



# 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 FURNISHING THE PICKUP, TRANSPORTATION AND DISPOSAL OF LEAVES. 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 September 8, 2021 at which time they will be publicly opened and read. All bids submitted shall be considered a lump sum bid per cubic yard submitted on bid form of specifications; no escalator clauses will be accepted. Instructions and specifications may be found on [www.engagewoodcliffsnj.org](http://www.engagewoodcliffsnj.org) or requested in person at the Borough Hall between the hours of 9:00 A.M. and 4:00 P.M. daily except Saturdays, Sundays and holidays. Laura Borchers, RMC, CMR Deputy 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**
11. **Upon the award of the contract to the successful bidder. The bidder shall execute an agreement with the Borough guaranteeing performance pursuant to specifications of the bid.**
12. **In addition, the bidder will furnish a contract performance bond & labor and material payment bond in the amount of the contract. Bidder will also furnish a certificate of liability insurance in the amount of \$1 Million per occurrence.**

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.

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.

**Laura Borchers, RMC, CMR  
Deputy Borough Clerk**

**The Borough reserves the right to:**

1. Reject any and all proposals for any reason whatsoever;
2. Waive any immaterial defects in any proposal should it be deemed in the best interest of the Borough  
to do so;
3. 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.**

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

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

**LEAF SEASON 2021**

The Borough of Englewood Cliffs is requesting a bid for the pickup, transportation and disposal of Englewood Cliffs' fall leaves beginning October 17, 2021 to December 30, 2021 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

Laura Borchers, RMC, CMR  
Deputy Borough Clerk

**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 2021**

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

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

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

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

\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Historic quantities (in cubic yards)**

- 2020- 5640 cubic yards
- 2019- 5,600 cubic yards
- 2018- 6,000 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.

## **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, nonowned, 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](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 \_\_\_\_\_, 2021.

\_\_\_\_\_.  
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.**

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Company

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Authorized Signature

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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.

**STATEMENT OF BIDDER'S QUALIFICATIONS, EXPERIENCE, AND FINANCIAL ABILITY**  
**AFFIDAVIT**

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

\_\_\_\_\_  
(Project Name)

I, \_\_\_\_\_, am the \_\_\_\_\_ of  
(Name of Affiant) (Title of Affiant)  
\_\_\_\_\_, and being duly sworn, I depose and say:  
(Name of Bidder)

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.
2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the Mayor and Council to award to contract for \_\_\_\_\_. In the event said bidder is the lowest responsible bidder on the basis of the bid proposal which is submitted herewith.
3. I understand and agree that the Borough of Englewood Cliffs will rely upon the information provided in the Questionnaire in determining the lowest responsible bidder to be awarded the contract.
4. I also understand and agree that the Mayor and Council may reject the bid proposal in the event that the answer to any of the foregoing questions is false.
5. I do hereby authorize the Borough of Englewood Cliffs, or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish the Borough of Englewood Cliffs any information necessary to verify the answers given.

(Name of Firm or Individual)	(Title)
(Signature)	(Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_.

Notary Public of

My Commission expires on \_\_\_\_\_.

**Note:** A partnership must give firm name and signature of all partners. A corporation must give full corporate name and signature of official, and the corporate seal affixed.

**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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
(Name of Affiant)

Notary public of:

\_\_\_\_\_  
(Print Name & Title of Affiant)

My Commission expires on: \_\_\_\_\_

**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:	<b>BUSINESS REGISTRATION CERTIFICATE</b>
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](http://www.elec.state.nj.us).

**BOROUGH OF ENGLEWOOD CLIFFS BID DOCUMENT CHECKLIST**

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

**Required by Owner**

**Submission Requirement**

<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 \_\_\_\_\_, 2021

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](http://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        , -----2021.

\_\_\_\_\_  
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   
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](http://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 \_\_\_\_\_, 2021.

(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:

**EQUIPMENT CERTIFICATION**

**INSTRUCTIONS FOR COMPLETING THE EQUIPMENT CERTIFICATION**

For the necessary equipment owned, leased or controlled by the Bidder, Part 1 shall be completed. For the necessary equipment not owned, leased or controlled by the Bidder, Part 2 shall be completed. These certifications are made pursuant to the provisions of N.J.S.A. 40A:11-20 and must be submitted with the Proposal. Attach additional pages, if necessary.

**PART 1**

This is to certify that I, the Bidder signing the attached Proposal, own, lease or control the necessary equipment required to accomplish the work shown and described in the Contract Documents and described below

**LIST OF EQUIPMENT**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(ATTACH ADDITIONAL SHEETS AS REQUIRED)

\_\_\_\_\_  
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**

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**(ATTACH ADDITIONAL SHEETS AS REQUIRED)**

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Date

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Signature of Bidder



Official Use Only

# 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](http://www.state.nj.us/treasury/contract_compliance/pdf/aa201ins.pdf)





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)



		J																	
		AP																	
		J																	
		AP																	

17. COMPLETED BY (PRINT OR TYPE)

---

(NAME)

(SIGNATURE)

(TITLE)

---

(AREA CODE)

(TELEPHONE NUMBER)

(EXT.)

(DATE)

**STATE OF NEW JERSEY**

**Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

**IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: [http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa302ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf)**

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
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4. COMPANY NAME \_\_\_\_\_

5. STREET	CITY	COUNTY	STATE	ZIP CODE
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6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)	CITY	STATE	ZIP CODE
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7. CHECK ONE: IS THE COMPANY:     SINGLE-ESTABLISHMENT EMPLOYER     MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ \_\_\_\_\_

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT	STATE	ZIP CODE
10. PUBLIC AGENCY AWARDED CONTRACT	CITY	COUNTY

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols.2 &3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE*****					*****FEMALE*****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MI .	
Officials/ Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment From previous Report (if any)														
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)		14. IS THIS THE FIRST Employee Information Report Submitted?  1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED  MO.   DAY   YEAR
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____			

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type)		SIGNATURE			DATE	
					MO.	DAY   YEAR
17. ADDRESS NO. & STREET		CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO.,EXTENSION)