



COUNTY OF BERGEN  
DEPARTMENT OF ADMINISTRATION AND FINANCE  
DIVISION OF PURCHASING  
One Bergen County Plaza – 3<sup>RD</sup> Floor – Hackensack, NJ 07601-7076  
(201) 336-7100 FAX (201) 336-7105

RFP Proposal # 15-020  
Advertised Date: 10/28/15  
Opening Date: 12/17/15  
Time: 11:00 AM

James J. Tedesco III  
County Executive

Gerald T. Reiner Jr., CCPO, QPA  
Purchasing Agent

NOTICE TO BIDDERS

Sealed Competitive Contracting Proposals will be received by the County of Bergen on Thursday, December 17, 2015 at 11:00 am prevailing time in the Purchasing Division, One Bergen County Plaza, 3<sup>rd</sup> Floor, Hackensack NJ 07601 at which time and place Proposals will be opened and read in public for:

**Competitive Contracting for Janitorial Services for Various Bergen County Locations**

RFP #: 15-020

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and "BID TITLE, NAME & CONTRACT #" on the outside, addressed to Gerald T Reiner Jr., Purchasing Agent, at the address above.

The Count of Bergen requests that you submit all pages of the response on a CD in addition to the printed copies. If a spreadsheet is requested it can be included on the same CD in a separate file in excel format.

Specifications and instructions to bidders may be obtained at the Purchasing Office or through the County website at [www.co.bergen.nj.us](http://www.co.bergen.nj.us) or by fax to 201-336-7105.

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

Gerald T Reiner Jr, CCPO, QPA

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Questions by prospective bidders concerning this bid may be addressed to Gerald T Reiner Jr. CCPO, QPA, Purchasing Agent for the County of Bergen in writing via fax at 201-336-7105 or by e-mail [greiner@co.bergen.nj.us](mailto:greiner@co.bergen.nj.us). Please note the aforementioned contact is authorized only to direct the attention of prospective bidders to various portions of the contract so that they may read and interpret each portions for themselves. NO employee of the County of Bergen is authorized to give interpretations of any portion of this bid or to give information as to the requirements for the bid in addition to that already contained in the bid unless as a formal addenda.

Interpretations of the bid or additional information as to its requirements, when necessary, shall be communicated to bidders ONLY by written addendum issued by the Purchasing Agent of the County of Bergen.

**COUNTY OF BERGEN  
GENERAL INSTRUCTIONS**

**1. SUBMISSION OF PROPOSALS**

- A. Sealed Proposals shall be received in accordance with public advertisement as required by law, a copy of said notice being attached hereto and made a part of these specifications.
- B. Each bid shall be submitted on the proposal form attached, in a sealed envelope:
  - I. Addressed to the Purchasing Agent.
  - II. Bearing the name and address of the bidder on the outside.
  - III. Clearly marked "BID" with the name of the item(s) being bid. Provide one (1) Original & one (1) copy of the bid.
  - IV. The County of Bergen is requesting that vendors submit all pages of the response on a CD in addition to the printed copies.
- C. It is the bidder's responsibility to see that Proposals are presented to the Purchasing Agent on the hour and at the place designated. Proposals may be hand delivered or mailed; however, the County disclaims any responsibility for Proposals forwarded by regular or express mail. If the bid is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope. Proposals received after the designated time and date will be returned unopened.
- D. The County reserves the right to postpone the date for presentation and opening of Proposals and will give written notice of any such postponement to each prospective bidder as required by law.
- E. Multiple Proposals Not Accepted – More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

**2. BID SECURITY**

*The following provisions, if indicated by an (X), shall be applicable to this bid and be made a part of the bidding documents.*

A. ☒ **BID GUARANTEE**

- I. Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the County of Bergen.
- II. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the County.
- III. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted.
- IV. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to statute. Failure to submit required guarantee shall be cause for rejection of the bid.

B. ☒ **CONSENT OF SURETY**

- I. Bidder shall submit with the bid Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the County stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to statute.
- II. Failure to submit this shall be cause for rejection of the bid.

C. ☒ **PERFORMANCE BOND**

- I. Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

### **3. QUOTATIONS, PROPOSALS AND FORMS**

- A. The County of Bergen is exempt from any local, state or federal sales, use or excise tax. Bergen County will not pay service charges such as interest and late fees. The Federal Employer's identification for the County of Bergen is IRS #22-600-2426-W
- B. The County of Bergen or any of its office and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications. The County is rated by:
  - I. Standard & Poor's Ratings Group: AAA
  - II. Moody's Investors Services: Aaa
  - III. Dun and Bradstreet
- C. Proposals must be signed in ink by the bidders; all quotations shall be made with a typewriter or pen and ink. Any quotations showing any erasure alteration must be initialed by the bidder in ink. Unit prices and totals are to be inserted in spaces provided.
- D. Failure to sign and give all information in the bid may result in the bid being rejected.
- E. Estimated Quantities (Open-End Contracts, Purchase as needed) – The County has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to Statute. *NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.*
- F. Insert prices for furnishing all of the material described. Prices shall be met including all transportation charges fully prepaid by the contractor (FOB destination, freight prepaid) and placement as designated by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendors' convenience when a single shipment is ordered.
- G. Any bidder may withdraw his bid at any time before the time set for receipt of Proposals. No bid may be withdrawn in the 60 day period after the Proposals are received.
- H. All forms shall be completed and attached to the bid proposal. BIDDER IS ALERTED TO THE BID DOCUMENT CHECK LIST PAGE.

### **4. INTERPERATIONS AND ADDENDA**

- A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the County. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be propyl reported in writing to the Purchasing Agent. In the even the bidder fails to notify the County of such ambiguities, errors or omissions, the bidder shall be bound by the bid.
- C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation must be received at least ten (10) days prior to the date fixed for the opening of the Proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with Statute. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The County's interpretations or corrections thereof shall be final.
- D. If the amount shown in words and its equivalent figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
- E. In the even that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the even there is an error of the summation of the extended totals, the computation by the County of the extended totals shall govern.

### **5. BRAND NAMES, STANDARDS OF QUALITY, PATENTS**

- A. Only manufactured and farm products of the United States, wherever available, shall be used on this contract in accordance with prevailing Statutes.
- B. Brand names and or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully explained by the bidder on a separate sheet and submitted with the proposal form. Vendor's literature will not suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
- C. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The County reserves the right to evaluate the equivalency of a product which, in its deliberations, meets its requirements.
- D. The contractor shall hold and save harmless the County, its officers, agents, servants, and employees, from the liability of any nature and kind for on account of the use of any copyrighted or copyrighted composition, secret process, patented or unpatented invention or article furnished or used in the performance of this contract.
- E. Wherever practical and economical to the County, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.

#### **6. AWARD OF BID**

- A. The County reserves the right to accept or reject any or all Proposals, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible bidder, if it is in the best interest of the County to do so. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected, any bid having erasures or corrections in the price sheet may be rejected; any bid in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected; any bid accompanied by any insufficient or irregular certified check, cashier's check or bid bond may be rejected.
- B. The County further reserves the right to award each item separately to the lowest responsible bidder meeting specifications or to make an award based on the total bid to the bidder whose total sum is the low bid meeting the specifications, whichever in the awarding authorities' opinion is in the best interest of the County. Without limiting the generality of the foregoing, the County reserves the right to award a contract based on either option that may be described in the bid proposal or based on any combination thereof.
- C. The County reserves the right to award equal or tie Proposals at their discretion to any one of the tie bidders.
- D. Should the bidder, to whom the contract is awarded, fail to enter into a contract, the County may then, at its option, accept the bid of the next lowest responsible bidder.
- E. The effective period of this contract will be two years unless otherwise noted in the specifications. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the County reserves the right to cancel this contract.
- F. Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications/bid package prevail unless otherwise noted by the vendor as exceptions.
- G. In the case of default by the bidder or contractor, the County of Bergen may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

#### **7. ☐ NEW JERSEY PREVAILING WAGE ACT (When Applicable)**

- A. Pursuant to NJSA 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 NJAC 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 [www.state.nj.us/labor/lse/lspubcon.html](http://www.state.nj.us/labor/lse/lspubcon.html).

**8. ☐ THE PUBLIC WORKS CONTRACTORS REGISTRATION ACT**

- A. NJSA 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid Proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.
- B. Under the law a "contractor" is "a person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (NJSA 34:11-56.25 et seq.). It applies to contractors based in New Jersey or in another state.
- C. The law defines "public works projects" as contract for "public work" as defined in the Prevailing Wage statute (NJSA 34:11-56.25(5)). The term means:
  - I. "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
  - II. "Public Work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."
  - III. "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.
- D. To register, a contractor must provide the State Department of labor with a full and accurately completed application form. The form is available online at [www.state.nj.us/labor/lse/lspubcon.html](http://www.state.nj.us/labor/lse/lspubcon.html). NJSA 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate or registration.

**9. NON-COLLUSION AFFIDAVIT**

- A. The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

**10. NON-DISCRIMINATION**

- A. There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

**11. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE**

- A. No firm may be issued a contract unless they comply with the EEO/AFFIRMATIVE ACTION REGULATIONS of PL 1975, c.127, as amended from time to time, and the AMERICANS WITH DISABILITIES ACT.
- B. Procurement, Professional and Service Contracts
  - I. ALL successful vendors must submit prior to an award of the contract one of the following:
    - 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval, or
    - 2. A photocopy of their State Certificate of Employee Information Report, or
    - 3. A photocopy of completed Affirmative Action Employee Information Report; AA302 – Available online at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)
- C. Construction Contracts
  - I. All successful contractors must submit prior to signing of the contracts an Initial Project Manning Report (AA201-available online at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) for any contract award that meets or exceeds the bidding threshold.

## **12. NEW JERSEY RIGHT TO KNOW (NJRTK)**

- A. All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (NJAC 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the US Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, {Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)}, RIN 1218-AC20, Hazard Communication.

## **13. STATEMENT OF CORPORATE OWNERSHIP**

- A. In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

## **14. ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC**

- A. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

## **15. INSURANCE AND INDEMNIFICATION**

- A. If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of

happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

- B. The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss occurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.
- C. The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided with the owner named as additional insured.

**D. INSURANCE REQUIREMENTS**

**I. Workers Compensation and Employer's Liability Insurance**

- 1. Worker's Compensations Insurance in the statutory limits including Employer's Liability in an amount no less than \$500,000.00

**II. General Liability Insurance**

- 1. General liability insurance in an amount not less than \$1,000,000.00 combined single limit including broad form comprehensive general liability endorsement, and shall include provisions for thirty (30) days written notice of cancellation and/or modification of coverage. The County of Bergen shall be included as an additional insured.

**III. Automobile Liability Insurance**

- 1. Comprehensive General Automobile Liability insurance in an amount no less than \$1,000,000.00 in an amount no less than \$1,000,000.00 combined single limit covering owned, hired, and non-owned autos, and shall include provisions for thirty (30) days written notice to the County of cancellation and/or modifications of such policies, except for non-payment which would be ten (10) days, and the contractor/vendor shall provide the Office of County Counsel with certificates of insurance evidencing such policies and provisions.

**E. CERTIFICATES OF THE REQUIRED INSURANCE      ☒ YES    ☐ NO**

- I. Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.
- II. Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

**F. Indemnification**

- I. Successful respondent shall indemnify and hold harmless the OWNER from all claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

**II. Bergen County will not accept Mutual Limitation of Liability terms.**

- G. All policies maintained shall name the County of Bergen as an additional insured and shall provide for thirty (30) days written notice to the County of cancellation and/or modifications of such policies, except for non-payment which would be ten (10) days, and the contractor/vendor shall provide the Office of County Counsel with certificates of insurance evidencing such policies and provisions.
- H. All insurance coverage must be in effect no later than 12:01 A.M. EST at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.
- I. **Bidders lacking such coverage must have the attached "Consent of Insurance" form fully executed and returned with this bid as proof that such coverage will be in place at the time of signing of the**

contract. Evidence of actual insurance coverage must be by way of a policy which shall be submitted to the office of County Counsel with the return of the signed contract.

#### **16. PAYMENT**

- A. Payment will be made after a properly executed County voucher has been received and formally approved on the voucher list by the Board of Chosen Freeholders at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

#### **17. TERMINATION**

- A. *DEFAULT* - Non-performance of the Contractor in terms of specifications shall be a basis for termination of the contract by the County. The County may terminate the contract upon 30 days' written notice to the Contractor. The County shall not pay for any services and/or materials which are unsatisfactory. The contractor may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.
- B. *UNCONDITIONAL TERMINATION FOR CONVENIENCE* - The County may terminate the resultant contact for convenience by providing sixty (60) calendar days advance notice to the contractor.
- C. *TERMINATION FOR DEFAULT* - If the Contractor fails to meet deadlines, or fails to provide the agreed upon services, and or material altogether, a termination for default will be issued, but only after the County has determined the Contractor has failed to remedy the problem after being forewarned.
- D. *TERMINATION BY THE COUNTY* - If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work of this contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed seven (7) calendar days to cure such deficiencies.

#### **18. INDEMNIFICATION**

- A. The Contractor agrees to indemnify and save harmless the County, its officers, agents and employees, hereinafter referred to as indemnities, from all suits, including attorney's' fees and costs of litigation, actions, loss damage, expense, cost of claims, of any character or on account of any act, claim or amount arising or recovered under Workers Compensation law, or arising out of failure of the Contractor or those acting under Contractor to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the indemnities shall, in all instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage of any nature whatsoever.

#### **19. ADDITIONS / DELETIONS OF SERVICE**

- A. The County reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally to the amount of service deleted in accordance with the bid price. Should additional services be required, payment to the Contractor will be increased proportionally to the amount of service added in accordance with the bid price.

20. Vendor's literature and/or pricing sheets will not be accepted in lieu of completing the proposal blank(s) set forth in these specifications.

21. Bidders shall not write in margins or alter the official content or requirements of the County bid documents.

#### **22. SPECIFICATIONS**



- A. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the Proposals. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of contract.

### **23. OWNERSHIP OF MATERIAL**

- A. The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.
- B. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000.

### **24. AMENDMENTS TO NJSA 2C:21-33 et. Seq. "TRUTH IN CONTRACTING"**

- A. New provisions of law govern false claims and representation. It is a serious crime for the vendor to knowingly submit a false claim and/or knowingly make material misrepresentation. There are enhanced penalties for areas of false claims, bid rigging and bribery, gratuities and gifts; and conflict of interest. Please consult the statute for further information.

### **25. NJ BUSINESS REGISTRATION PROGRAM**

- A. Certificate required pursuant to C57, PL2004. Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

### **26. "PAY TO PLAY" NOTICE OF DISCLOSURE REQUIREMENT – PL 2005, Chapter 271, Section 3 Reporting (NJSA 19:44A – 20.27)**

- A. Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- B. Annual Disclosures require submission by March 30<sup>th</sup> of each year covering contracts and contributions for the prior calendar year.
- C. At 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](http://www.elec.state.nj.us).
- D. If you have any questions please contact ELEC at: 1-888-313-ELEC(3532) or 609-292-8700

### **27. County of Bergen Disclosure for Political Contribution Disclosure Forms IE "Sunshine Form" and "Revue 2"**

- A. This form needs to be filled out regardless of the contract's total dollar value
- B. No vendor is exempt from filling out this form
- C. Failure to fill this form out may delay award of the contract or could eliminate your bid or proposal from being considered

## **28. NON-ALLOCATION OF FUNDING TERMINATION**

- A. Each fiscal year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular fiscal year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

## **29. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS**

- A. Public funds may be used to pay only for goods delivered or services rendered. Bergen County will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

## **30. FIRM FIXED CONTRACT**

- A. This is a firm fixed contract, prices firm, FOB County locations. No price escalation. The vendor shall void the contract and permit the County to solicit open market pricing should any price increase or surcharge be imposed.

## **31. W-9**

- A. Successful bidder/respondent shall complete W-9 Form and submit to purchasing prior to contract award. The form is available at the following link: [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

## **32. HIPPA (If Applicable)**

- A. Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPPA") as maybe amended from time to time, and the corresponding HIPPA regulations for the confidentiality and security of medical information.
- B. The Contractor shall:
  - I. Not use or disclose protected health information other than as permitted or required by law.
  - II. Use appropriate safeguards to protect the confidentiality of the information.
  - III. Report any use or disclosure not permitted.
- C. The contractor, by execution of the contract, shall thereby indemnify and hold the County harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) or any other statute or case law protecting the privacy of persons using its services.

## **33. PUBLIC EMERGENCY**

- A. In the event of a Public Emergency declared at the Local, State or Federal Level, if the County opts to extend terms and conditions of this bid, the contractor agrees to extend the terms and conditions of this bid, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the County may solicit the goods and/or services from any bidder on this contract.

## **34. SOURCE OF SPECIFICATIONS / BID PACKAGES**

- A. Official County bid packages for routine goods and services are available by request from [www.co.bergen.nj.us](http://www.co.bergen.nj.us) at no cost to the vendor. Potential bidders are cautioned that they are bidding at their own risk if a third party supplied the specifications that may or may not be complete. The County is not responsible for third party supplied specifications.

### **35. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

- A. P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

### **36. Competitive Contracting Evaluation**

- A. All Proposals shall be evaluated on the merits of what is included in the Proposals submitted to the County of Bergen. The County reserves the right to reach out to a vendor to get clarification on Proposals on specific items if necessary during the deliberation process.
- B. Certain contracts may request for vendors to give a presentation on the services they are proposing. If and when a prospective contractor/vendor is given the opportunity to give such a presentation, the contractor shall be restricted to only present what is included in the original proposal. If new information is offered during the evaluation period it shall not be taken into account during the review process.
- C. All Proposals shall be evaluated based on the statutory categories as per NJAC 5:34-4.1 which is Technical, Management, and Cost criteria. These categories may be broken out into sub categories but shall remain within the confines of the three core criteria.
- D. Weights of Criteria- unless required by another regulatory body or board at no time shall weights of the criteria be divulged to prospective bidders/contractors. Vendors are encouraged to submit a balanced proposal highlighting their best offering to the County of Bergen. All weights shall be announced out loud on the day at which Proposals are opened publicly.
- E. Evaluation Team- vendors are prohibited from contacting any member of the evaluation team directly without a formal invite. If it is found that a vendor has attempted to discuss their proposal with a team member without an invite then their proposal may be deemed unresponsive. ALL QUESTIONS DURING THE EVALUATION PERIOD SHALL BE DIRECTED TO THE DIRECTOR OF PURCHASING

## SPECIFICATION REQUIREMENTS

### COMPANY SUPPLEMENTARY INFORMATION

EACH PROPOSAL SHALL BE ACCOMPANIED BY THE ITEMS BELOW. FAILURE TO PROVIDE THESE ITEMS AND THE ENTIRE RFP PACKAGE WITH ORIGINAL SIGNATURES MAY BE A CAUSE FOR REJECTING THIS PROPOSAL.

- Previous experience regarding the successful performance of services at similar locations. Example: facilities of similar size, and similar environments as evidenced by the number of sites serviced, duration and stability of relationships, and success in meeting facility requirements. Please complete and attach Reference Sheet as contained elsewhere herein.
- References: (Minimum of three). Vendor may re-copy sheet if providing greater than 5 references.
- Organizational Chart/Staffing Level (inclusive of the management organization – i.e.: who the assigned facility supervisory foremen and cleaning personnel report to, etc.
- Organization's Supervisor and Personnel Policy Manual or equivalent document(s).
- Organization's Policy and Procedural Manual inclusive of Service Policy. Specialized programs provided to both foremen and company personnel. Training procedures specific in teaching the proper sanitary methods, and the appropriate tools and equipment used in cleaning areas such as bathrooms, and eating areas. Documentation of company policy for the performance of emergency services.
- Organization's full time work force capacity to include foremen and cleaning personnel.
- Copies of all current permits, certificates, and licenses as may be applicable regarding Local, State, and Federal regulations.
- Organization's complete list of tools and equipment owned and/or leased.
- Note: vendors shall receive five (5) percentage points under technical for attending 9 or more site inspections.

### PROPOSAL EVALUATION

A Technical Evaluation Committee (TEC) will review all responsive proposals for completeness of response. Failure to provide all the information as required in this RFP may result in a rejection of the proposal. The Technical Evaluation Committee shall maintain the option to request; at their sole discretion, an oral presentation from any of the companies that submitted responsive proposals.

### EVALUATION CRITERIA

The following criteria; not necessarily listed in order of importance, will be used to evaluate all proposals. These criteria are general in nature and may be used to develop a more detailed evaluation work sheet. All Percentage criteria will be presented at the opening of this RFP.

1. Technical
2. Management
3. Cost

**REFERENCE SHEET**

**RFP # 15-020**

**JANITORIAL / HOUSEKEEPING SERVICES**

(Minimum Required – 3. If greater than 5 references, vendor may re-copy this sheet)

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

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

Note: All information listed on this Reference Sheet must be legible and accurate.

The County reserves the right to require additional references and/or additional information deemed necessary by the County to assess the ability of the vendor to perform this contract.

**JANITORIAL CLEANING SERVICES**  
**(VARIOUS LOCATIONS)**

**RFP #15-020**

**GENERAL SPECIFICATIONS: (LOCATIONS 1 – 13)**

**NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE TOTAL HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.**

**I. CONTRACT PERIOD**

This contract for Janitorial Services shall consist of one (1) - Initial 24 consecutive month period, with the availability of three (3) - 12 month Option periods. The County of Bergen shall maintain the sole authority regarding the decision to award option periods.

**II. CONTRACTOR OBLIGATIONS**

- A. The Contractor shall furnish janitorial cleaning services to the County during the effective period of this contract and, except as hereinafter specifically provided, shall at times during such effective time period, furnish all necessary labor, supervision, equipment, transportation, cleaning materials, cleaning tools, necessary for the proper, effective and efficient performance thereof, whether such materials and equipment are actually employed in the furnishing of such services, or whether incidental thereto.
- B. Services shall be performed subject to the approval of the Agency Director and in accordance with the specifications, requirements and data information set forth herein.
- C. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
- D. In connection with this work, the Contractor shall maintain a pleasant environment for the public and County employees.
- E. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
- F. The Contractor shall not do or permit any act which:
  - 1. May cause or produce within the County buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - 2. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the County buildings; or
  - 3. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the County buildings.

### **III. FACILITIES PROVIDED TO THE CONTRACTOR BY THE COUNTY**

- A. The County will furnish the Contractor, without charge, non-exclusive space to store equipment, materials and supplies.
- B. Said space shall be designated by the Agency Director or his/her designated representative, and may be changed from time to time.
- C. The Contractor shall at all times maintain and clean this area and all fixtures, equipment and other appurtenances located therein, in an orderly and neat fashion so as to meet with the approval of the Agency Director.
- D. The County will provide the Contractor with water, electricity and receptacles for garbage disposal.
- E. Within the assigned space, the Contractor shall be responsible for all telephones and telephone charges as may be applicable.

### **IV. EQUIPMENT AND MATERIALS PROVIDED BY CONTRACTOR**

- A. The Contractor shall provide all cleaning products, cleaning materials, and necessary equipment for the performance of this contract, including, but not limited to: detergents, degreasers, soaps, graffiti removal products, sanitizers, deodorizers, brushes, brooms, mop handles, mop heads, buckets, wringers, sponges, dust cloths, polishers, floor finishers, buffing pads, all-purpose cleaners, plastic trash bags (40-55 gal. size), bowl cleaners, toilet brushes, hand dusters, and air freshener canisters where applicable.
- B. Equipment furnished by the Contractor shall include, but not be limited to, scrubbers (single action), vacuum cleaners using HEPA filters, cleaners (eight Euro Clean, Proteam), a Kaivac Machine (ceramic tile and bathroom high-pressure washer), dry foam extractor (as manufactured by Von Schrader Company), and such other equipment that the Agency Director may, from time to time require for the Contractor's performance. Contractor may utilize alternates to the above noted equipment only if approved as equals by the Agency Director or his/her designee.
- C. All cleaning products, cleaning materials and equipment used by the Contractor must be approved by the Agency Director and must be used in accordance with the manufacturer's instructions. Awarded vendor must provide MSDS sheets upon request.
- D. The Agency Director may, from time to time, establish minimum inventories of materials and equipment to be maintained by the Contractor.
- E. The Contractor shall maintain product inventory so as to regularly fill all dispensers for paper towels, toilet tissue, liquid hand soap, and feminine hygiene products in all lavatories, and as may be needed elsewhere in the various buildings.
- F. AT NO TIME SHOULD ANY OF THE BUILDINGS COVERED IN THIS CONTRACT BE WITHOUT NECESSARY SUPPLIES AS NOTED ABOVE!

### **V. ITEMS PROVIDED BY THE COUNTY**

- A. The County shall furnish all liquid hand soap, paper towels, toilet paper, toilet seat covers, sanitary napkins, and plastic liners (small to medium sizes only).
- B. Dispensers for toilet paper, paper towels and liquid hand soap already exist in the restrooms and elsewhere in the various County buildings. If the vendor finds any dispensers to be faulty or broken, the vendor must notify the Agency Director immediately.
- C. All dispensing units will be supplied by the County, and shall remain the property of the County of Bergen.

## **VI. DAMAGE DUE TO CONTRACTOR'S OPERATION**

- A. The Contractor shall repair, replace or rebuild, to the satisfaction of the Agency Director, any and all parts of the premises which may be damaged or destroyed by the acts or omissions of the Contractor, its officers, agents or employees, and if the Contractor shall fail to repair, replace or rebuild, with due diligence, the Agency may, at its option, perform any of the foregoing work and the Contractor shall pay to the County of Bergen the cost thereof.

## **VII. LABOR**

- A. The Contractor shall furnish lead foremen and or supervisors who are competent and adequately trained in the field of leadership, and proficiently fluent in the English Language. Such supervisory individuals must be capable of communicating with both County Designees and contractor personnel for the purpose of properly completing the required cleaning tasks in accordance with contract requirements.
- B. If any personnel does not perform the services to be furnished hereunder, in a proper and satisfactory manner, the Contractor shall remove any such personnel and replace them with personnel satisfactory to the Agency Director within 24 hours.
- C. At all times while the Contractor is performing the requirements of this contract, at least one Contractor's employee shall be on site that can speak and understand the English Language.
- D. Employees assigned to cleaning shall work exclusively in the area to which they are assigned and shall perform the required cleaning services for the tour specified.
- E. All Contractor personnel must be properly trained by the awarded company, and must show that they have a reasonable amount of experience in performing the types of cleaning tasks in accordance with the General Specifications, Roster of Routines & Procedures, and Janitorial Data Sheet(s). Upon request, the Contractor must present the County with their company's standard training program showing the methods of training that all personnel are required to abide by.
- F. All contractor personnel must be properly trained to perform all the required janitorial cleaning tasks in accordance with standard health code guidelines. i.e. – brooms and mops are to be used for floors and stairs only. Reusable cleaning tools and cloths being used for eating areas such as tables and kitchenettes are to be kept separate and used exclusively for said areas. Reusable cleaning tools and materials such as brooms, mops, cloths, & brushes being used for cleaning restrooms, are only to be used exclusively for the cleaning of restrooms. Throw-away cleaning materials such as paper towels, throw-away paper cloths, swiffers, etc. may be used wherever needed as long they are thrown away after one usage. Improper multiple-usage of cleaning tools and materials may create a serious cross-contamination situation regarding the health and welfare of visitors and county employees. In the event any contractor personnel is observed in the process of using an unsanitary tool or material for any cleaning process, a report of unsatisfactory performance will immediately be issued and all areas improperly cleaned must immediately be re-cleaned using the proper tools and/or materials.**

## **VIII. MANAGEMENT AND SUPERVISION**

- A. All managerial personnel shall be reasonably fluent in colloquial English (clear and precise communications are necessary for the proper execution of all work, and vital in regard to maintaining a safe and efficient working environment.)
- B. Foreman or supervisor shall be provided and authorized by the Contractor to receive and put into effect promptly all orders, directions and instruction from the Agency Director or his/her designated representative.



- C. All supervisors and foremen must speak and understand the English language proficiently.
- D. During work shifts when various cleaning procedures are being performed, the foreman or supervisor must be available to receive orders, directions and instructions from the County designee.
- E. All cleaning personnel shall receive their orders, directions and instructions directly from the company foreman or supervisor.
- F. Whenever there is only one Contractor's employee on site, the employee should be able to understand spoken and written English to the degree required to complete the job.
- G. Contractor must provide the minimum number of required hours of service at each building, as noted on the Janitorial Data Sheet(s) contained elsewhere herein.

## **IX. EMERGENCY CLEANING SERVICES**

- A. Prior to award, the vendor must furnish to the Lead Agency Director: home phone numbers of supervisors, foremen, etc. for the purpose of establishing immediate communications in the event of a cleaning emergency. Emergency service visits not covered under the standard monthly maintenance portion of this contract are to be billed at the hourly rate pricing quote contained elsewhere in this bid.
  - 1. Emergency response time shall be within two (2) hours after receipt of phone call.
  - 2. Vendor must respond to all emergencies 24 hours a day, seven (7) days per week, including holidays.
  - 3. Emergency phone numbers shall include cellular phones and pager numbers. Note: Telephone numbers to answering machines are not acceptable.

## **X. IDENTIFICATION**

- A. The Contractor shall provide for a system of identification and control of their employees, subject to the approval of the Agency Director.
- B. Each Contractor employee shall prominently display an identification badge that shall contain the following information:
  - 1. Employee's name
  - 2. Employee's photo
  - 3. Employer's name, address, and phone number

## **XI. UNIFORMS**

- A. The Contractor shall, at his own expense, supply all personnel with uniforms, as approved by the Agency Director.
- B. Such personnel shall wear their uniforms at all times while on the premises of the County.
- C. The Contractor shall assure that such personnel shall present themselves in a neat, clean, and orderly appearance at all times.

## **XII. PERFORMANCE PROCEDURES**

- A. The Contractor shall provide the necessary number of cleaning personnel required to properly perform the work specified herein.

- B. The personnel so assigned shall perform their tasks as directed by the Contractor's foreman or supervisor, subject to the approval of the Agency Director.
- C. The daily minimum hours personnel must be available to perform cleaning services at various locations are to be found on the Janitorial Data Sheet contained elsewhere in this bid.

### **XIII. JANITORIAL PRODUCTS AND CLEANING SUPPLIES**

- A. Descriptions of the various cleaning materials, implements, and janitorial products required for this service are to be found elsewhere herein.
- B. The County makes no recommendations as to the actual amount of cleaning materials and janitorial products required.
- C. THE VENDOR IS RESPONSIBLE FOR CORRECTLY ESTIMATING THE ACTUAL AMOUNTS OF CLEANING SUPPLIES REQUIRED.

### **XIV. VENDOR EMPLOYEES**

- A. All vendor employees must comply with standard and practices consistent with Federal and State Labor laws and policies. It is incumbent on the employer to insure compliance with the appropriate statute.

### **XV. SECURITY**

- A. All County Agencies reserve the right to reject any contractor employee who might place the security of various Agency operations in jeopardy.
- B. No employee used at our facility and no principal owner of the cleaning service company may have any criminal record.
- C. All employees and principal owners of the cleaning service company must consent to background investigations to determine evidence of any criminal history.
- D. The nature of the background check is described on the release form (if any) as may be found elsewhere herein.
- E. No employee of the cleaning service company may be substituted for a regularly assigned employee unless such new employee shall have undergone the required background check and received the approval of the Agency Director.
- F. The vendor(s) submitting the most responsive and responsible Proposal(s) will be notified via e-mail by the buyer for various employee information.
- G. Within a reasonable amount of time after such notification, said vendor(s) shall submit a list containing the following:
  - 1. A list showing the full name, date of birth, home address (no post office boxes) telephone number and social security number of each of the companies' principal owners and employees who will or may work at the facility.
  - 2. An original signed release executed by each employee listed in #1. and #2. consenting to the background checks and random illegal substance testing.

### **XVI. FIDELITY BOND**

- A. The Contractor shall carry a blanket employee fidelity bond in a limit not less than \$50,000.00 for each employee and including third-party fidelity coverage to the benefit of the County and its employees.
- B. The surety company providing said bond must be authorized to do business in the State of New Jersey.
- C. The bidder shall submit with this bid:

1. Proof of an existing fidelity bond satisfying the above requirements.
2. If no fidelity bond satisfying the above requirements exists, the bidder MUST execute the "Consent of Coverage: Fidelity Bond" elsewhere herein. The form must be signed by both the bidder and the surety company and both signatures must be notarized. The County of Bergen reserves the right to reject any such form that is altered in any way.

**XVII. BILLING/PAYMENT**

- A. All work must be accomplished according to the specifications herein. Payment shall not be made until all work has been approved by the Agency Director or his designate.
- B. Any work not completed will automatically be deducted from the monthly bill.
- C. Vendor will invoice each month for the prior month's work.

#	LOCATION	INITIAL YEAR		OPTION YEAR	
		# PERSONNEL	# SUPERVISORS	#PERSONNEL	#SUPERVISORS
1.	MEDICAL EXAMINER (PS)				
2.	COMMUNITY SVS. BUILDING				
3.	B. C. PROSECUTOR'S OFFICE				
4.	MOSQUITO CONTROL				
5.	NEW PUBLIC WORKS LOCAL.				
6.	B. C. JUSTICE CENTER				
7.	ONE BERGEN PLAZA				
8.	CENTRAL MUNICIPAL COURT				
9.	ANIMAL SHELTER (HD)				
10.	LODI ARMORY/COMMUNITY TRANSPORTATION				
11.	101 HUDSON ST. (CH-D), 103 HUDSON ST. (ARP)				
12.	NEW COUNTY GARAGE				
13.	PROSECUTOR'S WAREHOUSE				
14.	B. C. CRIMINAL ID BUILDING				

### **XVIII. CAUTION TO BIDDERS**

- A. All work must be accomplished in accordance with the General Specifications, the Roster of Routines & Procedures and the Janitorial Data Sheet as contained elsewhere herein.
- B. If any designated cleaning personnel are absent, vendor must supply a County approved replacement worker(s) to fill the time slot and perform the scheduled duties of the absentee.
- C. Payment shall not be made until all work has been properly completed and approved by the Agency Director or his/her designee.
- D. Any work not completed will automatically be deducted from the monthly bill.

## **XIX. REFERENCES**

A. list of not fewer than three (3) references for comparable facilities, including facility or company names, address, name of contact and telephone numbers of contacts must accompany the bid package.

## **XX. CONTRACTOR'S PERSONNEL – (WORK FORCE PROPOSAL)**

The Contractor shall include with this bid, a proposal listing of the total number of personnel they intend to assign to each building, inclusive of foremen / supervisors.

### **ACKNOWLEDGEMENT – CONTRACTOR PERSONNEL (WORK FORCE PROPOSAL)**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## **XXI. DAMAGES FOR NON-PERFORMANCE**

If the work is not performed in accordance with the General Specifications, the Frequency of Routines & Procedures, the Janitorial Data Sheets and all else that may be applicable as specified herein, the County shall be entitled to a credit against the contract in an amount equal to the actual labor rate plus benefits for County personnel to perform the services required. This remedy shall be quantified at the County's sole discretion and is in addition to any and all other remedies the County may have against the Contractor, including, but not limited to, termination of the contract.

## **XXII. COUNTY LOCATIONS – DISCONTINUATION OF SERVICES**

A. The County of Bergen may no longer require cleaning services for any awarded location(s) for reasons such as: budgetary considerations, major building renovations, agency relocations, sale of buildings, condemnation of buildings, and material damages caused by natural or unnatural disasters. In such noted cases, the awarded services for such building(s) and the dollar amount award(s) will no longer be applicable as part of this contract and the County will notify the awarded Contractor thirty (30) days prior to discontinuation of services. In cases of emergency situations as caused by natural or unnatural disasters, the services shall be discontinued immediately in accordance with directives put forth by the appropriate County Director or his/her designee

## **XXIII. COUNTY HOLIDAYS – (NOTE: The observation of County Holidays may vary)**

A. Awarded vendor shall be responsible to verify County Holidays with the appropriate facility designee 30 days prior to occurrence.

January 1<sup>st</sup>. – New Year's Day

January 19<sup>th</sup> - Martin Luther King's Birthday

February 12<sup>th</sup>. - Lincoln's Birthday (Per labor agreement only)

February 16<sup>th</sup>. - President's Day

**April 3<sup>rd</sup>. - Good Friday**  
**May 25<sup>th</sup>. - Memorial Day**  
**July 3<sup>rd</sup>. - Independence Day (Sat. July 4<sup>th</sup>.)**  
**September 7<sup>th</sup>. - Labor Day**  
**October 12<sup>th</sup>. - Columbus Day**  
**November 3<sup>rd</sup>. - Election Day**  
**November 11<sup>th</sup>. - Veterans' Day**  
**November 26<sup>th</sup>. - Thanksgiving Day**  
**November 27<sup>th</sup>. - Day after Thanksgiving Day**  
**December 25<sup>th</sup>. - Christmas Day**

JANITORIAL CLEANING SERVICES  
SPECIFICATIONS - ROUTINES & PROCEDURES,  
(LOCATIONS 1 -13)

**1. ROUTINE A - Office Cleaning Routine**

A. Procedure 1 - Daily

1. Empty waste baskets, trash containers and other receptacles:
  - a. Remove plastic liners.
  - b. Transport waste to compactor or dumpsters.
- c. Wash with an odor counteracting, sanitizing solution, rinse dry.
- d. Replace with new plastic liners.
2. Dust horizontal surfaces of office furniture, ledges, & sills, using chemically treated dust cloths. No chemically treated dust cloths are to be used on electronic equipment.
3. Dust mop all floors using chemically treated dust mops or sweeping cloths. Spot damp mop all heavily trafficked non-carpeted floor areas as needed.
4. Completely vacuum carpeted surfaces. Vendor shall be responsible to spot clean all stains, marks, or scuffs (of any type) found on carpeting and as identified by the appropriate County designee. Upon County request, awarded vendor must attempt to clean any such stains, marks, or scuffs to the best of their ability and in accordance with manufacturer's specifications.
5. Clean and sanitize water fountains using a counteracting detergent solution that sanitizes and deodorizes.
6. Damp wipe fingerprints, smears, smudges, etc. on doors, door handles, columns, walls and glass partition surfaces using a sanitizing solution.
7. Dust the vertical surfaces of office furniture and equipment.
8. Wash surfaces of interior glass partitions, doors, etc. (not outside windows).
9. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces.
10. In all Auditoriums, Conference Rooms and Lunch Rooms, wipe down all tables with an appropriate cleaning implement.

**CLEAN DAMP CLOTH WITH A NON-STREAKING SANITIZING SOLUTION.**

B. Procedure 2 - Weekly

1. Spot clean all type of stains, marks, or scuffs on carpeted areas as identified by the appropriate County designee and in accordance with manufacturing directions.
2. Damp-mop all VCT flooring, including corridors with agency approved floor cleaning solution.

C. Procedure 3 - Monthly

1. Polish all wood furniture; dust all surfaces within 70" of the floor.

**2. ROUTINE B-1 - Rest Room Cleaning.** To include locker room toilets, private rest rooms and work site lounges.

**A. Procedure 1 - Daily**

1. Thorough cleaning of all rest rooms with odor counteracting sanitizing solution.
2. Refill all soap, towels, tissues, sanitary napkin dispensers and toilet seat covers.
3. Empty waste baskets, trash containers, sanitary napkin and other receptacles:
  - a. Remove plastic liners.
  - b. Transport waste to compactor or dumpsters.
  - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
  - d. Replace with new plastic liners.
4. Damp-wipe all surfaces, including partitions and dispensers with sanitizing solution.
5. Scrub all interior surfaces of all commodes, urinals, wash basins and connected piping with odor counteracting sanitizing solution.
6. Damp-wipe all door handles and doors. Mop and rinse all floor areas. Vendor must use approved detergents and sanitizing odor counteracting solutions for the various cleaning and mopping operations. All cleaning products must be used in accordance with manufacturer's specifications and suggested uses.

**B. Procedure 2 - Weekly**

1. Clean full surface of all partitions with an approved detergent sanitizing solution.
2. Spot clean ceramic tile walls within 70" of the floor.
3. Wash walls with an approved detergent sanitizing solution.
4. Flush all floor drains with water and a germ killing odor counteracting solution.
5. NOTE: All weekly routines must be performed on the same day each week, unless modified by the Agency Director.

**C. Procedure 3 - Monthly**

1. All resilient and other hard flooring must be burnished on a monthly basis. All such floors must be properly swept, cleaned with an appropriate detergent sanitizing agent and dried prior to performing the burnishing process.
2. This monthly routine is meant to achieve a clean, shiny, and safe condition for all types of flooring covered by this bid. Vendor must use only Agency approved cleaning products that are specific to each individual type of flooring in accordance with manufacturer's recommendations and specifications.
3. Bi-annual Stripping and refinishing of floors and rug shampooing shall NOT be part of this contract.
4. High dust all surfaces above 70" of the floor, including lights, intake and exhaust vents.
5. NOTE: All monthly routines must be performed within the same week each month, unless modified by the Agency Director



- 3. ROUTINE B-2 - Weekly** - Thorough cleaning of all janitors' closets:
- A. Wash and sanitize the sink and sanitize the faucet bars and connecting piping.
  - B. Wash all wall surfaces.
  - C. Mop and rinse the floor areas.
  - D. Maintain equipment and supplies in a neat, clean and orderly manner.
- 4. ROUTINE B-3 - Wall and ceiling cleaning, all public and private rest rooms.**
- A. Procedure 1 - Daily
    - 1. Damp-wipe fingerprints, smudges, smears etc. on all horizontal & vertical surfaces.
  - B. Procedure 2 - Weekly
    - 1. Wash all ceramic tile and painted walls with a sanitizing, odor counteracting solution using the appropriate cleaning tools.
  - C. Procedure 3 – Quarterly
    - 1. Damp-wipe all ceilings with a sanitizing, odor counteracting solution every three (3) months. This service is to be scheduled with the appropriate agency designee as required.
- 5. ROUTINE C - Elevator cleaning:** See the data sheet, elsewhere herein, for a list of elevators
- A. Procedure 1 - Daily
    - 1. Clean surfaces and elevator door saddles.
    - 2. Damp-wipe all interior surfaces of fingerprints, smudges, smears, marks, graffiti, etc.
    - 3. Vacuum carpeted floors, damp mop all other floor types accordingly.
  - B. Procedure 2 - Weekly
    - 1. Steel wool brush elevator saddles and apply metal polish.
- 6. ROUTINE D - Daily** - Lobbies and floors: Public lobbies and elevator lobbies
- A. Empty waste baskets, trash containers and other receptacles:
    - 1. Remove plastic liners.
    - 2. Transport waste to compactor or dumpsters.
    - 3. Wash with an odor counteracting, sanitizing solution, rinse dry.
    - 4. Replace with new plastic liners.
  - B. Treated sweeping and spray buff of entire floor surface and vacuum elevator saddles.
  - C. Dust wall surfaces including wall fixtures and directories.
  - D. Dust ledges and sills in public areas using dry treated cloth.
  - E. Vacuum all carpeted surfaces in heavily trafficked elevator lobbies on all floors. Vendor shall be responsible to spot clean all the stains, marks, or scuffs (of any type) found on carpeting and as identified by the appropriate County designee. Upon County request, awarded vendor must attempt to clean any such stains, marks, or scuffs to the best of their ability and in accordance with manufacturer's specifications.

**7. ROUTINE E - Entrance ways and stairs:** All entrance ways and stairs

A. Procedure 1 - Daily

1. Empty waste baskets, trash containers and other receptacles:
  - a. Remove plastic liners.
  - b. Transport waste to compactor or dumpsters.
  - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
  - d. Replace with new plastic liners.
2. Using a sanitizing solution, damp wipe fingerprints, smudges, smears, etc. on doors, door handles, wall surfaces, railings, and stairways areas.
3. Sweep stairways including floor surfaces, stairs and landings.
4. Damp mop floors using mop, bucket with wringer or approved equal.

B. Procedure 2 - Monthly

1. Scrub clean stairways and include all floor surfaces, landings and stair treads.

**8. ROUTINE F - Daily - outside area policing and cleaning:** entire area outside of buildings, including parking lots

A. Pick up trash, cigarette butts, litter, etc.

B. Immediately clean and sanitize any area soiled by sickness, spillage or as otherwise necessary.

C. Empty waste baskets, trash containers and other receptacles:

1. Remove trash from receptacles.
2. Remove plastic liners.
3. Transport waste to compactor or dumpsters.
4. Wash with an odor counteracting, sanitizing solution, rinse dry.
5. Replace with new plastic liners.

**9. ROUTINE G - Daily - Corridors and passage ways:** All public and non-public corridors and passage ways

- A. Dust mop using approved chemically treated dust mops or sweeping tools with chemically treated cloth.
- B. Clean all water fountains with an approved sanitizing solution.
- C. Vacuum carpeted surfaces.
- D. Empty waste baskets, trash containers and other receptacles:
- E. Remove plastic liners.
- F. Transport waste to compactor or dumpsters.
- G. Wash with an odor counteracting, sanitizing solution, rinse dry.
- H. Replace with new plastic liners.
- I. Spot clean carpeting using agency approved solution & method.

**10. ROUTINE H - Daily – Cleaning & Trash removal:** Cafeterias, kitchens, kitchenettes, and any other eating areas not specifically covered herein.

- A. Remove all trash from tables, counters and put in waste receptacle.
- B. Damp-wipe all tables & counters using throw away cloths/wipes with sanitizing solution.
- C. Damp-mop all floors using a sanitizing solution.
- D. Empty waste baskets, trash containers and other garbage receptacles.
- E. Remove full plastic liners and large plastic trash bags as may be necessary.
- F. Transport all waste to compactor or dumpsters.
- G. Wash inside of all garbage receptacles with a brush, odor counteracting, sanitizing solution, rinse with water, and let dry.
- H. Wipe down outside of container(s) and return to same areas.
- I. Replace with new plastic liners, and replace large plastic trash bags as may be necessary.

**11. ROUTINE I - Locker Room Cleaning Routine (if applicable, see price information sheet)**

**A. Procedure 1 - Daily**

1. Empty waste baskets, trash containers and other receptacles:
  - a. Remove plastic liners.
  - b. Transport waste to compactor or dumpsters.
  - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
  - d. Replace with new plastic liner.
2. Dust horizontal surfaces of, benches, ledges and sills, using chemically treated dusting cloths. Dust & spot clean all lockers.
3. Damp-mop all non-carpeted floors, using a sanitizing solution.
4. Clean and deodorize all toilet areas using an odor counteracting sanitizing solution.
5. Damp wipe fingerprints, smears, smudges, etc. on all door handles, doors, columns, walls, and glass partitions surfaces.
6. Clean all showers and shower stalls with a counteracting sanitizing solution.
7. Dust all pictures, frames, charts, graphs, wall hangings, partitions, doors and door frame surfaces.

**B. Procedure 2 - Weekly**

1. Damp mop all VCT flooring, including corridors.

**C. Procedure 3 - Monthly**

1. Dust all surfaces within 70" of the floor.

**12. FLOOR MOPPING - GENERAL**

When contractor personnel are in the process of mopping floors, said personnel MUST dispose of the dirty water and change with clean water as many times as would be necessary so as not to mop the floor with dirty water. Mopping floors with dirty water will not be tolerated, and if observed by the County designee, a Report of Unsatisfactory Performance will be issued to the contractor, and the entire floor area(s) will have to be re-mopped again using clean water.

**13. FREQUENCY OF ROUTINES**

Frequency	Description
246	Shall mean 5 times per week excluding County Holidays (schedule appended hereto)
207	Shall mean 4 times per week
156	Shall mean 3 times per week
104	Shall mean twice per week
52	Shall mean 1 time per week
18	Shall mean 1 time every 3 weeks
12	Shall mean 1 time per month
6	Shall mean every other month
4	Shall mean 1 time per quarter
3	Shall mean three times per year
2	Shall mean 2 times per year
1	Shall mean 1 time per year

#### **14. HEALTH CODE PROCEDURES FOR CLEANING AND DISINFECTION PRACTICES FOR THE ANIMAL FACILITIES AT THE ANIMAL SHELTER**

##### **Important Considerations:**

Sanitation will only be effective if the correct steps are followed. A soap or detergent should be used to remove traces of dirt, feces, litter, grease, and other organic material prior to the application of disinfectant products that will kill harmful microorganisms (germs). Detergents are needed to help suspend dirt, feces and grease because disinfectants are inactivated by the presence of these organic materials. Although some disinfectants also contain detergents, many (such as bleach) do not. If the soap or detergent does not contain a degreasing agent, a separate degreaser may be required to remove greasy residue in animal contact areas.

##### **Disinfectants:**

In order to be safe and effective, all disinfectants must be properly used as follows:

- Use only EPA approved disinfectants formulated for animal facilities.
- Always follow the label instructions and use at the correct concentration.
- Do not mix disinfectants and detergents, unless directed by the manufacturer.
- Apply disinfectants to clean, non-porous surfaces.
- Adequate contact time with surfaces, as directed by the manufacturer, is required for effective disinfection.

##### **Using a Bleach Solution:**

1. Mix the bleach solution fresh at least every day and replace when visibly dirty.
2. Bleach is inactivated by sunlight and extended storage, and cannot be mixed with detergents.
3. Bleach must be applied to pre-cleaned surfaces.
4. For routine disinfection at an animal facility, dilute regular household bleach (6.0% sodium hypochlorite solution, containing approximately 5.7% available chlorine by weight) 1:32 with water (1/2 cup bleach per one gallon of water). Bleach solutions at concentrations less than this may not be effective and concentrations greater than this may cause corrosion and respiratory tract irritation.
5. Allow bleach solution to have at least 10 minutes of contact time with the surface, then rinse with water.
6. The following formula can be used to determine the proper dilution of bleach products containing more than 6% sodium hypochlorite:  
$$21 \text{ divided by } \% \text{ of bleach} = \text{ounces of bleach per gallon of water.}$$
7. For the purpose of killing fungal spores (ringworm), bleach should be diluted with water at a concentration of 1:10 (1 ½ cups of bleach per gallon of water). Animals must be removed from
8. the area and people should wear appropriate protective equipment when using 1:10 bleach solutions

**15. VARIOUS SUPPLIES TO BE PROVIDED BY THE COUNTY OF BERGEN**

**DESCRIPTION:**

- A. ROLL PAPER TOWELS
- B. TOILET TISSUE
- C. SOAP (HAND LIQUID)
- D. PLASTIC LINERS (SMALL TO MEDIUM SIZE)
- E. TOILET SEAT COVERS (WHERE APPLICABLE)
- F. SANITARY NAPKINS (WHERE APPLICABLE)

**VARIOUS SUPPLIES AND EQUIPMENT TO BE PROVIDED BY VENDOR**

**DESCRIPTION:**

- A. BOWL CLEANERS (TO BE USED ONLY FOR RESTROOMS).
- B. TOILET BRUSHES (TO BE USED ONLY FOR RESTROOMS).
- C. SPRAY BOTTLES FOR GLASS CLEANER AND/OR DISINFECTING CLEANERS.
- D. COMMERCIAL GRADE VACUUM CLEANERS (MINIMUM 4, PREFERABLY 5).
- E. GARBAGE BARRELS WITH WHEELS, TO INCLUDE CADDY BAGS.
- F. MOP HANDLES, INCLUDING ALL REQUIRED SIZES OF MOP HEADS.
- G. DUST MOPS WITH HANDLES.
- H. HAND DUSTERS FOR DUSTING SHELVES, OFFICES, PARTITIONS ETC.
- I. BROOMS WITH DUST PANS.
- J. DISINFECTING SOLUTIONS, RESTROOM DEODORANTS i.e. – PINE SOL, FABULOSO, ETC.
- K. BUCKETS WITH RINGERS FOR MOPPING (MINIMUM 3, PREFERABLY 4).
- L. RUBBER GLOVES – ALL REQUIRED SIZES, REGULAR GRADE AND HEAVY DUTY WHERE APPLICABLE.
- M. PLASTIC TRASH BAGS (40 – 55 GAL. SIZE)

## DEFINITION OF TERMS

**Buff:** Remove all marks using floor machine equipment with polishing pad to maintain floor luster.

**Carpet Extraction:** Shampoo carpeting using wet extraction machine method.

**Clean:** Remove all dirt, stains and marks with approved cleaner.

**Daily:** Work to be performed every day Monday to Friday excluding holidays (list herein).

**Damp Mop:** Remove all surface dirt and stains with mop and warm water containing detergent or floor cleaner as required.

**Damp Wipe:** Remove surface dirt with damp cloth.

**Disinfect:** To cleanse in order to destroy disease and germs.

**Disinfectant:** A germicidal cleaner for germ control.

**Dust:** Remove all loose dirt and debris. Specially treated cloths shall be used.

**Machine Strip:** Remove all surface dirt, stains, and wax with warm water, floor cleaner or germicidal disinfectant; dry with vacuum or mop.

**Mop:** Remove all surface dirt and stains with a mop and warm water containing floor cleaner or germicidal disinfectant.

**One Day:** 24 clock hours.

**Polish:** Machine polish or rub with dry cloth.

**Refinish:** Apply proper floor coating (wax on polish or sealer) and buff.

**Sanitize:** To cleanse free from dirt and bacteria.

**Scrub:** Remove all dirt, stains and marks with an approved cleaner.

**Strip:** Remove all accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.

**Sweep/Dust Mop:** Remove all loose dirt and litter with dustless-type sweeping tools on smooth concrete, tiled, and terrazzo floor; in places difficult to sweep, use hair floor brush or vacuum on other hard floors.

**Vacuum:** Remove all surface and embedded dirt, dust and debris using a vacuum cleaner.

**Wash:** Remove all dirt, stains, and marks with approved cleaner; rinse and dry.

**Wax:** Apply appropriate number of coats of approved floor finish.

## Cleaning and Disinfection Practices for Animal Facilities

### Important Considerations:

Sanitation will only be effective if the correct steps are followed. A soap or detergent should be used to remove traces of dirt, feces, litter, grease, and other organic material prior to the application of disinfectant products that will kill harmful microorganisms (germs). Detergents are needed to help suspend dirt, feces and grease because disinfectants are inactivated by the presence of these organic materials. Although some disinfectants also contain detergents, many (such as bleach) do not. If the soap or detergent does not contain a degreasing agent, a separate degreaser may be required to remove greasy residue in animal contact areas.

### Disinfectants

In order to be safe and effective, all disinfectants must be properly used as follows:

- Use only EPA approved disinfectants formulated for animal facilities.
- Always follow the label instructions and use at the correct concentration.
- Do not mix disinfectants and detergents, unless directed by the manufacturer.
- Apply disinfectants to clean, non-porous surfaces.
- Adequate contact time with surfaces, as directed by the manufacturer, is required for effective disinfection.

### Using a Bleach Solution

1. Mix the bleach solution fresh at least every day and replace when visibly dirty.
2. Bleach is inactivated by sunlight and extended storage, and cannot be mixed with detergents.
3. Bleach must be applied to pre-cleaned surfaces.
4. For routine disinfection at an animal facility, dilute regular household bleach (6.0% sodium hypochlorite solution, containing approximately 5.7% available chlorine by weight) 1:32 with water (1/2 cup bleach per one gallon of water). Bleach solutions at concentrations less than this may not be effective and concentrations greater than this may cause corrosion and respiratory tract irritation.
4. Allow bleach solution to have at least 10 minutes of contact time with the surface, then rinse with water.
5. The following formula can be used to determine the proper dilution of bleach products containing more than 6% sodium hypochlorite:  
$$21 \text{ divided by } \% \text{ of bleach} = \text{ounces of bleach per gallon of water.}$$
6. For the purpose of killing fungal spores (ringworm), bleach should be diluted with water at a concentration of 1:10 (1 ½ cups of bleach per gallon of water). Animals must be removed from the area and people should wear appropriate protective equipment when using 1:10 bleach solutions.

### Recommended Cleaning Protocol

Clean all areas containing healthy animals first, then clean areas housing sick animals last. Use separate equipment, footwear, and garments for each area. Change the cleaning solution frequently.

1. **Mechanically remove** all organic material by scooping feces and sweeping or rinsing litter, food, urine and other organic matter.
2. **Clean surfaces using a soap or detergent** product, water, and mechanical scrubbing with a brush, rag, etc. Rinse surfaces thoroughly with hot water.
3. **Apply a disinfectant** appropriate for the facility and maintain the required contact time with surfaces, usually 10 minutes, before rinsing. Follow product label directions for animal facilities, which may differ from the general directions.
4. **Remove excess water** using a squeegee, fan or other means before returning animals to their enclosures.

New Jersey Department of Health, Infectious and Zoonotic Disease Program, 2012

**JANITORIAL CLEANING SERVICES**  
**(LOCATION #14)**

**SPECIFICATIONS**

**NOTE: THE FOLLOWING SPECIFICATIONS ARE SPECIFIC TO THE BERGEN COUNTY CRIMINAL ID BUILDING, 160 RIVER ST., HACKENSACK, NJ**

**NOTE: IT SHALL BE THE SOLE RESPONSIBILITY OF ALL VENDORS TO PROPERLY ESTIMATE THE MAN HOURS REQUIRED TO COMPLETE ALL CLEANING ROUTINES AND PROCEDURES NOTED IN THE SPECIFICATIONS CONTAINED IN THIS BID. THE AWARDED VENDOR MUST PERFORM ALL CLEANING ROUTINES & PROCEDURES TO THE SATISFACTION OF THE LEAD AGENCY DIRECTOR AND VARIOUS AGENCY DESIGNEES.**

1. The Contractor shall furnish and supply all necessary and proper supervision, transportation, labor, administration, materials, tools and equipment to perform janitorial cleaning services at the location(s) set forth herein.
2. Services shall be performed subject to the acceptance of the Agency Director and in accordance with the requirements set forth herein.
3. All areas are to be maintained in a clean and safe condition at all times and under all circumstances.
4. In connection with this work, the Contractor shall maintain a pleasant environment for the public and County employees.
5. The Contractor shall at all times be under the direction of the Agency Director or his/her designated representative, who shall be advised immediately by the Contractor's personnel of any abnormal, modified or unusual condition within the facilities.
6. The Contractor shall not do or permit any act which:
  - A. May cause or produce within the County buildings any noxious or objectionable smoke, gases, vapors, odors; or
  - B. May interfere with the effectiveness or accessibility of the drainage and sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses installed or located within the County buildings; or
  - C. May constitute a nuisance in or about the buildings or which may result in the creation, commission, or maintenance of a nuisance in or about the County buildings.
7. FACILITIES PROVIDED TO THE CONTRACTOR BY THE COUNTY
  - A. The County will furnish the Contractor, without charge, non-exclusive space to store equipment, materials and supplies.
  - B. Said space shall be designated by the Agency Director or his designated representative, and may be changed from time to time.
  - C. The Contractor shall at all times maintain and clean this area and all fixtures, equipment and other appurtenances located therein, in an orderly and neat appearance as approved by the Agency Director.
  - D. The County will provide the Contractor with water, electricity and receptacles for garbage disposal.
8. EQUIPMENT AND MATERIALS PROVIDED BY CONTRACTOR
  - A. The Contractor shall provide all materials necessary for the performance of this contract, including, but not limited to: detergents, degreasers, soaps, graffiti removal products, sanitizers, deodorizers,



buffing pads, brushes, brooms, mops, buckets, wringers, dust cloths, plastic trash bags- all sizes, polishes, sponges and/or all-purpose cleaners.

- B. Equipment furnished by the Contractor shall include, but not be limited to, scrubbers (single action) mops, vacuum cleaners and such other equipment that the Agency Director may, from time to time, require for the Contractor's performance.
- C. All materials and equipment used by the Contractor must be approved by the Agency Director and must be used in accordance with the manufacturer's instructions.
- D. The Agency Director may, from time to time, establish minimum inventories of materials and equipment to be maintained by the Contractor.
- E. The Contractor shall furnish all liquid soap, paper towels, toilet paper, plastic trash liners –all sizes, feminine hygiene products, and air freshener canisters for lavatories. The Contractor shall refill all paper towel dispenser, and soap dispensers, whether in lavatories or elsewhere in the building.
- F. Supplies of feminine hygiene products shall be maintained on a weekly basis.
- G. The Contractor shall, at all times, stock, service, fill and maintain all paper towel, toilet tissue, liquid soap, feminine hygiene products in all lavatories.
- H. All supplies must be the same or equal to the specifications now in use by the County to procure these materials.
- I. At no time shall the building be without necessary supplies.

#### 9. DAMAGE DUE TO CONTRACTOR'S OPERATION

- A. The Contractor shall repair, replace or rebuild, to the satisfaction of the Agency Director, any and all parts of the premises which may be damaged or destroyed by the acts or omissions of the Contractor, its officers, agents or employees, and if the Contractor shall fail to repair, replace or rebuild, with due diligence, the Agency may, at its option, perform any of the foregoing work the Contractor shall pay to the County of Bergen the cost thereof.

#### 10. LABOR

- A. The Contractor shall furnish competent and adequately trained personnel to perform the services required under this contract.
- B. If any personnel do not perform the services to be furnished hereunder, in a proper and satisfactory manner, the Contractor shall remove any such personnel and replace them with personnel satisfactory to the Agency Director within 24 hours.
- C. At all times while the Contractor is performing the requirements of this contract, at least one Contractor's employee shall be on site that can speak and understand English.
- D. Employees assigned to cleaning shall work exclusively in the area to which they are assigned and shall perform the required cleaning services for the tour specified.

#### 11. MANAGEMENT AND SUPERVISION

- A. A foreman or supervisor shall be provided and authorized by the Contractor to receive and put into effect promptly all orders, directions and instruction from the Agency Director or his/her designated representative.
- B. All supervisors and foremen must speak and understand English.
- C. Such foreman or supervisor shall be available at all times, where any work is being performed, to receive such orders, directions and instructions.
- D. All cleaning personnel shall receive their orders, directions and instruction from the foreman or

supervisor.

F. Contractor must provide the appropriate number of hours to properly clean this facility in accordance with specifications contained herein.

## 12. EMERGENCY WORK

A. Prior to award, the vendor must furnish to the Lead Agency Director: the home and or cell phone numbers of supervisors, foremen, etc. for the purpose of establishing immediate communications in the event of a cleaning emergency. Emergency service visits not covered by this contract are to be billed at the hourly rate pricing quote contained elsewhere herein.

1. Emergency response time shall be within two (2) hours after receipt of phone call.
2. Vendor must respond to the above noted emergency seven (7) days per week, including holidays.
3. Emergency phone numbers shall include home and / or cellular phones and pager numbers, as may be appropriate.
4. **Note: telephone numbers to answering machines are not acceptable.**

## 13. IDENTIFICATION

- A. The Contractor shall provide for a system of identification and control of his employees, subject to the approval of the Agency Director.
- B. Each employee of the Contractor shall prominently display an identification badge that shall contain the following information:
  1. Employee's name
  2. Employee's signature
  3. Employer
  4. Picture of employee

## 14. UNIFORMS

- A. The Contractor shall, at his own expense, supply all personnel with uniforms, as approved by the Agency Director.
- B. Such personnel shall wear their uniforms at all times while on the premises of the County.
- C. The Contractor shall assure that such personnel shall present a neat, clean and orderly appearance at all times

## 15. PERFORMANCE PROCEDURES

- A. The Contractor shall provide the necessary number of cleaning personnel required to properly perform the work specified herein.
- B. The personnel so assigned shall perform their tasks as directed by the Contractor's foreman or supervisor, subject to the approval of the Agency Director.

## 16. JANITORIAL PRODUCTS AND CLEANING SUPPLIES

- B. Descriptions of the various cleaning materials, implements and janitorial products required for this service are to be found elsewhere herein.
- B. The County makes no recommendations as to the actual amount of cleaning materials and janitorial products required.
- C. THE VENDOR IS RESPONSIBLE FOR CORRECTLY ESTIMATING THE ACTUAL AMOUNTS OF CLEANING SUPPLIES REQUIRED.

## 17. VENDOR EMPLOYEES

- A. All vendor employees must be legally entitled to be in this County and to be legally employed here.
- B. If an employee is not a citizen, he must supply the appropriate I.C.E. document to prove he is legally entitled to seek employment here.

## 18. SECURITY:

- A. The Agency reserves the right to reject anyone who might place the security of its operation in jeopardy.
- B. No employee used at our facility and no principal owner of the cleaning service company may have any criminal history.
- C. All employees and principal owners of the cleaning service company must consent to background investigations to determine presence of any criminal history.
- D. The nature of the background check is described on the release form (if any) to be found elsewhere herein.
- E. No employee of the cleaning service company shall be substituted for a regularly assigned employee unless such new employee shall have undergone the required criminal background check and received the approval of the Agency Director.
- F. The vendors submitting the responsive and responsible proposals shall be notified by the buyer via fax, e-mail or phone as may be appropriate.
- G. Within 72 hours of such notification, said vendors shall submit the following to the facility contact person:
  - 1. A list showing the full name, date of birth, home address (no post office boxes) telephone number, and social security number of each of bidder's principal owners and employees who will or may work at the facility.
  - 2. A copy of the I.C.E. document for each employee listed in #1 above who is not a citizen, showing that the employee is legally entitled to be in the United States and to be employed here.
  - 3. An original signed release executed by each employee listed in # 1 and #2, consenting to the background checks and random illegal substance testing.

#### 19. REFERENCES

- C. A list of not fewer than three (3) references for comparable facilities, including facility or company names, address, name of contact and telephone number of contact must accompany the bid package at the time of the scheduled bid opening.

#### 20. BILLING/PAYMENT

- A. All work must be accomplished according to the specifications herein. Payment shall not be made until all work has been approved by the Agency Director or his designate.
- B. Any work not completed will automatically be deducted from the monthly bill.
- C. Vendor will invoice each month for the prior month's work.

#### 21. DISPENSERS

- A. Dispensers for toilet paper, paper towels and liquid hand soap already exist in the restrooms and elsewhere in the various County buildings. If the vendor finds any dispensers to be faulty or broken, the vendor must notify the Agency Director immediately.
- B. All dispensing units will be supplied by the County, and shall remain the property of the County of Bergen.

#### 22. STRIPPING AND CLEANING OF FLOORS & CARPET CLEANING

Stripping and cleaning of floors and carpet cleaning for the facility noted in this bid shall be specifically required twice within the 12-month contract period. The Using Agency designee, shall coordinate with the awarded vendor in order to schedule all the required floor cleaning services. The available hours to perform these services may vary according to each location, pursuant to specifications elsewhere herein.

- A. Stripping and Refinishing of VCT Flooring (Vinyl Composite Tile)

1. Vendor shall first dry mop or sweep floor to remove all loose dirt, dust, or foreign debris. Vendor shall use black stripping pads along with the application of a high quality liquid floor stripper to remove all old wax and wax build -up from the floor. All corners, coves, and edges shall be free of any build-up before application of refinishing material.
2. Floors must be rinsed no less than two (2) times prior to the application of two (2) coats of sealer. Vendor shall then apply four (4) thin coats of the appropriate floor finish, working from the edge of the floor to the center of the floor.
3. Vendor shall allow for the proper drying time intervals regarding the application of all liquids required for the above noted processes.
4. Floor shall be burnished twenty four (24) hours after the above noted processes are completed.
5. Vendor shall use "Johnson Plaza Floor Finish," - or approved equal. When finished, the floor shall have no streaks, and shall have a clean polished finish.
6. Regarding the application of wax products and the finishing process: Vendor must utilize all the required products and materials in accordance with all manufacturers' recommendations.
7. It shall be the responsibility of the awarded vendor to ensure that the condition of all floors must be safe for usage after completion of the above noted processes. Floors must not be slippery.

#### B. CARPET SHAMPOOING

1. All carpet cleaning shall be performed according to manufacturer's recommendations. BONNET CLEANING WILL NOT BE ACCEPTABLE. Vendor shall make a complete survey of all areas to be cleaned, in order to familiarize him/her with the type of carpet fibers to be cleaned. Vendor must test a small area of each fabric in order to make sure that the correct cleaning agents and methods are used on each type of carpet. Vendor shall be responsible for any damages caused in the process of carpet cleaning.
2. Vendor shall be responsible to move and shall replace furniture for all carpet cleaning services. Prior to shampooing, all carpet shall be vacuumed thoroughly. Carpet shall be ROTARY SHAMPOOED using "Coastal Hitex Shampoo," (or approved equal) and all excess shampoo extracted. All nap shall be facing the same way when the process is complete. Vendor must use nap brush on carpet before drying.

#### 23. CAUTION TO BIDDERS

- A. All work must be accomplished according to the routines and procedures described elsewhere herein.
- B. Payment shall not be made until all work has been approved by the Director of General Services or his designee.
- C. Any work not completed will automatically be deducted from the monthly bill.
- D. If the cleaner is absent, a replacement worker is required.
- E. A \$100.00 daily penalty will be charged for the failing to replace the cleaner. On the third time this happens, the contract may be terminated.

24. PERFORMANCE PROCEDURES

- A. The contractor shall provide the necessary number of cleaning personnel required to properly perform the work specified herein.
- B. The personnel so assigned shall perform their tasks as directed the Contractor's foreman or supervisor, subject to the approval of the Director of General Services or his designee.

25. CONTRACTOR PERSONNEL WORKFORCE

PROPOSAL

The Contractor shall include with this bid, a listing of the number of personnel they intend to assign to each facility, inclusive of foremen/supervisors. Such listing shall include a breakdown of the number of personnel and foremen/supervisors per floor for the initial year and option year (if applicable).

**NOTE:** It shall be the sole responsibility of each Contractor to properly estimate the total man hour cost required to perform all cleaning routines & procedures in accordance with the specifications contained in this bid.

**NOTE:** THE NUMBER OF PERSONNEL, FOREMEN/SUPERVISORS, AND TIME REQUIRED TO PERFORM THE VARIOUS CLEANING ROUTINES & PROCEDURES MAY VARY; HOWEVER, THE COUNTY HOURLY RATE REQUIREMENTS MUST BE FULLY ABIDED BY AS NOTED ELSEWHERE IN THIS RFP.

## **\*LOCATION- BERGEN COUNTY CRIMINAL INVESTIGATION BUILDING**

(FLOORS TO BE CLEANED- 1<sup>ST</sup>. & 2<sup>ND</sup>.ONLY)

<u>YEAR</u>	<u>NUMBER OF PERSONNEL</u>	<u>NUMBER OF FORMEN / SUPERVISORS -PER WORK</u>
INITIAL 24 MO. PERIOD	PERSONNEL PER FLOOR: # FACILITY TOTAL #	PERSONNEL PER FLOOR# FACILITY TOTAL #
1 <sup>ST</sup> . YEAR OPTION PERIOD	PERSONNEL PER FLOOR: # FACILITY TOTAL #	PERSONNEL PER FLOOR# FACILITY TOTAL#
2 <sup>ND</sup> . YEAR OPTION PERIOD	PERSONNEL PER FLOOR: # FACILITY TOTAL #	PERSONNEL PER FLOOR# FACILITY TOTAL#
3 <sup>RD</sup> . YEAR OPTION PERIOD	PERSONNEL PER FLOOR: # FACILITY TOTAL #	PERSONNEL PER FLOOR# FACILITY TOTAL#

I DECLARE THAT I HAVE READ AND AGREE WITH THE INFORMATION SUBMITTED ON THIS PROPOSAL SHEET  
\_\_\_\_\_ (INITIAL).

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_ (PRINT NAME)

## ***SUPPLIES TO BE PROVIDED BY CONTRACTOR***

**DESCRIPTIONS OF ITEMS TO BE USED: ALL ITEMS MUST BE EQUAL TO OR BETTER THAN THOSE NOTED BELOW AND MUST MEET APPROVAL OF AGENCY DESIGNEE.**

- A. ROLL TOWELS: Large roll, universal, non-proprietary, bleached white paper, 580 towels/roll, 12/roll case, minimum 435 roll, minimum 30 lb., basis weight, maximum 450 roll; 12/case.
- B. TOILET PAPER: Split core, roll, **2-ply**, universal, non-proprietary, 2000 sheets/roll. Plastic end caps for proper dispensing; tissue core split in 2 halves to allow spent core to drop into core catcher, must fit dispenser. 36 roll/case.
- C. SOAP: Hand, liquid, dispenser type, and viscosity must prevent dispenser leaking; #2 recyclable bottles, 1 liter/bottle, 10 bottles/case.
- D. LARGE LINERS: Plastic polyethylene, black, 23" x 20" x 48" 3 mil. no linear low 100/case.
- E. SMALL LINERS: Polyethylene, black, 16" x 14" x 36", 1.5 mil. no linear low, 250/case.
- F. SANITARY NAPKINS: Stay Free or Modess, #4; 250/case.
- G. TOILET SEAT COVERS.

### **TOOLS AND EQUIPMENT:**

- A. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including but not limited to, carpet cleaners, strippers and waxes, soaps, cleaners, mops, brooms, buffers, ladders, hoses, HEPA vacuum cleaners, trash liners, cleaning rags and all other cleaning equipment. The Bergen County Sheriff's Office reserves the right to inspect equipment to be used to perform this contract. Any equipment determined to be in poor condition must be replaced immediately, at the Contractor's expense. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

### **MATERIALS AND SUPPLIES:**

- B. All cleaning supplies, materials, and tools used in the performance of this contract shall be of good commercial quality, suitable for the purpose intended, and shall provide results necessary to provide high standards of cleanliness required under this contract. All cleaning processes used shall meet high standards of safety and effectiveness for commercial applications in high traffic areas and shall not damage the facilities being cleaned.

**DATA SHEET**

THE FOLLOWING LOCATION IS COVERED UNDER THIS BID:

Bureau of Criminal Investigation, 160 South River Street, Hackensack, N.J. 07601.

**DAILY CLEANING**

MON. - FRI. Except holidays

***THE BUILDING MAY HAVE THE DAILY CLEANING ROUTINES PERFORMED DURING THE HOURS OF 8:30A.M. TO 2:30P.M. MONDAY THROUGH FRIDAY.***

Estimated Areas:Floor Type Percentage

First Floor	7,000 sq. ft.	Approximate 75% rug
Second Floor	9,000 sq. ft.	Approximate 25% VCT tile and other
Third Floor	N/A	
TOTAL SQ. FT. - 16,000		

JANITORIAL SUPPLIES: roll towels, toilet paper, soap, large liners, small liners, air freshener, sanitary napkins, sanitary napkin disposal bags and wherever there are dispensers, toilet seat covers.

Bidders shall estimate required quantities.

## Number of Employees:

20 employees 8:00 A.M. - 4:00 P.M.  
 8 employees 4:00 P.M. 12:00 Midnight  
 8 employees Saturdays, Sundays and Holidays  
 Reasonable number of deliveries, etc.

## ELEVATORS:

Bureau of Criminal Investigation: 1

Emergency Work: As may be required.



Holidays: Holidays may vary from time to time as established through County and Union bargaining agreements. Prior to initiating services, vendor shall inquire with the agency designee for verification of such holidays.

New Year's Day

Martin Luther King's Birthday

Lincoln's Birthday

President's Day Good

Friday Memorial Day

Independence Day

Labor Day Columbus

Day Election Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Day'

## **DEFINITION OF TERMS**

**Buff:** Remove all marks using floor machine equipment with polishing pad to maintain floor luster.

**Carpet Extraction:** Shampoo carpeting using wet extraction machine method.

**Clean:** Remove all dirt, stains and marks with approved cleaner.

**Daily:** Work to be performed every day Monday to Friday excluding holidays (list herein).

**Damp Mop:** Remove all surface dirt and stains with mop and warm water containing detergent or floor cleaner as required.

**Damp Wipe:** Remove surface dirt with damp cloth.

**Disinfect:** To cleanse in order to destroy disease and germs.

**Disinfectant:** A germicidal cleaner for germ control.

**Dust:** Remove all loose dirt and debris. Specially treated cloths shall be used.

**Machine Strip:** Remove all surface dirt, stains, and wax with warm water, floor cleaner or germicidal disinfectant; dry with vacuum or mop.

**Mop:** Remove all surface dirt and stains with a mop and warm water containing floor cleaner or germicidal disinfectant.

**One Day:** 24 clock hours.

**Polish:** Machine polish or rub with dry cloth.

**Refinish:** Apply proper floor coating (wax on polish or sealer) and buff.

**Sanitize:** To cleanse free from dirt and bacteria.

**Scrub:** Remove all dirt, stains and marks with an approved cleaner.

**Strip:** Remove all accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.

**Sweep/Dust Mop:** Remove all loose dirt and litter with dustless-type sweeping tools on smooth concrete, tiled, and terrazzo floor; in places difficult to sweep, use hair floor brush or vacuum on other hard floors.

**Vacuum:** Remove all surface and embedded dirt, dust and debris using a vacuum cleaner.

**Wash:** Remove all dirt, stains, and marks with approved cleaner; rinse and dry.

**Wax:** Apply appropriate number of coats of approved floor finish.

**JANITORIAL CLEANING SERVICES  
ROUTINES: BERGEN COUNTY  
CRIMINAL ID BUILDING**

1. ROUTINE A - Office Cleaning Routine

A. Procedure 1 -Daily

1. Empty waste baskets, trash containers and other receptacles:
  - Remove liners.
  - Transport waste to compactor or dumpsters.
  - Wash with an odor counteracting, sanitizing solution, rinse dry.
  - Replace liner.
2. Dust horizontal surfaces of office furniture, equipment, ledges (including window ledges) and sills, using chemically treated dusting cloths and/or synthetic dusters or dusting towels.
3. Spot damp mop all non-carpeted floors, dust mop all floors using chemically treated (County approved) dust mops or sweeping cloths.
4. Completely vacuum carpeted surfaces.
5. Clean and sanitize water fountains using a counteracting detergent solution that sanitizes and deodorizes.
6. Damp wipe fingerprints, smears, smudges, etc. on doors, columns, walls and glass partitions surfaces.
7. Dust the vertical and horizontal top surfaces of office furniture and equipment. Dust all lower areas of chairs, file cabinets and desks.
8. Wash surfaces of interior glass partitions, doors, etc. (not outside windows).
9. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces. Disinfect all door handles.
10. In all Auditoriums, Conference Rooms and Lunch Rooms, wipe down all tables with

**DAMP CLOTH WITH A NON-STREAKING  
SOLUTION.**

B. Procedure 2-Weekly

1. Spot clean all carpet areas as required using manufacturing directions.
2. Damp mop and burnish all VCT flooring, including corridors.
3. Vacuum ceiling vents and air deflectors.

C. Procedure 3 - Monthly

1. Polish all wood furniture, dust all surfaces within 70" of the floor.
2. Clean all baseboards and door jams

3. ROUTINE B-1 - Rest Room Cleaning of all rest rooms and lounges at the work site including private rest rooms.
    - A. Procedure 1 - Daily
      1. Thorough cleaning of rest rooms. Completely clean and disinfect restrooms.
      2. Refill and restock all soap, towels, tissues, sanitary napkin dispensers and toilet seat covers.
        - a. Soap, paper towels, toilet paper and disinfectant should be readily available in surplus on premises at all times.
    3. Empty waste baskets, trash containers, sanitary napkin and other receptacles:
      - a. Remove liners.
      - b. Transport waste to compactor or dumpsters.
      - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
      - d. Replace liner.
    4. Dust all partitions and dispensers.
    5. Scrub removing any and all present stains on all interior surfaces of all commodes, urinals, wash basins and connected piping.
    6. Wash wall partitions, doors and mop and rinse all floor areas. An approved solution of detergent sanitizer odor counteracting materials shall be used for all cleaning and mopping operations. Wash and polish mirrors, dispensers, faucets, etc.
    7. Showers – disinfect and wipe down inside of shower (including any hardware).
  - B. Procedure 2- Weekly
    2. Clean full surface of all partitions with an approved solution of detergent sanitizer material.
    2. Spot clean ceramic tile walls within 70" of the floor.
    3. Wash walls with an approved solution of detergent sanitizer material.
    4. Flush all floor drains with water and a germ killing odor counteracting material.

NOTE: All weekly routines must be performed on the same day each week, unless modified by the Agency Director.
  - C. Procedure 3 –Monthly - must be performed within the same week each month, unless modified by the Agency Director
    1. All resilient and other hard flooring must be burnished on a monthly basis. All such floors must be properly swept, cleaned with an appropriate detergent sanitizing agent and dried prior to performing the burnishing process.
    2. This monthly routine is meant to achieve a clean shiny and safe condition for all types of flooring covered by this bid. Vendor must use only Agency approved cleaning products that are specific to each individual type of flooring in accordance with manufacturer's recommendations and specifications.
    3. Stripping and finishing of floors shall be part of this contract, as noted elsewhere herein.
    4. High dust all surfaces above 70" of the floor, including lights, intake & fans
3. ROUTINE B-2- Weekly- Thorough cleaning of all janitor's closets:
  - A. Wash and sanitize the sink and sanitize the faucet bars and connecting piping.
  - B. Wash all wall surfaces.

- C. Mop and rinse the floor areas.
- D. Maintain equipment and supplies in a neat, clean and orderly manner.
- 4. ROUTINE B-3- Wall and ceiling cleaning, all public and private rest rooms.
  - A. Procedure 1 - Daily
    - 1. Damp wipe fingerprints, smudges, smears etc. on vertical surfaces.
  - B. Procedure 2-Weekly
    - 1. Wash all ceramic tile and painted walls with a sanitizing, deodorant, odor counteracting solution using the appropriate brush/implement.
- 5. ROUTINE C- Elevator cleaning: See the data sheet, elsewhere herein, for a list of elevators, if any.
  - A. Procedure 1 - Daily
    - 1. Clean surfaces and elevator door saddles.
    - 2. Damp wipe all interior surfaces of fingerprints, smudges, smears, marks, graffiti, etc.
    - 3. Vacuum carpeted floors.
  - B. Procedure 2- Weekly
    - 1. Steel wool brush elevator saddles and apply metal polish.
    - 2. Machine scrub and buff resilient floor (vinyl flooring) with an approved solution.
- 6. ROUTINE D - Daily - Lobbies and floors: Public lobbies and elevator lobbies
  - A. Empty waste baskets, trash containers and other receptacles:
    - 1. Remove liners.
    - 2. Transport waste to compactor or dumpsters.
    - 3. Wash with an odor counteracting, sanitizing solution, rinse dry.
    - 4. Replace liner.
  - B. Treated sweeping and spray buff of entire floor surface and vacuum elevator saddles.
  - C. Dust wall surfaces including wall fixtures and directories.
  - D. Dust ledges and sills in public areas using dry treated cloth.
- 7. ROUTINE E - Entrance ways and stairs:
  - A. Procedure 1 - Daily
    - 1. Empty waste baskets, trash containers and other receptacles:
      - a. Remove liners.
      - b. Transport waste to compactor or dumpsters.
      - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
      - d. Replace liner.
    - 2. Damp wipe fingerprints, smudges, smears, etc. on doors, wall surfaces, stairway doors.
    - 3. Sweep stairways including floor surfaces, stairs and landings.
    - 4. (Sweep/wipe down any insects left in crevices).
    - 5. Damp mop floors using mop, bucket with wringer.
  - B. Procedure 2- Monthly
    - 1. Scrub clean stairways and include all floor surfaces, landings and stair treads.

Twice per year: Machine scrub and buff stairwells and landings.

- 8. ROUTINE F- Daily- Outside area policing and cleaning: entire area outside of buildings,

- including parking lots
- A. Pick up trash, cigarette butts, litter, etc. Pick up all trash including: papers, wrappers, cigarette butts and any other debris within ten (10) feet of the building perimeter.
  - B. Immediately clean and sanitize any area soiled by sickness, spillage or as otherwise necessary.
  - C. Empty waste baskets, trash containers and other receptacles:
    1. Remove trash from receptacles.
    2. Remove liners.
    3. Transport waste to compactor or dumpsters.
    4. Wash with an odor counteracting, sanitizing solution, rinse dry.
    5. Replace liner.
9. ROUTINE G- Daily- Corridors and passage ways: All public and non-public corridors and passage ways.
- A. Dust mop using approved chemically treated dust mops or sweeping tools with chemically treated cloth.
  - B. Clean and sanitize the water fountains, an approved solution shall be used.
  - C. Vacuum carpeted surfaces.
  - D. Empty waste baskets, trash containers and other receptacles:
    1. Remove liners.
    2. Transport waste to compactor or dumpsters.
    3. Wash with an odor counteracting, sanitizing solution, rinse dry.
    4. Replace liner.
  - E. Spot clean carpeting using approved system.
10. ROUTINE H- Daily- Trash removal: Cafeterias and any other areas not specifically covered herein.
- A. Empty waste baskets, trash containers and other receptacles.
  - B. Remove liners.
  - C. Transport waste to compactor or dumpsters.
  - D. Wash with a brush, odor counteracting, sanitizing solution, rinse with a water hose and let dry.
  - E. Wipe down outside of container and return to same area.
  - F. Replace liners.
11. ROUTINE I- Locker Room Cleaning Routine
- A. Procedure 1 -Daily
    1. Empty waste baskets, trash containers and other receptacles:
      - a. Remove liners.
      - b. Transport waste to compactor or dumpsters.
      - c. Wash with an odor counteracting, sanitizing solution, rinse dry.
      - d. Replace liner.
    2. Dust horizontal surfaces of office furniture, equipment, ledges and sills, using chemically treated dusting cloths.

3. Spot damp mop all non-carpeted floors, dust mop all floors using chemically treated dust mops or sweeping cloths.
  4. Clean and sanitize water fountains using a solution of detergent and sanitizer odor counteraction.
  5. Damp wipe fingerprints, smears, smudges, etc. on doors, columns, walls and glass partitions surfaces.
  6. Dust the vertical surfaces of office furniture and equipment.
  7. Dust all pictures, frames, charts, graphs, and similar wall hangings; dust partitions, doors and door frame surfaces.
- B. Procedure 2- Weekly
1. Damp mop and burnish all VCT flooring, including corridors.
- C. Procedure 3 - Monthly
1. Dust all surfaces within 70" of the floor.
- D. Procedure 4 - Twice Yearly
1. Include both men's and women's locker rooms.
  2. Strip seal and refinish VCT flooring.

### **ROUTINE J - KITCHEN AND BREAKROOM AREAS**

- E. Procedure 1 -Daily
1. Empty waste baskets, trash containers and other receptacles, Remove liners.
  2. Thoroughly clean the break room area.
  3. Wet mop kitchen area and wipe down all counter space; wipe down all tables and straighten out chairs.
  4. Clean exterior and interior of microwave.
  5. Wipe down all appliances; (i.e. Toaster oven, microwave, coffee machine, and refrigerator).
  6. Spot clean any obvious stains or spills
  7. Damp wipe counters and sinks.
  8. Clean and disinfect sinks.
  9. Re-fill hand towel dispensers.

**SITE INSPECTION*****LOCATION: CRIMINAL ID BUILDING, 160 RIVER ST., HACKENSACK, NJ***

Prior to submitting the RFP, prospective bidders are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and/or existing general and local conditions which can effect that service, overhaul and/or installation or the cost thereof.

Failure to make such inspection will not relieve the bidder from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Vendors wishing to schedule a site inspection for the above location shall contract Ms. Deanna Nieves at 201-336-7403.

Bidder shall sign this sheet and have it co-signed by the Bergen County Using Department Head or Designate.

SITE INSPECTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE AND TITLE

\_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNATE

\_\_\_\_\_  
DATE



**JANITORIAL CLEANING SERVICES**

**RFP #15-020**

VENDOR MUST ENTER THE NUMBER OF PERSONNEL AND SUPERVISORS THEY INTEND TO ASSIGN TO THE VARIOUS LOCATIONS FOR THE PURPOSE OF PERFORMING THE JANITORIAL CLEANING SERVICES IN ACCORDANCE WITH ALL THE SPECIFICATIONS AND REQUIREMENTS AS CONTAINED WITHIN THIS RFP.

**CONTRACTOR PERSONNEL - WORK FORCE PROPOSAL**

#	LOCATION	INITIAL 24 MONTH				1ST. 12 - MO. OPTION				2ND. 12 - MO. OPTION				3RD. 12 - MO. OPTION			
		#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors	#Personnel	#Supervisors
1.	MEDICAL EXAMINER (PO)																
2.	COMMUNITY SERVICES BUILDING																
3.	B. C. PROSECUTOR'S OFFICE																
4.	MOSQUITO CONTROL																
5.	NEW PUBLIC WORKS PARAMUS																
6.	B. C. JUSTICE CENTER																
7.	ONE BERGEN PLAZA																
8.	CENTRAL MUNICIPAL COURT																
9.	ANIMAL SHELTER & TRAILER																
10.	LODI ARMORY / COMMUNITY TRANS.																
	101 HUDSON ST. (SENIOR SVS.)																
11.	103 HUDSON ST. (ARP)																
12.	NEW COUNTY GARAGE, HACKENSACK																
13.	PROSECUTOR'S WAREHOUSE																
14.	B. C. CRIMINAL ID BUILDING																

LOCATION DATA SHEET - BY REGIONS

#	LOCATIONS	* DAILY REQUIRED CLEANING HOURS	APPROX. SQ. FEET	APPROX. EMPLOYEES	APPROX. BATHROOMS	APPROX. # KITCHENS	APPROX. VISITORS P/DAY	ELEVATORS	FLOORS / LEVELS
REGION: AREA #1, (1 - 5)									
1.	MEDICAL EXAMINER, PARAMUS	MON. - FRI. 8:30 AM - 5:00 PM	2,494	8	3	1	N/A	NONE	1 - FLOOR
2.	COMMUNITY SERVICE BUILDING 351 E. RIDGEMOOD AVE., PARAMUS a. Area one (1) - Sheriff's Dept. b. Area two (2) - CID Records dept. offices, Special Services HD & Environ. Offices - HD, Weights & Measures Office	MON. - FRI. 5:00 PM - 11:00 PM *SAT. & SUN. (See Notes below)	43,565	150	14	3	100	TWO (2)	3 - FLOORS
3.	B. C. PROSECUTOR'S OFFICE, 100 EISENHOWER DRIVE, PARAMUS	MON. - FRI. 8:00 AM - 3:00 PM (EXCLUDING HOLIDAYS)	55,000	200	16	2	10	1	2 - FLOORS
4.	MOSQUITO CONTROL JAROME AVE., PARAMUS (See Note Below)	MON., WED. & FRI., between the hours of 8:00 AM & 2:00 PM. Vendor must perform continuous cleaning for a minimum of 3.5 hours per visit. CLEANING HOURS - TBD	2,000	21	3	1	N/A	N/A	1 - LEVEL
5.	* NEW PUBLIC WORKS FACILITY 2 JAROME AVE., PARAMUS (See Below) REGION: AREA #2, (6 - 10)		*23,000	110	5	1	N/A	1	2 - FLOORS
6.	BERGEN COUNTY JUSTICE CENTER 10 MAIN ST., HACKENSACK: a. PROSECUTOR'S OFFICE (2ND. FLOOR) b. SURROGATES COURT (2ND. FLOOR) c. ROOM 2014 (2ND. FL.) Judges Chambers d. ROOM 2012 (2ND. FL.) Grand Jury room (All Carpet) e. ALL BATHROOMS, HALLWAYS & STAIRWELLS WITHIN THE ENTIRE JUSTICE CENTER COMPLEX.	MON. - FRI. 2:30 PM - 4:30 PM MON. - FRI. 5:30 PM - 9:30 PM MON. - FRI. 5:30 PM - 9:30 PM MON. - FRI. 5:30 PM - 9:30 PM MON. - FRI. 5:30 PM - 9:30 PM MON. - FRI. 5:30 PM - 9:30 PM	18,680 8,412 2,200 2,100 N/A	100 28 2 2 N/A	N/A	N/A	N/A	N/A	NINE - 9 5 - FLOORS
7.	ONE BERGEN PLAZA One Bergen County Plaza, HACKENSACK	1ST. SHIFT: M - F 8:30 AM - 4:30 PM (MINIMUM REQUIRED CLEANING HOURS - 8) 2ND. SHIFT: MON. - FRI. 5:30 PM - 9:30 PM (MINIMUM REQUIRED CLEANING HOURS - 4) MON.: 6:00 AM - 8:30 AM	260,000	1,100	25	17	800	4 - BUILDING 2 - GARAGE	5 - FLOORS 5 - LEVELS
8.	CENTRAL MUNICIPAL COURT 71 HUDSON ST., HACKENSACK	TUES. - FRI. AFTER COURT HOURS	7,130	12	4	1	200	1	2 STORY
9.	ANIMAL SHELTER - 100 UNITED LANE, TERERBORO a. Animal Control Trailer (Parking Lot Area)	MON. - SUN. 9:00 AM - 2:00 PM MON. - SUN. 9:00 AM - 2:00 PM	18,108 590	31 3	5 N/A	1 N/A	75 15	NONE NONE	1 - LEVEL 1 - LEVEL
10.	LODI ARMORY / COMMUNITY TRANS. 178 ESSEX ST., LODI	MON., WED., & FRI. FROM 5:00 PM - 8:00 PM	14,200	100	2	1	N/A	NONE	1 - LEVEL

Parking -ground level

**REGION: AREA #3, (11 - 13)**

PAGE 2 OF 3

11. HS - SENIOR CTR. & HD - ARP PROGRAM 101-103 Hudson St., Hackensack	MON. - FRI. 6:00 PM - 10:00 PM MON. - FRI. 6:00 PM - 10:00 PM	6,169	10	3	1	60	NONE	1 - FLOOR
12. COUNTY GARAGE 126 SO. RIVER STREET, HACKENSACK	MON. - FRI. 3:00 PM - 5:00 PM (Minimum Required cleaning hours - 2)	6600	8	2	1	30	NONE	1 - FLOOR
13. PROSECUTOR'S WAREHOUSE - EAST BROADWAY, HACKENSACK	Thurs. only - 10:00 AM - 12:00 noon	7000	1	2	1	N/A	NONE	1 - LEVEL

14. B. C. CRIMINAL ID BUILDING 160 SOUTH REVER ST., HACKENSACK	MON. - FRI. 8:30 AM - 2:30 PM (EXCLUDING HOLIDAYS)	16,000	36	7	1	N/A	1	*2 - FLOORS
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**ADDITIONAL DETAILS PERTAINING TO VARIOUS BERGEN COUNTY LOCATIONS**

**NOTES:**

ALL LOCATIONS NOTED IN THIS BID SHALL HAVE THE OPTION TO ADJUST THE START AND END TIMES FOR THE REQUIRED MINIMUM CLEANING HOURS AS NOTED FOR THE ENTIRE PERIOD OF THIS CONTRACT. HOWEVER, THE MINIMUM NUMBER OF REQUIRED CLEANING HOURS SHALL REMAIN THE SAME AS NOTED HEREIN.

\*DAILY REQUIRED CLEANING HOURS - VENDOR MUST HAVE PERSONNEL AT ALL THE NOTED LOCATIONS PERFORMING CLEANING SERVICES FOR THE ENTIRE ALLOTTED TIME PERIODS AS POSTED HEREIN.

VENDOR MUST RESPOND TO CLEANING EMERGENCIES 24 HOURS P/DAY SEVEN (7) DAYS PER WEEK, INCLUDING HOLIDAYS, PURSUANT TO SPECIFICATIONS AND OFF CONTRACT PRICING CONTAINED ELSEWHERE HEREIN.

**REGION: AREA #1, (1 - 5)**

1. MEDICAL EXAMINER'S OFFICE - ALL DETAILS AS PER SPECIFICATIONS CONTAINED HEREIN.
2. COMMUNITY SERVICE BUILDING AT 327 E. RIDGEWOOD AVE., PARAMUS - THIS FACILITY HAS AN ATTIC AND BASEMENT OF WHICH NEITHER ARE INCLUDED IN THIS BID. THIS LOCATION SHALL REQUIRE THE PRESENCE OF ONE CLEANING PERSON TO STAY AT THE FACILITY FIVE (5) DAYS PER WEEK (MON. - FRI.) TO PERFORM CLEANING SERVICES ON A CONTINUOUS BASIS FOR SIX (6) HOURS EACH DAY. WEEKENDS (SAT. & SUN.) SHALL REQUIRE CLEANING SERVICES ON A CONTINUOUS BASIS FOR THREE (3) HOURS EACH DAY. PRESENTLY, THE SATURDAY & SUNDAY CLEANING IS SPECIFICALLY FOR 2 LOCKER ROOMS, WITH ONE BATHROOM IN EACH, AND THE FRONT DESK SECURITY AREA.
3. PROSECUTOR'S OFFICE - EXCLUSION: THE EVIDENCE ROOM WILL NOT BE CLEANED AS PART OF THIS CONTRACT. THE OFFICES ADJACENT TO THE EVIDENCE ROOM, OF WHICH DO NOT HAVE DIRECT ENTRY TO THE EVIDENCE ROOM, ARE TO BE CLEANED BY THE AWARDED VENDOR.
4. MOSQUITO CONTROL - INTERSECTION OF JEROME AVE & FARVIEW AVE., PARAMUS. NOTE: JAROME AVE. ENTRANCE IS TEMPORARILY INACCESSIBLE - VENDORS WISHING TO DO A SITE VISIT WILL NEED TO ACCESS FACILITY THROUGH THE BERGEN REGIONAL MEDICAL CENTER INTERNAL DRIVEWAY AT 230 EAST RIDGEWOOD AVE., PARAMUS.
5. \*NEW PUBLIC WORKS FACILITY 2 JAROME AVE., PARAMUS - PRIMARY CLEANING WILL BE REQUIRED FOR THE FOLLOWING: 1ST. FLOOR HAS TWO (2) LOCKER ROOMS WITH 4 SHOWERS, TWO (2) GANG BATHROOMS WITH 3 SINKS & 3 TOILETS EACH, FIVE (5) OFFICES WITH 1 CENTRAL BATHROOM, AND ONE (1) LUNCH ROOM. 2ND FLOOR HAS TWO (2) GANG BATHROOMS WITH 3 SINKS & 3 TOILETS. THE GREAT MAJORITY OF CLEANING SERVICES WILL BE FOCUSED ON THE OFFICES, LOCKER ROOMS, BATHROOMS, BREAK ROOM, STAIR WELLS, HALLWAYS, & OPERATING WORK STATION. ADDITIONALLY, THE FOLLOWING AREAS WILL REQUIRE CLEANING SERVICES ON AN AS NEEDED BASIS AS DICTATED BY THE APPROPRIATE COUNTY DESIGNEE: OPEN MEETING ROOM, THE SEMINAR ROOM, AND THE PUBLIC VIEWING ROOM. ALSO, GENERAL DAILY POLICING WILL BE REQUIRED FOR THE OUTSIDE PERIMETER PARKING AREA, THRU-DRIVING LANES, ALL WALKWAYS, ENTRANCES, EXITS, INCLUDING ALL GARBAGE CONTAINERS TO BE EMPTIED AS NEEDED.
5. \*NEW PUBLIC WORKS FACILITY 2 JAROME AVE., PARAMUS - THE APPROXIMATE SQUARE FOOTAGE NOTED ABOVE (23,000 SQ. FT.) REPRESENTS THE PRIMARY AREAS THAT WILL REQUIRE JANITORIAL CLEANING SERVICES ON A REGULAR BASIS AS NOTED HERE AND IN SPECIFICATIONS CONTAINED ELSEWHERE HEREIN.

6.

COUNTY OF BERGEN JUSTICE CENTER - AS PART OF THIS CONTRACT, VENDOR SHALL BE RESPONSIBLE TO CLEAN AND MAINTAIN THE FOLLOWING: ALL THE PROSECUTOR'S OFFICES, ALL THE SURROGATE COURT'S OFFICES, ALL BATHROOMS STAIRWELLS AND HALLWAYS WITHIN THE JUSTICE CENTER COMPLEX, ROOM 212 AREAS, ROOM 214 AREAS, APPROXIMATE NUMBER OF BATHROOMS - (28). VENDOR SHALL QUOTE ONE PRICE FOR ALL THE NOTED AREAS REGARDING THE JUSTICE CENTER.

7. ONE BERGEN COUNTY PLAZA - THE 1ST SHIFT WILL REQUIRE ONE DAILY "PORTER / MATRON" TO PERFORM CLEANING SERVICES FOR A CONTINUOUS 8 HOUR PERIOD AS PER SPECIFICATIONS CONTAINED ELSEWHERE HEREIN. THE 2ND SHIFT WILL REQUIRE CLEANING SERVICES TO BE PERFORMED FOR A CONTINUOUS 4 HOUR PERIOD AS PER SPECIFICATIONS CONTAINED ELSEWHERE HEREIN.

8. CENTRAL MUNICIPAL COURT - ONE STAIRWELL, PARKING GROUND LEVEL, UNDER BUILDING, RUGS APPROX. 70%, TILE FLOORING APPROX. 30%.

9. ANIMAL SHELTER - THE FOLLOWING AREAS WITHIN THE ANIMAL SHELTER SHALL BE EXCLUDED FROM THIS CONTRACT: KENNEL AREA, ANIMAL HOLDING ROOMS, AND ROOMS ASSOCIATED WITH MEDICAL PROCEDURES.

9. ANIMAL SHELTER & ANIMAL CONTROL TRAILER: ANIMAL SHELTER - 4 OFFICES, 5 BATHROOMS, ONE (1) EMPLOYEE KITCHEN AREA / BREAK AREA, FRONT DESK LOBBY AREA, ONE (1) EDUCATION ROOM, EMPLOYEE LOCKER ROOM (APPROX. 14'X16'), SINGLE SHOWER & DRESSING AREA (APPROX. 6' X 6'), AND VARIOUS HALLWAYS. IN ADDITION, THE DIVISION OF ANIMAL CONTROL WILL OCCUPY A TRAILER IN THE PARKING LOT AREA OF THE ANIMAL SHELTER. CLEANING SERVICES SHALL BE REQUIRED FOR THIS TRAILER ALSO. TRAILER DIMENSIONS APPROX. 11' X 54' - A TOTAL OF THREE (3) OFFICES / ROOMS.

9. ANIMAL SHELTER - THIS LOCATION SHALL REQUIRE THE PRESENCE OF ONE CLEANING PERSON TO STAY AT THE FACILITY 7 DAYS PER WEEK (MON. - SUN.) TO PERFORM CLEANING SERVICES ON A CONTINUOUS BASIS FOR FIVE (5) HOURS EACH DAY. THIS FACILITY SHALL REQUIRE SPECIAL CLEANING PROCEDURES THAT ARE TO BE CONSIDERED SPECIFIC ONLY TO THIS LOCATION. SEE ATTACHED PAGE HEADING "HEALTH CODE PROCEDURES FOR CLEANING AND DISINFECTION PRACTICES FOR ANIMAL FACILITIES." VENDOR MUST ABIDE BY THESE SPECIFIC CLEANING PROCEDURES WHEN PERFORMING CLEANING SERVICES FOR THE ANIMAL SHELTER AND SHOULD PROPERLY EVALUATE QUOTE PRICING REGARDING THE NOTED SPECIFIC REQUIREMENTS.

10. LODI ARMORY / COMMUNITY TRANSPORTATION: JANITORIAL CLEANING SERVICES TO BE PERFORMED AS PER SPECIFICATIONS AS CONTAINED HEREIN.

REGION: AREA #3, (11 - 13)

11. 101 & 103 HUDSON STREET, HACKENSACK ARE LOCATED IN ONE BUILDING. THIS LOCATION ACCOMMODATES TWO INDIVIDUAL DIVISIONS WITH SEPARATE ENTRANCES. VENDOR SHALL QUOTE 101 & 103 HUDSON STREET AS ONE LOCATION ON THE NOTED PRICE SHEET.

12. COUNTY GARAGE 125 S. RIVER ST., HACKENSACK: THREE (3) OFFICES, TWO (2) BATHROOMS, AND ONE (1) KITCHENETTE. FLOORING IS TILE W/ RUNNERS.

13. PROSECUTOR'S WAREHOUSE - CLEANING SERVICES WILL BE NEEDED ONLY ONCE PER WEEK DURING THE ABOVE NOTED TIME PERIOD. THIS FACILITY HAS TWO (2) BATHROOMS, ONE (1) KITCHENETTE, A PROCESS OFFICE, ELECTRIC CLOSET, COMMON HALLWAY, & OPEN WORK AREA (TOTAL APPROX. 1550 SQ. FT.) THAT WILL REQUIRE REGULAR CLEANING AS PER SPECIFICATIONS CONTAINED ELSEWHERE HEREIN.

REGION: AREA #4, (4)

14. B. C. CRIMINAL ID BUILDING

\*NOTE: THE ID. BUILDING HAS THREE FLOORS. HOWEVER, THE 3RD FLOOR SHALL NOT BE INCLUDED IN THE REQUIREMENTS FOR JANITORIAL SERVICES. 2ND FLOOR HAS ONE MEN'S AND ONE WOMEN'S LOCKER ROOM OF WHICH SHALL BE INCLUDED IN THE REQUIRED JANITORIAL CLEANING SERVICES. FLOOR COMPOSITION IS APPROXIMATELY 75% RUG AND 25% VCT TILE AND OTHER.

## SITE INSPECTIONS

RFP #15-020

Prior to submitting a proposal, vendors are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and / or existing general and local conditions which can effect that service, overhaul and / or installation or the cost thereof. Failure to make such inspections will not relieve the vendor from the responsibility for properly estimating the difficulty or cost of successfully performing this contract. **To perform site visits, vendors must make appointments with the County contact designees as noted below. Vendors shall use this page for the required signatures to submit along with their proposal. This sheet must be signed by the vendor, and co-signed by the appropriate County Designee. As needed, this page may be re-copied for use at the various site locations.**

**NOTE: Vendors performing 9 or more site visits will receive 5 percentage points as per Criteria Evaluation.**

### VARIOUS LOCATIONS – CONTACT INFORMATION

### COUNTY REPRESENTATIVE – SIGN HERE

- |  |           |
|--|-----------|
| 1. Medical Examiner, Paramus – Rosemary McCarthy 201-634-2940<br>E-Mail ( <a href="mailto:rmccarthy@co.bergen.nj.us">rmccarthy@co.bergen.nj.us</a> )   | 1. _____  |
| 2. Community Services Building – Jose Leon Cell #201-221-9242,<br>Work 201-634-2830, E-mail ( <a href="mailto:jleon@co.bergen.nj.us">jleon@co.bergen.nj.us</a> )                                   | 2. _____  |
| 3. Prosecutor's Office – Jeff Poppe 551-265-2214,<br>E-mail ( <a href="mailto:jpoppe@bcpo.net">jpoppe@bcpo.net</a> )   | 3. _____  |
| 4. Mosquito Control, Paramus, - Grace Grootenboer,<br>Ph. 201-634-2881, E-mail ( <a href="mailto:ggrootenboer@co.bergen.nj.us">ggrootenboer@co.bergen.nj.us</a> )                                  | 4. _____  |
| 5. New Public Works Facility, 2 Jarome Ave., Paramus.<br>Mr. Vincent Rothenburger, PH 201-336-6862,<br>E-Mail ( <a href="mailto:vrothenburger@co.bergen.nj.us">vrothenburger@co.bergen.nj.us</a> ) | 5. _____  |
| 6. County of Bergen Justice Center – Dean Nikaj (Night Supervisor)<br>201-336-6790 E-mail ( <a href="mailto:dnikaj@co.bergen.nj.us">dnikaj@co.bergen.nj.us</a> )                                   | 6. _____  |
| 7. One Bergen County Plaza, Hackensack (Admin. Building) –<br>Mr. Kenneth Corcoran PH 201-336-6752,<br>E-Mail ( <a href="mailto:kcorcoran@co.bergen.nj.us">kcorcoran@co.bergen.nj.us</a> )         | 7. _____  |
| 8. Central Municipal Court, 71 Hudson St. Hackensack, Miriam<br>Losardo 201-336-6210, E-mail ( <a href="mailto:mlosardo@co.bergen.nj.us">mlosardo@co.bergen.nj.us</a> )                            | 8. _____  |
| 9. Animal Shelter & Animal control Trailer – Deborah Yankow<br>201-229-4600, Ext. 4606, E-mail ( <a href="mailto:dyankow@co.bergen.nj.us">dyankow@co.bergen.nj.us</a> )                            | 9. _____  |
| 10. Community Transportation / Lodi Armory, Michael Policastro<br>201-336-3390, E-mail ( <a href="mailto:mpolicastro@co.bergen.nj.us">mpolicastro@co.bergen.nj.us</a> )                            | 10. _____ |
| 11. 101 Hudson St., Hackensack - United Senior Center<br>Maria San Jurjo 201-336-3320. 103 Hudson St., Hackensack –<br>ARP Program Kerri Blanchfield or Luis Sanchez 201-336-3330.                 | 11. _____ |
| 12. New County Garage, 125 S. River St. Hackensack –<br>Steve Zuccaro 201-336-6860 ( <a href="mailto:szuccaro@co.bergen.nj.us">szuccaro@co.bergen.nj.us</a> )                                      | 12. _____ |
| 13. Prosecutor's Warehouse - Jeff Poppe 551-265-2214,<br>E-mail ( <a href="mailto:jpoppe@bcpo.net">jpoppe@bcpo.net</a> )   | 13. _____ |

14. B. C. Criminal ID Building, 160 S. River ST., Hackensack,  
Ms. Deanna Nieves PH 201-336-3500, Ext. 7403,  
E-Mail ([dnieves@bcscd.us](mailto:dnieves@bcscd.us))

14. \_\_\_\_\_

SITE INSPECTED BY:

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Normal Pricing Worksheet

RFP #15-020

Description		Details	Percent	Total Charges
Hourly Wage Rate		Charge for employee wages per county law		
Hourly Benefits Rate		Charge for employee health care benefits per city law		
Paid Leave Required Under Law				
Payroll Taxes				
Number of FTEs (1 FTE =2080 Hours per Year)		FTEs		
Workers Compensation Insurance, Unemployment Insurance, Temporary Disability Insurance required by law				
Contractor charge for startup costs		Attach detailed breakdown		
Contractor charge for supplies and ongoing operating costs		Attach detailed breakdown		
Contractor management fee (including supervision and office administration)				
TOTAL CONTRACT CHARGE YEAR ONE				
<b>NOTE: THIS "NORMAL PRICING WORKSHEET" MUST BE COMPLETED IN ITS' ENTIRETY AND SUBMITTED WITH THE RFP. INCOMPLETE WORK SHEETS WILL BE DEEMED A DEFECT, AND MAY BE CAUSE FOR REJECTION. <u>HOWEVER, THIS WORKSHEET MUST BE COMPLETED IN ITS' ENTIRETY AND SUBMITTED TO THE COUNTY PURCHASING AGENT NO LATER THAN FIVE (5) BUSINESS DAYS AFTER THE RFP OPENING, OR THE RFP WILL BE REJECTED!</u></b>				

Description		Details	Percent	Total Charges
Hourly Wage Rate		Charge for employee wages per county law		
Hourly Benefits Rate		Charge for employee health care benefits per city law		
Paid Leave Required Under Law				
Payroll Taxes				
Number of FTEs (1 FTE =2080 Hours per Year)		FTEs		
Workers Compensation Insurance, Unemployment Insurance, Temporary Disability Insurance required by law				
Contractor charge for startup costs		Attach detailed breakdown		
Contractor charge for supplies and ongoing operating costs		Attach detailed breakdown		
Contractor management fee (including supervision and office administration)				
<b>TOTAL CONTRACT CHARGE YEAR ONE</b>				
<b>NOTE: THIS "EMERGENCY WEEKEND &amp; HOLIDAY PRICING WORKSHEET" MUST BE COMPLETED IN ITS' ENTIRETY. INCOMPLETE WORK SHEETS SUBMITTED WILL BE DEEMED A DEFECT, AND MAY BE CAUSE FOR REJECTION. HOWEVER, THIS WORKSHEET MUST BE COMPLETED IN ITS' ENTIRETY AND SUBMITTED TO COUNTY PURCHASING AGENT NO LATER THAN FIVE (5) BUSINESS DAYS AFTER THE RFP OPENING, OR THE RFP WILL BE REJECTED!</b>				



**REGIONAL PRICING SHEET - AREA #1, PARAMUS**

RFP #15-020

**INITIAL PERIOD (24 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #1 PARAMUS</u>	<u>INITIAL PERIOD, TOTAL NET DOLLAR</u>
#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>AMOUNT - 24 MONTH PERIOD</u>
1	Medical Examiner's Office 351 East Ridgewood Ave, Paramus	\$ _____	\$ _____
2	Community Services Building 327 East Ridgewood Ave, Paramus	\$ _____	\$ _____
3	B. C. Prosecutor's Office 100 Eisenhower Drive, Paramus	\$ _____	\$ _____
4	Mosquito Control Jarome Ave. Paramus	\$ _____	\$ _____
5	New Public Works Facility 500 Jarome Ave., Paramus	\$ _____	\$ _____
		<b>AREA #1 - TOTAL</b>	<b>\$ _____</b>

**INITIAL PERIOD (24 MONTHS)****OFF CONTRACT PRICING - AREA #1 PARAMUS**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #2, HACKENSACK**

RFP #15-020

**INITIAL PERIOD (24 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #2, HACKENSACK</u>	
#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>INITIAL PERIOD, TOTAL NET DOLLAR AMOUNT - 24 MONTH PERIOD</u>
6	B. C. JUSTICE CENTER (COURTHOUSE) 10 MAIN ST., HACKENSACK	\$ _____	\$ _____
7	ONE BERGEN PLAZA (ADMIN. BUILDING) ONE BERGEN COUNTY PLAZA, HACKENSACK	\$ _____	\$ _____
8	CENTRAL MUNICIPAL COURT 71 HUDSON ST., HACKENSACK	\$ _____	\$ _____
9	ANIMAL SHELTER & ANIMAL CONTROL TRAILER 100 UNITED LANE, TETERBORO	\$ _____	\$ _____
10	LODI ARMORY / COMMUNITY TRANS. 178 ESSEX ST., LODI	\$ _____	\$ _____
		<b>AREA #2 - TOTAL</b>	<b>\$ _____</b>

**INITIAL PERIOD (24 MONTHS)****OFF CONTRACT PRICING - AREA #2, HACKENSACK**

NET HOURLY LABOR RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #3, HACKENSACK****RFP #15-020****INITIAL PERIOD (24 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #3, HACKENSACK</u></b>	
<b><u>#</u></b>	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>	<b><u>INITIAL PERIOD, TOTAL NET DOLLAR AMOUNT - 24 MONTH PERIOD</u></b>
11	HS - SENIOR CTR. & HD - ARP PROGRAM 101 - 103 HUDSON ST., HACKENSACK	\$ _____	\$ _____
12	COUNTY GARAGE 125 SOUTH RIVER ST., HACKENSACK	\$ _____	\$ _____
13	PROSECUTOR'S WAREHOUSE 100 EAST BROADWAY, HACKENSACK	\$ _____	\$ _____
		<b>AREA #3 - TOTAL</b>	<b>\$ _____</b>

**INITIAL PERIOD (24 MONTHS)****OFF CONTRACT PRICING - REGION AREA #3, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #4, HACKENSACK****RFP #15-020****INITIAL PERIOD (24 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #4, HACKENSACK</u>	
<u>#</u>	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>INITIAL PERIOD, TOTAL NET DOLLAR AMOUNT - 24 MONTH PERIOD</u>
	B. C. CRIMINAL ID BUILDING 160 RIVER ST., HACKENSACK	\$ _____	\$ _____
		<b>AREA #4 - TOTAL</b>	<b>\$ _____</b>

**INITIAL PERIOD (24 MONTHS)****OFF CONTRACT PRICING - REGION AREA #4, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY  
INCLUDING SATURDAY THROUGH MIDNIGHT

\$ \_\_\_\_\_

3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #1, PARAMUS****RFP #15-020****1ST OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #1 PARAMUS</u></b>		<b><u>1ST OPTION PERIOD, TOTAL NET</u></b>
<b>#</b>	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>		<b><u>DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
1	Medical Examiner's Office 351 East Ridgewood Ave, Paramus	\$ _____		\$ _____
2	Community Services Building 327 East Ridgewood Ave, Paramus	\$ _____		\$ _____
3	B. C. Prosecutor's Office 100 Eisenhower Drive, Paramus	\$ _____		\$ _____
4	Mosquito Control Jarome Ave. Paramus	\$ _____		\$ _____
5	New Public Works Facility 500 Jarome Ave., Paramus	\$ _____		\$ _____
<b>AREA #1 - TOTAL</b>				<b>\$ _____</b>

**1ST OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #1 PARAMUS**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #2, HACKENSACK****RFP #15-020****1ST OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #2, HACKENSACK</u></b>	
#	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>	<b><u>1ST OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
6	B. C. JUSTICE CENTER (COURTHOUSE) 10 MAIN ST., HACKENSACK	\$ _____	\$ _____
7	ONE BERGEN PLAZA (ADMIN. BUILDING) ONE BERGEN COUNTY PLAZA, HACKENSACK	\$ _____	\$ _____
8	CENTRAL MUNICIPAL COURT 71 HUDSON ST., HACKENSACK	\$ _____	\$ _____
9	ANIMAL SHELTER & ANIMAL CONTROL TRAILER 100 UNITED LANE, TETERBORO	\$ _____	\$ _____
10	LODI ARMORY / COMMUNITY TRANS. 178 ESSEX ST., LODI	\$ _____	\$ _____
		<b>AREA #2 - TOTAL</b>	<b>\$ _____</b>

**1ST OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #2, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #3, HACKENSACK****RFP #15-020****1ST OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #3, HACKENSACK</u>	
#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>1ST OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
11	HS - SENIOR CTR. & HD - ARP PROGRAM 101 - 103 HUDSON ST., HACKENSACK	\$ _____	\$ _____
12	COUNTY GARAGE 125 SOUTH RIVER ST., HACKENSACK	\$ _____	\$ _____
13	PROSECUTOR'S WAREHOUSE 100 EAST BROADWAY, HACKENSACK	\$ _____	\$ _____
		<b>AREA #3 - TOTAL</b>	<b>\$ _____</b>

**1ST OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #3, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #4, HACKENSACK****RFP #15-020****1ST OPRION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

**JANITORIAL CLEANING SERVICES****REGION - AREA #4, HACKENSACK**

#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>1ST OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
	B. C. CRIMINAL ID BUILDING 160 RIVER ST., HACKENSACK	\$ _____	\$ _____

**AREA #4 - TOTAL      \$ \_\_\_\_\_****1ST OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #4, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY  
INCLUDING SATURDAY THROUGH MIDNIGHT

\$ \_\_\_\_\_

3. HOURLY LABOR RATE SUNDAYS &amp; HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT  
INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_



**REGIONAL PRICING SHEET - AREA #1, PARAMUS****RFP #15-020****2ND. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #1 PARAMUS</u></b>		<b><u>2ND. OPTION PERIOD, TOTAL NET</u></b>
#	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>		<b><u>DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
1	Medical Examiner's Office 351 East Ridgewood Ave, Paramus	\$		\$
2	Community Services Building 327 East Ridgewood Ave, Paramus	\$		\$
3	B. C. Prosecutor's Office 100 Eisenhower Drive, Paramus	\$		\$
4	Mosquito Control Jarome Ave. Paramus	\$		\$
5	New Public Works Facility 500 Jarome Ave., Paramus	\$		\$
<b>AREA #1 - TOTAL</b>				<b>\$</b>

**2ND. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #1 PARAMUS**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #2, HACKENSACK****RFP #15-020****2ND. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

NOTE: VENDORS MAY SUBMIT PRICING FOR INDIVIDUALLY REGIONS, OR ANY COMBINATION OR ALL 4 REGIONS. HOWEVER, REGIONAL PRICING SUBMITTED MUST INCLUDE ALL LOCATIONS CONTAINED WITHIN EACH REGION. SELECTIVE PRICING FOR INDIVIDUAL LOCATIONS WILL NOT BE ACCEPTED.

<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #2, HACKENSACK</u></b>	
<b>#</b>	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>	<b><u>2ND. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
6	B. C. JUSTICE CENTER (COURTHOUSE) 10 MAIN ST., HACKENSACK	\$ _____	\$ _____
7	ONE BERGEN PLAZA (ADMIN. BUILDING) ONE BERGEN COUNTY PLAZA, HACKENSACK	\$ _____	\$ _____
8	CENTRAL MUNICIPAL COURT 71 HUDSON ST., HACKENSACK	\$ _____	\$ _____
9	ANIMAL SHELTER & ANIMAL CONTROL TRAILER 100 UNITED LANE, TETERBORO	\$ _____	\$ _____
10	LODI ARMORY / COMMUNITY TRANS. 178 ESSEX ST., LODI	\$ _____	\$ _____
		<b>AREA #2 - TOTAL</b>	<b>\$ _____</b>

**2ND. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #2, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #3, HACKENSACK****RFP #15-020****2ND. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #3, HACKENSACK</u>	
<u>#</u>	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>2ND. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
11	HS - SENIOR CTR. & HD - ARP PROGRAM 101 - 103 HUDSON ST., HACKENSACK	\$ _____	\$ _____
12	COUNTY GARAGE 125 SOUTH RIVER ST., HACKENSACK	\$ _____	\$ _____
13	PROSECUTOR'S WAREHOUSE 100 EAST BROADWAY, HACKENSACK	\$ _____	\$ _____
		<b>AREA #3 - TOTAL</b>	<b>\$ _____</b>

**2ND. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #3, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

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COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #4, HACKENSACK****RFP #15-020****2ND. OPRION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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**JANITORIAL CLEANING SERVICES****REGION - AREA #4, HACKENSACK**

#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>2ND. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
	B. C. CRIMINAL ID BUILDING 160 RIVER ST., HACKENSACK	\$ _____	\$ _____

**AREA #4 - TOTAL      \$ \_\_\_\_\_****2ND. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #4, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY  
INCLUDING SATURDAY THROUGH MIDNIGHT

\$ \_\_\_\_\_

3. HOURLY LABOR RATE SUNDAYS &amp; HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #1, PARAMUS****RFP #15-020****3RD. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #1 PARAMUS</u></b>	
<b><u>#</u></b>	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>	<b><u>3RD. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
1	Medical Examiner's Office 351 East Ridgewood Ave, Paramus	\$ _____	\$ _____
2	Community Services Building 327 East Ridgewood Ave, Paramus	\$ _____	\$ _____
3	B. C. Prosecutor's Office 100 Eisenhower Drive, Paramus	\$ _____	\$ _____
4	Mosquito Control Jarome Ave. Paramus	\$ _____	\$ _____
5	New Public Works Facility 500 Jarome Ave., Paramus	\$ _____	\$ _____
<b>AREA #1 - TOTAL</b>		<b>\$</b>	

**3RD. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #1 PARAMUS**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #2, HACKENSACK****RFP #15-020****3RD. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #2, HACKENSACK</u>	
#	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>3RD. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
6	B. C. JUSTICE CENTER (COURTHOUSE) 10 MAIN ST., HACKENSACK	\$ _____	\$ _____
7	ONE BERGEN PLAZA (ADMIN. BUILDING) ONE BERGEN COUNTY PLAZA, HACKENSACK	\$ _____	\$ _____
8	CENTRAL MUNICIPAL COURT 71 HUDSON ST., HACKENSACK	\$ _____	\$ _____
9	ANIMAL SHELTER & ANIMAL CONTROL TRAILER 100 UNITED LANE, TETERBORO	\$ _____	\$ _____
10	LODI ARMORY / COMMUNITY TRANS. 178 ESSEX ST., LODI	\$ _____	\$ _____
		<b>AREA #2 - TOTAL</b>	<b>\$ _____</b>

**3RD. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - AREA #2, HACKENSACK**

NET HOURLY LABOR RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #3, HACKENSACK****RFP #15-020****3RD. OPTION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PURSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<b><u>JANITORIAL CLEANING SERVICES</u></b>		<b><u>REGION - AREA #3, HACKENSACK</u></b>	
<b><u>#</u></b>	<b><u>COUNTY FACILITY</u></b>	<b><u>NET PRICING - PER MONTH</u></b>	<b><u>3RD. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u></b>
11	HS - SENIOR CTR. & HD - ARP PROGRAM 101 - 103 HUDSON ST., HACKENSACK	\$ _____	\$ _____
12	COUNTY GARAGE 125 SOUTH RIVER ST., HACKENSACK	\$ _____	\$ _____
13	PROSECUTOR'S WAREHOUSE 100 EAST BROADWAY, HACKENSACK	\$ _____	\$ _____
		<b>AREA #3 - TOTAL</b>	<b>\$ _____</b>

**3RD. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #3, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY	\$ _____
2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY INCLUDING SATURDAY THROUGH MIDNIGHT	\$ _____
3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS	\$ _____

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_

**REGIONAL PRICING SHEET - AREA #4, HACKENSACK****RFP #15-020****3RD. OPRION PERIOD (12 MONTHS)**

REQUEST TO PROVIDE JANITORIAL CLEANING SERVICES FOR VARIOUS COUNTY OF BERGEN LOCATIONS TO INCLUDE ALL LABOR, CLEANING SUPPLIES & EQUIPMENT REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT PERSUANT TO THE GENERAL SPECIFICATIONS, ROUTINES & PROCEDURES, AND LOCATION DATA SHEET CONTAINED ELSEWHERE HEREIN.

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<u>JANITORIAL CLEANING SERVICES</u>		<u>REGION - AREA #4, HACKENSACK</u>	
<u>#</u>	<u>COUNTY FACILITY</u>	<u>NET PRICING - PER MONTH</u>	<u>3RD. OPTION PERIOD, TOTAL NET DOLLAR AMOUNT - 12 MONTH PERIOD</u>
	B. C. CRIMINAL ID BUILDING		
	160 RIVER ST., HACKENSACK	\$ _____	\$ _____
		<b>AREA #4 - TOTAL</b>	<b>\$ _____</b>

**3RD. OPTION PERIOD (12 MONTHS)****OFF CONTRACT PRICING - REGION AREA #4, HACKENSACK**

NET HOURLY LABER RATES FOR EMERGENCY SERVICES NOT COVERED UNDER THE STANDARD MAINTENANCE CONTRACT: PRICING TO INCLUDE ALL LABOR, TRAVEL TIME, AND REQUIRED MATERIALS AND EQUIPMENT.

1. HOURLY LABOR RATE: 8:00 AM - 4:30 PM, MONDAY - FRIDAY

\$ \_\_\_\_\_

2. HOURLY LABOR RATE: 4:30 PM - 8:00 AM, MONDAY - FRIDAY  
INCLUDING SATURDAY THROUGH MIDNIGHT

\$ \_\_\_\_\_

3. HOURLY LABOR RATE SUNDAYS & HOLIDAYS

\$ \_\_\_\_\_

**PROPOSALS SHOWING ANY ERASURE ALTERATION MUST BE INITIALED BY BIDDER IN INK. ALTERED ITEMS NOT INITIALED WILL NOT BE CONSIDERED FOR AWARD.**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE - PLEASE PRINT \_\_\_\_\_



## VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: \_\_\_\_\_

Correspondence Address (including zip code):

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Purchase Order Address (including zip code):

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Payment Address (including zip code):

---

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Telephone Number (including area code): (    )

Email Address:

Fax Number (including area code): (    )

Employer I.D. # or S.S. #:

**FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN REJECTION OF THIS BID.**

# 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 ☐ Other, Please List \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

(Notary Public)

My Commission expires:

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

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

(Corporate Seal)

# **NON-COLLUSION AFFIDAVIT**

**This Statement Shall Be Included with Bid Submission**

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 upon  
(name of contracting unit)

and in the statements contained in this affidavit 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

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

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

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

(Seal)

## DISCLOSURE STATEMENT

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Bergen County officer or employee or whether an immediate family member is a Bergen County officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Bergen County?

NO \_\_\_\_\_ YES \_\_\_\_\_

S\ \_\_\_\_\_  
\* President, Vice President or Signature of  
Authorized Representative

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

\_\_\_\_\_  
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of County Counsel, One Bergen County Plaza, Hackensack, New Jersey 07601. (Attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL MAY RESULT IN REJECTION OF THIS PROPOSAL.**

## CONSENT OF INSURANCE COVERAGE

WHEREAS, \_\_\_\_\_ as Principal, has submitted a bid to provide goods and/or services as specified in the subject bid to the County of Bergen, and whereas, in order for such bid to be considered, proof of insurance must be submitted therewith.

NOW, THEREFORE BE IT KNOWN that, if the County of Bergen shall accept the bid of the Principal and the Principal shall enter into a contract with the County of Bergen in accordance with the terms of such bid, we the undersigned do hereby state that we will provide the Principal with insurance coverage as set forth below:

- a. The insurance to be provided shall be underwritten by a company licensed to do business in New Jersey.
- b. Comprehensive General Liability insurance in an amount no less than \$1,000,000.00 combined single limit including broad form comprehensive general liability endorsement, and shall include provisions for thirty (30) days written notice of cancellation and/or modification of coverage. The County of Bergen shall be included as an additional insured.
- c. Comprehensive General Automobile Liability insurance in an amount no less than \$1,000,000.00 combined single limit covering owned, hired, and non-owned autos, and shall include provisions for thirty (30) days written notice of cancellation and/or modification of coverage. The County of Bergen shall be included as an additional insured.
- d. Worker's Compensation Insurance in the statutory limits including Employer's Liability in an amount no less than \$500,000.00.
- e. All policies maintained shall name the County of Bergen as an additional insured and shall provide for thirty (30) days written notice to the County of cancellation and/or modifications of such policies and we shall provide the Office of County Counsel with certificates of insurance evidencing such policies and provisions.
- f. All required insurance coverages must be in effect no later than 12:01 a.m. at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

PRINCIPAL:

Sworn to and subscribed  
before on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Bidder's Company Name)

\_\_\_\_\_  
(Authorized Signature on Behalf of the  
Principal)

\_\_\_\_\_  
(Print Name)

INSURER:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Insurer's Company Name)

\_\_\_\_\_  
(Authorized Signature on behalf of the Insurer)

# County of Bergen—Division of Purchasing

## Disclosure of Investment Activities in IRAN

BID/RFP/Solicitation Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

### Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of 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.

#### PLEASE CHECK THE APPROPRIATE BOX:

☐

I certify, pursuant to Public Law 012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

☐

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

**Part 2:** PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: (Print): \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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 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 and Equal Opportunity Employment Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

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 the 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.
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.
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 the Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5031 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: \_\_\_\_\_



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

The contractor and the **County of Bergen**, (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. 5121 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.

## BUSINESS REGISTRATION CERTIFICATE (BRC) COMPLIANCE

Name of Form:	<b>BUSINESS REGISTRATION CERTIFICATE</b>
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
To Obtain Proof of Registration or to Register for a NJ BRC	<a href="http://www.nj.gov/treasury/revenue/proofreg.shtml">http://www.nj.gov/treasury/revenue/proofreg.shtml</a>
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the proposal submission.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers\* or attest that none was used; and,
- 4) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, 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 this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

Detailed information on this requirement is available by calling (609) 292-9292 or can be found in Division of Local Government Services Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04, 2005-12 (4/27/05 and on the Division web site at [www.nj.gov/dca/lgs/lpcl](http://www.nj.gov/dca/lgs/lpcl). These resources and a Frequently Asked Questions resource should be consulted when questions arise.



**County of Bergen**  
**"Sunshine Form" for Disclosure of Political Contributions**  
**\*Please fill out and attach to each resolution**  
**DIRECT FINANCIAL DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

**DIRECT FINANCIAL DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

(A) VENDOR NAME or SPECIAL COUNSEL NAME \_\_\_\_\_

VENDOR ADDRESS or SPECIAL COUNSEL ADDRESS \_\_\_\_\_

VENDOR TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

VENDOR REPRESENTATIVE NAME (Please Print) \_\_\_\_\_

VENDOR EMAIL ADDRESS \_\_\_\_\_

VENDOR REPRESENTATIVE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(B) THE NAME OF THE PARTNERS OR SHAREHOLDERS OR, IF A PUBLIC CORPORATION, THE NAME OF THE CORPORATE OFFICERS AND DIRECTORS AS FOUND ON THE IOK OR IOQ FORMS REQUIRED TO BE FILED WITH THE FEDERAL SECURITIES AND EXCHANGE COMMISSION.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(C) CAMPAIGN CONTRIBUTIONS MADE, BY ANY INDIVIDUAL(S) AND/OR BUSINESS ENTITY LISTED IN (A) OR (B) (ABOVE) DURING THE PRIOR AND CURRENT CALENDAR YEAR TO THE FOLLOWING NAMED ELECTED OFFICIALS AND CONSTITUTIONAL OFFICERS:

(D) ☐ **No contributions** (sign directly below and return, nothing else required except signature/date this page only).

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

**Print your name:** \_\_\_\_\_

OFFICIAL POSITION/ NAME (\* Denotes Incumbent)

COUNTY EXECUTIVE	James J. Tedesco, III (D)*	_____
	Kathleen A. Donovan (R)	_____
SHERIFF	Michael Saudino (R)*	_____
SURROGATE	Michael Dressler (D)*	_____
COUNTY CLERK	John Hogan (D)*	_____

<sup>1</sup> This form shall be updated periodically to reflect new elected officials and candidates for office. However, it shall maintain the format and required disclosures contained herein. 06.04.2015

FREEHOLDERS:

Maura R. DeNicola (R)\*

John A. Felice (R)\*

David L. Ganz (D)\*

Thomas J. Sullivan, Jr. (D)\*

Steven A. Tanelli (D)\*

Joan M. Voss (D)\*

Tracy S. Zur (D)\*

James Tedesco (D)

John D. Mitchell (R)

Kenneth P. Tyburczy (R)

Daisy Ortiz-Berger (R)

COUNTY POLITICAL PARTY COMMITTEE (Within Bergen County, Organization as listed below or its successor)

B.C. Republican Organization

Democratic Committee of BC

Other

MUNICIPAL POLITICAL PARTY COMMITTEES (Within Bergen County)

Name of Organization – (e.g. Hackensack Republican/Democrat Organization)

OTHER POLITICAL CONTRIBUTIONS (i.e. Federal, State, Local, School Board)

(You may attach additional sheets if necessary)

☐ **Please check if contributions listed above (sign below and return with signature/date).**

Signature: X \_\_\_\_\_

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

Print your name: \_\_\_\_\_

<sup>1</sup> This form shall be updated periodically to reflect new elected officials and candidates for office. However, it shall maintain the format and required disclosures contained herein.  
06.04.2015



CLERK'S USE -----2015  
**DO NOT FILE WITH  
EACH RESOLUTION**

**County of Bergen**  
**Records and Expenses Visual Unconditional Examination 2 "REVUE 2" Form**  
**Disclosure for Political Contributions – \*INFORMATIONAL ONLY\***  
**\*Please file with the Clerk to the Board on January 1<sup>st</sup> and July 1<sup>st</sup> of each year**

**A copy of this form is available for public inspection without charge  
at the office of the Clerk to the Board of Chosen Freeholders during normal work hours.**

**DIRECT FINANCIAL DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

(A) VENDOR NAME or SPECIAL COUNSEL NAME \_\_\_\_\_  
VENDOR ADDRESS or SPECIAL COUNSEL ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
VENDOR TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
VENDOR REPRESENTATIVE NAME (Please Print) \_\_\_\_\_  
VENDOR EMAIL ADDRESS \_\_\_\_\_  
VENDOR REPRESENTATIVE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(B) THE NAME OF THE PARTNERS OR SHAREHOLDERS OR, IF A PUBLIC CORPORATION, THE NAME OF THE CORPORATE OFFICERS AND DIRECTORS AS FOUND ON THE IOK OR IOQ FORMS REQUIRED TO BE FILED WITH THE FEDERAL SECURITIES AND EXCHANGE COMMISSION.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(C) CAMPAIGN CONTRIBUTIONS MADE, BY ANY INDIVIDUAL(S) AND/OR BUSINESS ENTITY LISTED IN (A) OR (B) (ABOVE) DURING THE PRIOR AND CURRENT CALENDAR YEAR TO THE FOLLOWING NAMED ELECTED OFFICIALS AND CONSTITUTIONAL OFFICERS:

(D) ☐ **No contributions** (sign directly below and return, nothing else required except signature/date this page only).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print your name:** \_\_\_\_\_

OFFICIAL POSITION/ NAME (\* Denotes Incumbent)

COUNTY EXECUTIVE	James J. Tedesco, III (D)*	_____
	Kathleen A. Donovan (R)	_____
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SURROGATE	Michael Dressler (D)*	_____
COUNTY CLERK	John Hogan (D)*	_____

<sup>1</sup> This form shall be updated periodically to reflect new elected officials and candidates for office. However, it shall maintain the format and required disclosures contained herein. 06.04.2015

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Name of Organization – (e.g. Hackensack Republican/Democrat Organization)

OTHER POLITICAL CONTRIBUTIONS (i.e. Federal, State, Local, School Board)

(You may attach additional sheets if necessary)

☐ Please check if contributions listed above (sign below and return with signature/date).

Signature: X \_\_\_\_\_

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

Print your name: \_\_\_\_\_

<sup>1</sup> This form shall be updated periodically to reflect new elected officials and candidates for office. However, it shall maintain the format and required disclosures contained herein.

06.04.2015