\_\_\_\_  
DATE

SITE INSPECTION

LOCATION: SENIOR SERVICES BUILDING  
621 W. WHITE HORSE PIKE, EGG HARBOR NJ

Prior to submitting the RFP, prospective bidders are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and / or existing general and local conditions which can effect that service, overhaul and / or installation or the cost thereof.

Failure to make such inspection will not relieve the bidder from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Vendors wishing to schedule a site inspection for the above location shall contract Mr. Kevin McDowell at 609-652-3700 x244.

Bidder shall sign this sheet and have it co-signed by the Township of Galloway Using Department Head or Designate.

**NOTE: Vendors performing visits to every site will receive 5 percentage points as per Criteria Evaluation**

SITE INSPECTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNATE

\_\_\_\_\_  
DATE