

**BOROUGH OF ENGLEWOOD CLIFFS
COUNTY OF BERGEN
STATE OF NEW JERSEY**

INVITATION TO BID

FOR

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF
ENGLEWOOD CLIFFS LEAVES**

BIDDER: _____

ADDRESS: _____

PHONE #: _____

DATE OF BID: _____

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

PUBLIC NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that signed and sealed bids will be received by the Borough Clerk for the Mayor and Council of the Borough of Englewood Cliffs, Bergen County, New Jersey, for **FURNISHING THE PICKUP, TRANSPORTATION AND DISPOSAL OF ENGLEWOOD CLIFFS LEAVES 2016**

All sealed bids must be received by the Borough Clerk, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632, by 11:00 A.M. prevailing time, or as soon thereafter as the matter can be heard on October 7, 2016 at which time they will be publicly opened and read.

All bids submitted shall be considered a lump sum bid per hourly rate submitted on bid form of specifications; no escalator clauses will be accepted.

Instructions and specifications to bidders can be found on www.EnglewoodCliffsNJ.org or email a request to lduffy@EnglewoodCliffsNJ.org Bidders may also request in person at the office of the Borough Clerk, at 482 Hudson Terrace, Englewood Cliffs, New Jersey, between the hours of 9:00 A.M. and 4:00 P.M. daily except Saturdays, Sundays and holidays.

Lisette M. Duffy, RMC, Borough Clerk

Each bid proposal must be accompanied by the following:

1. BID GUARANTEE

A certified check or cashiers check payable to the Borough of Englewood Cliffs in the amount of ten (10%) of the bid but not in excess of \$20,000.00 or a satisfactory bid bond in the sum of ten percent (10%) of the bid executed by a bidder and a surety company authorized to do business in the State of New Jersey.

2. CONSENT OF SURETY

An appropriate Sureties Consent by the Surety Company qualified to do business in the State of New Jersey. The Bonding itself to become surety for the full and faithful performance of the contract in an amount equal to One Hundred Percent (100%) of the contract price for the protection of all persons furnishing materials or labor or fulfilling the contract.

3. AN AFFIRMATIVE ACTION AFFIDAVIT.

Bidders are required to comply with the requirements of P.L. 1975, C.127 (N.J.A.C.17:27) and with all provisions of N.J.S.A. 10:21 through 10:24 and all rules and regulations promulgated thereunder regarding Affirmative Action & Executive Order 11246 regarding equal employment opportunity, as amended.

4. POWER OF ATTORNEY

Authorizes another person to act as the bidder's agent or attorney.

5. OWNERSHIP STATEMENT CERTIFICATE

Setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock.

6. NON-COLLUSION AFFIDAVIT

7. DOCUMENT ACKNOWLEDGING THE BIDDER'S RECEIPT OF ANY NOTICE OF REVISION OR ADDENDA TO ADVERTISEMENTS OR BID DOCUMENTS.

8. A LISTING OF SUBCONTRACTORS AS REQUIRED BY SECTION 16 OF P.L. 1971, c.198 (C.40A:11-16).

8. BUSINESS REGISTRATION CERTIFICATE

In the event that the check or bank draft is delivered with the proposal as aforesaid, the same will be returned to all unsuccessful bidders upon the award of the contract to the successful bidder. No proposals or bids will be received subsequent to the time specified in said advertisement.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Mayor and council of the Borough of Englewood Cliffs.

The Borough reserves the right to reject any and all bids and to waive any informality in the bids.

Bidders are required to comply with requirements of P.L. 1975, C127 and with all provisions of N.J.S.A. 10:21 through 10:24 and all rules and regulations promulgated thereunder.

Lisette M. Duffy, RMC
Borough Clerk/Administrator

**BOROUGH OF ENGLEWOOD CLIFFS
482 HUDSON TERRACE
ENGLEWOOD CLIFFS, NJ 07632**

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF
ENGLEWOOD CLIFFS LEAVES**

LEAF SEASON 2016

The Borough of Englewood Cliffs is requesting a bid for the pickup, transportation and disposal of Englewood Cliffs' fall leaves beginning October 17, 2016 to December 2, 2016 or until all the leaves have been collected. Term of contract shall encompass the season, as needed, in the time period of 120 days from date of award of contract to successful bidder.

- The leaves are to be picked up from the Englewood Cliffs DPW yard located at 342 Hudson Terrace on Wednesdays.
- Loading will be done by the Englewood Cliffs DPW into open top trailers.
- Based on the volume of leaves collected, vendor must be able to provide 10 to 12 vehicles each Wednesday each with a load capacity of one hundred cubic yards.
- 12 loads being the maximum per day.
- Vendor will be called on Mondays to order the number of trailers needed that week.
- Trailers must be on location and ready to begin loading by 6:30am and finish before 3:30pm
- Supply the name of the License composting facility where the leaves are to be delivered and a copy of the license.
- Provide proof of delivery to a licensed composting facility

Proposals and accompanying documents must be delivered to the Englewood Cliffs Municipal Building, 482 Hudson Terrace, Englewood Cliffs, NJ 07632 in accordance with the Request for Bids

Lisette M. Duffy, RMC
Borough Clerk/Administrator

**BOROUGH OF ENGLEWOOD CLIFFS
482 HUDSON TERRACE
ENGLEWOOD CLIFFS, NJ 07632**

PROPOSAL FORM

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF ENGLEWOOD
CLIFFS LEAVES**

LEAF SEASON 2016

Bidders Name: _____

Signature: _____ Date _____

Print Name _____ Title _____

Address: _____

Phone Number _____ Fax Number _____

Historic quantities (in cubic yards)

- 2015 - 8,060 cubic yards
- 2014 - 7,190 cubic yards
- 2013 - 5,798 cubic yards
- 2012 - 6,456 cubic yards
- 2011 - 5,070 cubic yards

Price per cubic yard of leaves picked up at Department of Public Works

Leaves: \$ _____ per cubic yard

Term of contract shall encompass the season, as needed, in the time period of 120 days from date of award of contract to successful bidder.

CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, the _____

_____ a corporation

organized and existing under the laws of the State of _____ and authorized to

do business in the State of New Jersey, do hereby consent and agree with the Borough of

Englewood Cliffs that if the foregoing proposal of _____

_____ hereinafter called the Contractor, for the _____ be

accepted, and a Contract for said work be awarded to said Contractor, we will, upon its being so awarded,

become Surety for said Contractor and agree to be bound with said Contractor upon the terms and conditions

set forth in the Proposal and Specifications and shall provide security through the issuance of a Performance

Bond in an amount equal to One Hundred Percent (100%) of the Contract price and to be conditioned so as to

indemnify the Borough of Englewood Cliffs against loss due to the failure of the Contractor to fulfill the

obligations and requirements of said Contract.

IN WITNESS WHEREOF, said Surety has caused these presents to be signed and attested by a duly authorized officer, and its corporate seal to be hereto affixed this ____ day of _____, 2016 .

By _____
Surety Company
Attorney-in-Fact

ATTEST:

NOTE: PLEASE EXECUTE THIS CONSENT OF SURETY FORM.

Consent of Surety must be accompanied by (a) appropriate acknowledgments of the respective parties, (b) appropriate duly certified copy of Power of Attorney or other certificate of authority where Consent of Surety is executed by agent, officer, or other representative of Principal or Surety, (c) a duly certified extract from By-Laws or resolutions of Surety under which Power of Attorney or other certificate of authority of its agent, officer or representative was issued and (d) duly certified copy of latest published financial statement of assets and liabilities of Surety.

EXHIBIT A (April/2010)
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

1. The Contractor is familiar with and will fully comply with the anti-discrimination, equal employment opportunity and affirmative action requirements obligations imposed by New Jersey Law pursuant to N.J.S.A. §10:2-1 et seq., N.J.S.A. §10:5-1 et seq., N.J.S.A. §10:5-31 et seq., and the rules regulations pursuant thereto, including N.J.A.C. 17:27.

2. During the performance of this Contract, the Contractor agrees, pursuant to N.J.S.A. §10:5-31 et seq., as follows:

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

I am aware that if my assertions on behalf of the Contractor made in this Affirmative Action Affidavit are false, I am subject to punishment.

(Signature)

(Title)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF , 2016.

Notary Public of

My Commission Expires: _____

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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 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.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

Listed below are the names and addresses of all stockholders or individuals who own ten percent (10%) or more of its stock of any classes, or who own ten percent (10%) or greater interest therein.

Name	Address
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NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ being first duly sworn, deposes and says that he

is _____(sole owner, a partner, president, secretary, etc.) of

_____, the party making the foregoing proposal or bid; that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Borough, or any other person interested in the proposed License Agreement; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto, to any association or to any member of agent thereof, or to any person whatsoever.

(Affiant)

(Title)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF _____, 2016.

Notary Public in and for

_____ County,

My Commission Expires:

LIST OF PRINCIPAL SUBCONTRACTORS

Pursuant to NJ Local Public Contracts Law 40A:11-16, each bidder shall list the name or names of, and provide evidence of performance security (Consent of Surety) from all subcontractors to whom the Bidder proposes to subcontract the furnishing of plumbing and gas fitting, and all kindred work, of the steam and hot water heating and ventilating apparatus, of steam and hot water heating and ventilating apparatus, of steam power plants and kindred work, and of electrical work, structural steel and ornamental iron work, each of which subcontractor shall be qualified in accordance with the Contract Documents and N.J.S.A. 40A:11-16.

NAMES AND ADDRESSES OF ALL SUBCONTRACTORS TO BE USED FOR THE PROJECT

<u>Name and Address</u>	<u>Trade</u>	<u>Dollar Amount of SubContract</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Add Additional Sheets, if so required)

PLEASE NOTE: A Business Registration Certificate and a New Jersey Public Contractor's Registration Certificate must be provided for each listed Subcontractor.