



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE · ENGLEWOOD CLIFFS, NJ. 07632

OFFICE (201) 569-5252

FAX (201) 569-4356

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 **PLAYING FIELD RENOVATIONS LOCATED AT FRED H. WITTE RECREATIONAL COMPLEX ON JOHNSON AVENUE IN BOROUGH OF ENGLEWOOD CLIFFS N.J.**

All sealed bids must be received by the Borough Clerk, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632, by 10:00 A.M. prevailing time, or as soon thereafter as the matter can be heard on March 5, 2019 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 may be found on www.inglewoodcliffsnj.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 cashier's 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.**
Complete the attached affidavit forms.
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).**
9. **EQUIPMENT CERTIFICATION**
10. **BUSINESS REGISTRATION CERTIFICATE**

In the event that a 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;

Waive any immaterial defects in any proposal should it be deemed in the best interest of the Borough to do so;

Accept the proposal which in its judgment will be for the best interests of the Borough of Englewood Cliffs.

Bidders are required to comply with the requirements of P.L. 1975, c. 127 and Affirmative Action and Executive Order 11246 regarding equal employment opportunity, as amended, N.J.S.A. 10:5-31 et seq., and the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.

All bids are subject to the requirements of all laws and regulations affecting the same.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLEWOOD CLIFFS, NEW JERSEY.

Lisette M. Duffy, RMC
Borough Clerk

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

SPECIFICATIONS FOR PLAYING FIELD RENOVATIONS LOCATED AT
FRED H. WITTE RECREATIONAL COMPLEX on JOHNSON AVENUE
BOROUGH OF ENGLEWOOD CLIFFS N.J.

REQUIRED EXPERIENCE:

NJ Home Improvement Contractor's License

Minimum five (5) years experience

Preferred Sports/Golf Grounds Installation Specialist

Provide pictures of similar work on baseball, softball and golf grounds

Provide minimum of three (3) Client references (Finalists' references will be contacted)

The following scope of work is proposed at Fred H. Witte Recreational Complex in the Borough of Englewood Cliffs. The work proposed will include the renovation of two baseball fields, one softball field, and a soccer field/Little League outfield. Completion of work for baseball and softball fields by April 12th, 2019 and completion work on soccer field/Little League outfield by end of Fall 2019.

LITTLE LEAGUE FIELD: SOUTH WEST FIELD

Using laser level, determine existing grades from highest to lowest. Interpret the grade findings into a slope. Set finish grade to lowest water exit and set grade to machine control laser box at that elevation.

Remove the existing sod infield and foul areas in front of each dugout area. Debris is to be loaded into a container supplied by the borough. Only vegetative sod debris will be discarded by the borough. The contractor is responsible for all additional trash and garbage, and is required to keep the work site clean.

Machine control laser grade the infield area by balancing the infield top soil and infield mix by lowering or raising the slope that has been determined. If adding to the grade, top soil, as well as infield mix will be needed.

The top soil infield, as well as the infield mix must be compacted to ensure accurate grades.

The contractor will inspect all sprinkler heads and supply lines. The contractor will make all necessary repairs and corrections as needed for proper irrigation.

All new sod areas are to be painted and have string lines determining sod edges. Infield grass, foul areas, and arc are to be large roll sod. All access points are to be covered with plywood in order to protect baselines and infield.

In order to blend properly, all infield mix is to be roto-tilled. Apply new infield mix as needed using the same laser grade slopes.

Using Mound Clay, construct new pitcher's mound, set home plate and batters boxes. Also set first base, second base, third base and the pitching rubber. All measurements are current to the existing foul poles and location of home plate.

TOTAL BID COST: _____

SOFTBALL FIELD: SOUTH EAST FIELD

Using laser level, determine existing grades from highest to lowest. Interpret the grade findings into a slope. Set finish grade to lowest water exit and set grade to machine control box at the elevation.

Cut the existing sod edges and remove lip as needed. Cut straight edges on foul lines. Remove all debris and move to a container supplied by the borough.

In order to blend properly, all infield mix is to be roto-tilled. Apply new infield mix as needed using the same laser grade slopes.

Machine control laser grade the infield area by balancing the infield mix by lowering or raising the slope that has been determined. The infield mix must be compacted to ensure accurate grades.

Reinstall first base, second base, third base, and pitching rubber as needed. All measurements are current from home plate and foul poles.

TOTAL BID COST: _____

SENIOR LEAGUE FIELD: NORTH EAST FIELD

Using laser level, determine existing grades from highest to lowest. Interpret the grade findings into a slope. Set finish grade to lowest water exit and set grade to machine control box at the elevation.

Cut the existing sod edges and remove lip as needed. Cut straight edges on foul lines. Remove all debris and move to a container supplied by the borough.

In order to blend properly, all infield mix is to be roto-tilled. Apply new infield mix as needed using the same laser grade slopes.

Machine control laser grade the infield area by balancing the infield mix by lowering or raising the slope that has been determined. The infield mix must be compacted to ensure accurate grades.

Reinstall first base, second base, third base, and pitching rubber as needed. All measurements are current from home plate and foul poles.

TOTAL BID COST: _____

SOCCER FIELD AND LITTLE LEAGUE OUTFIELD GRASS AREA:

Fraze mow all of the existing grass area on the existing soccer field as well as the outfield grass on the Little League Field. Core aerify, and seed fields at 160lbs ac with a high quality turf type tall fescue seed. Fertilizer application with a soil test is to be included and completed. All material fraze mowed material is to be discarded into container supplied by the borough.

TOTAL BID COST: _____

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

**SPECIFICATIONS FOR PLAYING FIELD RENOVATIONS LOCATED AT
FRED H. WITTE RECREATIONAL COMPLEX on JOHNSON AVENUE
BOROUGH OF ENGLEWOOD CLIFFS N.J.**

Bidder Company Name: _____

Print Name _____ Title _____

Address: _____

Phone Number _____ Fax Number _____

Signature: _____ Date _____

LITTLE LEAGUE FIELD: SOUTH WEST FIELD: - TOTAL BID COST: _____

SOFTBALL FIELD: SOUTH EAST FIELD: - TOTAL BID COST: _____

SENIOR LEAGUE FIELD: NORTH EAST FIELD: - TOTAL BID COST: _____

SOCCER FIELD AND L.L. OUTFIELD GRASS AREA: - TOTAL BID COST: _____

TOTAL BID COST OF ALL WORK: - TOTAL BID COST: _____

GENERAL CONDITIONS

1. CONTRACTOR'S INSURANCE

The Contractor shall provide all insurance required by law of the State of New Jersey, including the following kinds of insurance (below). The Contractor shall provide a declaration page from the insurer indicating that the policies have been obtained and are in effect at the time of the bid opening. The Contractor shall maintain said insurance for the duration of the contract and, upon demand of the Borough, shall obtain and provide the Borough a declaration by the insurer indicating that the policies are in-force at the time of the request and that the below limits have been met or exceeded.

A. Workers' Compensation Insurance providing statutory coverage under the Workers' Compensation laws of the State of New Jersey.

B. Comprehensive General Liability Insurance including standard Broad Form Comprehensive General Liability endorsement which must include, but not be limited to, Blanket Contractual Liability and Broad Form Property Damage coverage. Policy is to cover the Liability of the Contractor for all work and operations under this contract and all obligations assumed by the Contractor under this contract, including completed operations. Coverage under this policy shall not be less than \$1,000,000.00 Combined Single Limit each occurrence and aggregate for Bodily Injury and Property Damage Liability.

C. Automobile Bodily Injury and Property Damage Insurance Coverage for all owned, non-owned, and hire vehicles used in connection with the work covered by the contract. The policy should provide not less than \$500,000.00 Combined Single Limit each accident for Bodily Injury and Property Damage.

2. CONFLICT OF INTEREST AND NON-COLLUSION

Each bidder must execute and submit as part of the Bid a "Non-Collusion Affidavit" which at a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract; and

C. No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee unless such person possesses a Certificate of Public Convenience and Necessity and a License issued pursuant to N.J.A.C. 7:26-16 et seq.

A form of Non-Collusion Affidavit is included in these bid documents.

3. AFFIRMATIVE ACTION REQUIREMENTS

A. If awarded a contract; the successful bidder will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

B. Within (7) seven days after receipt of notification of the Borough of Englewood Cliffs' intent to award any contract, the contractor must submit one of the following to the contracting unit:

1) If the contractor has a Federal Affirmative Action Plan, approval which consists of a valid letter from the of Federal contract compliance programs, the contractor should submit a photocopy of its letter of approval.

2) If the contractor has a certificate of Employee Information Report, the contractor shall submit a photocopy of the certificate.

3) If the contractor has none of the above, the Borough of Englewood Cliffs shall provide the contractor with form AA302 - Affirmative Action Employee Information Report.

C. If the contractor does not submit the Affirmative Action document within the required time period, the Borough of Englewood Cliffs may extend the deadline by a maximum of 14 calendar days. Failure to submit the Affirmative Action document by the 14th calendar day shall be cause for the Borough of Englewood Cliffs to declare the contractor to be non-responsive and award the contract to the next lowest bidder.

4. SPECIFICATIONS TO BE PART OF CONTRACT

The within bid documents, Exhibit A - Bid Request, the bid form, and all other exhibits shall be included and be made part of any contract entered into between the Borough of Englewood Cliffs and the successful bidder. The Qualification Statement specifically set forth in Exhibit A hereto and the required information to be submitted therewith will be included in any contract.

5. CONSTRUCTION AND INTERPRETATION OF SPECIFICATIONS

It is understood that the Mayor and Council shall be the sole judge in construing any part of these specifications, and the parties specifically agree that notwithstanding any rule of contractual construction to the contrary, all ambiguities shall be resolved in favor of the Borough of Englewood Cliffs.

6. RIGHT TO REJECT BIDS

The Mayor and Council reserves the right to reject any and all bids subject to the provisions of law, including N.J.S.A. 40A:11-13.2, in such cases, provided that in the judgment of the said Mayor and Council it is deemed in the best interest of the Borough of Englewood Cliffs.

7. DISQUALIFICATION OF BIDDER

In the event a bidder is to be disqualified for lack of experience, capitalization, equipment, suitable business history, or other causes germane to this contract, the said bidder shall be afforded a hearing by the Mayor and Council prior to disqualification. At that time the bidder shall be permitted to offer explanatory statements or additional evidence to perform the contract not consistent with Contractor's initial bid response.

8. LIQUIDATED DAMAGES

A. If the Contractor fails to perform the work in accordance with the specifications, or if he performs the work in an unsatisfactory manner after notice from the Borough or its duly authorized representative has been given, then in that event the Borough Council may declare the Contractor in default of his contract at its own expense, charging the cost thereof against the monies to which said Contractor would have been entitled for the faithful performance of the said contract, or may contract with some other Contractor for the performance of the work, charging the cost and expense thereof in like manner. And in any event, in addition to the aforesaid, the Contractor shall remain responsible for any and all costs and expenses incurred by the Borough in having the work done which the Contractor failed to do.

B. The Contractor further agrees that in the event of any default in the performance of the work required hereunder, to reimburse the Borough of Englewood Cliffs for all costs, expenses and damages incurred by the Borough in completing the work in accordance with the contract let under these specifications.

9. PREVAILING WAGE ACT

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:
http://lwd.dol.state.nj.us/labor/wagehour/lawregs/prevailing_wage_law.html

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
: SS:
COUNTY OF BERGEN)

(Project Name)

I, _____, of the City of _____

in the State of _____, being of full age and duly sworn according to law, on my oath

depose and say that:

I am employed by the firm _____, the bidder submitting the
(Name of Bidder)

Bid Proposal for the above named project, in the capacity of _____
(Title of Affiant)

and I have executed the Bid Proposal with full authority to do so.

Further, the bidder has not, directly or indirectly, entered any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project. All statements contained in said Bid Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Mayor and Council rely upon the truth of the statements contained in this affidavit and in said Bid Proposal 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 understanding for a commission, percentage brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the _____.
(Name of Bidder)

(Name of Firm or Individual) (Title)

(Signature) (Date)

Subscribed and sworn to before me this _____ day of _____, 2018.

Notary Public of
My Commission expires on _____.

ATTACHMENT 1
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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, 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.

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 applicable 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, 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 AA-302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Company

Authorized Signature

Date

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

The contractor and the Borough of Englewood Cliffs, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

CONTINUED

STATEMENT OF BIDDER'S EXPERIENCE AND FINANCIAL RESPONSIBILITY

The Bidder shall hereby furnish summary information relative to the ability and financial resources available for the fulfillment of the Contract if such be awarded to him.

Bidder's Qualifications:

How many years has he or they been engaged in the business of providing services?

When Organized? _____

Has it or they ever defaulted on a contract? _____

If so, what were the circumstances?

List the names of all officers or managing personnel of the Bidder, noting their positions in the company or agency:

Name of Individual/Supervisor who will give personal attention to the Project:

List any and all public entities which contracted with the bidder for the furnishing of qualified personnel, and state the year in which it was provided.

References: (attach a list of references with contact information)

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID AND
SHALL BE CONSIDERED A PART OF THE CONTRACT**

**HISTORY OF LEGAL ACTIONS INVOLVING THE
COMPANY'S INSPECTION SERVICES**

Please reply to the questions below, sign with your company title and have this document notarized. Include this completed document with your bid proposal. Failure to provide full disclosure as requested, will be grounds for rejection of your bid.

Full Company Name: _____

City and State: _____

Number of years in business: _____ years

A) In the State of New Jersey, has your company been the subject of, or named as a defendant, in any legal action involving death, dismemberment or trauma as a result of inspection services provided by your agency? Yes: _____
No: _____

If "no", please go on to the next question. If "yes", was your company, or your insurance company, required to make a settlement or pay a fine? If more than one occasion is involved, please list them on a separate piece of paper and attach it to this page. Include any information regarding any prohibition from doing business in a particular area of New Jersey, such as a city, town, county, etc. if any prison term was involved, please explain fully.

B) Are any legal actions currently pending against your company, in any New Jersey court, as such legal actions involve your services? Yes: _____ No: _____

If "no", please sign below, have this document notarized and include it with your bid proposal.

If "yes", please indicate the number of actions pending: _____

C) Has the agency or any Official of the agency been subject of complaint or investigation by the Department of Community Affairs in any municipality, with which the agency was in contract?

Yes: _____ No: _____

If yes, please provide all information including findings by the Department of Community Affairs.

Printed name of Company representative: _____

Signature of above representative: _____

Date of signature: _____

Notary statement, seal and signature to appear below.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall be Included with Bid Submission

Name of Business: _____

I certify that the list below contains the names and home addresses of Stockholders holding 10% or more of the issued and outstanding stock of the undersigned, OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Sole Proprietorship Partnership Limited Partnership Limited Liability Partnership

Limited Liability Corp. Subchapter S Corporation Corporation

Sign and notarize the form below and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this _____

day of _____, 2018.

(Name of Affiant)

Notary public of:

My Commission expires on: _____

(Print Name & Title of Affiant)

BID GUARANTEE

A certified or cashier's check payable to the Borough of Englewood Cliffs, for Five hundred Dollars (\$500.00) or a bid bond for a like sum, executed by a Surety Company authorized to do business in the State of New Jersey, binding the bidder to execute the contract, if awarded to him, or them, must accompany each bid.

STANDARD BID DOCUMENT REFERENCE

Reference: VII-D

Name of Form:	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference:	Statutory and Other Requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html>. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

POLITICAL CONTRIBUTIONS DISCLOSURE STATEMENT

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

**BOROUGH OF ENGLEWOOD CLIFFS
 BID DOCUMENT CHECKLIST**

**Required by
 Owner**

Submission Requirement

**Initial each required
 entry and if required
 submit the item**

<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Americans with Disabilities Act of 1990	
<input type="checkbox"/>	Qualifications Statement	
<input type="checkbox"/>	History of Legal Actions	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Affirmative Action Compliance Notice	
<input type="checkbox"/>	Prevailing Wage	
<input type="checkbox"/>	Bid Guarantee	
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	Proof of Business Registration	
<input type="checkbox"/>	Political Contributions Disclosure Statement	
<input type="checkbox"/>	Iran Sanctions, Accountability & Investment Act Form	

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 _____, 2018.

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.

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF _____)

)

ss.:

COUNTY OF _____)

I, _____ being first duly sworn under oath affirm
that I am _____ (sole owner, a partner, president,
secretary, etc.) of _____

_____, the party making the foregoing bid proposal (hereafter referred to as the "Contractor").

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

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

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 , 2018.

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 photo 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 photo 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: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business - _____

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

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

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

Sign and notarize the form below and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day
of _____, 2018.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM

Borough of Englewood Cliffs

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local unit’s record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received

Acknowledgment by bidder:

Name of Bidder:

By Authorized Representative:

Signature:

Printed Name and Title:

Date:

Date

Signature of Bidder

PART 2

This is to certify that I, the Bidder, signing the attached Proposal, will obtain the following necessary equipment from the indicated source. I have attached hereto a certificate from the owner or person in control of the equipment granting to me, the Bidder, control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary.

LIST OF EQUIPMENT

SOURCE OF EQUIPMENT

(ATTACH ADDITIONAL SHEETS AS REQUIRED)

Date

Signature of Bidder

STATE OF NEW JERSEY

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

Assignment

Code

FORM AA-201

Revised 11/11

INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION

For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa201ins.pdf

1. FID NUMBER		2. CONTRACTOR ID NUMBER		5. NAME AND ADDRESS OF PUBLIC AGENCY AWARING CONTRACT							
				Name:							
				Address:							
3. NAME AND ADDRESS OF PRIME CONTRACTOR				6. NAME AND ADDRESS OF PROJECT		7. PROJECT NUMBER					
(Name)				Name:		Address:					
(Street Address)				CONTRACT NUMBER		DATE OF AWARD		DOLLAR AMOUNT OF AWARD			
(City) (State) (Zip Code)				Address:							
4. IS THIS COMPANY MINORITY OWNED [] OR WOMAN OWNED []				COUNTY		8. IS THIS PROJECT COVERED BY A PROJECT LABOR AGREEMENT (PLA)? YES OR NO					
9. TRADE OR CRAFT		PROJECTED TOTAL EMPLOYEES				PROJECTED MINORITY EMPLOYEES				PROJECTED PHASE - IN DATE	PROJECTED COMPLETION DATE
		MALE		FEMALE		MALE		FEMALE			
		J	AP	J	AP	J	AP	J	AP		
1. ASBESTOS WORKER											
2. BRICKLAYER OR MASON											
3. CARPENTER											
4. ELECTRICIAN											
5. GLAZIER											
6. HVAC MECHANIC											
7. IRONWORKER											
8. OPERATING ENGINEER											
9. PAINTER											
10. PLUMBER											
11. ROOFER											
12. SHEET METAL WORKER											
13. SPRINKLER FITTER											
14. STEAMFITTER											
15. SURVEYOR											
16. TILER											
17. TRUCK DRIVER											
18. LABORER											
19. OTHER											
20. OTHER											

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

(Signature)

10. (Please Print Your Name)

(Title)

(Area Code)

(Telephone Number)

(Ext.)

(Date)

MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:
http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf

1. Name and address of Prime Contractor <small>(NAME)</small>		2. Contractor ID Number	3. F ID or SS Number	
			4. Reporting Period	
<small>(ADDRESS)</small>		5. Public Agency Awarding Contract		Date of Award
<small>(CITY)</small>	<small>(STATE)</small>	<small>(ZIP CODE)</small>	6. Name and Location of Project County	
			7. Project ID Number	

8. CONTRACTOR NAME <small>(LIST PRIME CONTRACTOR WITH SUBS FOLLOWING)</small>	9. PERCENT OF WORK COMPLETED	10. TRADE OR CRAFT	CLASSIFICATION <small>(SEE REVERSE)</small>	11. NUMBER OF EMPLOYEES						12. TOTAL NO. OF MIN. EMP.	13. WORK HOURS				14. % OF WORK HRS		15. CUM. WORK HRS			16. CUM. % OF W/H	
				A.	B.	C.	D.	E.	F.		TOTAL	A.	B.	A.	B.	TOTAL	A.	B.	A.	B.	
				TOTAL	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	FEMALES		MIN. W/H	FEMALE W/H	% OF MIN. W/H	% OF FEMALE W/H	WORK HOURS	MIN. HOURS	FEMALE HOURS	% OF MIN. W/H	% OF FEM. W/H		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		

17. COMPLETED BY (PRINT OR TYPE)

(NAME) (SIGNATURE) (TITLE)

(AREA CODE) (TELEPHONE NUMBER) (EXT.) (DATE)

