

PROJECT MANUAL
for

Bid #26-07 DPW Uniform Bid

July 15, 2026, at 12:00pm



**MANCHESTER
TOWNSHIP**
OCEAN COUNTY, NEW JERSEY

Township of Manchester 1 Colonial Drive Manchester,
N.J. 08759

Legal Notice

Notice is hereby given by the Township of Manchester that a bid request in accord with N.J.S.A. 40A:11-1 et. Seq. will be received by the Township on **July 15, 2026, at 12:00P.M.** prevailing time publicly on zoom and conducted on electronic platform, in accord with N.J.A.C. 5:34-1 et. Seq., on BIDNET at www.bidnetdirect.com//ManchesterTwp

Bid #26-07 DPW Uniform Bid

NOTE:

It is the bidder's responsibility to ensure that the bid package is uploaded to the e-procurement site by the bid opening date and time. Any bid document received after the deadline established by the Department of Purchasing will not be accepted, regardless of the method of delivery.

Bidders must comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et. Seq.,

The Township of Manchester will award this bid to the lowest responsible bidder in accord with the New Jersey Local Publics Contract Law.

This procurement has been advertised in accordance with the "Fair and Open Basis" and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.5).

Date: June 22, 2026

Carl Block
Business Administrator

Applicable to Bid if marked "X"	DOCUMENTATION REQUIRED OR REVIEWED	Initials	When Due if not submitted with Bid
	Bid Guarantee (Bid Bond or Certified/Cashier's Check) (with POA for full amount of Bid Bond)		With Bid Submission
	Consent of Surety (Certificate from Surety company)		With Bid Submission
	Performance Bond and Labor and Material Payment Bond (Required from the Awarded Contractor)		At signing of contract
	Maintenance Bond in the Amount of 100 % for a period indicated in "General Conditions" Required from the Awarded Contractor Upon Acceptance of Project		Upon Acceptance of Project
	Labor and Materials Bond		Upon Acceptance of Project
	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)		With Bid Submission
X	Ownership Disclosure Form		With Bid Submission
	Named Subcontractors in Bid for Listed Specialty Trades		With Bid Submission
	Public Works Contractor Registration Certificate(s) for the Bidder and all Sub Contractors		Prior to Award, but effective at time of bid
X	Business Registration Certificate – Bidder and all Sub Contractors		Prior to Contract Award
X	Non-Collusion Affidavit		Prior to Contract Award
X	Experience and Background Questionnaire		Prior to Contract Award
X	Insurance and Indemnification Certificate		Prior to Contract Award
X	Disclosure of Investment in Iran		Prior to Contract Award
X	Disclosure of Investment in Russia/ Belarus		Prior to Contract Award
	Debarred list affidavit		Prior to Contract
	EEO/AA Form AA-201		After Notice of Award, Prior to Signing Contract

	EEO/AA Form AA-302 or Letter of Federal Approval or Certificate of Employee Information Report		After Notice of Award, Prior to Signing Contract
X	Bidder's Checklist		Prior to Contract Award
X	Proposal Page		With bid submission

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder Name: _____ Date: _____

Authorized Representative: _____

Signature: _____

Print Name & Title: _____

MANCHESTER TOWNSHIP DEPARTMENT OF PUBLIC WORKS
SPECIFICATIONS FOR
UNIFORM RENTAL AND SERVICE PROGRAM

1.0 GENERAL

1.1 The Manchester Township Department of Public Works is accepting bid proposals for the rental of uniforms for 60 employees. The required service program shall consist of the following inventory of garments:

1.2 Department of Public Works Roads

1.2.1 4 Supervisors

1.2.2 27 Laborers

1.3 Department of Public Works Mechanics

1.3.1 1 Supervisor

1.3.2 5 Mechanics

1.4 Department of Public Works Utilities

1.4.1 5 Supervisors

1.4.2 12 Employees

1.5 Department of Public Works Buildings and Grounds

1.5.1 1 Supervisor

1.5.2 5 Employees

1.6 All uniforms are per employee.

1.7 Pre bid samples.

1.7.1 All prospective bidders must provide representative sampling of the uniforms for examination by the department.

1.7.2 Receipt of the uniforms must be no later than 15 days prior to the bid opening.

1.7.3 Arrangements are to be made with the Department of Public Works for drop off and pickup at 732-657-8121 ext. 3300.

2.0 **PUBLIC WORKS - ROAD - TOTAL EMPLOYEES**

2.1 4 Supervisors

2.2 27 Laborers

2.2.1 11 Long sleeve work shirts (65% polyester/ 35% cotton.
Red Kap styles SP14 long sleeve) **-OR-**

2.2.2 11 Crew neck Sweatshirts (cotton or cotton/poly blend) with
logo on left front of sweatshirt

2.2.2.1 Supervisors (4) = white in color

2.2.2.2 Laborers (27) = Tan

2.3 11 Short sleeve work shirts (cotton or cotton/poly blend)

2.4 11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)

2.5 6 Shorts (optional add on price at request of employee)

2.6 2 Thermal hoodies

2.7 1 overall or bibs

2.8 1 mid-weight work jackets

2.9 1 heavyweight jackets

2.10 3 **Blue** Polo Type Shirt (with Township of Manchester embroidered
upon left upper chest shirt) SUPERVISORS ONLY = 4

3.0 **PUBLIC WORKS - MECHANICS – TOTAL EMPLOYEES**

3.1 1 Supervisor

3.2 5 Mechanics

3.3 All of the mechanic uniforms will be fire retardant.

3.3.1 11 Long sleeve work shirts (Bulwark Mid-weight FR 7oz. 88%
cotton 12% nylon) **- OR -**

- 3.3.2 11 Crew neck Sweatshirts (cotton or cotton/poly blend) with logo on left front of sweatshirt
 - 3.3.2.1 Supervisors (1) = white in color
 - 3.3.2.2 Laborers (5) = Navy Blue
- 3.4 11 Short sleeve work shirts (cotton only)
- 3.5 11 work pants (Bulwark Mid-weight FR 9oz. 88% cotton 12% nylon)
- 3.6 2 Thermal hoodies
- 3.7 1 overall or bibs
- 3.8 1 mid-weight work jackets
- 3.9 1 heavyweight jackets
- 3.10 3 **Blue** Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISOR ONLY -= 1

4.0 *PUBLIC WORKS - UTILITIES – TOTAL EMPLOYEES*

- 4.1 5 Supervisors
- 4.2 12 Employees
 - 4.2.1 11 Long sleeve work shirts (65% polyester/ 35% cotton. Red Kap styles SP14 long sleeve) **-OR-**
 - 4.2.2 11 Crew neck Sweatshirts (cotton or cotton/poly blend) with logo on left front of sweatshirt
 - 4.2.2.1 Supervisors (5) = white in color
 - 4.2.2.2 Laborers (12) = Navy Blue
- 4.3 11 Short sleeve work shirts (cotton or cotton/poly blend)
- 4.4 11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)
- 4.5 6 Shorts (optional add on price at request of employee)
- 4.6 2 Thermal hoodies

- 4.7 1 overall or bibs
- 4.8 1 mid-weight work jackets
- 4.9 1 heavyweight jackets
- 4.10 T shirts and sweatshirts should be Hi Visible (like safety vest)
- 4.11 3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) - SUPERVISORS ONLY = 5

5.0 PUBLIC WORKS – BUILDINGS AND GROUNDS – TOTAL EMPLOYEES

- 5.1 1 Supervisor
- 5.2 5 Employees
 - 5.2.1 11 Long sleeve work shirts (65% polyester/ 35% cotton. Red Kap styles SP14 long sleeve) **-OR-**
 - 5.2.2 11 Crew neck Sweatshirts (cotton or cotton/poly blend) with logo on left front of sweatshirt
 - 5.2.2.1 Supervisors (1) = white in color
 - 5.2.2.2 Laborers (5) = Tan
- 5.3 11 Short sleeve work shirts (cotton or cotton/poly blend)
- 5.4 11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)
- 5.5 6 Shorts (optional add on price at request of employee)
- 5.6 2 Thermal hoodies
- 5.7 1 overall or bibs
- 5.8 1 mid-weight work jackets
- 5.9 1 heavyweight jackets
- 5.10 3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISORS ONLY = 1

6.0 UNIFORMS GENERAL

6.1 Work Pants:

- 6.1.1 Shall be 100% cotton,
- 6.1.2 Red Kap style PC20 or equivalent, or
- 6.1.3 65/35 Red Kap style PT120.
- 6.1.4 Machine wash or dry clean, s
- 6.1.5 lack style front pockets,
- 6.1.6 two hip pockets, permanent press pants.

6.2 Work Shirts:

- 6.2.1 Shall be either 100% cotton,
- 6.2.2 Red Kap style SC10 or equivalent or
- 6.2.3 65% polyester/35% cotton,
- 6.2.4 Red Kap style SP14 or SP24 based upon employee preference.
- 6.2.5 Long sleeve or short sleeve shirts may be selected at the option of the individual employee or a combination may be chosen.

6.3 T-Shirts:

- 6.3.1 Shall be 50/50 with a pocket,
- 6.3.2 Jerseys style 29MP or equivalent.
- 6.3.3 This item is to be **screen-printed with the Township logo** over the pocket.

6.4 Shorts:

- 6.4.1 Shall be 100% cotton or
- 6.4.2 65/35 to correspond with the work pants described above.

6.5 Twill Jackets:

- 6.5.1 Shall be 65% polyester/ 35% cotton twill permalined to 100% nylon taffeta lining.
- 6.5.2 Each employee will be given a choice of styles including Red Kap style JT22 slash pocket jacket or equivalent,
- 6.5.3 JT50 panel jacket or equivalent,
- 6.5.4 JT38 team jacket or equivalent and
- 6.5.5 JT10 patch pocket lke jacket or equivalent.

6.6 Heavyweight Parka:

- 6.6.1 Shall be heavy cotton blend shell with 100% nylon lining quilted to 8oz. polyester fill.
- 6.6.2 drawstring waist,
- 6.6.3 inside knit wristlets,
- 6.6.4 four pockets and
- 6.6.5 zip on hood,
- 6.6.6 United Pioneer style B340 or equivalent.
- 6.6.7 A United Pioneer style 927 jacket with the same specifications as above with the exception of an outer shell of 100% acid, fluid and oil resistant Dacron polyester may be substituted at the option of each employee.

6.7 Sweatshirts:

- 6.7.1 Shall be 50% cotton/ 50% polyester 9 oz. crewneck pullover, Jerzees style 4662M or equivalent.

6.7.2 This item will **be screen-printed over the left chest with the Township logo.**

6.8 Flame Resistant Garments:

- 6.8.1 Shall be 100% cotton Indura flame resistant garments Bulwark style SCW2 shirts,
- 6.8.2 PCW2 pants and
- 6.8.3 JC2 jackets or equivalent.
- 6.8.4 Township mechanics who receive these garments in lieu of the uniforms worn by other Township employees.

7.0 UNIFORM STYLE

- 7.1 All uniform shirts and jackets will have a permanently affixed employee name emblem (rectangular) and
- 7.2 a Public Works emblem (circular) located on the right and left chest respectively (see artwork below).
- 7.3 T-shirts and sweatshirts will have the Public Works logo screen-printed on the left chest.
- 7.4 Employee names will not be necessary on t-shirts and sweatshirts.
- 7.5 Jackets and Parkas to be provided with an American Flag patch on the sleeve.

- 7.6 Tan shirts coordinated with green pants and jackets and
- 7.7 Tan t-shirts and sweatshirts respectively will be provided for all employees.
- 7.8 17 sets of uniforms will be provided with the water company logo (see below).
- 7.9 These uniforms will be Grey shirts coordinated with Blue pants and Jackets and grey t-shirts and sweatshirts.
- 7.10 Mechanics to receive 100% cotton Indura flame resistant pants, shirts and jackets in navy blue.

8.0 *UNIFORM SUBSTITUTIONS AND DETAILED SERVICES*

- 8.1 Employees shall have the right to make substitutions for inventory items as follows:
 - 8.1.1 Work shirts and sweatshirts may be interchanged on a one for one basis.
 - 8.1.2 Work pants and work shorts may be interchanged on a one for one basis.
 - 8.1.3 Two t-shirts are the equivalent of one work shirt or one sweatshirt and may be interchanged accordingly.
 - 8.1.4 One twill quilt lined jackets are the half of one parkajacket and may be interchanged accordingly.
 - 8.1.5 All uniforms must be available in a size range from Small to XXXXXXL. They are to have manufacturer/material labels permanently attached.
 - 8.1.6 All repairs, maintenance, size exchanges, replacements, etc. are the vendor's responsibility at no additional cost to the Township. **All garments that require replacement or repair must be returned to employee within two weeks of submission for repairs/replacement.**
- 8.2 In order to ensure proper fit, each employee will be individually measured at their work location by the vendor at a time convenient

to the Department.

- 8.3 At this time the employee will be given the opportunity to select inventory configuration, jacket styles, etc.
- 8.4 All uniforms are to be picked up from and delivered to the following locations:
 - 8.4.1 Public Works Garage 1360 Route 70 West
 - 8.4.2 Town Hall 1 Colonial Dr
 - 8.4.3 PLP Treatment Plant - 2515 Ridgeway Rd.
- 8.5 Pick-up and delivery to be made once weekly. Vendor must indicate the day of the week that this will be provided. It shall be the same day every week.
- 8.6 Eight compartment "hanging style" Change-O-Matic garment lockers or equivalent will be provided to accommodate each employee at no additional charge.
- 8.7 Also, soiled garment lockers must also be provided to accommodate expected volume of returned garments.
- 8.8 Uniforms shall be laundered or dry cleaned as appropriate.

9.0 Township-Owned Seasonal Garments

- 9.1 At the Township's sole discretion, seasonal or infrequently used garments, including but not limited to thermal hoodies, overalls, bibs, twill jackets, heavyweight jackets, parkas, and similar outerwear, may be purchased outright by the Township rather than supplied through the rental program.
- 9.2 Such garments shall be embroidered, patched, barcoded, and incorporated into the Contractor's garment tracking system in the same manner as rental garments. The Contractor shall be responsible for tracking, inventory control, repair, replacement recommendations, and reporting of Township-owned garments submitted for service.
- 9.3 The Contractor shall provide laundering, dry cleaning, inspection, and minor repair services for Township-owned garments when such garments are submitted for service.

- 9.4 Charges for Township-owned garments shall be assessed only when garments are actually processed by the Contractor.
- 9.5 No weekly rental fees, inventory charges, garment holding fees, locker fees, minimum service charges, or other recurring charges shall be assessed for Township-owned garments that are not submitted for service.
- 9.6 All Township-owned garments shall remain subject to the same pickup, delivery, barcode tracking, and reporting requirements applicable to rental garments.

10 Term

10.0 Vendor shall begin aforementioned services on August 1, 2026 for a two (2) year period with an option to extend for:

10.0.1 One (1) year extension for two (2) years, or

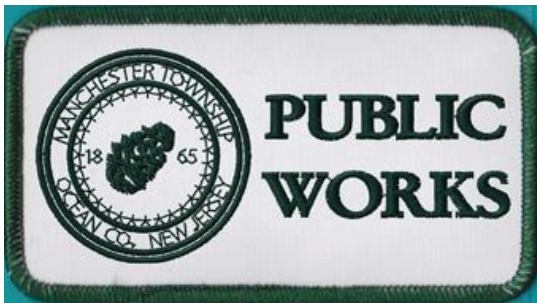
10.0.2 Two (2) year extension

10.0 *OTHER MATTERS:*

10.1 All uniforms shall be bar-coded and a weekly printout of all pickups and deliveries shall be provided to the Department.

- 10.2 A weekly invoice shall be provided that indicates the name and inventory of each employee being serviced along with the corresponding service charge.
- 10.3 Please include all ancillary charges in the weekly rates as the Township will not honor any extra charges including but not limited to:
- 10.3.1 Weekly environmental surcharges,
 - 10.3.2 fuel surcharges,
 - 10.3.3 weekly delivery charge,
 - 10.3.4 emblem fees,
 - 10.3.5 garment replacement charges,
 - 10.3.6 cost of living pricing adjustments,
 - 10.3.7 annual price increases,
 - 10.3.8 locker rental fees and the like.

11.0 ARTWORK DPW UNIFORMS



12.0 ARTWORK FOR WATER UTILITY UNIFORMS



Proposal Form

BID 26-07

UNIFORM SUPPLY & CLEANING BID

PUBLIC WORKS ROADS TOTAL EMPLOYEES	31	
	Weekly Price	Total Price (Weekly Price * # Employees)
11 Long sleeve work shirts (65% polyester/ 35% cotton. Red Kap styles SP14 long sleeve) -OR-		
11 Crew neck Sweatshirts (cotton or cotton/polyblend) with logo on left front of sweatshirt Supervisors (4) = white in color Laborers (27) = Tan		
11 Short sleeve work shirts (cotton)		
11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)		
6 Shorts (optional add on price at request of employee)		
2 Thermal Hoodies		
1 Overall/ Bibs		
1 mid-weight work jackets		
12 heavyweight jackets		
3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISORS ONLY = 4		
PUBLIC WORKS - MECHANICS – TOTAL EMPLOYEES		
11 Long sleeve work shirts (Bulwark Mid-weight FR 7oz.88% cotton 12% nylon) -OR -		
11 Crew neck Sweatshirts (cotton or cotton/polyblend) with logo on left front of sweatshirt Supervisors (1) = white in color Laborers (5) = Navy Blue		
11 Short sleeve work shirts (cotton)		

Proposal Form

11 work pants (Bulwark Mid-weight FR 9oz. 88% cotton12% nylon)		
6 Shorts (optional add on price at request of employee)		
2 Thermal Hoodies		
1 Overall/ Bibs		
1 mid-weight work jackets		
1 heavyweight jackets		
3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISORS ONLY = 1		
PUBLIC WORKS - UTILITIES – TOTAL EMPLOYEES -	17	
	Weekly Price	Total Price (Weekly Price * # Employees)
11 Long sleeve work shirts (65% polyester/ 35% cotton. Red Kap styles SP14 long sleeve)		
11 Crew neck Sweatshirts (cotton or cotton/polyblend) with logo on left front of sweatshirt Supervisors (5) = white in color Laborers (17) = Navy Blue		
11 Short sleeve work shirts (cotton)		
11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)		
6 Shorts (optional add on price at request of employee)		
2 Thermal Hoodies		
1 Overall/ Bibs		
1 mid-weight work jackets		
1 heavyweight jackets		
high visibility cotton tees		

Proposal Form

3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISORS ONLY = 5		
PUBLIC WORKS - BUILDINGS AND GROUNDS EMPLOYEES	6	
	Weekly Price	Total Price (Weekly Price * # Employees)
11 Long sleeve work shirts (65% polyester/ 35% cotton. Red Kap styles SP14 long sleeve) -OR -		
11 Crew neck Sweatshirts (cotton or cotton/polyblend) with logo on left front of sweatshirt Supervisors (1) = white in color Laborers (27) = Tan		
11 Short sleeve work shirts (cotton)		
11 work pants (65% polyester/ 35% cotton. Red Kap styles PT20)		
6 Shorts (optional add on price at request of employee)		
2 Thermal Hoodies		
1 Overall/ Bibs		
1 mid-weight work jackets		
1 heavyweight jackets		
3 White Polo Type Shirt (with Township of Manchester embroidered upon left upper chest shirt) – SUPERVISORS ONLY = 1		
TOTAL BID PRICE ALL SUBTOTALS TIMES 52 WEEKS		

Proposal Form

COMPLIANCE CHECKLIST
THIS FORM MUST BE FILLED OUT AND UPLOADED WITH BID RESPONSE
FAILURE TO HAVE THIS WITH BID RESPONSE WILL BE DEEMED AN UNRESPONSIVE BID

UNIFORMS GENERAL	INDICATE "X" FOR COMPLIANT OR TAKE EXCEPTION BELOW EACH ITEM SHOWING EQUIVALENT
Work Pants:	
Shall be 100% cotton,	
exception:	
Red Kap style PC20 or equivalent, or	
exception:	
65/35 Red Kap style PT20.	
exception:	
Machine wash or dry clean, s	
exception:	
lack style front pockets,	
exception:	
two hip pockets, permanent press pants.	
exception:	
Work Shirts:	
Shall be either 100% cotton,	
exception:	
Red Kap style SC14 or SP24 or equivalent or	
exception:	
65% polyester/35% cotton,	
exception:	
Red Kap style SP24 or SP 14 based upon employee preference.	
exception:	
Long sleeve or short sleeve shirts may be selected at	

Proposal Form

the option of the individual employee or a combination may be chosen.	
exception:	
T-Shirts:	
Shall be 50/50 with a pocket,	
exception:	
Jerzees style 29MP or equivalent.	
exception:	
This item is to be screen-printed with the Township logo over the pocket.	
exception:	
Shorts:	
Shall be 100% cotton or	
exception:	
65/35 to correspond with the work pants described in Item 5.1 above.	
exception:	
Twill Jackets:	
Shall be 65% polyester/ 35% cotton twill permalined to 100% nylon taffeta lining.	
exception:	
Each employee will be given a choice of styles including Red Kap style JT22 slash pocket jacket or equivalent,	
exception:	
JT50 panel jacket or equivalent,	
exception:	
JT38 team jacket or equivalent and	

Proposal Form

exception:	
jT10 patch pocket Ike jacket or equivalent.	
exception:	
1.6 Heavyweight Parka:	
Shall be heavy cotton blend shell with 100% nylon lining quilted to 8oz. polyester fill	
exception:	
drawstring waist,	
exception:	
inside knit wristlets,	
exception:	
four pockets and	
exception:	
zip on hood,	
exception:	
United Pioneer style B340 or equivalent.	
exception:	
A United Pioneer style 927 jacket with the same specifications as above with the exception of an outershell of 100% acid, fluid and oil resistant Dacron polyester may be substituted at the option of each employee.	
exception:	
Sweatshirts:	
Shall be 50% cotton/ 50% polyester 9 oz. crewneck pullover, Jerzees style 4662M or equivalent.	
exception:	
This item will be screen-printed over the left chest with the Township logo.	
exception:	

1.8 Flame Resistant Garments:	
Shall be 100% cotton Indura flame resistant garmentsBulwark style SCW2 shirts,	
exception:	
PCW2 pants and	
exception:	
JC2 jackets or equivalent.	
exception:	
Township mechanics who receive these garments in lieu of the uniforms worn by other Township employees.	

Company Name
Security #

Federal ID # or Social

Address

Signature of Authorized Agent

Type or Print Name

Title:

Telephone Number

Date

Fax Number

E-mail address

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. 17:27-1.1 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

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

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to 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.

EXHIBIT A (Cont)

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; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID



State Treasurer

Americans with Disabilities Act of 1990

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C.~ S12101 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 thereto, are made a part of this contract. In providing any act 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 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 must 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 proceedings 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.

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.

PAY TO PLAY ADVISORY
Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A.
19:44A – 20.27)

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact ELEC at: 1-888-
313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

New Jersey Business Registration Certification

Pursuant to N.J.S.A. 52:32-44, **The Township of Manchester** (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.


Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

SAMPLE BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	 Acting Director
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

Experience & Qualifications Questionnaire

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address: _____

If less than 5 years, list previous names and address:

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them:_. If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years:_____

If yes, please provide details:

List similar services you are now providing for which you have signed contract, but not yet started work:

List all major subcontractors to be used to complete the service and the area of their responsibility:

Experience & Qualifications Questionnaire

Please provide at least 3 references below:

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY 33
WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter

25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Five horizontal lines for providing a detailed description of the Vendor's activity.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

NJ Rev. 1.22.2024

V **THIS AGREEMENT** made and entered into this _____ day of _____, **2026**

BETWEEN:

TOWNSHIP OF MANCHESTER,

a municipal corporation of the State of New Jersey, with offices located at the Municipal Building, 1 Colonial Drive Manchester, N.J. party of the first part, and hereinafter designated as the "**TOWNSHIP**", and:

hereinafter designated as the "**CONTRACTOR**"

WHEREAS, the TOWNSHIP duly advertised for competitive contracts for furnishing the following:

Proposal for Bid # 26-07 for DPW Uniform Services

WHEREAS, the Mayor and TOWNSHIP Council have accepted the proposal of the contractor and authorized the execution of this Agreement as cited below.

NOW THEREFORE THE CONTRACTOR AND THE TOWNSHIP, in consideration of the mutual covenants herein, **DO HEREBY AGREE AND CONTRACT** as follows:

1. The Contractor shall and will provide all materials and perform all work required _____ to complete all work in accordance with the Specifications and Contract _____ Documents cited above to provide the following:

Description as per proposal for Bid # 26-07 for two (2) years

The above documents, supplements and addenda are incorporated by reference and made a part of this contract. All documents are intended to supplement each other and together _____ constitute a complete set of Specifications.

2. The Contractor declares and agrees that he will be responsible for the full performance and completion of all work to be done under this contract and by the execution hereof admits that he has carefully informed himself respect all conditions at the site and pertaining to the work to be done. All work shall be done in a workmanlike manner and in accordance with all applicable laws and _____ regulations.

3. The TOWNSHIP will pay by Voucher and the Contractor will accept in full payment and consideration for performance of the Contractor's obligations hereunder:

Term of TWO (2) years as per tenets as contained in proposal for Bid # 26-07

4. All increases in labor rates and material costs that may develop during the performance of _____ the work contemplated by this contract shall be assumed by the Contractor.

4. It is expressly understood that the parties hereof that this contract includes where applicable, the tenets, general conditions and legal requirements as complete within proposal as the source of the scope of work and measures of successful performance of the contract.
5. In addition to all other remedies and relief provided by other contract documents, including the Specifications, the Contract shall indemnify, hold and save harmless the Owner, its agents and all representatives thereof, from and against all loss, injury, cause of action, damage and liability to person or property in whatever form and will forever defend in the name of and on behalf of the Owner every suit or cause of action, even if groundless, seeking to enforce any such loss, injury, cause of action, damages and liability to person and property by reason of, arising out of, or in connection with this contract or contract documents, or the failure or neglect or conditions, the aforesaid being in addition to any other right or remedy which the Owner may have against the contractor in law or equity or otherwise.
6. The Contractor covenants and agrees that anything in this contract or in the contract documents to the contrary notwithstanding, or regardless of any matter, thing, contingency or conditions, unforeseen, or otherwise, present or future, the Contractor shall not be entitled to receive any additional or further sums of money than the amounts in said contract documents provided, and the failure of the Owner to insist upon strict performance of any terms, covenants, agreements, provisions or conditions in this contractor in the contract documents, in any one or more instances, shall not be construed as a waiver or relinquishment, for the future of any such terms, covenants, agreements, provisions and conditions, the same shall be the remain in full force and effect with power and authority on the part of the Owner to enforce the same or cause the same to be enforced at anytime, without prejudice to the other rights which the Owner may have against the Contractor under this contract or the contract documents.
7. This contract shall inure to the benefit of and be binding to the parties hereto, their respective heirs, executors, administrators, successors and assigns, but it is expressly understood, covenanted, and agreed that this contract shall not be assigned, sold, subcontracted, pledged, mortgaged or set over the Contractor to any person, firm, corporation or association, except upon the expressed written consent of the Owner.
8. During the performance of this contract the Contractor agrees that he will fully comply with the Affirmative Action Requirements as outlined in the Specifications annexed to and incorporated in full in this contract document (P.L. 1975, c.127.).

IN WITNESS WHEREOF, the said party of the first part has caused this instrument to be signed by its Mayor, attest by its Clerk and its official seal to be hereto affixed, and the said party of the second part has hereunto set his hand and seal or caused these presents to be signed by its proper officers and its corporate seal to be hereto affixed, the day and year first above written.

ATTEST:

TOWNSHIP OF MANCHESTER

ATTEST:

VENDOR NAME
