

County of Somerset New Jersey

PO Box 3000 – 20 Grove Street
COUNTY ADMINISTRATION BUILDING
SOMERVILLE, NJ 08876-1262

PURCHASING DIVISION
MELISSA A. KOSENSKY, RPPO, QPA
Purchasing Agent



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NOTICE TO BIDDERS

Sealed bids will be received by the Purchasing Agent for the County of Somerset on **July 27, 2021** at **2:00 PM** prevailing time in the Purchasing Division conference room, County Administration Building, 20 Grove Street, Somerville, NJ 08876 at which time and place bids will be opened and read in public for:

JANITORIAL/CLEANING SERVICES FOR ALL COUNTY AND PARK COMMISSION FACILITIES CONTRACT #CC-0007-21

In accordance with the Governor's directives, the County of Somerset offices are closed to the public, but still operational.

The Purchasing Division is maintaining *Social Distancing*; therefore, it is encouraged to **Mail** in your bid responses in a timely manner via USPS, UPS and FedEx, etc. If they must be hand-delivered, potential bidders may drop them off at the Main Entrance of the County's Administration Building, 20 Grove Street, Somerville, New Jersey 08876 and a Sheriff's Officer will contact the Purchasing Division to receive the responses.

We value the integrity of the procurement process, and due to the circumstances, the bid opening will be conducted via Live-Stream from the Freeholder's Meeting room. You can access the Live-Stream from the County's homepage at the prevailing date and time stated in this Notice to Bidders. During the bid opening process, the bidders will be announced as well bid amounts. A bid review providing unit prices will not take place at the openings. Instead, this information will be posted, as always to the Purchasing webpage once available.

Bid responses must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and the "**BID TITLE NAME & CONTRACT #**" on the outside, and addressed to Melissa A. Kosensky, Purchasing Agent, at the address above.

A pre-bid meeting/inspection of sites will be held on **July 14, 2021** at **10:00 AM** at the Somerset County Facilities and Services Multi-Purpose Room, 80 East High Street, Somerville, NJ 08876. Attendance by all prospective bidders is not mandatory but highly recommended. Attendees will be required to follow social distancing practices and wear protective masks.

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 Somerset County Treasurer, along with a 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 that said Surety will furnish a Performance in the amount of 100% of successful bidder's contract.

Any Bid Addenda will be issued on the County website, and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested bidders should check the website from now through bid opening. It

is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Specifications and instruction to bidders may be obtained at the Purchasing Office or the County website at www.co.somerset.nj.us and on the Somerset County Park Commission website at www.somersetcountyparks.org.

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

Melissa A. Kosensky, RPPO, QPA
Purchasing Agent

COUNTY OF SOMERSET GENERAL INSTRUCTIONS

1. SUBMISSION OF BIDS

- A. Sealed bids 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
 - (1) Addressed to the Purchasing Agent
 - (2) Bearing the name and address of the bidder on the outside
 - (3) Clearly marked "BID" with the name of the item(s) being bid. Provide One (1) Original & One (1) copy of the bid. **Faxed or emailed bids will NOT be accepted.**
- C. It is the bidder's responsibility to see that bids are presented to the Purchasing Agent on the hour and at the place designated. Bids may be hand delivered or mailed; however, the County disclaims any responsibility for bids 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.** Bids 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 bids and will give written notice of any such postponement to each prospective bidder as required by law.
- E. Sealed bids forwarded to the owner before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.
- F. Each bid proposal form must give the full business address, business phone, fax, e-mail, the contact person of the bidder, and be signed by an authorized representative as follow:
 - Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative followed by the signature and designation of the person signing.
 - Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
 - Bids by sole-proprietorship shall be signed by the proprietor.
 - When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
- G. Multiple Bids 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.
- H. Official Request for Bid packages are available from Somerset County's website at www.co.somerset.nj.us at no cost to the prospective bidders. All addenda are posted on the County site and issued in accordance with N.J.S.A. 40A:11-23(c)(1). 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. Somerset County is not responsible for third party supplied specifications.
- I. The Somerset County Park Commission is to be considered an agency of the County entitled to participate in the contract(s) resulting from this bid.

J. Results of all bids are posted on the County website.

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**

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.

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.

The check or bond of the unsuccessful bidder(s) shall be returned pursuant to N.J.S.A. 40A:11-24a. 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.

The check or bond of the successful bidder shall be forfeited if bidder fails to enter into contract pursuant to N.J.S.A. 40A:11-21. Failure to submit required guarantee shall be cause for rejection of the bid.

B. **CONSENT OF SURETY**

Bidder shall submit with the bid a 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 to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A:11-22.

Failure to submit this shall be cause for rejection of the bid.

C. **PERFORMANCE BOND**

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.

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5. For multi-year contracts, the Performance Bond may be resubmitted each year on the Contract Anniversary Date for the amount remaining on the contract.

Failure to submit this with the executed contract shall be cause for declaring contract null and void pursuant to N.J.S.A. 40A:11-22.

D. **LABOR AND MATERIAL (PAYMENT) BOND**

The successful bidder shall with the delivery for the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract.

Failure to submit a labor and material bond with the performance bond shall be cause for declaring the contract null and void.

E. **MAINTENANCE BOND**

Upon acceptance of the work by the County, the contractor shall submit a maintenance bond (N.J.S.A. 40A:1-16.3) in an amount not to exceed 100% of the project costs guaranteeing against defective quality of work or materials for the period of:

- 1 Year
 2 Years

3. PREPARATION OF BIDS (PRICING INFORMATION AND FORMS)

A. (1) The County of Somerset is exempt from any local, state or federal sales, use or excise tax. Somerset County will not pay for New Jersey State Sales and Use Tax that are included in any invoices. Somerset County will not pay service charges such as interest and late fees.

(2) The County of Somerset or any of its offices and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications.

The County of Somerset is rated by:
Standard & Poor's Rating Group: AAA
Moody's Investors Services: Aaa
Dun and Bradstreet

B. Bids shall be ***signed in ink*** (Original Signature Required) by the bidder, all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the bidder in ink. Unit prices and totals are to be inserted in spaces provided.

C. Failure to sign and give all information in the bid may result in the bid being rejected.

D. ***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 N.J.A.C. 5:30-11.2 and 11.10. ***NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.***

E. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net including any charges for packing, crating, containers etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendor's convenience when a single shipment is ordered.

F. Any bidder may withdraw his bid at any time before the time set for receipt of bids. No bid may be withdrawn in the 60 day period after the bids are received.

G. All forms shall be completed and attached to the bid proposal. ***BIDDER IS ALERTED TO THE BID DOCUMENT CHECKLIST PAGE.***

H. Results of all bids are posted on the County website www.co.somerset.nj.us

4. FIRM FIXED CONTRACT

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

5. INTERPRETATIONS 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 promptly reported in writing to the Purchasing Agent. In the event 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 shall be in writing, addressed to the Purchasing Agent, referencing the Contract Name and Contract Number in the subject line, at PurchasingDiv@co.somerset.nj.us. In order to be given consideration, written requests for interpretation and or clarification must be received at last three (3) business days prior to the date fixed for the opening of the bids.
- D. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents, and shall be acknowledged by the bidder by completing the Acknowledgement of Receipt of Addenda form. The County's interpretations or corrections thereof shall be final.

Pursuant to N.J.S.A. 40A:11-23(c)(1) when issuing addenda, the owner shall provide required notice prior to official receipt of bids to any person who has submitted a bid or who has received a bid package. They will be sent via electronic transmissions to those known recipients of the bid specifications.

- E. Discrepancies in Bids
 1. 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.
 2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit price shall prevail. In the event there is an error of the summation of the extended totals, the computation by the County of the extended totals shall govern.

6. BRAND NAMES, STANDARDS OF QUALITY AND PERFORMANCE

- A. 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.
- B. Variations between the goods and services described and the goods and services offered are to be fully identified and explained by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature ***will not*** suffice in explaining exceptions to these specifications. In the absence of any exceptions 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 goods and services offered. The County reserves the right to evaluate equivalency of a product which, in its deliberations, meets its requirements.
- D. In submitting its bid, the bidder certifies that the goods or services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the County harmless from any damages resulting from such infringement.

- E. Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18.
- F. 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.
- G. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

7. METHOD OF CONTRACT AWARD

- A. The County reserves the right to accept or reject any or all bids, 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 may also elect to award the contract on the basis of unit prices.
- D. The County reserves the right to award equal or tie bids at their discretion to any one of the tie bidders.
- E. 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.
- F. 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.
- G. The form of contract shall be submitted by the County to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the County; material exceptions shall not be approved.
- H. 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.

8. CAUSES FOR REJECTING BIDS

Bids may be rejected for any of the following reasons:

- A. All bids pursuant to N.J.S.A. 40A:11-13.2;
- B. If more than one bid is received from an individual, firm or partnership, corporation or association under the same name;
- C. Multiple bids from an agent representing competing bidders;

D. The bid is inappropriately unbalanced;

E. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contract. In this case at its option, the County may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

9. **NEW JERSEY PREVAILING WAGE ACT (When Applicable) N.J.S.A. 34:11-56.25 et seq.** Pursuant to N.J.S.A. 34:11-56.25 et seq, contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at https://www.nj.gov/labor/wagehour/wagerate/wage_rates.html .

10. **THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT–N.J.S.A. 34:11-56.48 et seq.** N.J.S.A. 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.

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 (N.J.S.A. 34: 11-56.25, et seq.) It applies to contractors based in New Jersey or in another state.

The law defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage statute (N.J.S.A. 34:11-56.25(5)). The term means:

- "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.
- "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..."
- "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.

To register, a contractor must provide the State Department of Labor and Workforce Development with a full and accurately completed application form. The form is available online at https://www.nj.gov/labor/wagehour/regperm/pw_cont_reg.html.

N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate or registration.

Effective May 1, 2019 a [Supplement](#) to the PWCR application must be completed for all new and renewal applications. The Supplement pertains specifically to participation in a registered apprenticeship program and possession of all licenses, registrations or certificates required by State law.

11. NON-COLLUSION AFFIDAVIT – N.J.S.A. 52:34-15

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

12. NEW JERSEY ANTI-DISCRIMINATION – N.J.S.A. 10:2-1

There shall be no discrimination against any employee engaged in the work required to produce the goods and services 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.

13. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE – N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 et seq.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below. The contract will include the language included as Attachment A in this specification.

1. Goods, Professional Services and Service Contracts

Each 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:

- i. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the letter must be provided by the vendor to the Public Agency and Division. This approval letter is valid for one year from the date of issuance.
- ii. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public Agency 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.
- iii. The successful bidder shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of New Jersey" www.state.nj.us/treasury/contract_compliance

2. Construction Contracts

All successful contractors shall complete and submit an Initial Project Manning Report (AA201-available on-line at www.state.nj.us/treasury/contract_compliance) upon notification of award. Proper completion and submission of this Report shall constitute evidence of the contractor's compliance with the regulations. Failure to submit this form may result in the contract being terminated. The contractor also agrees to submit a copy of the Monthly Project Workforce Report, Form AA-202 once a month thereafter for the duration of the contract to the Department of LWD and to the Public Agency.

14. AMERICANS WITH DISABILITIES ACT OF 1990 – 42 U.S.C. S121 01 et seq.

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included

in this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the County harmless.

15. WORKER AND COMMUNITY RIGHT TO KNOW ACT – N.J.S.A. 34:5A-1 et seq.

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34:5A-1 et seq., and N.J.A.C. 5:89-5 et seq.).

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). N.J.A.C. 8:59-5 or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. 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 the 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. Further, all applicable documentation must be furnished.

16. OWNERSHIP DISCLOSURE–N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

N.J.S.A. 52:25-24.2 provides that no business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, **prior to the receipt of the bid or accompanying the bid** of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent ownership, has been listed.

The included State of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

17. INSURANCE AND INDEMNIFICATION

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.

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.

The contractor shall maintain sufficient insurance to protect against all claims under Worker's Compensation and Employer's Liability, General Liability and Automobile Liability 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.

A. Insurance Requirements

Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the bidder covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00

General Liability Insurance

This insurance shall have limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

B. Certificates of the Required Insurance

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.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

C. Indemnification

The Contractor agrees to indemnify and save harmless the County, its officers, agents and employees, 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:

- a) negligent acts or missions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract; and,
- b) the use of any copyrighted or copyrighted composition, valid trademark, secret process, patented or unpatented invention or article furnished or used in the performance of this contract.

Somerset County will not accept Mutual Limitation of Liability terms.

18. PAYMENT

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

19. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS

Public funds may be used to pay only for goods delivered or services rendered. Somerset 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.

20. PROMPT PAYMENT – GOODS & SERVICES – P.L. 2019, C.127 (LFN 2019-02 1/23/19)

P.L. 2018, c. 127 establishes a prompt payment requirement that applies to goods and services contracts a contracting unit awards to a "business concern" under the Local Public Contracts Law (LPCL). The law applies to all goods and services contracts awarded on or after February 1, 2019 (the law's effective date) regardless of dollar amount and any contracts requiring either a single payment or multiple payments. The law does not change the prompt payment requirements for improvements to real property and structures as set forth in N.J.S.A. 2A:30A-1 et seq. and described in LFN 2006-21. The law defines "Business Concern" as any person engaged in a trade or business, including a private nonprofit entity operating as an independent contractor, providing goods and services directly to a contracting unit or to a designated third party and operating pursuant to a contract with a contracting unit which requires either a single payment or multiple payments, but shall not include a "public utility" as defined in N.J.S.A. 48:2.13.

21. TERMINATION

- A. If, through any cause, the contractor shall fail to fulfill in a timely manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the County shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the County of any obligation for balances to the contractor of any sum or sums set forth in the contract. Somerset County will pay for goods and services accepted prior to termination.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the contractor and the County may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the County from the contractor is determined.
- C. The contractor agrees to indemnify and hold the County harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the County under this provision.
- D. In case of default by the contractor, the County may procure the goods and services from other sources and hold the contractor responsible for any excess cost.
- E. Continuation of the terms of the 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 the contract.
- F. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, novation, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to the new party. In this event, the new owner(s) will be required to submit all documentation/legal instruments that were required in the original bid/contract. Any changes shall be approved by the County.
- G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the County.
- H. The County may terminate the contract for convenience by providing sixty (60) calendar days advanced notice to the contractor.
- I. The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be available to the New Jersey Office of the State Comptroller upon request.

- J. For contracts that exceed one year, each fiscal year payment obligation of the County is conditioned upon the availability of Somerset County 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 bidder awarded the contract (contractor) hereunder, whether in whole or in part, the County at the end of any particular fiscal year may terminate such services. The County 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 County to terminate the contract during the term, or any service hereunder, merely in order to acquire identical services from another contractor.
- K. Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of a contract if the fulfillment of any term or provision of the contract is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of the contract is delayed or prevented by any court order, or action or injunction or other such agreement, the contract shall become voidable by Somerset County by notice to the parties.

22. ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC.

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 owners(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

23. ADDITIONS/DELETIONS OF SERVICE

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.

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

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

26. SPECIFICATIONS

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 bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of contract.

27. OWNERSHIP OF MATERIAL

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.

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 2010.

28. TRUTH IN CONTRACTING LAW

- N.J.S.A. 2C:21-34, et seq. governs false claims and representation. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
- N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

29. PROOF OF N.J. BUSINESS REGISTRATION CERTIFICATE N.J.S.A. 52:32-44

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

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

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

During the course of contract performance:

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

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

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

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

30. PAY TO PLAY – NOTICE OF DISCLOSURE REQUIREMENT

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

31. W-9

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

32. Health Insurance Portability and Accountability Act of 1996-HIPAA (If Applicable)

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

The Contractor shall:

- Not use or disclose protected health information other than as permitted or required by law
- Use appropriate safeguards to protect the confidentiality of the information
- Report any use or disclosure not permitted

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 (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

33. PUBLIC EMERGENCY

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. The owner and the Contractor each bind themselves and their successors, executors, administrators, heirs and assigns and legal representatives of the other party respecting all covenants and agreements and obligations of this contract.

35. The terms of this Agreement shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey.

36. FORCE MAJEURE

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the County of Somerset by notice to each party.

37. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

N.J.S.A. 52:3255 prohibits State and Local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Bidders must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the County is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

SPECIFICATIONS

TECHNICAL SPECIFICATIONS: JANITORIAL SERVICES

1. INTENT

1.1. GENERAL SCOPE OF WORK: The Contractor will perform janitorial services for the Somerset County Facilities and Services Division at various Somerset County government facilities and installations, as well as Somerset County Park Commission Facilities as specified below. The Contractor shall provide all of the supervision, personnel, motor vehicle(s), cleaning agents, supplies, and equipment necessary to perform janitorial services at the specified facilities and installations in accordance with the contract requirements.

1.2. TERM: The term of this contract shall be two years, beginning **September 1, 2021** through and including **September 1, 2023**. The County may also choose to extend this contract for two one-year extensions, the cost of which will be based on the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, computed and published quarterly by the United States Department of Commerce, Bureau of Economic Analysis, N.J.S.A. 40A:11-2 (38) and 11-15. If, during the effective period of this contract, the Contractor violates any of the provisions of this contract or fails to properly provide services required by this contract as judged by the County in its sole discretion, the County may, on 30 days' written notice by registered mail to the Contractor, terminate this contract. (See also Termination Clauses.)

1.3. CONTRACT PRICE: The County/Park Commission will pay the Contractor each month during the term of this contract the sum bid for the faithful performance of the services herein required of the Contractor.

1.4. AWARD: The County reserves the right to award in whole (Option A & B combined) or in part (Option A or Option B), by item, group of items, or by section where such action serves the County's best interest.

1.5. DEFINITIONS:

1.5.1. Contract Monitor: an authorized representative of the Director of F&S or his/her designee for Somerset County Facilities and an authorized representative of the Park Commission Maintenance Division or his/her designee assigned to make all necessary inspections of the work performed by the Contractor.

1.5.2. Contractor: the person whose proposal shall be accepted by the County and/or Park Commission and who shall thereafter enter into a formal contract with the County and/or Park Commission to furnish the materials and perform the work as bid upon.

1.5.3. County: Somerset County, New Jersey.

1.5.4. Director of F&S or his/her designee: Director of the Somerset County Facilities and Services Division, or his/her designee.

1.5.5. Manager of Park Maintenance Division or his/her designee: Manager of the Somerset County Park Commission Park Maintenance Division, or his/her designee.

1.5.6. Supervisor: an authorized representative of the Contractor who supervises the employees of the Contractor, has authority to make decisions and resolve problems, and is located on-site and readily available to the County/Park Commission during all contract work hours.

1.6. WORK LOCATIONS: The Contractor shall furnish janitorial services at the locations listed in Exhibit I, II and III.

2. PERFORMANCE SPECIFICATIONS: The Contractor shall perform such work and take such action as may be necessary to maintain all areas in a neat, clean, healthful, and presentable condition. **The contractor's performance shall be considered satisfactory when, in the opinion of the Director of Facilities and Services/Manager of Park Commission Park Maintenance Division, or his/her designee(s), all surfaces (including vertical and horizontal, floors, walls, ceilings, furnishings, cabinetry and casework, electrical and plumbing fixtures, equipment, doors, windows, stairs, and all interior and exterior spaces and facilities included in this contract) are free of dust, dirt, debris, film, smudges, scuffs, marks, streaks, and so forth, and are buffed, polished or otherwise groomed in such a way**

as to be acceptable to the Director of F&S, or his/her designee and Manager of Park Commission Park Maintenance Division, or his/her designee(s). The Contractor shall perform each of the procedures prescribed, as well as any other procedures necessary, in order to achieve these desired results. The Contract Monitor shall monitor the Contractor's compliance with, and performance under, the terms and conditions of the contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided under this contract.

SOMERSET COUNTY FACILITIES

2.1. PROCEDURE #1: OFFICES, PUBLIC AREAS, CONFERENCE ROOMS, MULTIPURPOSE ROOMS, COURT ROOMS, CLASS ROOMS

2.1.1. DAILY

- 2.1.1.1. Empty all waste receptacles and pencil sharpeners at the end of the cleaning period so that no food scraps are permitted to remain overnight. Damp wipe receptacles as necessary to remove soil and replace plastic liners (installed properly) as needed (but at least weekly).
- 2.1.1.2. Dust and remove marks from cleared (i.e., free from objects or work in process) areas of furniture tops, vacant shelves, sills, and ledges. Use cloth or dusting mitts. (Dust only horizontal surfaces daily). Clean all telephones with cloth and detergent solution.
- 2.1.1.3. Spot clean glass (and remove all foreign debris, tape, adhesive, etc.) in doors, partitions, windows and displays. Use soft clean cloth with glass cleaner in spray bottle.
- 2.1.1.4. Vacuum clean carpeted area, moving furniture only as required to remove visible dust, dirt, and debris. Give special attention to all areas that receive foot traffic.
- 2.1.1.5. Dust mop all hard surface floors with a treated mop, moving furniture only as required to remove visible dust, dirt, and debris.
- 2.1.1.6. Using a mop and a detergent solution, mop all floors (except carpeted floors) to remove heavy soil (coffee, etc.).
- 2.1.1.7. Spot clean soiled areas of carpeted floors.
- 2.1.1.8. Replace furniture to original setting.
- 2.1.1.9. In areas which have concrete, tile, terrazzo, or resilient tile floors, wet mop the entire area.
- 2.1.1.10. Collect recyclable materials from receptacles as needed, but at least weekly, and remove to designated area. Cut cardboard as needed, but at least weekly, to size 2' x 2' or smaller and tie with twine in bundles no higher than 2 feet.

2.1.2. WEEKLY

- 2.1.2.1. Using a cloth, dusting mitt, or small dust mop with short handle, dust vertical furniture surfaces, HVAC vents, vertical wall trim and window blinds.
- 2.1.2.2. Clean and polish metal trim.
- 2.1.2.3. In areas that have floors that are coated with floor finish, spray buff the floors using floor machine equipped with a buffing pad. Dust mop the floor with a treated mop after buffing.
- 2.1.2.4. Empty all recycling receptacles as needed, but at least weekly. Damp wipe receptacles as necessary to remove soil, and replace plastic liners (installed properly) as needed.
- 2.1.2.5. Collect recyclable materials from receptacles as needed, but at least weekly, and remove to designated area. Cut cardboard as needed, but at least weekly, to size 2' x 2' or smaller and tie with twine in bundles no higher than 2 feet.

- 2.1.2.6. Spot clean doors, kick plates, push plates, walls, and cubicle partitions with cloth or sponge with detergent solution in a plastic spray bottle. Wipe dry as needed.
- 2.1.2.7. Vacuum clean entire carpeted area. Do not stack furnishings on office equipment while cleaning. Move furniture as needed, but replace to original setting.

2.1.3. AS REQUIRED

- 2.1.3.1. Occasionally move furniture, chairs, tables, etc. as needed for cleaning.
- 2.1.3.2. Vacuum any fabric upholstery, clean any washable coverings.

2.2. PROCEDURE #2: CORRIDORS, LOBBIES, ELEVATORS, AND STAIRWELLS

2.2.1. DAILY

- 2.2.1.1. Empty all waste receptacles at the end of the cleaning period so that no food scraps are permitted to remain overnight. Damp wipe soiled waste receptacles. Replace plastic liners (installed properly) as needed (but at least weekly).
- 2.2.1.2. Damp wipe soiled tabletops, chairs, and benches. Remove any loose trash.
- 2.2.1.3. Vacuum clean entire carpeted areas.
- 2.2.1.4. Using a mop and a detergent solution, mop all floors (except carpeted floors) to remove heavy soil (coffee, etc.).
- 2.2.1.5. Clean and/or replace mop heads as often as required to produce and maintain clean, clear, safe floor surfaces.
- 2.2.1.6. Dust mop all hard surface floors with a treated mop.
- 2.2.1.7. Spot clean glass (and remove all foreign debris, tape, adhesive, etc.) using glass cleaner in a spray bottle and a clean soft cloth.
- 2.2.1.8. In areas that have concrete, tile, terrazzo or resilient tile floors, wet mop the entire area.
- 2.2.1.9. Collect recyclable materials from receptacles as needed, but at least weekly, and remove to designated area. Cut cardboard as needed, but at least weekly, to size 2' x 2' or smaller and tie with twine in bundles no higher than 2 feet.

2.2.2. WEEKLY

- 2.2.2.1. Dust horizontal surfaces such as windowsills, ledges and cleared furniture tops using a treated cloth, dusting mitt, or dust mop with a short handle.
- 2.2.2.2. Spot clean walls, door facings and doors using a detergent solution in a spray bottle and a clean cloth or sponge. Rinse with sponge and clear water in plastic spray bottle, as needed.
- 2.2.2.3. In areas that have floors that are coated with floor finish, spray buff the floors using a floor machine equipped with a buffing pad. Dust mop the floor after buffing.
- 2.2.2.4. Clean all telephones with cloth and germicidal solution.
- 2.2.2.5. Clean water fountains and coolers with a cleaner disinfectant using a clean cloth or sponge. Use lotion type cleanser to remove mineral build up. Polish if bright metal, being careful not to allow any polish to fall on the floor.
- 2.2.2.6. Spot clean glass (and remove all foreign debris, tape, adhesive, etc.) in entry doors using glass cleaner in a spray bottle and a clean cloth. Clean and polish all push plates and kick plates.

2.2.3. EVERY TWO WEEKS

- 2.2.3.1. Dust vertical furniture surfaces, HVAC vents, vertical wall trim and window blinds using a treated cloth, dusting mitt or short handle dust mop.

2.2.4. MONTHLY

- 2.2.4.1. Clean and polish metal trim with metal polish.

2.3. PROCEDURE #3: DATA PROCESSING AREAS

2.3.1. DAILY

- 2.3.1.1. Empty waste containers at the end of the cleaning period so that no food scraps are permitted to remain overnight, and dust inside of waste containers with a treated cloth or damp sponge. (When there appears to be dust inside a filled waste container, that container should be removed to outside the "clean" area for emptying into the waste carts).
- 2.3.1.2. Dust mop floors with a treated mop.
- 2.3.1.3. Spot clean doors and walls using detergent solution in spray bottle and sponge. Rinse with clean water from plastic bottle, as needed.
- 2.3.1.4. Do not stack furnishings on electronic equipment while cleaning.
- 2.3.1.5. Damp mop floors with detergent solution, using a rayon mop.
- 2.3.1.6. Collect recyclable materials from receptacles as needed, but at least weekly, and remove to designated area. Cut cardboard as needed, but at least weekly, to size 2' x 2' or smaller and tie with twine in bundles no higher than 2 feet.

2.3.2. WEEKLY

- 2.3.2.1. Vacuum clean behind equipment, furniture, and ledges, using a duster tool in a dry vacuum.
- 2.3.2.2. Dust vertical furniture surfaces, HVAC vents, vertical wall trim, and window blinds using a treated cloth, dusting mitt or short handle dust mop.

2.3.3. MONTHLY

- 2.3.3.1. Vacuum all walls, ceilings, vents, and light fixtures, using the dry type vacuum.
- 2.3.3.2. Vacuum any fabric upholstery; clean any washable coverings.

2.4. PROCEDURE #4: EMPLOYEE BREAK ROOMS, KITCHENETTES AND COFFEE SHOPS

2.4.1. DAILY

- 2.4.1.1. Empty waste receptacles at the end of the cleaning period so that no food scraps are permitted to remain overnight and replace soiled disposable liners (installed properly). Damp wipe exterior surfaces of waste receptacles.
- 2.4.1.2. Spot clean glass (and remove all foreign debris, tape, adhesive, etc.) in partitions and interior doors with glass cleaner in spray bottle.
- 2.4.1.3. Dust furniture, sills and ledges with dust cloth, short handled dust mop or mitts.
- 2.4.1.4. Clean sinks, countertops, tables, and exterior surfaces of appliances.
- 2.4.1.5. Dust mop hard surface floors with a treated mop.
- 2.4.1.6. Mop soiled floors with detergent solution. Rinse floors with damp mop with clear water, if

needed. Vacuum floors if carpeted.

- 2.4.1.7. Replace furniture to original position.
- 2.4.1.8. Vacuum clean carpeted area, moving furniture only as required to remove visible dust, dirt, and debris. Give special attention to all areas that receive foot traffic.
- 2.4.1.9. Collect recyclable materials from receptacles as needed, but at least weekly, and remove to designated area. Cut cardboard as needed, but at least weekly, to size 2' x 2' or smaller and tie with twine in bundles no higher than 2 feet.
- 2.4.1.10. Fill hand towel dispensers and damp wipe exterior surfaces.

2.4.2. WEEKLY

- 2.4.2.1. Spray-buff scuff marks or dull areas of finished floors. Dust mop after.
- 2.4.2.2. Heavy wet clean floors, as needed. Add floor finish to worn areas, if necessary. Buff when dry.
- 2.4.2.3. Dust all HVAC vents and window blinds.
- 2.4.2.4. Vacuum any fabric upholstery; clean any washable coverings.
- 2.4.2.5. Dust vertical surfaces and under furniture.
- 2.4.2.6. Spot clean walls and doors with a sponge and detergent solution. Rinse with sponge and clear water as needed.

2.5. PROCEDURE #5: RESTROOMS

2.5.1. DAILY

- 2.5.1.1. The Contractor's employees shall use a dedicated mop and bucket, labeled or color coded, for rest rooms only. This mop and bucket shall not be used in any other locations.
- 2.5.1.2. Empty waste containers. Damp wipe using germicide detergent.
- 2.5.1.3. Re-supply towels, toilet tissue, toilet seat covers, and soap when needed. Clean mirrors (and remove all foreign debris, tape, adhesive, etc.) with glass cleaner in plastic spray bottle and clean soft cloth.
- 2.5.1.4. Clean basins, shelves, hardware, and partitions with germicidal solution in plastic spray bottle. Use appropriate cleaner for removing stains, heavy soil, and graffiti on walls and partitions. Wipe dry with cloth to prevent streaks.
- 2.5.1.5. Clean toilet seats and outside of toilets and urinals with sponge and germicidal detergent solution from a plastic spray bottle. Wipe seats dry with cloth. Clean inside and rims of bowls and urinals with bowl mop using bowl cleaner.
- 2.5.1.6. Clean stainless steel and chrome surfaces, using cloth dampened with stainless steel cleaner or metal polish.
- 2.5.1.7. Remove trash from floor sweeping with broom and picking up with pan.
- 2.5.1.8. Wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Rinse floors after mopping, using clear water.
- 2.5.1.9. Fill sanitary napkin machines as needed.
- 2.5.1.10. Install/replace deodorizer blocks in urinals as needed.

2.5.2. WEEKLY

- 2.5.2.1. Clean underside of basins with cloth and cleaner-disinfectant solution. Clean hardware underneath, using damp cloth with stainless steel cleaner or metal polish.
- 2.5.2.2. Wash waste containers.
- 2.5.2.3. Pour one gallon of water into each floor drain.
- 2.5.2.4. Dust all HVAC vents and window blinds.

2.5.3. MID-DAY REST ROOM SERVICE

- 2.5.3.1. Provide mid-day rest room service daily between the hours of 11:00 A.M. to 2:00 P.M. in the Administration Building and Recycling Center. Mid-day rest room service shall consist of the procedures outlined above in 2.5.1.1 through and including 2.5.1.9.

2.6. PROCEDURE #6: LOCKER AND SHOWER AREAS

2.6.1. DAILY

- 2.6.1.1. Spot clean walls, doors, and lockers.
- 2.6.1.2. Dust mop dry, smooth floors.
- 2.6.1.3. Wet mop floor with cleaner-disinfectant solution. Rinse with water weekly.
- 2.6.1.4. Empty waste containers at the end of the cleaning period. Damp wipe using germicide detergent.
- 2.6.1.5. Re-supply towels, toilet tissue, toilet seat covers, and soap when needed. Clean mirrors (and remove all foreign debris, tape, adhesive, etc.) with glass cleaner in plastic spray bottle and clean soft cloth.
- 2.6.1.6. Clean basins, shelves, hardware, and partitions with germicidal solution in plastic spray bottle. Use appropriate cleaner for removing stains, heavy soil, and graffiti on walls and partitions. Wipe dry with cloth to prevent streaks.
- 2.6.1.7. Clean toilet seats and outside of toilets and urinals with sponge and germicidal detergent solution from a plastic spray bottle. Wipe seats dry with cloth. Clean inside and rims of bowls and urinals with bowl mop using bowl cleaner.
- 2.6.1.8. Clean stainless steel and chrome surfaces, using cloth dampened with stainless steel cleaner or metal polish.
- 2.6.1.9. Remove trash from floor sweeping with broom and picking up with pan.
- 2.6.1.10. Wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Rinse floors after mopping, using clear water.
- 2.6.1.11. Fill sanitary napkin machines as needed.

2.6.2. WEEKLY

- 2.6.2.1. Spray buff scuffed, marked, or dull areas of waxed resilient floors to restore good appearance. Dust mop after spray-buffing.
- 2.6.2.2. Clean underside of basins with cloth and cleaner-disinfectant solution. Clean hardware underneath, using cloth damp with stainless steel cleaner or metal polish.
- 2.6.2.3. Wash waste containers.
- 2.6.2.4. Pour one-gallon of water into each floor drain.
- 2.6.2.5. Dust all HVAC vents and window blinds.

2.7. PROCEDURE #7: JANITORIAL CLOSETS

2.7.1. DAILY

- 2.7.1.1. Report needed building repairs to the Facilities and Services office.
- 2.7.1.2. Make certain that no waste materials are left in the room.
- 2.7.1.3. Sweep and damp mop floors to remove obvious soil.
- 2.7.1.4. Clean all janitorial equipment and tools and put in order. Put materials in order on the shelves. Do not store oily rags or mops. Give cloths, cotton items, and other such materials adequate space and ventilation to hang and dry. Be sure that all containers are tightly sealed and that buckets are emptied.
- 2.7.1.5. Clean the janitorial sink with lotion cleanser.
- 2.7.1.6. Hang all mops.
- 2.7.1.7. Identify all containers of cleaning materials by labeling cleaning products. Provide Safety Data sheets for all.
- 2.7.1.8. Furnish and restock shelves to maintain an adequate supply of materials on hand. Organize and shelve supplies delivered by cleaning personnel. The Contractor shall furnish toilet tissue, hand towels, hand soap, black trash can liners, clear recycling receptacle liners, toilet seat covers, sanitary napkins, wax paper disposal bags, hand soap, urinal deodorant screen/blocks, and all other equipment, materials, and cleaning supplies necessary to properly perform under this contract.

2.8. PROCEDURE #8: TERRAZZO, TILE, HARD SURFACE, AND CARPETED FLOORS

- 2.8.1. Strip and wax, or scrub and wax, hard floors, two times per year, at 6-month intervals, and as required for the protection and appearance of the floor surfaces at the discretion of the Contract Monitor. Clean and wax or polish baseboards with appropriate solutions.
- 2.8.2. When stripping/scrubbing and waxing, move furniture such as desks and chairs. Use care in removing electrical cords and items on the furniture.
- 2.8.3. Use care to avoid furniture damage when scrubbing and waxing traffic areas. Prevent stripper, detergent, or wax from getting on furniture, baseboards, or doors.
- 2.8.4. Shampoo and extract all carpets once per year during Spring and as required. Shampoo and extract all high traffic areas of carpet two (2) times per year (Spring and Fall) and as required.
- 2.8.5. When stripping/scrubbing and waxing, move furniture such as desks and chairs. Use care in removing electrical cords and items on the furniture.

2.9. PROCEDURE #9: OUTSIDE ENTRYWAYS AND EXITS

2.9.1. DAILY

- 2.9.1.1. Remove lint, cobwebs, mud and litter from outside walls, floors, canopies, and lights in the immediate area of building entrances and exits.
- 2.9.1.2. Empty and damp wipe trash receptacles.
- 2.9.1.3. Spot clean glass and remove all foreign debris, tape, adhesive, etc.
- 2.9.1.4. Damp wipe handrails.
- 2.9.1.5. Clean chrome pillars and remove all foreign debris, tape, adhesive, etc.

2.9.2. QUARTERLY

2.9.2.1. Scrub granite steps and porticos with a scrubbing machine in accordance with manufacturer's specifications, using materials specified by the manufacturer.

2.9.2.2. Polish exterior chrome pillars.

2.10. PROCEDURE #10: REFUSE AND DEBRIS DISPOSAL

2.10.1. DAILY

2.10.1.1. Remove all collected refuse and debris using a cart (provided by the Contractor) and deposit in the designated area. Do not carry full trash bags that may leak residue onto floors and carpeting. Once collected, promptly remove refuse and debris from the facility.

2.10.1.2. Police area within ten feet of each refuse container removing all loose debris.

2.11. PROCEDURE #11: LIGHT FIXTURES

2.11.1. Clean exposed and concealed surfaces of all lighting fixtures and HVAC vents (heating, ventilation, and air conditioning vents) once per year using a soft clean cloth with glass cleaner in a spray bottle.

2.12. PROCEDURE #12: WINDOWS

2.12.1. Once per year, during the period from May 1st through August 15th, wash the interior and exterior surfaces of all window glass, including skylights. Use appropriate equipment and solutions to cause the window to be clean and free of spots, streaks, and stains. In the interior, take care to leave no residue or soil on sills, frames, and other interior surfaces. Ensure that interior solution is compatible with human occupancy.

2.13. PROCEDURE #13: MECHANICAL, UTILITY, AND STORAGE ROOMS

2.13.1. WEEKLY

2.13.1.1. Vacuum (sweeping is not permitted) and wet mop the entire floor, taking care not to interfere with mechanical, electronic, and electrical equipment. Empty trash containers.

2.14. PROCEDURE #14: WALK-OFF MATS

2.14.1. Provide walk-off mat service in accordance with columns 7 and 8 of Exhibit I.

2.14.2. Furnish, install, and maintain mats in sizes specified, color black, 3/8" thick, surface fiber of 100% continuous filament Olefin pile, surface weight 24 oz. per square yard, vinyl non-skid backing with 1" border, edging applied to cut ends. All mats shall pass flammability testing per DOC FF1-70 and DOC FF2-70. Mats which condition are deemed unacceptable by the County, must be replaced promptly.

2.14.3. Exchange mats with new, clean mats once every 2 weeks during October through March, and once each month during April through September.

2.14.4. Vacuum mats daily.

3. CONTRACTOR REQUIREMENTS

3.1. SITE VISITATIONS

3.1.1. It is recommended that all potential bidders visit each site and become familiar with each location as well as local conditions. A highly recommended pre-bid meeting/inspection of sites will be held on **July 14, 2021** at 10:00 A.M. in the Facilities & Services Multi-Purpose Room, 80 E. High St., Somerville, NJ.

3.2. CONTRACTOR'S RESPONSIBILITIES

3.2.1. The Contractor shall furnish all of the supervision, personnel, motor vehicle(s), cleaning agents, supplies, and equipment necessary to perform the required services at the designated locations.

- 3.2.2. The County may from time to time direct the Contractor to perform additional incidental work not included in the contract price. The Contractor shall submit a written quote in advance, including supplies and labor calculated on an hourly basis in accordance with this contract, and shall not begin the work until authorized by the County to proceed.
- 3.2.3. The Contractor shall perform all work so as to minimize disruption to normal operations and shall take all reasonable precautionary measures to ensure the safety of the occupants and the public. The Contractor shall utilize only "green" products. The Contractor shall not use cleaning solutions, products, other agents, and procedures that may cause or contribute to unhealthful and/or undesirable effects upon the occupants and/or the environment, both indoors and outdoors. When notified by the County that a product or procedure has caused an adverse effect or condition (for example an allergic reaction, an unpleasant odor, etc.), the Contractor shall take immediate measures to remedy the effect or condition and shall ensure that it is not repeated. Upon completion of work the Contractor shall be responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.
- 3.2.4. The Contractor's job supervisor and additional personnel, as deemed necessary by the County, must be literate and fluent in the English language. This is not meant to require that all Contractor personnel speak, read, and write English. Most tasks may require only the job supervisor, crew leader or a crewmember to speak, read, and write English. This requirement is necessary due to the following reasons, which include but are not limited to:
 - 3.2.4.1. Warnings of emergencies and hazards;
 - 3.2.4.2. Preparation of reports;
 - 3.2.4.3. Communication with Somerset County personnel;
- 3.2.5. Due to the significance of the above listed reasons, the English requirement is made with the intent that communication between the Contractor representatives and Facilities and Services Division personnel, and between the Contractor representatives and the public, will be understood.
- 3.2.6. The Contractor shall carry on the operations in such manner that it does not damage existing grounds, buildings, landscaping, utilities, other structures, furnishings, or contents. In the event that damage occurs to Somerset County property or adjacent property by reason of any janitorial service operations performed under this contract, the Contractor shall replace or repair the same at no cost to the Division. If damage caused by the Contractor has to be repaired or replaced by the Division, the cost of such work shall be deducted from the monies due the Contractor.
- 3.2.7. The Contractor's employees shall use care in disarming and re-arming burglar alarms and other security devices. It shall be the responsibility of the Contractor to maintain the level of security at each and every location as established by the County, and the Contractor shall be held accountable for any breaches in security. The Contractor shall be responsible for any costs incurred by the County when County employees are called in to arm or reset alarms due to the Contractor's actions. In addition, the Contractor shall be responsible for any costs incurred by the County when fines are imposed by municipal officials in relation to false alarms resulting from the Contractor's actions.

3.3. EMPLOYEES OF THE CONTRACTOR

- 3.3.1. The names of all personnel providing service to Somerset County under this contract shall be provided to the Director of F&S or his/her designee at the Post Award Conference and updated each time a change occurs. No one, except authorized employees of the Contractor who have been pre-approved by the Somerset County Sheriff's Department and are wearing proper identification and clothing, will be admitted to any Somerset County facilities or permitted to work. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. All Contractor employees shall wear photo identification badges issued by the Somerset County Sheriff's Department, and uniforms at all times. Uniforms shall consist of Dickies type, or equal, work clothes in presentable condition, as well as polished shoes. All

employees of the Contractor shall wear the same color and type of uniform and identification tag.

3.3.2. All employees of the contractor will sign an Authorization to Release Records Form (Exhibit V) and submit to finger printing and background checks by the Somerset County Sheriff's Department and/or Prosecutor's Office prior to beginning work, as well as annually thereafter. For this purpose, each employee shall make him/herself available during business hours. (Currently, subject to change, such fingerprinting is done on Monday through Friday between the hours of 9:00 A.M. and 3:00 P.M. There are no appointments between 12:00 P.M. and 1:00 P.M.). The Contractor shall not provide any employees who are not first approved by the Sheriff's Department or Prosecutor's Office. Any such unauthorized employees will be barred from the premises, and the Contractor shall be responsible for any work not completed. The Contractor's employees may be subject to search when entering Somerset County facilities or at any time while present in the facilities.

3.3.3. The time required by the Somerset County Sheriff's Department to conduct a background check, from fingerprinting to approval, is generally one week, and a photo identification badge will generally be issued by the Somerset County Sheriff's Department within two weeks after approval.

3.4. REMOVAL OF CONTRACTOR'S EMPLOYEES: The Contractor agrees to utilize only experienced, responsible, and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Somerset County.

3.5. EQUIPMENT AND SUPPLIES

3.5.1. The Contractor shall furnish all equipment, materials, and cleaning supplies necessary to properly perform under this contract. All supplies and materials furnished by the Contractor are subject to prior approval by the Director of F&S or his/her designee and shall be equal to the preferred, representative supplies listed in Exhibit IV. All supplies shall be delivered to County facilities in original, sealed packaging and/or containers and may be subject to inspection. A list of all supplies and equipment to be used pursuant to this contract and appropriate Material Safety Data Sheets (MSDS) shall be submitted to the Director of F&S or his/her designee at the Post Award Conference and kept up to date thereafter. On a quarterly basis the Contractor shall provide a quantified listing of all supplies used pursuant to this contract.

3.5.2. The Contractor shall provide sufficient equipment, supplies and personnel to complete the work within the designated time frames. Cleaning equipment must be in good and safe operating condition at all times. The County reserves the right to inspect any equipment to verify its condition and suitability for the job.

3.5.3. Janitor's closet areas will be available and shall be kept in a neat manner by the Contractor. The closet area will be kept free of any offensive odor. Damp mopping, spot cleaning and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner. Janitorial closet doors shall be closed and locked at all times.

3.5.4. All equipment and supplies shall conform to all current Federal, State, Local, OSHA, and PEOSHA rules and regulations.

3.5.5. The Contractor's employees shall use a dedicated mop and bucket, labeled or color coded, for rest rooms only. This mop and bucket shall not be used in any other locations.

3.5.6. The Contractor's employees shall not sweep or clean any surface in a manner that raises dust.

3.5.7. The Contractor's employees shall use only vacuums that are Green Label Certified at Gold Level with a HEPA filter by the *Carpet and Rug Institute*. All vacuums used in this contract will be pre-approved by the County and will be subject to replacement by the contractor at the discretion of the County.

3.5.8. The County shall furnish one set of keys, sufficient to provide complete access as required, to the Contractor at the beginning of the contract period. The Contractor shall sign for these keys and accept all responsibility for them. The County shall provide additional copies of keys, for the Contractor's employees, at the request of the Contractor and at the Contractor's expense.

The Contractor's employees shall sign for any keys issued to them. The Contractor shall not reproduce any keys and shall return all keys to the County at the termination of the contract.

3.6. SUPERVISION: The Contractor shall provide the Director of F&S or his/her designee with the names and telephone numbers of the principal Supervisor, the principal Supervisor's assistant, and any other working supervisors. The Supervisor shall be responsible for the competent performance of all janitorial services pursuant to this contract and shall be the Contractor's principal liaison to the County. The Supervisor shall make sufficient routine inspections to ensure that all work is performed as specified. The Supervisor, or in his/her absence the Supervisor's assistant, shall always be on-site at the County complex in Somerville during the hours of 7:00 A.M. through 4:30 P.M., Monday through Friday, and shall be available by phone and pager both during and off hours. The Supervisor shall provide daily, on-site, in-person supervision to all employees of the Contractor at each and every site.

3.7. INSPECTION

3.7.1. The County shall decide the acceptability of any work performed under the contract. In the event that work performance is unsatisfactory, the Contractor will be notified by the County and given a specified amount of time to correct the work. If unsatisfactory work is not corrected within the allotted time frame, or if work is repeatedly unsatisfactory, the County reserves the right to complete the work to its satisfaction and deduct the cost from any monies due the Contractor.

3.7.2. The Contractor's Supervisor shall accompany the Contract Monitor in conducting quality inspections for a minimum of two (2) hours per day at the discretion of the Contract Monitor. The location of each inspection shall be selected by the Contract Monitor without prior notification to the Supervisor. The County will not provide transportation for the Contractor's Supervisor. In the event service performed is unsatisfactory, or is not in accordance with the specifications, the Contractor shall, upon notification by the Director of F&S or his/her designee, cause the facility to be serviced immediately and the discrepancy corrected without additional cost to the County.

3.7.3. Should the Contractor fail to provide routine janitorial service at any location as specified in the contract, or fail to establish and maintain the level of cleanliness required by the specifications at any location, the County may deduct the entire daily cost of the location for each day that the unsatisfactory condition exists. The daily cost of a location shall be calculated by dividing the monthly cost by twenty-one (21) days (the average number of cleaning days per month). This provision is to be used only when the work is not promptly corrected by the Contractor or there are continuous and/or repeated, documented deficiencies in the Contractor's performance, or when work was required to have been accomplished on a daily basis.

3.8. WORK SCHEDULE

3.8.1. Janitorial services shall be performed on the days and during the hours specified in columns 5 and 6 of Exhibit I, Information Chart, excluding County holidays. (However, services required at all locations under 2.8 and 2.12 above shall be performed only when the effected spaces are unoccupied.)

3.8.2. At the Post Award Conference the Contractor shall submit a proposed work schedule to accomplish the services pursuant to this contract. This schedule shall be set on an annual calendar identifying the task, frequency of work and the number of workers performing each task. This schedule shall be subject to the Director of F&S or his/her designee's approval. Thereafter, significant changes in the Contractor's schedule must be submitted in writing to the Director of F&S or his/her designee for approval prior to implementation.

3.8.3. The Contractor shall adhere to the approved work schedule and shall complete all routine work during the calendar week in which it is scheduled unless circumstances occur which are beyond the control of the Contractor. The schedule shall provide, as much as possible, for work to proceed in public areas while offices are occupied, and for office work to proceed when offices are vacant. All work not completed during the week scheduled shall be reported to the Division in writing on the first workday of the following week. The report shall include an explanation of why the work was not completed and plans for getting the work back on schedule. If the Contractor falls behind schedule at any time, additional workers shall be assigned at no additional cost to the Division until the work is back on schedule.

- 3.9. RECORDS: The Contractor's employee(s) shall fill out a janitorial checklist whenever the Contract Monitor requires it, and submit the checklist for the Contract Monitor's review. The Contractor is responsible for providing a janitorial checklist form to its employees. Payment of the monthly invoice may be delayed or withheld if the correct documentation, including janitorial checklists have not been submitted. On a quarterly basis, the Contractor shall also provide a quantified listing of all supplies used pursuant to this contract.
- 3.10. METHOD OF PAYMENT: An invoice shall be submitted by the Contractor to the Director of F&S or his/her designee monthly. All invoices shall contain the contract name and number; Contractor's name, address, and phone number; and the name of the Contractor's representative to contact concerning billing questions. The Contractor shall be paid monthly in arrears, generally within 30 days of receipt of the invoice.
- 3.11. POST AWARD CONFERENCE: After award of this bid, the Contractor shall be required to participate in a post award conference for the purpose of ensuring a complete understanding of the requirements of the contract. At this meeting the Contractor shall present any information as specified in the specification section.
- 3.12. QUALITY ASSURANCE: The Contractor must include a written plan on Quality Assurance. This should include the philosophy and methodology to be used to ensure quality service is performed.

4. SUPPORTIVE SPECIFICATIONS

- 4.1. SUBCONTRACTING ASSIGNMENT: The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County.
- 4.2. REFERENCES: Bidders must provide at least three (3) reference accounts to whom they are presently providing this service. Included must be name of government or company, individual to contact, phone number and address.
- 4.3. CONTRACTOR RESPONSIBILITY: The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in custody of the Contractor, his employees, or subcontractors.
- 4.4. LIQUIDATED DAMAGES: The County may deduct, as liquidated damages, from any money due the Contractor, the difference between the Contractor's price and the cost to Somerset County, to obtain the required services.
- 4.5. PROVISIONS OF BID DOCUMENT: All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of a bid.
- 4.6. INCURRING COSTS: Somerset County is not responsible for any costs incurred in preparing this bid, including the acquisition of supplies and/or personnel.
- 4.7. AWARD: The County reserves the right to award in whole or in part, by item, group of items, or by section where such action serves the County's best interest.
- 4.8. INQUIRIES: All inquiries concerning information contained herein shall be addressed to the Purchasing Agent in writing at:

County of Somerset
Purchasing Division
Attention: Melissa A. Kosensky, RPP0, QPA
Purchasing Agent
PO Box 3000
Somerville, NJ 08876
PurchasingDiv@co.somerset.nj.us

EXHIBIT I

Information Chart

OPTION A: Somerset County Facilities

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty.</u>	<u>Size</u>	
1.3.1	ADMINISTRATION BUILDING 20 Grove Street Somerville, NJ 08876	107,676	100	150	4PM-9PM	M-F	5	4' x 8'	All
		Sheriff's Dept.		8AM-4PM	M-F	0	---		
		IT Division		8AM-4PM	M-F	0	---		
1.3.2	ADMINISTRATION BUILDING 40 North Bridge Street Somerville, NJ 08876	78,147	150	75	8AM-4PM	M-F	6	4' x 8'	All
		Communications Center		8AM-4PM	7 Days Incl. Holidays	0	---		
1.3.3	BERNIE FIELD PARKING DECK 15 Mechanic Street Somerville, NJ 08876	3,237	7	700	4PM-9PM	M-F	1	3'x15'	All
1.3.4	BRIDGEWATER LIBRARY 1 Vogt Dr. Bridgewater, NJ 08807	51,325	100	1,100	6PM-2AM	M-S	0	0	All plus 2.5.1 6PM-7PM & 1AM-2AM
1.3.5	EMERGENCY SERVICES TRAINING ACADEMY 402 Roycefield Rd. Hillsborough, NJ 08876	27,301	10	150	8AM-4PM 5PM-8PM	M-F S-S	6	4' x 8'	All
1.3.6	FACILITIES AND SERVICES 80 E. High Street Somerville, NJ 08876	10,280	52	10	8AM-4PM	M-F	3 1	4' x 8' 3'x10'	All

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty.</u>	<u>Size</u>	
1.3.7	FINDERNE PUBLIC WORKS FACILITY 750 E. Main Street Bridgewater, NJ 08807	8,500	106	20	4PM-9PM	M-F	0	---	All
		Vehicle Maintenance					2	4' x 6'	
		Transportation					6	4' x 8'	
		Traffic					2	4'x6'	
1.3.8	4-H CENTER 310 Milltown Road Bridgewater, NJ 08807	14,300	25	75	6AM-11AM	M-F	0	---	All
1.3.9	HILLSBOROUGH SENIOR CENTER 339 South Branch Rd. Hillsborough, NJ 08853	Per Sections 2.8 and 2.12			---	---	0	---	Only 2.8 & 2.12
1.3.10	HILLSBOROUGH SENIOR CENTER 339 South Branch Rd. Hillsborough, NJ 08853	1,948	2	55	4PM-9PM	M-F	1	4'x6'	All
1.3.11	HISTORIC COURTHOUSE 35 East Main Street Somerville, NJ 08876	32,000	30	100	7AM-4PM	M-F	4 1	4' x 6' 4' x 8'	All
		Courtrooms & Chambers			7AM-8:30AM	M-F	0	---	
1.3.12	HUMAN SERVICES 27 Warren Street Somerville, NJ 08876	64,660	75	100	4PM-10PM	M-F	2	4'x8'	All
1.3.13	JAIL 40 Grove Street Somerville, NJ 08876	Per Sections 2.12 and 2.14			---	---	2	4' x 8'	Only 2.12 & 2.14

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty.</u>	<u>Size</u>	
1.3.14	JURY ASSEMBLY 1 East Main Street Somerville, NJ 08876	7,000	3	120	7AM- 8:30AM	M-F	0	---	All
1.3.15	MARY JACOBS LIBRARY 64 Washington St. Rocky Hill, NJ 08553	17,000	27	650	6PM-2AM	M-Sat	0	0	All
1.3.16	NEW COURTHOUSE 20 No. Bridge Street Somerville, NJ 08876	124,000	216	300	7AM- 4PM	M-F	1 2 1	4'x6' 4'x8' 3'x10'	All
					Courtrooms & Chambers			7AM- 8:30AM	
1.3.17	NORTH COUNTY PUBLIC WORKS FACILITY 410 Chimney Rock Rd., Bld. B Bridgewater, NJ 08807	4,562	50	10	8AM-11AM	M-F	3	4'x8'	All
1.3.18	PROSECUTOR'S ANNEX 209 Cougar Court Hillsborough, NJ 08876	19,165	5	2	8AM-4PM	M-F	2	4'x8'	All
1.3.19	PROSECUTOR'S FIELD OFFICE (address to be provided) Hillsborough, NJ 08876	15,196	26	0	8AM-Noon	M-F	0	---	All
1.3.20	QUAIL BROOK SENIOR CENTER New Brunswick Rd. Somerset, NJ 08873	Per Sections 2.8 and 2.12			---	---	0	---	Only 2.8 & 2.12
1.3.21	QUAIL BROOK SENIOR CENTER 625 New Brunswick Rd. Somerset, NJ 08873	4079	3	55	4PM-9PM	M-F	1	4'x6'	All

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty.</u>	<u>Size</u>	
1.3.22	RECYCLING CENTER 40 Polhemus Lane Bridgewater, NJ 08807	8,064	114	15	4PM-9PM	M-F	4	4' x 8'	All
1.3.23	RICHARD HALL COMMUNITY MENTAL HEALTH CENTER 500 N. Bridge Street Bridgewater, NJ 08807	48,089	108	200	6AM-2PM & 6PM-9PM	M-F	3	4' x 8'	All. In addition, the procedures specified in 2.5.1 shall be completed 3 times each day, specifically during the periods from 7AM – 8AM, from 1PM – 2PM, and from 8PM – 9PM.
1.3.24	SENIOR WELLNESS CENTER 202 Mt. Airy Rd. Basking Ridge, NJ	Per Sections 2.8 and 2.12			---	---	0	---	Only 2.8 & 2.12
1.3.25	SENIOR WELLNESS CENTER 202 Mt. Airy Rd. Basking Ridge, NJ	8,851	4	60	4PM-9PM	M-F	--	--	All
1.3.26	SENIOR WELLNESS CENTER 876 E. Main St. Bridgewater, NJ 08807	11,590	12	60	4PM-9PM	M-F	1	4'x8'	All
1.3.27	SOCIAL SERVICES 73 East High St. Somerville, NJ 08876	42,440	115	100	6PM-10PM	M-F	1 1	4'x12' 4'x8'	All
1.3.28	SOCIAL SERVICES REGIONAL SERVICE CENTER 391D Somerset Street North Plainfield, NJ 07060	3,042	25	40	4PM-9PM	M-F	0	---	All

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty.</u>	<u>Size</u>	
1.3.29	SOCIAL SERVICES REGIONAL SERVICE CENTER 630 Franklin Blvd., Suite 110 Somerset, NJ 08873	11,227	25	40	4:30PM- 10PM	M-F	1 1	4'x8' 4'x12'	All
1.3.30	SOUTH COUNTY PUBLIC WORKS FACILITY 410 Roycefield Road Hillsborough, NJ 08876	6,700	65	10	4PM-9PM	M-F	6	4' x 8'	All
1.3.31	VOTING MACHINE WAREHOUSE 156 Route 206 Hillsborough, NJ 08844	50	2	0	8AM-11AM	M-F	0	---	Only 2.5
1.3.32	WARRENBROOK SENIOR CENTER 500 Warrentville Rd. Warren Twp., NJ 07060	Per Sections 2.8 and 2.12			---	---	0	---	Only 2.8 & 2.12
1.3.33	WARRENBROOK SENIOR CENTER 500 Warrentville Rd. Warren Twp., NJ 07060	5133	3	60	4PM-9PM	M-F	--	--	All

EXHIBIT II

Cleaning Procedures Required

Location	Procedures That Apply
Richard Hall Community Mental Health Center	All. In addition, the procedures specified in 2.5.1 shall be completed 3 times each day, specifically during the periods from 7:00 AM – 8:00 AM, 1:00 PM – 2:00 PM and 8:00 PM – 9:00 PM.
Bridgewater Library	All. In addition, the procedures specified in 2.5.1 shall be completed twice each day, specifically during the periods from 6:00 PM – 7:00 PM and from 1:00 AM – 2:00 AM.
Quail Brook Senior Center Warrenbrook Senior Center Hillsborough Senior Center Senior Wellness Center, Basking Ridge	Only 2.8 & 2.12
Quail Brook Senior Center Warrenbrook Senior Center Hillsborough Senior Center Senior Wellness Center, Basking Ridge	All
Jail	Only 2.12 & 2.14
Voting Machine Warehouse	Only 2.5
All Other Locations (not listed above)	All

OPTION B: SOMERSET COUNTY PARK COMMISSION FACILITIES

WORK LOCATIONS: The Contractor shall furnish janitorial services at the following locations listed:

Location 1

North Branch Park – Headquarters
355 Milltown Road
Bridgewater, NJ 08807

Location 2

Stocker House, Park Ranger’s Office
336 Milltown Road
Bridgewater, NJ 08807

Location 3

Environmental Education Center
190 Lord Stirling Road
Basking Ridge, NJ 07920

Location 4

Merrill House
2277 South Branch Road
Branchburg, NJ 08853

Location 5

Green Knoll Golf Course Pro Shop
587 Garretson Road
Bridgewater, NJ 08807

Location 6

Quail Brook Golf Course Pro Shop
625 New Brunswick Road
Somerset, NJ 08873

Location 7

Spooky Brook Golf Course Pro Shop
582 Elizabeth Avenue
Somerset, NJ 08873

Location 8

Neshanic Valley Golf Course Learning Center
2301 South Branch Road
Neshanic, NJ 08853

Location 9

Neshanic Valley Golf Course Clubhouse
2301 South Branch Road
Neshanic Station, NJ 08853

Location 10

Warrenbrook Golf Course
500 Warrentown Road
Warren, NJ 07059

Location 11

Sellars Maintenance Building
301 Old York Road
Bridgewater, NJ 08807

Location 12

Natirar Ranger Station
2 Main Street
Peapack, NJ 07977

PERFORMANCE SPECIFICATIONS:

The Contractor shall perform such work and take such action as may be necessary to maintain all areas in a neat, clean, healthful, and presentable condition. The contractor’s performance shall be considered satisfactory when, in the opinion of the Manager of Park Maintenance Division, or his/her designee(s), all surfaces (including vertical and horizontal, floors, walls, ceilings, furnishings, cabinetry and casework, electrical and plumbing fixtures, equipment, doors, windows, stairs, and all interior and exterior spaces and facilities included in this contract) are free of dust, dirt, debris, film, smudges, scuffs, marks, streaks, and so forth, and are buffed, polished or otherwise groomed in such a way as to be acceptable to the Manager of Park Maintenance Division, or his/her designee(s). The Contractor shall perform each of the procedures prescribed, as well as any other procedures necessary, in order to achieve these desired results. The Park Commission division designee shall monitor the Contractor’s compliance with, and performance under, the terms and conditions of the contract. The Contractor shall make available for inspection and/or copying by the Park Commission all records and accounts relating to the work performed or the services provided under this contract.

**LOCATION 1 - PROCEDURES
NORTH BRANCH PARK – HEADQUARTERS**

FOYER, RECEPTION AREA, MAIL ROOM

3 times per week (Monday, Wednesday, Friday)

- Dust all furniture, fixtures, equipment, and accessories.
- Vacuum walk off mats.
- Empty all trash and recycle receptacles and replace liners, as necessary.
- Remove all collected trash and recycle bags to designated area.
- Fully vacuum all carpets from wall to wall.
- Spot clean door glass and side glass.

Weekly (1 time per week)

- Clean and polish all bright metal work.
- Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
- Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
- Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges, and stains.
- Mop tile floor in entrance foyer.

OFFICE AND MEETING ROOMS

3 times per week (Monday, Wednesday, Friday)

- Empty all trash and recycle receptacles and replace liners, as necessary.
- Remove all collected trash and receptacle bags to designated area.
- Vacuum all carpeted areas.

Semi-Weekly (any two days)

- Wet mop upstairs conference room.

Weekly (1 time per week)

- Dust mop upstairs conference room with treated dust mop on Mondays.
- Dust all furniture, fixtures, equipment and accessories, moldings, and other low reach areas.
- Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
- Spot clean all walls, light switches and doors using approved spotter.
- Spot clean carpeted areas as needed.

Monthly (First week of each month)

- Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
- Dust all Venetian blinds.
- Using tank vacuum or backpack, vacuum corners, baseboard edges, and chairs of all carpeted areas.

2 times per year (March and late August)

- Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff.

2 times per year (as needed)

- Remove all bugs in room light fixtures.

RESTROOMS

3 times per week (Monday, Wednesday, Friday)

Refill toilet paper, paper towels, and soap dispenser.

Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe partitions, sweep, and damp mop floors using a germicidal cleaner.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

Monthly

Dust and clean all restroom air vents. Wash all restroom partitions on both sides.

4 times per year (January, April, August, and October)

Machine scrub all restroom floors using germicidal detergent.

HALLWAYS/STAIRWELLS

Semi-weekly (Monday through Friday)

Vacuum stairs, dust railings, legs and spot clean carpet as needed.

Clean all baseboards.

Monthly (1 time per month)

Detail clean threshold plates removing all visible soil.

Dust all Venetian blinds.

Clean all ceiling vents.

LUNCH ROOM/KITCHEN

3 times per week (Monday, Wednesday, Friday)

Empty all trash and recycle receptacles and replace liners, as necessary.

Remove all collected trash and recycle bags to designated area.

Spot clean backs and seats of chairs.

Damp clean and sanitize tables, counter tops, and sinks, wipe dry.

Vacuum all baseboards of food particles.

Dust mop hard surface area with treated dust mop.

Weekly

Damp clean interior/exterior of microwave oven.

Dust all chairs and table legs, rungs, ledges, moldings, shelves, pictures, and air vents.

Wet mop entire kitchen area.

Monthly (1 time per month)

Dust all surfaces including sills, ledges, moldings, shelves, door frames, pictures, and vents.

Dust all Venetian blinds.

ACTIVITY CENTER, KITCHEN, AND FOYER

3 times per week (Monday, Wednesday, Friday)

Empty all trash and recycle receptacles and replace liners, as necessary.

Remove all collected trash and receptacle bags to designated area.

Dust mop all hard surfaces with treated dust mop.

Refill paper towel dispensers.

Vacuum walk off mats.

Clean and polish drinking fountain, removing water marks, and splashes on sides and front.

Spot clean door glass and side glass.

Weekly

Wet mop all hard surfaces.

Dust all baseboards, ledges, moldings, and other low reach areas.

Spot clean all walls, light switches, and doors.

Monthly

Using tank vacuum or backpack, vacuum baseboard, ledges, and corners.

Dust and clean all return air vents.

SPECIAL NEEDS

Carpet areas (2 times per year March and late August)

This work for the first year of contract will be done on or before March 31, 2022 to be determined by HQ's staff in cooperation with the contractor.

Hot water extract (steam clean) carpeting using high pressure extraction equipment.

Windows outside and inside (1 time per year in April)

Clean all inside and outside windows in Park Headquarters' building with proper cleaning agent.

Cleaning Schedule as follows:

All daily cleaning work must be performed after **6:00 PM** and work in the Activity Center area must not start any earlier than **9:00 PM**.

**LOCATION 2 - PROCEDURES
STOCKER HOUSE, PARK RANGER'S OFFICE**

OFFICES AND MEETING ROOMS

Weekly (1 time per week)

Empty all trash and recyclable materials and replace liners, as necessary.
Remove all collected trash and recyclable materials to designated location.
Vacuum all carpet areas.
Dust mop hard surface areas with treated dust mop.
Damp mop all hard surface areas.

Semi-monthly (2 times per month)

Dust all furniture, fixtures, equipment and accessories, moldings, and other low reach areas.
Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Spot clean all walls, light switches, and doors using approved spotter.
Spot clean carpeted areas as needed.

Monthly (1 time per month)

Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Using tank vacuum or backpack, vacuum corners, baseboard edges, and chairs of all carpeted areas.

RESTROOMS

Weekly (1 time per week)

Refill toilet paper, paper towels, and soap dispenser.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe partitions, sweep, and damp mop floors using a germicidal cleaner.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

SPECIAL NEEDS

(2 times per year) (Late March and September)

Hot water extract (steam clean) carpeting using high pressure extraction equipment.
Wet mop, dry, and polish wood floors.

Window Cleaning (Inside and outside – April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning Schedule as follows:

Any day is fine.

**LOCATION 3 - PROCEDURES
ENVIRONMENTAL EDUCATION CENTER**

FOYER, RECEPTION AREA, FRONT LOBBY

Weekly

Dust all furniture, fixtures, equipment, and accessories.
Vacuum walk off mats.
Empty trash receptacles and recyclables and replace liners, as necessary.
Remove all collected trash to designated area.
Dust mop all hard surface floors with treated mop.
Damp mop entire area.
Spot clean door glass and side glass.
Clean and polish all bright metal work.
Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach area.
Dust all surfaces above normal reach, including sills, ledges moldings, shelves, door frames, pictures, and vents.
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges, and stains.

**OFFICE AND MEETING ROOMS, FIRST FLOOR CLASSROOMS (2), LIBRARY
AUDITORIUM, EXHIBIT HALL AND MAILROOM**

Weekly

Empty all trash and recycle receptacles and replace liners, as necessary.
Remove all collected trash and recycle bags to designated area.
Vacuum all carpeted areas.
Using approved spotter, spot clean carpeted area.

Semi-monthly (2 times per month)

Dust all furniture, fixtures, equipment and accessories, moldings, baseboards, ledges, and other low reach areas.
Spot clean all walls, light switches and doors using approved spotter, spot clean carpeted areas as needed.

Monthly

Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Using tank vacuum or backpack, vacuum corners, edges, baseboards, chairs of all carpeted areas.

LOWER LEVEL AND FIRST FLOOR RESTROOMS

Weekly

Refill toilet paper, paper towels, and soap dispensers. Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome and spot wipe partitions, sweep, and damp mop floors using a germicidal cleaner. Clean and sanitize toilets.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

Monthly

Dust and clean all restroom air vents. Wash all restroom partitions on both sides.

4 times a year (January, April, August, and October)

Machine scrub all restroom floors using germicidal detergent.

HALLWAYS/STAIRWELL/ALL AREAS

Weekly

Clean and polish drinking fountains, removing water watermarks and scale.
Vacuum stairs, dust railings, ledges, and spot clean carpet as needed.
Clean all baseboards.
Empty recyclables and regular trash, as necessary. Correct liners in containers, as necessary.

Monthly (1 time per month)

Detail clean threshold plates removing all visible soil.
Dust all Venetian blinds.
Clean all ceiling fans.

LOWER LEVEL OFFICES/STEM CLASSROOM/LOWER LOBBY/LOWER HALLWAY

Weekly

Empty all trash receptacles and recycle containers, replace liners, as necessary.

Remove all collected trash and recycle materials to designated area.

Spot clean all horizontal and vertical surfaces.

Dust mop hard surface area with treated dust mop.

Damp mop entire area.

Dust all chairs and table legs, rungs, ledges, moldings, shelves, pictures, and air vents.

Monthly (1 time per month)

Dust all surfaces above normal reach including sills, ledges moldings, shelves, door frames, pictures, and vents.

Dust all Venetian blinds.

SPECIAL NEEDS

*** Carpet areas (2 times per year February and November)**

Hot water extract (steam clean) carpeting using high pressure extraction equipment.

*This work must be performed on President's Day and Election Day.

Hard Surface Floors (first floor and lower level) – 1 time per year (late March)

Machine scrub hard surface floor and apply one (1) coat of polish, allow to dry, then buff.

Hard Surface Floors (first floor and lower level) – 1 time per year (late August)

Strip hard surface floor and recoat with three (3) coats floor polish.

Window outside and inside (1 time per year – April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning schedule as follows:

Saturday after 6:00 PM.

**LOCATION 4 - PROCEDURES
MERRILL HOUSE**

Weekly (1 time per week)

Empty all trash and recycle receptacles and replace liners, as necessary.
Remove all collected trash and recycle bags to designated area.
Vacuum all carpeted areas.
Dust mop hard surface area with treated dust mop.

Semi-monthly (2 times per month)

Dust all furniture, fixtures, equipment and accessories, moldings, and other low reach areas.
Dust all chairs and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Spot clean all walls, light switches and doors using approved spotter.
Spot clean carpeted areas as needed.
Damp mop all hard surface areas.

Monthly (1 time per month)

Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Using tank vacuum or backpack, vacuum corners, edges, and baseboards.

RESTROOMS

Weekly (1 time per week)

Refill toilet paper, paper towels, and soap dispenser.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe partitions.
Sweep and damp mop floors using a germicidal cleaner.
Clean and sanitize toilet.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

SPECIAL NEEDS

(2 times a year) Late March and September

Hot water extract (steam clean) carpeting using high pressure extraction equipment.
Wet mop, dry, and polish wood floors.

Window Cleaning (Inside and Outside – April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning schedule as follows:

All cleaning must be performed on Saturday mornings.

PROCEDURES FOR:

LOCATION 5 - GREEN KNOLL GOLF COURSE PRO SHOP
LOCATION 6 - QUAIL BROOK GOLF COURSE PRO SHOP
LOCATION 7 - SPOOKY BROOK GOLF COURSE PRO SHOP
LOCATION 8 - NESHANIC VALLEY GOLF COURSE LEARNING CENTER

PUBLIC AREA AND OFFICES

Daily – 5 times per week (Wednesday through Sunday)

Empty all trash and recyclable materials and replace liners, as necessary.
Remove all collected trash and recyclable materials to designated location.
Vacuum all carpets in public area.
Dust mop hard surfaces area with treated dust mop.

Semi-monthly (2 times per month)

Dust all furniture, fixtures, equipment and accessories, moldings, and other low reach areas.
Dust all chairs and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Spot clean all walls, light switches, and doors using approved spotter.
Spot clean carpeted areas as needed.
Damp mop all hard surface areas.

Monthly (1 time per month)

Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Using tank vacuum or backpack, vacuum corners, edges, and baseboards.

RESTROOMS

Daily (5 times per week) (Tuesday through Saturday)

Refill toilet paper, paper towels, and soap dispensers.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe areas near toilet.
Sweep and damp mop floors using a germicidal cleaner.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

SPECIAL NEEDS

For LOCATION 5 (Green Knoll Golf Course Pro Shop) & LOCATION 6 (Quail Brook Golf Course Pro Shop) Cleaning Schedule is as follows:

Two times a year (November, December, or January to be determined by the Golf Division)

Hot water extract (steam clean) carpeting using high pressure extraction equipment.

Once a year Window cleaning inside and outside (April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning Schedule as follows:

Five times a week: Tuesday through Saturday – April 1 through October 31 after 5:00 PM.
Three times a week: Tuesday, Thursday, and Saturday – March 1-31 and November 1-30 after 3:00 PM.
Golf Courses closed December 1 through February 28. No cleaning required.

For LOCATION 7 (Spooky Brook Golf Course Pro Shop) and LOCATION 8 (NESHANIC VALLEY GOLF COURSE LEARNING CENTER) Cleaning Schedule is as follows:

Two times a year (November, December, or January to be determined by the Golf Division)

Hot water extract (steam clean) carpeting using high pressure extraction equipment.

Once a year Window cleaning inside and outside (April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning Schedule as follows:

Five times a week: Tuesday through Saturday – April 1 through October 31 after 5:00 PM.
Three times a week: Tuesday, Thursday, and Saturday – November 1 through March 31 after 3:00 PM.

**LOCATION 9 – PROCEDURES
NESHANIC VALLEY GOLF COURSE CLUBHOUSE**

**FOYER AND RECEPTION AREA,
INCLUDING STAIRWAY TO SECOND FLOOR, HALLWAY FROM FOYER TO PATIO**

Daily (5 times per week)

Clean door glass (eight doors).
Vacuum walk off mats.
Fully vacuum all carpets from wall to wall, including stairway to second floor.

Semi-weekly (Tuesday and Friday)

Dust all furniture, fixtures, equipment, and accessories.

Weekly (1 time per week)

Spot clean side glass (windows).
Clean and polish all bright metal work.
Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, vents, and light fixtures.
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges, and stains.
Spot clean carpet as needed.

PRO SHOP AND OFFICE

Daily (5 times per week)

Clean door glass.
Empty all trash and recycle receptacles and replace liners, as necessary.
Remove all collected trash and recycle bags to designated area.
Vacuum all carpeted areas.

Semi-weekly (Tuesday and Fridays)

Dust all furniture, fixtures, equipment, and counters.
Clean and polish all drinking fountains.

Weekly (1 time per week)

Spot clean side glass (windows).
Dust all chair and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Spot clean all walls, light switches, and doors using approved spotter, spot clean carpeted areas as needed.
Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, vents, and light fixtures.
Using tank vacuum or backpack, vacuum corners, edges, baseboards, and chairs of all carpeted areas.
Clean and polish all bright metal work.

RESTROOM AND LOCKER ROOMS (Including Showers)

Daily (5 times per week)

Refill toilet paper, paper towels, and soap dispensers.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe areas near toilet.
Sweep and damp mop floors using a germicidal cleaner.

Weekly (1 time per week)

Clean lockers inside and outside. Dust all sills, ledges, moldings, and door frames.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

Monthly (1 time per month)

Dust and clean all restroom air vents. Wash all restroom partitions on both sides.

Four times per year (April, June, August, and October)

Machine scrub all restroom floors using germicidal detergent.

SPECIAL NEEDS

Carpet areas (Two times per year – November, December, or January to be determined by the Golf Division)

Hot water extract (steam clean) carpeting using high pressure extraction equipment.

Windows

Once a year Window cleaning inside and outside (April).

Clean all inside and outside windows with proper cleaning agent.

Cleaning schedule as follows:

Five times per week:

April 1 through October 31

Tuesday and Thursday after 6:00 PM,

Saturday and Sunday 5:00 to 6:00 AM and

Monday 6:00 AM to 7:00 AM

Three times per week:

November 1 – March 31 after 3:00 PM

Wednesday, Friday, and Sunday.

**LOCATION 10 – PROCEDURES
WARRENBROOK GOLF COURSE**

PUBLIC AREA AND OFFICES

Daily – 5 times per week (Tuesday through Saturday)

Empty all trash and recyclable materials and replace liners, as necessary.
Remove all collected trash and recyclable materials to designated location.
Vacuum all carpets in public area.
Dust mop hard surfaces area with treated dust mop.

Semi-monthly (2 times per month)

Dust all furniture, fixtures, equipment and accessories, moldings, and other low reach areas.
Dust all chairs and table legs, rungs, baseboards, ledges, moldings, and other low reach areas.
Spot clean all walls, light switches, and doors using approved spotter.
Spot clean carpeted areas as needed.
Damp mop all hard surface areas.

Monthly (1 time per month)

Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Using tank vacuum or backpack, vacuum corners, edges, and baseboards.

RESTROOMS

Daily (5 times per week) (Tuesday through Saturday)

Refill toilet paper, paper towels, and soap dispensers.
Empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, and spot wipe areas near toilet.
Sweep and damp mop floors using a germicidal cleaner.

OUTSIDE RESTROOMS

Daily (5 times per week) (Tuesday through Saturday)

Refill toilet paper, paper towels, and soap dispensers.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, wipe chrome, and spot wipe areas near toilet.
Sweep and damp mop floors using a germicidal cleaner.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

Use of Ranger Carts:

The Contractor may be required to use the Park Commission's Ranger Cart when driving through the golf course to get to the upper restrooms. An agreement between Contractor and the Park Commission **Deputy Director of the Maintenance Division** will be made upon award of contract.

SPECIAL NEEDS

Two times a year (March & September: date and time to be determined by the Golf Division)
Hot water extract (steam clean) carpeting using high pressure extraction equipment.

Once a year Window cleaning inside and outside (April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning Schedule as follows:

Tuesday through Saturday – April 1 – October 31 after 5:00 PM
Golf Course closed November 1- March 31. No cleaning required.

**LOCATION 11 – PROCEDURES
SELLARS MAINTENANCE BUILDING**

RESTROOMS (2)

Monthly (1 time per month)

Empty all trash and recycle receptacles and replace lines, as necessary.
Clean and sanitize all restroom fixtures*, wipe all counters, clean mirrors, and wipe chrome.
Spot clean walls, door facings, and doors using a detergent solution in a spray bottle and a clean cloth or sponge.
Rinse with sponge and clear water in plastic spray bottle, as needed.
Clean and sanitize toilets and sinks.
Sweep and wet mop floor, using germicidal detergent solution in mopping bucket. Pick up solution with wrung out mop. Rinse floors after mopping, using clear water.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

KITCHEN

Monthly (1 time per month)

Empty all trash and recycle receptacles and replace lines, as necessary. Remove all collected trash and recycle bags to designated area.
Damp clean and sanitize tables, chairs, countertops, and sinks, wipe dry.
Damp clean microwave, refrigerator, and toaster oven.
Dust all surfaces including sills, ledges, moldings, shelves, door frames, pictures, and vents.
Dust all Venetian blinds.
Dust mop hard surface floors with a treated mop.
Mop soiled floors with detergent solution. Rinse floors with damp mop with clear water, if needed.

HALLWAY

Monthly (1 time per month)

Dust mop hard surface floors with a treated mop.
Mop soiled floors with detergent solution. Rinse floors with damp mop with clear water, if needed.

SPECIAL NEEDS (BATHROOMS, KITCHEN, AND HALLWAY)

2 times per year (March and late August)

Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff.

Cleaning Schedule as follows:

Day of the week does not matter.

**LOCATION 12 – PROCEDURES
NATIRAR RANGER’S OFFICE**

FRONT OFFICE, HALLWAYS, AND BREAK/STORAGE ROOM

Monthly (1 time per month)

Empty all trash and recyclable materials and replace lines, as necessary.
Remove all collected trash and recyclable materials to designated location.
Vacuum or sweep all floors then damp mop with a germicidal cleaner.
Dust mop hard surface areas with treated dust mop.
Dust all furniture, fixtures, equipment, and accessories, moldings, baseboards, ledges, and other low reach areas.
Spot clean all walls, light switches, and doors using approved spotter.
Dust all surfaces above normal reach, including sills, ledges, moldings, shelves, door frames, pictures, and vents.

RESTROOMS

Monthly (1 time per month)

Refill toilet paper, paper towels, and soap dispenser.
Empty trash, clean and sanitize all restroom fixtures*, wipe all counters and sinks, clean mirrors, sweep, and damp mop floors using a germicidal cleaner.
Clean and sanitize toilet and sinks.

*Restroom Fixtures to include sinks, showers, urinals, toilets, trash receptacles, and paper towel dispensers.

SPECIAL NEEDS

2 times per year (late March and September)

Wet mop, dry, and wax tile floors.

Window Cleaning (Inside and outside – April)

Clean all inside and outside windows with proper cleaning agent.

Cleaning Schedule as follows:

Day of the week does not matter.

Exhibit III

Information Chart

OPTION B: SOMERSET COUNTY PARK COMMISSION FACILITIES

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty</u> -	<u>Size</u>	
1	NORTH BRANCH PARK – HEADQUARTERS 355 Milltown Road Bridgewater, NJ 08807	12,100	20	25	After 6PM Activity Ctr-9PM	M-F	3	5'x3'	All
2	STOCKER HOUSE PARK RANGER'S OFFICE 336 Milltown Road Bridgewater, NJ 08807	1,800	20	5	Any	Any day	1	5'x3'	All
3	ENVIRONMENTAL EDUCATION CENTER 190 Lord Stirling Road Basking Ridge, NJ 07920	15,000	14-20	50-75	After 6PM	Saturday	1	5'x3'	All
4	MERRILL HOUSE 2277 South Branch Road Branchburg, NJ 08853	1,800	8	4	Saturday morning	Saturday	1	5'x3'	All
5	GREEN KNOLL GC PRO SHOP 587 Garretson Road Bridgewater, NJ 08807	1,100	4-5	200-300	Apr 1- Oct 31 After 5PM Mar 1-31 & Nov 1-30 After 3PM Closed: Dec-Feb	Tue-Sat T, Th, Sat	1	5'x3'	All
6	QUAIL BROOK GC PRO SHOP 625 New Brunswick Road Somerset, NJ 08873	1,350	4-5	200-300	Apr 1- Oct 31 After 5PM Mar 1-31 & Nov 1-30 After 3PM Closed: Dec-Feb	Tue-Sat T, Th, Sat	1	5'x3'	All

	1	2	3	4	5	6	7	8	9
	<u>LOCATION</u>	<u>Est. Area (Net Sq. Ft.)</u>	<u>Est. Employees</u>	<u>Est. Visitors (Daily)</u>	<u>Hours During Which Cleaning May Be Done</u>	<u>Days</u>	<u>Walk-Off Mats</u>		<u>Procedures Required</u>
							<u>Qty</u>	<u>Size</u>	
7	SPOOKY BROOK GC PRO SHOP 582 Elizabeth Avenue Somerset , NJ 08873	1,300	4-5	200-300	Apr 1- Oct 31 After 5PM Nov 1- Mar 31 After 3PM	Tue-Sat T, Th, Sat	1	5'x3'	All
8	NESHANIC VALLEY GC LEARNING CTR 2301 South Branch Road Neshanic, NJ 08853	1,000	5-6	100	Apr 1- Oct 31 After 5PM Nov 1 – Mar 31 After 3PM	Tue-Sat T, Th, Sat	1	5'x3'	All
9	NESHANIC VALLEY GC CLUBHOUSE 2301 South Branch Road Neshanic Station, NJ 08853	1,800	12-14	250-400	Apr 1 – Oct 31 After 6PM 5AM – 6AM 6AM – 7AM Nov 1 – Mar 31 After 3PM	T & Th Sat & Sun Monday W, F & Sun	3	5'x3'	All
10	WARRENBROOK GOLF COURSE 500 Warrenbrook Road Warren, NJ 07059	1,400	3	250	Apr 1- Oct 31 After 5pm Closed: Nov 1-Mar 31	Tue-Sat	0		All
11	SELLARS MAINTENANCE 301 Old York Road Bridgewater, NJ 08807	500	14	5	Any	Any day	0		All
12	NATIRAR RANGER'S OFFICE 2 Main Street Peapack, NJ 07977	400	3	5	Any	Any day	0		All

OPTION A (Somerset County Facilities):

	LOCATION	Est. Area (Net Sq. Ft.)	Year 1		Year 2	
			Cost Per Month	Cost Per Year (12 Months)	Cost Per Month	Cost Per Year (12 Months)
1.3.1	ADMINISTRATION BUILDING, 20 Grove St, Somerville, NJ 08876	107,676	\$	\$	\$	\$
1.3.2	ADMINISTRATION BUILDING, 40 No. Bridge St, Somerville, NJ 08876	78,147	\$	\$	\$	\$
1.3.3	BERNIE FIELD PARKING DECK, 15 Mechanic St, Somerville, NJ 08876	3,237	\$	\$	\$	\$
1.3.4	BRIDGEWATER LIBRARY 1 Vogt Dr., Bridgewater, NJ 08807	51,325	\$	\$	\$	\$
1.3.5	EMERGENCY SERVICES TRAINING ACADEMY, 402 Roycefield Rd., Hillsborough, NJ 08876	27,301	\$	\$	\$	\$
1.3.6	FACILITIES AND SERVICES, 80 E. High St, Somerville, NJ 08876	10,280	\$	\$	\$	\$
1.3.7	FINDERNE PUBLIC WORKS FACILITY, 750 E. Main St, Bridgewater, NJ 08807	8,500	\$	\$	\$	\$
1.3.8	4-H CENTER, 310 Milltown Rd, Bridgewater, NJ 08807	14,300	\$	\$	\$	\$
1.3.9	HILLSBOROUGH SENIOR CENTER, 339 So. Branch Rd., Neshanic, NJ 08853	1,948	Per Sections 2.8 & 2.12	\$	Per Sections 2.8 & 2.12	\$
1.3.10	HISTORIC COURTHOUSE, 35 East Main St, Somerville, NJ 08876	32,000	\$	\$	\$	\$
1.3.11	HUMAN SERVICES, 27 Warren St, Somerville, NJ 08876	64,660	\$	\$	\$	\$
1.3.12	JAIL, 40 Grove St., Somerville, NJ 08876	---	Per Sections 2.12 & 2.14	\$	Per Sections 2.12 & 2.14	\$
1.3.13	JURY ASSEMBLY, 1 East Main St, Somerville, NJ 08876	7,000	\$	\$	\$	\$
1.3.14	MARY JACOBS LIBRARY 64 Washington St., Rocky Hill, NJ 08553	17,000	\$	\$	\$	\$
1.3.15	NEW COURTHOUSE, 20 No. Bridge St., Somerville, NJ 08876	124,000	\$	\$	\$	\$
1.3.16	NORTH COUNTY PUBLIC WORKS FACILITY, 410 Chimney Rock Rd., Bld. B, Bridgewater, NJ 08807	4,562	\$	\$	\$	\$

	LOCATION	Est. Area (Net Sq. Ft.)	Year 1		Year 2	
			Cost Per Month	Cost Per Year (12 Months)	Cost Per Month	Cost Per Year (12 Months)
1.3.17	PROSECUTOR'S ANNEX, 209 Cougar Ct, Hillsborough, NJ 08876	19,165	\$	\$	\$	\$
1.3.18	PROSECUTOR'S FIELD OFFICE, (address to be provided), Hillsborough, NJ 08876	15,196	\$	\$	\$	\$
1.3.19	QUAILBROOK SENIOR CENTER, New Brunswick Rd., Somerset, NJ 08873	---	Per Sections 2.8 & 2.12	\$	Per Sections 2.8 & 2.12	\$
1.3.20	RECYCLING CENTER, 40 Polhemus La, Bridgewater, NJ 08807	8,064	\$	\$	\$	\$
1.3.21	RICHARD HALL COMMUNITY MENTAL HEALTH CENTER, 500 N. Bridge St, Bridgewater, NJ 08807	48,089	\$	\$	\$	\$
1.3.22	SENIOR WELLNESS CENTER, 202 Mt. Airy Rd., Basking Ridge, NJ	---	Per Sections 2.8 & 2.12	\$	Per Sections 2.8 & 2.12	\$
1.3.23	SENIOR WELLNESS CENTER 876 E. Main St., Bridgewater, NJ 08807	11,590	\$	\$	\$	\$
1.3.24	SOCIAL SERVICES 73 East High St., Somerville, NJ 08876	42,440	\$	\$	\$	\$
1.3.25	REGIONAL SERVICES CENTER, 391D Somerset St, North Plainfield, NJ 07060	3,042	\$	\$	\$	\$
1.3.26	SOCIAL SERVICES REGIONAL SERVICE CENTER 630 Franklin Blvd., Suite 110, Somerset, NJ 08873	11,227	\$	\$	\$	\$
1.3.27	SOUTH COUNTY PUBLIC WORKS FACILITY, 410 Roycefield Rd, Hillsborough, NJ 08876	6,700	\$	\$	\$	\$
1.3.28	VOTING MACHINE WAREHOUSE, 156 Route 206 Hillsborough, NJ 08844	50	\$	\$	\$	\$
1.3.29	WARRENBROOK SENIOR CENTER, 500 Warrenville Rd., Warren Twp., NJ 07060	---	Per Sections 2.8 & 2.12		Per Sections 2.8 & 2.12	
TOTAL LUMP SUM BID			Year 1:	\$	Year 2:	\$
Hourly Rate for work other than specified:				\$		\$
Overtime rate for work other than specified:				\$		\$

OPTION B (Park Commission):

	LOCATION	Est. Area (Net Sq. Ft.)	Year 1		Year 2	
			Cost Per Month	Cost Per Year (12 Months)	Cost Per Month	Cost Per Year (12 Months)
1	North Branch Park- Headquarters, 355 Milltown Road, Bridgewater, NJ 08807	12,100	\$	\$	\$	\$
2	STOCKER HOUSE PARK RANGER'S OFFICE 336 Milltown Road Bridgewater, NJ 08807	1,800	\$	\$	\$	\$
3	ENVIRONMENTAL EDUCATION CENTER 190 Lord Stirling Road Basking Ridge, NJ 07920	15,000	\$	\$	\$	\$
4	MERRILL HOUSE 2277 South Branch Road Branchburg, NJ 08853	1,800	\$	\$	\$	\$
5	GREEN KNOLL GC PRO SHOP 587 Garretson Road Bridgewater, NJ 08807	1,100	\$	\$	\$	\$
6	QUAIL BROOK GC PRO SHOP 625 New Brunswick Road Somerset, NJ 08873	1,350	\$	\$	\$	\$
7	SPOOKY BROOK GC PRO SHOP 582 Elizabeth Avenue Somerset , NJ 08873	1,300	\$	\$	\$	\$
8	NESHANIC VALLEY GC LEARNING CTR 2301 South Branch Road Neshanic, NJ 08853	1,000	\$	\$	\$	\$
9	NESHANIC VALLEY GC CLUBHOUSE 2301 South Branch Road Neshanic Station, NJ 08853	1800	\$	\$	\$	\$
10	WARRENBROOK GOLF COURSE 500 Warrenbrook Road Warren, NJ 07059	1400	\$	\$	\$	\$
11	SELLARS MAINTENANCE BLDG. 301 Old York Road Bridgewater, NJ 08807	500	\$	\$	\$	\$
12	NATIRAR RANGER STATION 2 Main Street Peapack, NJ 07977	400	\$	\$	\$	\$
TOTAL LUMP SUM BID			Year 1:	\$	Year 2:	\$
Hourly Rate for work other than specified:				\$		\$
Overtime rate for work other than specified:				\$		\$

EXHIBIT IV

LIST OF PREFERRED JANITORIAL SUPPLIES

Marcal Pro C-Fold c-fold paper towels #MRCP100N

Eversoft paper towel – 800-foot rolls – Model#2000-8

Scott Jrt Junior Jumbo 2-ply toilet tissue

Scott Jrt Jumbo Roll 2-ply toilet tissue

Castaway Products Facial Quality 2-ply toilet tissue

Hospesco Discreet Seat Half-Fold toilet seat covers #HOSDS5000CT

Playtex tampons

Hospital Specialty Gards maxipads size #4-147

Kraft Rubbermaid double waxed paper bag (san. nap. recep.) #6141

Mobil Tuff 15"x9"x23" can liners

Mobil Tuff 16"x14"x36" can liners

Mobil Tuff 36"x60" 55-gal. can liners

Soft Soap Anti-bacterial liquid hand soap

Spartan Green Solutions Products

Boraxo powdered hand soap

Simple Green Stone Cleaning Products

Georgia Pacific ActiveAire Urinal Screen

EXHIBIT VI

HOLD HARMLESS AGREEMENT

Notice Regarding Hold Harmless Agreement

From time to time, some contractors find it necessary to borrow certain equipment from F&S (such as a ladder, scissor-lift, hand tool, etc.) in order to expedite the completion of a job. F&S is willing to oblige but is not permitted to do so unless a *Hold Harmless Agreement* has been executed with Somerset County in advance.

Attached is a copy of the *Hold Harmless Agreement* for your review and use. You may complete it, if you choose to do so, and return it to the Somerset County Facilities & Services Division, P.O. Box 3000, Somerville, NJ 08876. A copy of the executed *Agreement* will be returned to you after being acted upon by the Somerset County Board of Freeholders. Should you have any questions, please contact the F&S Office Manager at 908-231-7001.

Revised 1/15

HOLD HARMLESS AGREEMENT

AGREEMENT, made this ____ day of _____, 2021, by and between the COUNTY OF SOMERSET, whose address is Administration Building, 20 Grove Street, P.O. Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as "County"), and _____, whose address is _____ (hereinafter referred to as "Contractor").

WHEREAS, the Contractor is desirous of using certain equipment and/or machinery as more particularly described on the attached Schedule "A", which equipment and/or machinery is owned by the County; and

WHEREAS, the County is desirous of granting its permission for the Contractor to use its equipment and/or machinery on the basis agreed to by the parties so long as the Contractor agrees to hold the County harmless from any injury or property damages sustained or caused by or during the use of the equipment and/or machinery by the Contractor to any person or property including the property of the Contractor and any individuals associated with the Contractor and so long as the Contractor agrees to provide insurance coverage listing the County as an additional insured on its liability insurance policy.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The County agrees to permit the Contractor to use that certain equipment and/or machinery as more particularly described on the attached Schedule "A" under the terms and conditions agreed to by the Contractor and County.
2. The Contractor agrees to hold the County harmless from any and all claims for personal injury or property damage caused by the use of the equipment and/or machinery by the Contractor, including any claims of the Contractor's agents, employees, invitees, or assigns, as well as any other person or property that is

damaged during the use of or as a result of the use of the equipment and/or machinery.

3. This indemnity shall include any and all costs incurred by the County including, but not limited to, legal fees.
4. Additionally, the Contractor agrees to provide proof of liability insurance coverage in a minimum amount of \$250,000.00 per single occurrence and \$500,000.00 per incident, which policy shall be in full force and effect. The County shall be named as an additional insured under the policy.
5. This agreement shall remain in effect until terminated, in writing, by either party.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT the day and year first above written.



COUNTY OF SOMERSET

Kelly Mager, Clerk of the Board

Shanel Y. Robinson, Director

CONTRACTOR:

Date: _____

SCHEDULE A

1. Step Ladders
2. Extension Ladders
3. Fork Lift
4. Scissor Lift
5. Scaffolding
6. Electrical Extension Cords
7. Vacuums
8. Bucket Truck
9. _____
10. _____

All items based on availability.

EXHIBIT VII

2021 Holiday Calendar for Somerset County

New Year's Day	Friday, January 1
Martin Luther King's Birthday	Monday, January 18
President's Day	Monday, February 15
Good Friday	Friday, April 2
Memorial Day	Monday, May 31
Independence Day (Observed)	Monday, July 5
Labor Day	Monday, September 6
Columbus Day	Monday, October 11
Election Day	Tuesday, November 2
Veteran's Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Thanksgiving Friday	Friday, November 26
Christmas Day (Observed)	Friday, December 24

**COUNTY OF SOMERSET
REFERENCE SUBMITTAL FORM**

1.

Name	Title
Nature of Project	
Company	
Phone	Date

2.

Name	Title
Nature of Project	
Company	
Phone	Date

3.

Name	Title
Nature of Project	
Company	
Phone	Date

**COUNTY OF SOMERSET
BID DOCUMENT CHECKLIST**

**Required
With
Bid**

**Read, Signed
& Submitted
Bidder's Initial**

A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID

- Ownership Disclosure Form _____
- Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued) _____
- Required Evidence EEO/Affirmative Action Regulations Questionnaire _____
- Non-Collusion Affidavit _____
- Bid Guarantee (bid bond or certified/cashier's check) _____
(with Power of Attorney for full amount of Bid Bond)
- Consent of Surety (Certificate from Surety company) _____
- Surety Disclosure Statement and Certification _____
- Performance Bond _____
- Labor and Material (Payment) Bond _____
- Maintenance Bond _____

B. MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED

- Business Registration Certificate – Bidder – Prefer with Bid Response. Required by Law prior to award of contract _____
- Business Registration Certificate – Designated Subcontractor(s) – Prefer with Bid Response. Required by Law prior to award of contract _____
- Public Works Contractor Registration Certificate(s) for the Bidder and Designated Subcontractors (Prior to Award, but effective at time of bid) _____
- License(s) or Certification(s) Required by the Specifications _____
- Disclosure of Investment Activities in Iran- Prefer with bid response. Required by law prior to award of contract. _____

C. FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF BID MAY BE CAUSE FOR REJECTION

- Three (3) references for similar projects _____
- Authorization for Background Check _____
- Catalog/Price List _____
- Product Samples _____
- Certification of Available Equipment _____
- Other: Printed Original and one Copy (Referenced in section 1., B., (3) of General Instructions) _____
- Other: _____

D. READ ONLY

Americans With Disability Act of 1990 Language _____

E. OPTIONAL ITEM(S)

- County Cooperative Contract Option _____

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

Name of Bidder: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

COUNTY OF SOMERSET, New Jersey
BID PROPOSAL FORM/SIGNATURE PAGE

TO THE COUNTY OF SOMERSET
BOARD OF COUNTY COMMISSIONERS:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the bid and agrees, if this bid is accepted, to furnish and deliver services per the following:

JANITORIAL/CLEANING SERVICES FOR ALL COUNTY
AND PARK COMMISSION FACILITIES
CONTRACT #CC-0007-21

See Pricing Pages 51-53

The County may choose to extend this contract for two one-year extensions, the cost of which will be based on the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, computed and published quarterly by the United States Department of Commerce, Bureau of Economic Analysis, N.J.S.A. 40A:11-2 (38) and 11-15. If, during the effective period of this contract, the Contractor violates any of the provisions of this contract or fails to properly provide services required by this contract as judged by the County in its sole discretion, the County may, on 30 days' written notice by registered mail to the Contractor, terminate this contract. (See also Termination Clauses)

AWARD: The County reserves the right to award in whole (Option A & B combined) or in part (Option A or Option B), by item, group of items, or by section where such action serves the County's best interest.

(Corporation)
The undersigned is a (Partnership) under the laws of the State of _____ having its
(Individual)

Principal office at _____

Company Federal I.D. # or Social Security #

Address

Signature of Authorized Agent Type or Print Name

Title of Authorized Agent Date

Telephone Number Email Address

Fax Number



County of Somerset New Jersey

PO Box 3000 – 20 Grove Street
COUNTY ADMINISTRATION BUILDING
Somerville, NJ 08876-1262
PHONE: (908) 231-7043 FAX: (908) 575-3917



OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: _____ **VENDOR {BIDDER}:** _____

PART 1

**PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX.
ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO
COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2**

PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}?
IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.
IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2-4 BELOW. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties individuals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties corporations, partnerships, or limited liability companies ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answer to Question 3 is "YES" , are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3?
IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW. | <input type="checkbox"/> | <input type="checkbox"/> |

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

If you answered **"YES"** for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY _____	STATE _____	ZIP _____	

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY _____	STATE _____	ZIP _____	

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY _____	STATE _____	ZIP _____	

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY _____	STATE _____	ZIP _____	

Attach Additional Sheets If Necessary

PART 2 continued
PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3
PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A 52:25-24.2.

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

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

Signature (Do not enter Vendor ID as a signature)

Date

Print Name and Title

FEIN/SSN

**COUNTY OF SOMERSET, NEW JERSEY
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____

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 Company of _____
(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP numbered _____,
(Contract #)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent 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 numbered project; and that

all statements contained in said Proposal and in this affidavit are true and correct, and made with full

knowledge that the County of Somerset relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. 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 _____
(Name of Firm/Company)

(Signature of Affiant)

(Type of Print Name of Affiant)

COUNTY OF SOMERSET, NEW JERSEY
EXHIBIT A
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

Goods and General Service Vendors

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

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

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

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

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

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

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

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

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

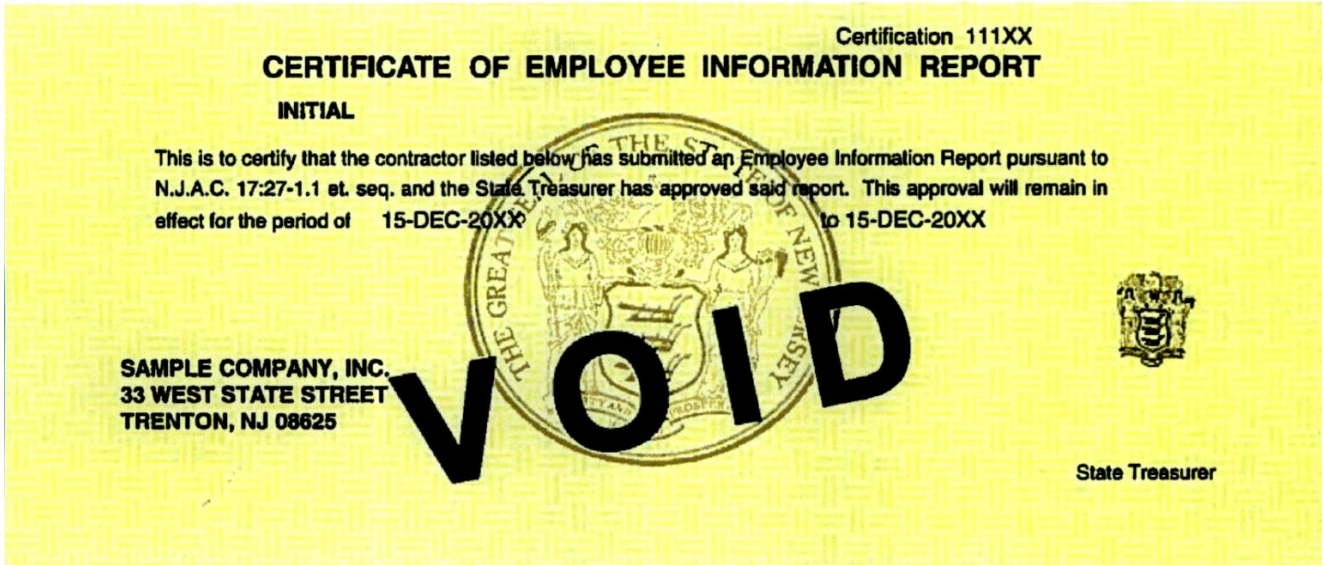
Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT



COUNTY OF SOMERSET, NEW JERSEY

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

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

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

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

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

COUNTY OF SOMERSET, NEW JERSEY

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

PREFER SUBMITTED WITH BID RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT


STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: **TAX REGISTRATION TEST ACCOUNT**
TRADE NAME: **CLIENT REGISTRATION**
TAXPAYER IDENTIFICATION#: **970-097-382/500**
SEQUENCE NUMBER: **0107330**
ADDRESS: **847 ROEBLING AVE
TRENTON NJ 08611**
ISSUANCE DATE: **07/14/04**
EFFECTIVE DATE: **01/01/01**
FORM-BRC(08-01)

John S. Tully
Acting Director

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

**STATE OF NEW JERSEY**
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

County of Somerset, New Jersey

Disclosure of Investment Activities in Iran

Bidder Name:	
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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 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 may 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.

Check the Appropriate Box

I certify, pursuant to Public Law 2012, 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. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 – Additional Information

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.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 County of Somerset 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 County of Somerset to notify the County of Somerset 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 County of Somerset and that the County of Somerset at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

COUNTY OF SOMERSET, NEW JERSEY

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

EXHIBIT V

Authorization to Release Records and Background Check Forms



Darrin J. Russo
SHERIFF
908-231-7140

Somerset County Sheriff's Office

P.O. Box 3000 • Somerville, New Jersey 08876-1262
www.co.somerset.nj.us/sheriff

- BUREAU OF CRIMINAL IDENTIFICATION -

Phone: 908-231-7137
Fax: 908-704-0671



Tim Pino
UNDERSHERIFF

Joseph S. Lombardo, Jr.
UNDERSHERIFF

APPROVED FORMS OF IDENTIFICATION FOR BACKGROUND CHECK

You **MUST** present **two** forms of original valid government issued identification and one has to have a photo on it. Expired identification will not be accepted.

Approved forms of Identification,

- Driver's License from any of the 50 United States (Photo)
- Social Security card (US Issued)
- Birth Certificate
- US or Foreign Issued Passport or Passport Card (Photo)
- US marriage certificate
- New Jersey Firearms Identification Card
- United States Military Identification Card (Photo)
- US Permanent Resident or Alien Registration Card (Photo)
- US Employment Authorization Card (photo)
- New Jersey Municipal, County or State Issued Employee ID Card (Photo)
- US Federal Issued Employee ID Card (Photo)
- New Jersey State/County Issued Identification Card (Photo)
- Immigration and Naturalization Service (INS) Documents – Must be original, valid and must contain a photograph (Photo)

*****Copies of Identification will not be accepted, only Original forms of valid ID. *****

Anyone that does not bring two forms of identification cannot have their background completed and may have to rescheduled their appointment. If you have any questions please contact Somerset County Sheriff's Bureau of Criminal Identification (BCI) at (908) 231-7137 Monday – Friday from 8:00am to 4:30pm.



Somerset County Sheriff's Office

P.O. Box 3000 • Somerville, New Jersey 08876-1262
www.co.somerset.nj.us/sheriff

- BUREAU OF CRIMINAL IDENTIFICATION -

Phone: 908-231-7137
Fax: 908-704-0671



Darrin J. Russo
SHERIFF
908-231-7140

Tim Pino
UNDERSHERIFF

Authorization for Background Check

Joseph S. Lombardo, Jr.
UNDERSHERIFF

(Name) Last, First, Middle Initial

(Address)

(City)

(State)

(Zip Code)

(Telephone Number)

(Social Security Number)

(Date of Birth)

By my signature below, I hereby authorize any representative of the Somerset County Sheriff's Office, access and release of all Federal, State, and Local records pertaining to my Criminal History. I also agree to a Motor Vehicle Records Check Police (**Police applicants only**) and submittal to being fingerprinted and photographed by the Bureau of Criminal Identification.

I understand that the information released is for official use by the Somerset County Sheriff's Office only, to determine my suitability to work within the confines of the Somerset County Complex and any other buildings or properties owned or run by the County of Somerset.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws.

I understand my rights under title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used in accordance with the Somerset County Sheriff's Office procedures.

You must present two forms of valid government issued identification from the list below. One form must have your photograph on the identification. Approved identifications are:

Driver's License (any US State)	US Marriage Certificate	US Employment Authorization Card
Social Security Card (US Issued)	New Jersey Firearms ID Card	INS Immigration Documents
Birth Certificate	US Military Identification Card	US or Foreign Passport
US Resident or Alien Reg. Card	NJ State or County ID Card	US Federal, NJ State, County, Municipal Employee ID Card

Signature: _____

Date: _____

Parent or Guardian

Signature (If Applicable): _____

Date: _____

Parent or Guardian must submit a valid government issued Identification with a photograph on it.



Somerset County Sheriff's Office

P.O. Box 3000 • Somerville, New Jersey 08876-1262
www.co.somerset.nj.us/sheriff

- BUREAU OF CRIMINAL IDENTIFICATION -

Phone: 908-231-7137 • Fax: 908-704-0671
located at 20 Grove Street, Somerville, NJ 08876



Darrin J. Russo
SHERIFF
908-231-7140

Tim Pino
UNDERSHERIFF

Joseph S. Lombardo, Jr.
UNDERSHERIFF

Application for Background Check

Two copies of original valid government issued documents must accompany this completed form. **One must have a photo.**
(Dos copias de documentos originales emitidos por el gobierno válido acompañarán este formulario completado. Uno debe tener una foto).

Today's Date: _____ **Phone:** _____
(Fecha de hoy) (teléfono)

Name: (Last, First, Middle) _____
(Nombre: (Último, Primero, Medio))

Alias/Maiden Name: (Last, First, Middle) _____
(Alias/Nombre de soltera: (Último, Primero, Medio))

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
(Dirección de la calle) (ciudad) (estado) (cremallera)

Place of Birth (City, State, Country): _____ **D.O.B.:** _____
(Lugar de nacimiento (Ciudad, Estado, País)) (Fecha de nacimiento)

Social Security #: _____ **Driver's License #:** _____ **State:** _____
(Numero de seguro) (Licencia de conducir) (estado)

Gender: _____ **Race:** _____ **Height:** _____ **Weight:** _____ **Hair Color:** _____ **Eye Color:** _____
(genero) (raza) (altura) (peso) (color de pelo) (color de ojos)

Position Applied For: _____ **Department Applying with:** _____
(Posición solicitada) (Departamento que solicita con)

County Contact: _____ **Company Name:** (Contactors only) _____
(Contacto del Condado) (Nombre de la empresa, Contactores solamente)

Current Employer/Address: _____
(Empleador/dirección actual)

Applying for: County Employment Contractor Intern Volunteer Other: _____
(Solicitud de) (Empleo en el Condado) (contratista) (interno) (voluntario) (demás)

DO NOT WRITE BELOW THIS LINE - FOR SHERIFF'S OFFICE USE ONLY

BCI: <input type="checkbox"/> YES <input type="checkbox"/> NO	NCIC: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAR	PROM/GRV: <input type="checkbox"/> YES <input type="checkbox"/> NO	*DMV: <input type="checkbox"/> YES <input type="checkbox"/> NO	*Law Enforcement ONLY
SBI: <input type="checkbox"/> YES <input type="checkbox"/> NO	ATS: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAR	CO CORR: <input type="checkbox"/> YES <input type="checkbox"/> NO	*DV: <input type="checkbox"/> YES <input type="checkbox"/> NO	
FBI: <input type="checkbox"/> YES <input type="checkbox"/> NO	ACS: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAR	Megan's Law: <input type="checkbox"/> YES <input type="checkbox"/> NO	*JUV: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		P/P: <input type="checkbox"/> YES <input type="checkbox"/> NO	*Firearms: <input type="checkbox"/> YES <input type="checkbox"/> NO	

SBI#: _____

Arrests/ ID Officer: _____ Date: _____
Convictions: _____ Reviewed By: _____ Date: _____