

BOROUGH OF CRESSKILL BERGEN COUNTY, NEW JERSEY

CONTRACT DOCUMENTS AND SPECIFICATIONS FOR CLEANING  
OF PUBLIC BUILDINGS

BENEDICT ROMEO, MAYOR

BOROUGH COUNCIL

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FRANCESCA MARAGLIANO, BOROUGH CLERK

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DECEMBER 2023

## **NOTICE TO BIDDERS**

SEALED BIDS will be received by the Borough Clerk, for the Borough of Cresskill, County of Bergen at 10:00 AM on December 14, 2023, at Cresskill Municipal Building, 67 Union Avenue, Cresskill, New Jersey, at which time they will be opened and read aloud, for:

### **CLEANING OF PUBLIC BUILDINGS**

1. Copies of the plans, specifications, and contract documents will be on file and open to public inspection at the Borough clerk's office, 67 Union Avenue, Cresskill, N.J. 07626
2. Each bid shall be accompanied by:
  - a. a certified or cashiers check or bid bond, made payable to the Borough of Cresskill, for not less than 10% of the bid price;
  - b. an executed non-collusion affidavit; an executed Statement of Ownership form;
  - c. a list of references;
  - d. and a Consent of Surety from a surety company authorized to transact business in the State of New Jersey for a sum equal to 100% of the amount bid price for material and labor payments and performance.

The successful bidder shall furnish a Performance Bond in the amount of 100% of the contract price.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

By order of the Mayor and Council of the Borough of Cresskill.

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Francesca Maragliano Borough Clerk

## **SECTION 1.00 - INSTRUCTIONS TO BIDDERS COVERING ALL CONTRACTS**

### **1.00 BIDS**

- 1.01 Sealed Proposals will be received by the Borough of Cresskill, 67 Union Avenue, Cresskill, New Jersey, on the date and time stated in the Advertisement, when they will be opened and read aloud.
- 1.02 Each Proposal shall also be accompanied by a certificate from a Surety Company acceptable to the Borough of Cresskill guaranteeing that said Surety Company will, in case he is a successful bidder, furnish the bidder with a satisfactory Performance Bond.
- 1.03 Bids, Bid Bond or check, and the Surety Company Certificate shall be enclosed in a sealed opaque envelope plainly marked on the outside as follows:

### **PROPOSAL FOR: CLEANING OF PUBLIC BUILDINGS**

- 1.04 Identified Bid.  
The Owner shall not be held responsible for the premature opening of any improperly
- 1.05 Bids shall be presented:
- (a) In person at the time and place stated in the "Invitation to Bidders" or
  - (b) Delivered to the Borough of Cresskill, 67 Union Avenue, Cresskill, New Jersey; or
  - (c) By placing the sealed properly marked envelope in another envelope, and mailing same to the Borough of Cresskill at 67 Union Avenue, Cresskill, New Jersey 07626.
- 1.06 No bid may be withdrawn within sixty (60) days after the bid opening.

## **SECTION 2.00 - SECURING CONTRACT DOCUMENTS**

- 2.01 Copies of the Contract Documents are on file at the Borough of Cresskill, 67 Union Avenue, Cresskill, New Jersey.
- 2.02 Copies of the contact documents consisting of the specifications may be obtained at the Borough of Cresskill, 67 Union Avenue, Cresskill New Jersey.

## **SECTION 3.00 - PROOF OF COMPETENCY OF BIDDERS**

- 3.01 All Bidders shall provide a list of references showing his capabilities to perform the contracted work.

- 3.02 Any Bidder may be required to furnish additional evidence satisfactory to the Owner that he has sufficient means and experience in the types of works called for to assure completion of the contract in a satisfactory manner.
- 3.03 The Owner reserves the right to reject any bid if the evidence submitted fails to satisfy the Owner that the Bidder is qualified to carry out and complete the contract.

**SECTION 4.00 - EXAMINATION OF SITE AND CONTRACT DOCUMENTS**

- 4.01 Prior to submitting the bid, the bidder shall:
  - (a) Carefully read the Specification Manual.
  - (b) Visit the sites of the proposed work, fully acquaint and familiarize himself with the conditions as they exist and the character of the operations to be carried on under the proposed contract, and make such investigation as he may see fit so that he shall fully understand the facilities, difficulties and restrictions accompanying the work under this contract.
  - (c) Bring to the attention of the owner any variations in the contract documents and the actual site conditions that would affect his bid. The variations shall be reported to the owner in sufficient time to correct such variations, by addenda, if necessary.
- 4.02 Should the Bidder observe that any of the Contract Documents are at variance with applicable laws, statues or regulations in any respect, he shall promptly notify the owner in writing and any necessary changes to the Contract Documents shall be accomplished by appropriate modification. If the Bidder submits his bid without first bringing such variance to the attention of the owner, he shall assume full responsibility and shall bear all costs attributable thereto should he be awarded a contract.
- 4.03 In submitting his bid, the Bidder covenants that he has carefully examined the Contract Documents, addenda, if any, and the sites. As a result of such examination, he fully understands the intent and purpose of the Contract Documents and his obligation thereunder, and that he will not make claim for, or have any right to damages, because of the lack of any information.

**SECTION 5.00 - INTERPRETATION OF CONTRACT DOCUMENT PRIOR TO BIDDING**

- 5.01 Should any Bidder be in doubt as to the true meaning of any part of the Contract Documents, or find discrepancies in or omissions from any part of the Contract Documents, he shall submit to the owner a written request for an interpretation or correction thereof.
- 5.02 Request for interpretation or correction of the Contract Documents shall be submitted in writing via facsimile, and be in the possession of the owner so as to allow sufficient time

for the owner's reply to reach each Bidder before the time set for the submission of bids. No such requests will be answered, if received, after November 30, 2022, at 2:00 PM.

- 5.03 Address all communications regarding this Work to the owner as shown on the cover page of the Project Manual.
- 5.04 Interpretations and/or corrections of the Contract Documents will be made only by Addendum and will be mailed or delivered to each Bidder of record. The Owner will not be responsible for any oral explanations or interpretations of the Contract Documents.
- 5.05 If the Bidder, prior to submission of his bid, fails to call the owner's attention to the existence of any such patent ambiguity, inconsistency, error, discrepancy, omission or doubt in the Contract Documents, his bid will be conclusively presumed to have been based upon interpretation of such ambiguity or inconsistency or the like, or directions correcting such error which may have been subsequently given by the owners.

**SECTION 6.00 - UNIT PRICES (WHEN REQUESTED)**

- 6.01 The cost of changes in the Work of this project may be based upon unit prices for certain work and materials. Bidders shall submit unit prices when requested.
- 6.02 All unit prices shall be NET and shall include all charges for overhead, profit, taxes, insurance or any other item. If unit prices are not deemed fair and reasonable by Owner, bids may be rejected.

**SECTION 7.00 - NEW JERSEY SALES TAX**

- 7.01 In submitting his bid, the Bidder certifies that the total bid set forth, does not include any New Jersey Sales Tax. He further certifies that in the event he is the successful Bidder, he will only apply for an exemption for materials or supplies to be used in connection with his bid.
- 7.02 Contractor's Exemption Purchase Certificate, Form ST-13, issued by the State of New Jersey, Division of Taxation, Sales Tax Bureau, shall be completed and presented to his suppliers for materials on this project only.

**SECTION 00800 - LABOR**

- 8.01 It is required that all employees of the contractor be bonded.
- 8.02 All employees of the contractor will be subject to a background check.
- 8.03 All labor used in executing the contract must be employed directly by the contractor.
- 8.04 Subcontracting of work is not permitted.

## **SECTION 9.00 - STATEMENT OF OWNERSHIP**

- 9.01 A Statement of Ownership must be completed in order for the Bid to be accepted.
- 9.02 No award of contract or agreement entered into may be made if there is a failure to comply with the provisions of this law.
- 9.03 Chapter 33, laws of 1977 become effective March 8, 1977. It requires corporate and partnership Bidders for school district contract as well as state, county, and municipal agencies to submit a list of all names and addresses of all stockholders owning 10% or more of their stock or 10% more of the' stock of their corporate stockholders or in the case of a partnership, the names and addresses of those partners owning a 10% or greater interest therein.
- 9.04 In addition, if one or more of such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation or the individual partners holding 10% or greater interest in that partnership, as the case may be, shall also be listed. These statements of names and addresses must be submitted prior to the receipt of the bid or must accompany the bid.

## **SECTION 10.00 - AFFIDAVIT OF FOREIGN CORPORATIONS**

- 10.01 Each Bidder who is a foreign corporation, that is a corporation not chartered under the laws of the State of New Jersey, must submit, prior to the award of a Contract, a affidavit fully executed by the President, Vice President or General Manager of the Corporation, stating in said affidavit that said Corporation has, in accordance with the laws of the State of New Jersey, obtained a certificate authorizing it to do business in the State of New Jersey.
- 10.02 Bidder must also, in his bid, state the name and address of the local representative, agent or counsel representing said Corporation, upon whom service of process can be made.

## **SECTION 11.00 - BID FORM**

- 11.01 Bids shall be submitted on the forms furnished, or accurate copies thereof, and shall be signed in ink. Do not add, delete or change the wording of the Bid Form. Erasures or other changes in a Bid must be explained or noted over the signature of the Bidder. Bids containing any interlineations, omission, unexplained erasures, alterations, or items not called for in the Bid, or irregularities of any kind, may be caused for rejection of the Bid by the Owner.
- 11.02 Each proposal shall state the full name and business address of the Bidder.
- 11.03 Bids submitted by an individual who is the sole owner of the business shall be signed by that person under his typed or printed name.

- 11.04 Bids by partnerships must state the full name of all partners and must be signed in the partnership's name by one of the partners or by an authorized representative, followed by the signature and designation of the person signing.
- 11.05 Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation, and by the signature and designation of the person authorized to bind it in the matter.
- 11.06 The name of each person signing shall also be typed or printed below the signature.
- 11.07 A bid by a person who affixes to his signature the word "President", "Secretary", "Agent", or other designations without disclosing his principal, may be held to be the Bid of the individual signing. When requested, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be required.
- 11.08 Contractor shall complete all information required on each copy of the bid forms in order for his bid to be valid.

#### **SECTION 12.00 - AWARD OF CONTRACT**

- 12.01 The owner reserves the right to waive any informality in bids received or reject any and all bids when it is in the interest of the Borough of Cresskill.
- 12.02 The contract will be awarded to the lowest responsible bidder as established by the base bid plus alternate and/or separate bids accepted by the owner
- 12.03 The low Bid will be accepted within 60 days after the date of the opening of the bids. In the event the contract is not awarded within 60 days after the opening of bids, the Owner may request an extension of time from the lowest bidder. Should the low bidder refuse the extension, the Owner shall reject the low bid, requesting an extension of time from the next lower responsible bidder with the provision of granting a contract, or rejecting all bids.

#### **SECTION 13.00 – AGREEMENT**

- 13.01 Contract as prepared by the Borough of Cresskill bound herein or not.
- 13.02 Copies of same may be inspected at the Borough of Cresskill, 67 Union Avenue, Cresskill, New Jersey 07626
- 13.03 The aforementioned contract is intended to indicated substantially the terms of the agreement. However, the owner reserves the right to modify and/or provide additional provisions as may be necessary to fully protect its interest.

**SECTION 14.00 - EXECUTION OF AGREEMENT**

14.01 The Bidder to whom the contract is awarded shall, within 15 days after notice of award and receipt of agreement forms from the owner, sign and deliver to the owner all required copies of the agreement.

**SECTION 15.00 - COMMENCEMENT OF WORK**

15.01 The Contractor shall commence work on the date indicated in the notice of Authorization to Proceed to be issued by the Borough of Cresskill following contract execution.



**BID FORM**

**FOR PROJECT:**    CLEANING OF PUBLIC BUILDINGS

**CONTRACT DOCUMENTS PREPARED BY:** Borough of Cresskill 67 Union Avenue,  
Cresskill, New Jersey 07626

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
TELEPHONE No.: \_\_\_\_\_  
FAX No.: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_

TO:    Borough of Cresskill 67 Union Avenue Cresskill, New Jersey 07626

The undersigned, having visited the site of the proposed work and having familiarized himself with the existing conditions at the site and with other local conditions affecting the cost of the Work and with the Contract Documents and all Addenda to said Documents, hereby propose to furnish all labor, materials, tools, equipment and insurance required by the Contract Documents, to pay all applicable taxes, but not including payment of New Jersey State Sales and Use Tax, and to furnish all things as provided in the aforesaid Contract Documents and all addenda thereto, and to undertake all the obligations contained therein to complete the work.

The following items, required to accompany the proposal, are attached:

1.    Certified Check, Cash or Bid Bond in an amount representing 10% of the Total Bid Price.
2.    Consent of surety by the surety company, fully executed.
3.    Required Affirmative Action Language
4.    Required American with Disabilities Act of 1990 Language
5.    Statement of Ownership
6.    Non-Collusive Bid Statement
7.    Business Entity Disclosure
8.    List of References
9.    NJ Business Registration Certificate
10.   Certificate of Insurance

Date:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(Type Name and Title)

**BID FORM**

Bidder(s): \_\_\_\_\_

Having read and understood the specifications, we submit the following bid for your consideration:

**CLEANING OF PUBLIC BUILDINGS**

Municipal Building \$ \_\_\_\_\_

Police Department \$ \_\_\_\_\_

Public Works Building \$ \_\_\_\_\_

Community Center \$ \_\_\_\_\_

Senior Center \$ \_\_\_\_\_

Tallman House \$ \_\_\_\_\_

EMS Building \$ \_\_\_\_\_

Fire House \$ \_\_\_\_\_

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

COMPANY ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

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

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

**CONSENT OF SURETY**

(This Consent of Surety is part of-the proposal and must be completed and submitted with the proposal.)

In consideration of the premises and one Dollar to it in hand paid by the Borough of Cresskill, Bergen County, New Jersey, the receipt whereof is hereby acknowledge, the undersigned consents and agrees that if the contract for which the preceding proposal is made be awarded to the corporation, person or persons making the same, it will become bound as surety and guarantor for its faithful, performance \, and will execute a bond to be in the form required by the New Jersey R.S. 2A:44-147, said bond to be in an amount equal to one hundred per cent of the contract price and to be conditioned so as to indemnify the Borough of Cresskill against loss due to the failure of the contractor to meet the stipulations of the bond, and to guarantee payment to all persons performing or furnishing labor or materials for performance of said contract, and if the said corporation, person or persons shall omit or refuse to execute such contract if so awarded, it will pay, on demand to the said Borough of Cresskill, any difference between the sum to which said corporation, person or persons would have been entitled upon the completion of such contract and the sum which the said Borough of Cresskill may be obliged to pay the corporation, person or persons to whom the contract may be afterwards awarded, the amount in each case to be determined by the bids.

IN WITNESS WHEREOF, said corporation has set its seal and caused these presents to be signed by its duly authorized officers this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Principal: \_\_\_\_\_ (Seal)

Principal: \_\_\_\_\_ (Seal)

Principal: \_\_\_\_\_ (Seal)

ATTEST:

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Surety (Seal)

ATTEST:

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

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 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 N.J.A.C. 17:27-1 et seq.

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

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

OR

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

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency 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 contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. 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. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

SIGNATURE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

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

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

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

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

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:

1. Letter of Federal Affirmative Action Plan
2. Approval Certificate of Employee Information Report
3. 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.

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

The contractor and the Borough of Cresskill, hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 USC. SJ 21 OJ et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

**BIDDER'S STATEMENT OF OWNERSHIP**

In accordance with N.J.S.A. 52:25-24.2, the bidder provides the following information as part of the bid:

PART I - If the Bidder is a corporation:

Name of Corporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

For those individuals\* who own 10 percent or more of any class of its stock:

NAME

ADDRESS

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

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

PART II - If the Bidder is a partnership:

Name of Partnership: \_\_\_\_\_

County in which certificate of Trade name is filed: \_\_\_\_\_

For those individuals\* who own 10 percent or more of the interest in the partnership:

NAME

ADDRESS

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

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

PART III - If the Bidder is a sole proprietorship:

I, \_\_\_\_\_, hereby certify that I am the sole owner of

Principal/Owner Name

\_\_\_\_\_, the Bidder herein.

Company Name

\_\_\_\_\_  
Signature of person who completed Part I, II or III above

\* If any of the individuals listed is a partnership or corporation, a separate sheet should be attached giving the same information requested above for each such partnership or corporation. Similarly, if any additional entry is a partnership or corporation, information must be provided to the level of ownership required to document ultimate --ownership in persons (not partnerships or corporations)



**NON-COLLUSIVE BID STATEMENT**

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made herein; certifies that:

1. The bid or proposal has been arrived by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common sense of action with, or any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, or proposal, designed to limit independent bidding or competition; and
2. The contents of the bid or proposal have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder, or its surety on any bond furnished with the bid, or proposal, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Borough of Cresskill to consider the bid and make an aware in accordance herewith.

In accordance with N.J.S.A. 52:25-24.5 (P.L. 1977, c.33), the full names and residences of all persons possess an interest often (10%) percent or greater in any sole proprietorship, partnership, or corporation bidding on this Proposal must be listed below. If one or more such stockholders or partners is itself a corporation or 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 ten (10%) percent ownership criteria established in this act, has been listed, and additional sheets shall be attached hereto for the purpose if necessary.

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

The signer of the above Proposal, being duly sworn, says that the several matters stated therein are in all respects true to the knowledge of the deponent.

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

\_\_\_\_\_  
*Print Name and Title*

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

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

City and State: \_\_\_\_\_

Signature and Title of Person Authorized to Sign the Bid or Proposal:

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

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

*Corporate Seal* (if Bid is by a Corporation)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public Seal

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF CRESSKILL**

**Part I - Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2019 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Cresskill as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Cresskill Democratic Club	Cresskill Republican Club

**Part II - Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership     Corporation     Sole Proprietorship     Subchapter S Corporation  
 Limited Partnership     Limited Liability Corporation     Limited Liability Partnership

Name of Stock or Shareholder	Home Address

**Part III - Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

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

Printed Name of Affiant: \_\_\_\_\_

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

**BOROUGH OF CRESSKILL**  
**BID DOCUMENT CHECKLIST \***

Submission Requirements:

Compliance:

Bid Guarantee  
(with Power of Attorney for full amount of Bid Bond)

\_\_\_\_\_

Bid Form

\_\_\_\_\_

Consent of Surety  
(with Power of Attorney for full amount of Bid Price)

\_\_\_\_\_

Mandatory Affirmative Action Language

\_\_\_\_\_

Americans with Disabilities Act of 1990 Language

\_\_\_\_\_

Statement of Ownership

\_\_\_\_\_

Non-Collusive Affidavit

\_\_\_\_\_

Business Entity Disclosure

\_\_\_\_\_

References

\_\_\_\_\_

Proof of NJ Business Registration

\_\_\_\_\_

Proof of Liability Insurance

\_\_\_\_\_

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

**BOROUGH OF CRESSKILL  
SPECIFICATIONS FOR CLEANING PUBLIC BUILDINGS**

Specifications for cleaning the following buildings:

Municipal Building  
Police Department  
Public Works Building  
Community Center  
Senior Center  
Tallman House  
Fire House  
EMS Building

1. The successful bidder shall supply the labor, cleaning products, and equipment to clean the public buildings as listed. The bidder shall not store any cleaning products in the buildings. The Borough of Cresskill will supply paper products, trash liners, hand soap, urinal screens, and toilet hangers.
2. All janitorial services specified in the attached work schedule shall be provided to the satisfaction of the Borough of Cresskill. The work schedule must be followed as to not disrupt the building schedules.
3. All workers that clean the Borough Buildings shall be bonded and subject to a background check by the Cresskill Police Department before they perform any work for the Borough of Cresskill.
4. All workers utilized in the cleaning of Borough buildings must be directly employed by the successful bidder. Subcontracting of work is not permitted.
5. The bid will be awarded based on the total bid price to clean all the Municipal Buildings listed.
6. The term of this contract shall be for one (1) year with a two (2) year option to the Borough.
7. This contract may be terminated by the Borough with a 30-day written notice evidenced by Certified Mail Return Receipt Requested.
8. Contractor may terminate this contract after 180 days, upon written notice evidenced by Certified Mail Return Receipt Requested.
8. All employees must be U.S. Authorized or have a valid "Green Card" or have valid INS permission to work.

**BOROUGH OF CRESSKILL**  
**MUNICIPAL BUILDING**  
**67 UNION AVENUE, CRESSKILL NJ**

**FIVE TIMES PER WEEK**

**MONDAY THRU THURSDAY EVENINGS AFTER 4:30 PM SATURDAYS AFTER 1:00 PM**

- A. Vacuum all carpeted areas (offices, halls, meeting rooms)
- B. Sweep and mop all flooring.
- C. Dust and clean office desks, counters, tables and work areas.
- D. Empty and clean all ashtrays outside entrances.
- E. Clean and disinfect all drinking fountains.
- F. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- G. Clean, wet mop and disinfect restroom floors.
- H. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- I. Refill all soap and paper products.
- J. Wipe down lobby entrance windows, interior and exterior.
- K. Clean and disinfect kitchen counter, sink and table and wash exterior of appliances.
- L. Keep Mayor's office spotless, dust and polish all furniture, and clean glass table tops.

**WEEKLY SERVICE- WEDNESDAYS**

- A. Vacuum court, private & public meeting rooms.
- B. Clean and wipe down surfaces in courtroom.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures that collect dust including ceiling comers, heating vents, and exhaust fans.
- B. Vacuum upholstered furniture.
- C. Spot clean carpets.
- D. Burnish VCT tile w/ high-speed burnisher.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Windows - Wash windows, interior and exterior, wipe sills.
- B. VCT Flooring - Machine strip, rinse w/ neutral cleaner, apply 1 coat sealer, and 3 coats 25% high solid non-skid finish, and burnish all flooring 48 hours after applying finish.
- C. All carpets - Pretreat, steam clean and deodorize using a truck mounted unit.
- D. All carpets -Treat with Scotch Guard sealer.

**BOROUGH OF CRESSKILL**  
**POLICE DEPARTMENT**  
**67 UNION AVENUE, CRESSKILL NJ**

**FIVE TIMES PER WEEK**

**MONDAY THROUGH THURSDAY EVENINGS AFTER 4:30 PM**

**SATURDAYS AFTER 1:00 PM**

- A. Vacuum all carpeted areas (offices, halls, meeting rooms)
- B. Sweep and mop all flooring, including garage floor.
- C. Dust and clean office desks, counters, tables and work areas.
- D. Empty and clean all ashtrays outside entrances.
- E. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- F. Clean, wet mop and disinfect restroom floors.
- G. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- H. Refill all soap and paper products.
- I. Wash lobby entrance door and windows, interior and exterior.
- J. Clean and disinfect kitchen counter, sink and table and wash interior and exterior of appliances.

**WEEKLY SERVICE- WEDNESDAYS**

- A. Clean all interior windows and glass partition at dispatchers desk.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures that collect dust including ceiling comers, heating vents, and exhaust fans.
- B. Vacuum upholstered furniture.
- C. Spot clean carpets.
- D. Burnish VCT tile w/ high-speed burnisher.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Windows - Wash windows, interior and exterior, wipe sills.
- B. VCT Flooring - Machine strip, rinse w/ neutral cleaner, apply I coat sealer, and 3 coats 25% high solid non-skid finish, and burnish all flooring 48 hours after applying finish.
- C. All carpets - Pretreat, steam clean and deodorize using a truck mounted unit.
- D. All carpets -Treat with Scotch Guard sealer.



**BOROUGH OF CRESSKILL**  
**PUBLIC WORKS BUILDING**  
**325 PIERMONT RD, CRESSKILL NJ**

**FIVE TIMES PER WEEK**  
**MONDAY THRU FRIDAY**

- A. Vacuum all offices, locker room and hallway.
- B. Dust and wash down tables, desk, files, computers, key boards, T.V. etc...
- C. Clean and wipe table.
- D. Empty all wastebaskets, receptacles, and garbage containers and replace liners.
- E. Clean and disinfect wash sink in garage.
- F. Clean, wet mop and disinfect restroom floor & hallway.
- G. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- H. Refill all soap and paper products.
- I. Wipe down walls and doors as needed in offices and the locker room.
- J. Dust, vacuum and mop mechanics office located in garage area.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures including ceiling comers and heating vents.
- B. Clean interior of refrigerator.

**BI-ANNUAL SERVICE – APRIL - OCTOBER**

- A. VCT Flooring - Machine strip, rinse w/ neutral cleaner, apply 1 coat sealer, and 3 coats 25% high solid non-skid finish.
- B. Windows - Wash windows interior and exterior, wipe sills.
- C. Clean window blinds.

**BOROUGH OF CRESSKILL**  
**COMMUNITY CENTER**  
**100 THIRD STREET, CRESSKILL NJ**

**THREE TIMES PER WEEK**

**WINTER/SUMMER MONTHS- MONDAYS, WEDNESDAYS, FRIDAYS 6AM – 9AM**

**TWO TIMES PER WEEK**

**SPRING/FALL MONTHS- 1 WEEK DAY & 1 WEEKEND DAY -EVENINGS AFTER 9 PM.**

- Clean, wet mop, and disinfect 6 restroom floors.
- B. Clean and disinfect 6 restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls.
- C. Clean and disinfect counters, and sinks in kitchen and wipe down appliances.
- D. Clean and disinfect all drinking fountains.
- E. Refill all paper goods in bathrooms (towels and toilet paper)
- F. Portable Bleachers - Sweep aisles and wipe down seats.
- G. Move portable bleachers and dust mop entire gym floor.
- H. Vacuum carpet in offices and walk off mats.
- I. Dust and polish furniture.
- J. Damp wipe all folding tables w/ all-purpose cleaner.
- K. Wash lobby glass/ interior and exterior.

**ONE TIME PER WEEK**

- A. Sweep and mop gym floor w/ neutral cleaner.

**MONTHLY SERVICE**

- A. Burnish all VCT flooring w/ high-speed burnisher.
- B. Dust high areas & fixtures that collect dust including ceiling comers and heating vents.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Gymnasium - Wash lower walls w/ all-purpose cleaner.
- B. Gymnasium Floor - Machine scrub and rinse w/ neutral cleaner.
- C. Windows - Wash interior/exterior of all.

**ANNUAL SERVICE - APRIL**

- A. VCT Flooring - Machine strip and rinse w/neutral cleaner, apply 2 coats sealer, apply 4 coats 25% high solid, non-skid floor finish, and burnish all flooring 48 hours after applying finish.
- B. Hand wash face of outside gutters.

**BOROUGH OF CRESSKILL**  
**SENIOR CENTER**  
**38 SPRING STREET, CRESSKILL NJ**

**TWO TIMES PER WEEK**  
**WEDNESDAYS AND SUNDAYS**

- A. Vacuum all carpeted areas.
- B. Sweep and mop all flooring.
- C. Dust and polish all surfaces, tables, chairs, T.V. etc...
- D. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- E. Clean and disinfect coffee station.
- F. Clean, wet mop, and disinfect 6 restroom floors.
- G. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- H. Refill all soap and paper products.
- I. Clean entrance windows.
- J. Clean and disinfect kitchen counter and sink.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures that collect dust including ceiling comers and heating vents.
- B. Vacuum upholstered furniture.
- C. Spot clean carpets.
- D. Burnish VCT tile w/ high-speed burnisher.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Windows - Wash windows interior and exterior, wipe sills.

**ANNUAL SERVICE - APRIL**

- A. All carpets - Pretreat, steam clean and deodorize using a truck mounted unit
- B. All carpets-Treat with Scotch Guard sealer.
- C. VCT Flooring - Machine strip, rinse w/ neutral cleaner, apply 1 coat sealer, and 3 coats 25% high solid non-skid finish, and burnish all flooring 48 hours after applying finish.

**BOROUGH OF CRESSKILL**  
**TALLMAN HOUSE**  
**5 CRESSKILL AVENUE, CRESSKILL NJ**

**GROUND AND MAIN FLOOR**  
**ONLY ONE TIME PER WEEK - SUNDAYS**

- A Sweep and damp mop all flooring w/ neutral cleaner.
- B. Dust and polish furniture.
- C. Clean and disinfect restroom fixtures, sinks, mirrors, shelves, tile walls, etc.
- D. Clean and disinfect counters, and sinks in kitchen area and wipe down appliances.
- E. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- F. Refill all soap and paper products.

**MONTHLY SERVICE**

- A Dust high areas & fixtures that collect dust (clocks, TV's, etc... ).
- B. Sweep out and wipe down handicap lift.
- C. Wash all interior windows.

**ANNUAL SERVICE - APRIL**

- A Windows - Wash windows, interior and exterior, wipe sills.
- B. Wood Flooring - Machine wax, buff, and polish.

**BOROUGH OF CRESSKILL**  
**FIRE HOUSE**  
**51 MADISON AVENUE, CRESSKILL NJ**

**FIVE TIMES PER WEEK**

**MONDAY THRU THURSDAY EVENINGS AFTER 4:30 PM SATURDAYS AFTER 1:00 PM**

- A. Vacuum all carpeted areas (offices, halls, meeting rooms)
- B. Sweep and mop all flooring.
- C. Dust and clean office desks, counters, tables and work areas.
- D. Empty and clean all ashtrays outside entrances.
- E. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- F. Clean, wet mop and disinfect restroom floors.
- G. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- I. Refill all soap and paper products.
- J. Wash lobby entrance windows, interior and exterior.
- K. Clean and disinfect kitchen counter, sink and table and wash exterior of appliances.

**WEEKLY SERVICE- WEDNESDAYS**

- A. Clean all interior windows and glass partition.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures that collect dust including ceiling comers, heating vents, and exhaust fans.
- B. Vacuum upholstered furniture.
- C. Spot clean carpets.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Windows - Wash windows, interior and exterior, wipe sills.
- B. All carpets - Pretreat, steam clean and deodorize using a truck mounted unit.
- C. All carpets -Treat with Scotch Guard sealer.

**BOROUGH OF CRESSKILL**  
**EMS BUILDING**  
**63 MADISON AVENUE, CRESSKILL, NJ**

**FIVE TIMES PER WEEK**

**MONDAY THRU THURSDAY EVENINGS AFTER 4:30 PM SATURDAYS AFTER 1:00 PM**

- A. Vacuum all carpeted areas (offices, halls, meeting rooms)
- B. Sweep and mop all flooring.
- C. Dust and clean office desks, counters, tables and work areas.
- D. Empty and clean all ashtrays outside entrances.
- E. Empty all wastebaskets, receptacles and garbage containers and replace liners.
- F. Clean, wet mop and disinfect restroom floors.
- G. Clean and disinfect restroom fixtures, sinks, toilets, urinals, mirrors, shelves, tile walls, etc.
- H. Refill all soap and paper products.
- I. Wash lobby entrance windows, interior and exterior.
- J. Clean and disinfect kitchen counter, sink and table and wash exterior of appliances.

**WEEKLY SERVICE- WEDNESDAYS**

- A. Clean all interior windows and glass partition.

**MONTHLY SERVICE**

- A. Dust high areas & fixtures that collect dust including ceiling comers, heating vents, and exhaust fans.
- B. Vacuum upholstered furniture.
- C. Spot clean carpets.

**BI-ANNUAL SERVICE - APRIL - OCTOBER**

- A. Windows - Wash windows, interior and exterior, wipe sills.
- B. All carpets - Pretreat, steam clean and deodorize using a truck mounted unit.
- C. All carpets -Treat with Scotch Guard sealer.