



# 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 purpose of hiring a cleaning (janitorial) service for a period of one (1) year that will perform such services in the Municipal Buildings located in the Borough of Englewood Cliffs. 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 September 3, 2015 at which time they will be publicly opened and read.

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

Instructions and specifications to bidders can be found on [www.engagewoodcliffsnj.org](http://www.engagewoodcliffsnj.org) or email a request to [lduffy@engagewoodcliffsnj.org](mailto:lduffy@engagewoodcliffsnj.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

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.**
13. **Minimum Wage Rates: The Contractor is put on notice that he must pay workers the prevailing wage rates promulgated by the New Jersey Department of Labor and Industry for this Project, copies of which are on file with the County and which will be made a part of this contract, pursuant to chapter 150, P.L. 1963, but in any case must also comply with Federal Regulations establishing a minimum rate .**

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.

**Lisette M. Duffy  
Borough Clerk/Administrator**

## CLEANING SERVICES

The Borough of Englewood Cliffs is desirous of contracting cleaning services for the below listed locations with a firm that is engaged in providing such services.

To Schedule a walk through contact Mark Neville, Superintendent of the Department of Public Works in Englewood Cliffs, NJ 07632, (201-568-0242) between the hours of 7:30 am and 3:30 pm Monday through Friday.

Building locations include the Police Department Headquarters, Jail Cell area, Municipal Court; Borough Hall Building; and Department of Public Works Building for a period of one (1) year.

Services provided will be performed as per the accompanying schedule.

### GENERAL CONTRACTOR REQUIREMENTS:

1. The Contractor shall provide cleaning equipment, solvents, and agents. The Contractor must comply with the New Jersey Right to Know Law respecting any and all chemical agents and solvents.
2. The Contractor shall provide 3 references.
3. The Contractor shall have performed similar services for one year or more.
4. The Contractor must have valid and current liability insurance.
5. The Contractor shall submit bids based on services for an hourly rate.
6. The Contractor must be available for both day and evening hours, and also for 6 days a week, including Saturdays for Police Headquarters.
7. The "Specific Services" hereinafter set forth are minimum standards. It is expected that the successful Contractor (cleaning service contractor) will make certain that the facilities are clean and attractive.
8. Approval of Employees. Prior to using any individual in the execution of this contract, the selected vendor must provide to the Englewood Cliffs Police Department the employees name, date of birth, social security number, and other necessary information so that the employment eligibility and criminal history of the individual can be reviewed to determine if the individual should be allowed in secured areas of the Borough's facilities and the determination of this eligibility by the Englewood Cliffs Police Department is final.
9. The Contractor must have bi-lingual staff on premises at all times.

## POLICE HEADQUARTERS, MUNICIPAL COURT AND JAIL CELL AREAS

### TUESDAY, THURSDAY, AND SATURDAY:

1. Collect and remove all garbage to dumpster.(Behind Firehouse)
2. Collect and stack all recyclables in lunch room.
3. Empty and clean all ashtrays and smoking urns.
4. Thoroughly wipe and clean all desks and tables using spray cleaner as necessary.
5. Thoroughly clean and disinfect all tables and counters in:
  - a. Tour commander's area
  - b. Dispatch area
  - c. Interview room
  - d. Juvenile room
  - e. Report room
  - f. Lunch room
  - g. Police Chiefs office
  - h. Secretary office
  - i. Deputy Police Chiefs office
  - j. Training Bureau
  - k. Detective Bureau
  - l. Traffic bureau
  - m. Locker room
  - n. Range – inner office
  - o. IT room
  - p. Lobby area
6. Thoroughly dust all office furniture such as chairs, desks, file cabinets, and bookshelves.
7. Dust windowsills, ledges, and all flat surfaces.
8. Thoroughly clean all water coolers and drinking fountains.
9. Thoroughly clean all doors, doorframes, and light switches.
10. Thoroughly vacuum all carpeted areas.
11. All glass partitions at the Police Desk, Records Desk and Municipal Court window must be cleaned.
12. Thoroughly wash and polish interior of elevator.
13. Thoroughly mop and disinfect all floors.
14. Restrooms, Police Locker Rooms, and Jail Cells:

- a. Restock supplies such as toilet paper, paper towels, and hand soap;
- b. Thoroughly clean wall and partitions;
- c. Thoroughly clean all commodes and urinals;
- d. Clean and polish all sinks and metal fixtures;
- e. Polish all mirrors;
- f. Clean the top of lockers in both male and female locker rooms;
- g. Thoroughly clean shower stalls in male and female locker rooms.

## II. Jail Cell Area:

- 1. Cell Block Area – Male and Female
  - h. Thoroughly scrub with a disinfectant and hose down.
  - i. Thoroughly scrub commodes.
  - j. Thoroughly scrub bunks.
  - k. Thoroughly scrub bars on all cells.
- 2. Holding Cell – Single Cell
  - a. Wash down with disinfecting solution and dry.
  - b. Wax down bars on cell.

## III. Monthly Schedule:

- 1. Thoroughly wash glass doors and interior glass partitions.
- 2. Thoroughly remove all fingerprints from the interior doors, light switches, etc.
- 3. Clean edge of stair risers.
- 4. Spray and buff tile floors.

## IV. Checklist

A checklist, including all work performed, must be submitted and signed at the end of each workweek to the Supervisor of Buildings and Grounds.

## BOROUGH HALL

### I. TUESDAY, THURSDAY, AND SATURDAY:

1. Collect and remove all garbage from building to dumpster.(Behind Firehouse)
2. Collect and stack all recycling in rear lower lobby.
3. Wipe clean all desks and tables.
4. Dust office furniture such as chairs, desks, file cabinets, and bookshelves.
5. Dust windowsills, ledges, and other flat surfaces.
6. Thoroughly clean tables and counters in lunchroom.
7. Spot clean water coolers.
8. Spot clean doors, door frames, and light switches.
10. Thoroughly vacuum all carpeted areas.
11. Glass partitions and customer service windows in Finance & Administrative offices
12. Thoroughly wash and polish interior of elevator.
13. Restrooms:
  - a. Restock supplies such as toilet paper, paper towels, seat covers, and hand soap;
  - b. Empty trash containers;
  - c. Sweep and mop floors using disinfect detergent;
  - d. Thoroughly clean walls and partitions;
  - e. Thoroughly clean commodes and urinal.
  - f. Thoroughly clean sinks and polish metal fixtures.
  - g. Thoroughly polish mirror.
  - h. Thoroughly dust flat surfaces.

### II. Monthly Schedule:

1. Remove fingerprints from interior doors, light switches, etc.

2. Clean edge of stair risers.
3. Spray and buff tile floors.
4. Dust high spots, i.e., light fixtures, etc.

### III. Yearly Schedule:

1. Shampoo Rugs
2. Wax Floors, giving special attention to the main corridor

### III. Checklist:

A checklist, including all work performed, must be submitted and signed at the end each work week to the Supervisor of Buildings and Grounds.

## DEPARTMENT OF PUBLIC WORKS

### TUESDAY:

1. Collect and remove all trash to dumpster. (On Property)
2. Wipe down the tables tops.
2. Sweep, mop, and vacuum the office floors, including the bathrooms(3) and breakroom.
4. Thoroughly clean commodes, sinks, and bathroom mirrors.

### II. Monthly Schedule:

1. Remove fingerprints from interior doors, light switches, etc.
2. Dust high spots, i.e., light fixtures, etc.

### III. Checklist:

A checklist, including all work performed, must be submitted and signed at the end each work week to the Supervisor of Buildings and Grounds.

**BID DOCUMENTS**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

Contact Person \_\_\_\_\_

Bid Price \_\_\_\_\_

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_



**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 \_\_\_\_\_, 2015.

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 \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

ss.:

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                      , 2015.

\_\_\_\_\_  
Notary Public of

My Commission Expires: \_\_\_\_\_

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

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

**Goods and General Service Vendors**

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

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

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

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

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](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: \_\_\_\_\_

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

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

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

**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 \_\_\_\_\_, 2015.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

\_\_\_\_\_  
(Corporate Seal)

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in \_\_\_\_\_

(name of affiant)

(name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_

(title or position)

(name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid entitled

\_\_\_\_\_, and that I executed the said proposal with

(title of bid proposal)

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

(name of contracting unit)

upon the truth of and in the statements contained in this affidavit in awarding the contract for 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

\_\_\_\_\_.

Subscribed and sworn to

before me this day \_\_\_\_\_

Signature

\_\_\_\_\_, 2015

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

(Type or print name of affiant under signature)

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

(Seal)

**ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM**  
**Borough of Englewood Cliffs**  
**Firehouse Renovation**

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:

### **LIST OF PRINCIPAL SUBCONTRACTORS**

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

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

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

(Add Additional Sheets, if so required)

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



## **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**

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### **SOURCE OF EQUIPMENT**

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**(ATTACH ADDITIONAL SHEETS AS REQUIRED)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder

# STATE OF NEW JERSEY

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

FORM AA-201

Revised 11/11

## INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION

Official Use Only

Assignment

Code

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)

1. FID NUMBER		2. CONTRACTOR ID NUMBER		5. NAME AND ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT Name: Address:											
3. NAME AND ADDRESS OF PRIME CONTRACTOR  (Name)  (Street Address)  (City) (State) (Zip Code)										CONTRACT NUMBER      DATE OF AWARD      DOLLAR AMOUNT OF AWARD					
4. IS THIS COMPANY MINORITY OWNED [ ] OR WOMAN OWNED [ ]										6. NAME AND ADDRESS OF PROJECT Name: Address:  COUNTY				7. PROJECT NUMBER	
9. TRADE OR CRAFT		PROJECTED TOTAL EMPLOYEES				PROJECTED MINORITY EMPLOYEES				8. IS THIS PROJECT COVERED BY A PROJECT LABOR AGREEMENT (PLA)? YES OR NO					
		MALE		FEMALE		MALE		FEMALE		PROJECTED PHASE - IN DATE					
		J	AP	J	AP	J	AP	J	AP	PROJECTED COMPLETION DATE					
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)

State of New Jersey  
Department of Labor & Workforce Development  
Construction EEO Compliance Monitoring Program

MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:  
[http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa202ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf)

1.Name and address of Prime Contractor

2. Contractor ID Number

3. F ID or SS Number

4. Reporting Period

5. Public Agency Awarding Contract  
Date of Award

6. Name and Location of Project  
County

7. Project ID Number

(NAME)

(ADDRESS)

(CITY)

(STATE)

(ZIP CODE)

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

DEPT. OF LABOR & WORKFORCE DEVELOPMENT CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

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

☐ 1. MFG☐ 2. SERVICE☐ 3. WHOLESALE☐ 4. RETAIL☐ 5. OTHER

3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY

4. COMPANY NAME

5. STREET

CITY

COUNTY

STATE

ZIP CODE

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)

CITY

STATE

ZIP CODE

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

10. PUBLIC AGENCY AWARDDING CONTRACT

CITY

COUNTY

STATE

ZIP CODE

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 AN EEO-1 REPORT.*

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 MIN.
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?

☐ 1. Visual Survey☐ 2. Employment Record☐ 3. Other (Specify)

13. DATES OF PAYROLL PERIOD USED

From:

To:

14. IS THIS THE FIRST Employee Information Report Submitted?

1. YES☐2. NO☐

15. IF NO, DATE LAST REPORT SUBMITTED

MO.

DAY

YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)

SIGNATURE

TITLE

DATE

MO

DAY

YEAR

17. ADDRESS NO. & STREET

CITY

COUNTY

STATE

ZIP CODE

PHONE (AREA CODE, NO.,EXTENSION)