

Exhibit “A”

AGREEMENT FOR JANITORIAL SERVICES

THIS AGREEMENT made and entered into on this ____ day of December, 2021 by and between the **TOWNSHIP OF WEST ORANGE**, a municipal corporation of the State of New Jersey, located at Town Hall, 66 Main Street, West Orange, County of Essex and State of New Jersey, hereinafter called the "**TOWNSHIP**", part of the first part, and **ONE TOTAL CLEANING SERVICES, LLC**, a New Jersey limited liability company with offices at 130 Garfield Avenue, Plainfield, New Jersey 07062, hereinafter referred to as "**ONE TOTAL CLEANING**", party of the second part.

WITNESSETH THAT:

WHEREAS, the Township issued a Request for Bid Proposal, (the "**SPECIFICATIONS**") seeking to award a Contract for Janitorial Services at seven (7) buildings owned and operated by the **TOWNSHIP**; and

WHEREAS, the Specifications set forth the terms and conditions of the Janitorial Services to be performed under this agreement; and

WHEREAS, on November 18, 2021, **ONE TOTAL CLEANING** submitted a bid in response to the **SPECIFICATIONS** (the "**BID**"), annexed hereto as Exhibit "**A**;" and

WHEREAS, the **BID** included and incorporated the **SPECIFICATIONS**; and

WHEREAS, the **BID** set forth an annual base bid of \$56,624.24 per year with additional optional rates for floor buffing at \$35 per hour and shampooing carpeting at \$150 per hour; and

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. **ONE TOTAL CLEANING** hereby agrees to provide the services and other covenants set forth in the **BID**, annexed hereto as Exhibit "**A**."

2. As set forth in the **SPECIFICATIONS**, the term of this Agreement shall be for two (2) years starting on January 1, 2021 and that the Township shall have an option to renew this Agreement for additional one year.

3. The **TOWNSHIP** and **ONE TOTAL CLEANING** hereby agree to the rates set forth in the **BID** and to the payment process set forth in Section M of the **SPECIFICATIONS**.

4. The **TOWNSHIP** and **ONE TOTAL CLEANING** hereby agree that to the extent that the **BID** conflicts with the terms and conditions of the **SPECIFICATIONS**, the **SPECIFICATIONS** shall govern.

IN WITNESS THEREOF, the parties have set their hands and seals the day and year first above written.

TOWNSHIP OF WEST ORANGE

ATTEST:

KAREN J. CARNEVALE, R.M.C.

By: _____
ROBERT D. PARISI, MAYOR

WITNESS:

**ONE TOTAL CLEANING SERVICES,
LLC**

Marilyn Parada

By: _____
Darwin & Fátima Perez

Exhibit “A”

**TOWNSHIP OF WEST ORANGE
COUNTY OF ESSEX
STATE OF NEW JERSEY**

Request for Bid Proposal for Janitorial Services

**Submission Date:
Thursday, November 18, 2021
11:00 a.m.
Prevailing Time**

**TOWNSHIP OF WEST ORANGE * 66 MAIN STREET * WEST ORANGE, NJ 07052
(973) 325-4056**

ADVERTISEMENT

Invitation to Bid

The Township of West Orange is seeking bids for **JANITORAL MAINTENANCE SERVICES**. The Bid specifications can be obtained in person at the Township of West Orange, 66 Main Street, Purchasing Room 111, West Orange, NJ 07052, during regular business hours, 8:30 a.m. to 4:30 p.m. or by emailing preynolds@westorange.org.

Sealed proposals, clearly marked with the title and name and address of party making same, addressed to the Purchasing Department of the Township of West Orange will be received by mail, or hand delivery, at the Municipal Building, 66 Main Street, West Orange, NJ 07052. Submission due date is Thursday November 18, 2021 at 11:00 a.m. and will be publicly opened and read at that time in the covered portion of the parking lot under the library on the same day. No proposals received after that time will be considered.

A certified check or cashier's check made payable to the Township, or a duly executed bid bond in the amount of 10% of bid, not to exceed \$20,000.00 must accompany each bid proposal. All deposits from bidders other than the successful bidder will be returned after the award of the contract.

Submitters are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the "Pay to Play" ordinance of the Township of West Orange. Additional Pay to Play Requirements Contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Enforcement Commission, pursuant to N.J.S.A. 19:44-20.13 (P.L. 2005, c. 271, s.3), if the contractor receives contracts in excess of \$50,000 in the aggregate from public entities during the calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us. Submissions by Corporations, Partnerships and sole proprietors must include a completed Disclosure of Ownership (N.J.S.A. 52:25-24.2), a valid NJ Business Registration Certificate P.L. 2004, c57, and must comply with the Equal Employment Opportunity requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Paula Reynolds
Acting Purchasing Agent

GENERAL INSTRUCTIONS AND CONDITIONS FOR BIDDERS

A. INTENT

The Township of West Orange, hereinafter referred to as “the Township” requests bids for janitorial services for seven (7) of our buildings. The contract shall commence in January 1, 2022 for a period of 24 Months with the option to extend for one (1) additional year.

All cleaning shall be performed in a workmanship like manner as described by this specification. Deviations will not be considered unless the vendor can explain in detail that the deviation is of material benefit to the Township and provides service levels at least equivalent to that specified.

The Township’s technical contact for Buildings, Louis Reynolds Supervisor of Public Works (973) 725-8774. Mr. Reynolds will be in charge of monitoring vendor performance and compliance throughout the term of the contract.

B. PRE- BID TOUR

All prospective bidders are highly encouraged to visit each site. Bidders can pick up a pass in the Purchasing Department, room 111, 66 Main Street, West Orange, New Jersey by calling (973) 325-4056 and making an appointment. It shall be the responsibility of the bidder to visit the sites and make a tour and inspection of the areas to be cleaned under the terms of this bid.

C. BID OPENING

All bid proposals will be publicly opened and read aloud in the covered portion of the parking lot at the Township of West Orange, 66 Main Street, West Orange on Thursday November 18, 2021 at 11:00 A.M. Bids must be received by hand, certified mail or messenger no later than 11 A.M. All bid proposal envelopes should be clearly marked with name of bid and the submission date. Bidder is solely responsible for the timely delivery of the bid proposal and no bids shall be considered after time specified.

D. BID WITHDRAWAL

Sealed bids received by the Township before the designated time of the bid opening, may withdraw said bid in writing with 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.

E. BID PROPOSAL FORMS

All prices and amounts must be written in ink or preferably machine printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Township.

F. BID SECURITY

A certified check or cashier's check made payable to the Township, or a duly executed bid bond in the amount of 10% of bid, not to exceed \$20,000.00 must accompany each bid proposal. All deposits from bidders other than the successful bidder will be returned after the award of the contract.

G. 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 vendor covering 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 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 vendor 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.

Certificates of 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 Township as an additional insured. Self-insured vendors shall submit an affidavit attesting to their self-insured coverage and shall name the Township as an additional insured.

Indemnification:

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

The Vendor shall take out and maintain during the life of the contract adequate workmen's compensation and employer's liability insurance for all employees employed in connection with the work, and in case any work is sublet, the Vendor shall require each sub-contractor similarly to provide workmen's compensation and employer's liability insurance for the latter's employee's, unless such employees are covered by the protection afforded by the Vendor's insurance. A Certificate of Insurance evidencing General Liability and Excess Liability (Worker's Compensation) coverage shall be provided by a carrier(s) satisfactory to the Township. An original Certificate shall be filed with the Township before the Contract can be executed. The Township will also be named as an additional insured as it relates to all liability policies for work performed by the Contractor with Certificate evidencing this endorsement.

All of the Contractor's insurance coverage shall contain a clause indemnifying and saving the Township harmless and its agents from any liability arising from the work to be performed under the contract. This includes but not limited to Attorney's fees and costs in connection with defense of such claims.

H. MANDATORY FORMS

Vendor shall supply a copy they their NJ Business Registration Certificate, Disclosure of Ownership, Affirmative Required Evidence, Iranian Investment Disclosure form, Addenda Acknowledgment and bid deposit.

I. QUALIFICATION OF BIDDERS

Bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the prescribed services as per the specifications. Bidders shall submit evidence of qualifications to meet all requirements by Township.

As evidence of bidder's qualifications, bidders shall submit the following information with their bids:

1. The number of years the firm has been performing janitorial services.
2. Names of Supervisors to be assigned to work on this contract. Include the number of years the individual has worked for bidder.
3. Location of bidder's offices and facility where bidder's equipment may be inspected.
4. Name(s) and telephone number(s) of management and service personnel for
5. A list of institutions, industries and commercial buildings now under contract with the bidding firm. Include the length of time each contract has been in force and the name of the person the Township of may contact as a reference.

J. CONTRACTOR PERSONNEL

1. All personnel shall be BONDED.
2. All personnel shall be capable employees thoroughly trained and qualified in the work assigned to them.
3. All contractors' employees shall consent to background checks, if not already performed. The Township reserves the right to refuse personnel based on results of the background check.

K. BASIS OF AWARD

In addition to cost and responsiveness to these specification, the Township will investigate references supplied by bidder as it deems necessary to determine the ability of the bidder to perform the work. The Township reserves the right to reject any proposal if the evidence submitted by investigation such as, bidder fails to properly perform or complete any contracts.

L. ACCEPTANCE AND AWARD OF CONTRACT

Within 60 days after the receipt of the bids, the Township Council will accept through resolution at a scheduled Council Meeting, one of the bids for the contract from submissions received or will reject all bids. The Township reserves the right to reject any or all bids or to accept the bid which in its judgment will be for the best interest of the municipality

M. PAYMENT PROCESS

The Contractor shall invoice the Township on a monthly basis. Payment will be processed for approval at the following scheduled Council Meeting.

N. Termination

Default:

Non-performance of the Vendor in terms of specifications shall be a basis for termination of the contract by the Township. The Township may terminate the contract upon 30 days written notice to the Vendor. The Township shall not pay for any services and/or materials which are unsatisfactory. The contractor may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

If the Vendor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the Township may terminate this contract.

If the Vendor should persistently or repeatedly refuse or should fail to provide enough properly skilled workers or materials, or persistently disregard laws and ordinances, or not proceed with work of this contract, the Township shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Vendor shall be allowed seven (7) calendar days to remedy.

O. "Pay To Play":

Respondents are advised that, pursuant to N.J.S.A. 44A:20.27, all business entities who have received contracts valued in excess of \$50,000 from public entities in any calendar year must file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC). Respondents 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. In addition, pursuant to Section 2-68.1 of the Revised General Ordinances of the Township of West Orange respondents shall disclose all political contributions of two hundred dollars (\$200) or more made within the preceding five (5) years to

any elected officials of the Township of West Orange currently in office or any political organization affiliated with an elected official of the Township currently in office

SPECIFICATIONS

The Contractor shall be responsible for all equipment, cleaning supplies, trash liners and paper products, such as toilet paper and paper towels. Cleaning and disinfectant products need to be classified as Environmentally Green Product. Specification sheets will be required for all products listed by Contractor naming all product names.

The Contractor shall comply with Recycling Policy of the Township. Recyclables shall be source separated and shall not be co-mingled with other solid waste.

MUNICIPAL BUILDING LOCATIONS

West Orange Town Hall
66 Main Street
West Orange NJ

*** West Orange Police Building
60 Main Street
West Orange, NJ

West Orange Senior Health Center
10 Gaston Street
West Orange, NJ

Department of Public Works/Engineering
25 Lakeside Avenue
West Orange, NJ

Department of Recreation
60 ½ Cherry Street
West Orange, NJ

West Orange Police Valley Road
Sub Station
549 Valley Road
West Orange, NJ

West Orange Police Washington St
Sub Station
92 Washington Street
West Orange, NJ

HOURS OF OPERATION

Monday to Friday 8:30 am – 4:30 pm

*** Exception 24 hours, 7 days a week

HOLIDAYS OFFICES CLOSED

	<u>2022</u>	<u>2023</u>	<u>2024</u>
New Year's Day	XXXXXX	January 2	January 1
Martin Luther King Day	January 17	January 16	January 15
Presidents Day	February 21	February 20	February 19
Good Friday	April 15	April 7	March 29
Memorial Day	May 30	May 29	May 27
Juneteenth	June 20	June 16	June 21
Independence Day	July 4	July 4	July 4
Labor Day	September 5	September 4	September 2
Indigenous Peoples' Day	October 10	October 9	October 14
Presidential Election	XXXXXXX	XXXXXXX	November 5
Veteran's Day	November 11	November 10	November 11
Thanksgiving Day	November 24	November 23	November 22
Thanksgiving Friday	November 25	November 23	November 28
Christmas Day	December 26	December 25	December 25

Building Location Codes:

Town Hall = 1
Police Headquarters = 2
Health Center = 3
DPW/ENG = 4
Recreation = 5
Police Substation = 6 (92 Washington St.)
Police Substation = 7 (549) Valley Rd.)

General Cleaning All Buildings Days Weekly**7 Days 5 Days 3 Days 2Days 1 Day**

* Empty and clean all waste baskets and replace liners when needed	2	1, 3	4, 5	6, 7
* Sweep and dust mop all hard floor surfaces and damp mop as needed	2	1, 3	4, 5	6, 7
* Dust office furniture, windows sills and all other surfaces up to 84" high	2	1, 3	4, 5	6, 7
* Damp wipe and polish all desk top surface if papers are cleared	2	1, 3	4, 5	6, 7
* Dust or damp wipe all telephones and affiliated equipment using antiseptic treated cloths	2	1, 3	4, 5	6, 7

* Remove all finger marks from doors, frames, partitions, and light switches	2	1, 3	4, 5	6, 7	
* Clean all glass doors	2	1, 3	4, 5	6, 7	
* Dust blinds					1, 2, 3, 4, 5, 6, & 7
* Vacuum upholstered furniture		* Once Monthly All Locations			
* Dust walls					1, 2, 3, 4, 5, 6, & 7
* Clean, polish and sanitize all drinking fountains	2	1, 3	4, 5	6, 7	
* High dust all vents, louvers, and molding				6, 7	1, 2, 3, 4, & 5
* Maintain janitor's closets in a neat orderly condition	2	1, 3	4, 5	6, 7	
* Leave on designed night lights and secure building	2	1, 3	4, 5	6, 7	
* Clean Elevator Cabs, including ceiling, floors, walls, and doors	2	1	N/A	N/A	N/A

Building Location Codes:

Town Hall = 1
Police Headquarters = 2
Health Center = 3
DPW/ENG = 4
Recreation = 5
Police Substation (1) = 6
Police Substation (2) = 7

General Cleaning All Buildings Days Weekly

7 Days 5 Days 3 Days 2Days 1 Day

*Sweep stairwells and landings wipe clean all railings and trim	2	1, 3	4, 5	6, 7
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Kitchen Areas & Meeting Rooms Weekly

7 Days 5 Days 3 Days 2Days 1 Day

* Sweep and/ or dust mop all non- carpeted areas	2	1, 3	4, 5	6, 7
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* Vacuum all carpeted areas --moving table and chairs	2	1, 3	4, 5	6, 7
* Empty and clean all wastebaskets, replacing liners as needed	2	1, 3	4, 5	6, 7
* Damp mop composition tile with a neutral solution	2	1, 3	4, 5	6, 7
* Wash and disinfect table and chairs leaving in an orderly manner	2	1, 3	4, 5,	6, 7
* Coffee rooms clean and shine all sinks spot wash walls and fixtures	2	1, 3	4, 5	6, 7
* Wash pedestals or legs of all tables & chairs				1, 2, 3, 4, 5, 6, & 7

Building Location Codes:

Town Hall = 1
Police Headquarters = 2
Health Center = 3
DPW/ENG = 4
Recreation = 5
Police Substation (1) = 6
Police Substation (2) = 7

Restrooms/ Lavatories Weekly

7 Days 5 Days 3 Days 2Days 1 Day

* Damp whip and clean waste receptacles	2	1, 3	4, 5	6, 7
* Remove refuse to designated area	2	1, 3	4, 5	6, 7
* Clean, disinfect and deodorize all lavatory fixtures using high phenol coefficient cleaner	2	1, 3	4, 5	6, 7
* Clean and polish all mirrors, fixtures and counters	2	1, 3	4, 5	6, 7
* Hand dust all stall partitions and other surfaces	2	1, 3	4, 5	6, 7
* Spot clean walls and stalls	2	1, 3	4, 5	6, 7
* Wet mop all floors using a germicidal cleaner	2	1, 3	4, 5	6, 7

* Damp clean and refill all dispensers	2	1, 3	4, 5	6, 7
* Maintain clean all baseboards and floor drain plates	2	1, 3	4, 5	6, 7
* Full wash lavatory walls and stall partitions			1, 2, 3	4, 5, 6, 7

Building Location Codes:

Town Hall = 1
Police Headquarters = 2
Health Center = 3
DPW/ENG = 4
Recreation = 5
Police Substation (1) = 6
Police Substation (2) = 7

Floor Care Weekly

7 Days 5 Days 3 Days 2Days 1 Day

* Vacuum all carpeted areas, including edges and corners	2	1, 3	4, 5	6, 7
* Sweep and or dust mop all non-carpeted areas	2	1, 3	4, 5	6, 7
* Spot mop spillage in non-carpeted areas	2	1, 3	4, 5	6, 7
* Spot clean all carpeted areas (once carpets have been cleaned)				1, 2, 3, 4, 5, 6, 7
* Sweep and or vacuum, dust stairwells, landings and handrails	2	1, 3	4, 5	6, 7
* Wet mop stairwells	2	1, 3	4, 5	6, 7
* Maintain composition tile floors surfaces using an approved, non-injurious cleaning solution	2	1, 3	4, 5	6, 7

All Cleaning Products shall meet one of the following criteria. Cleaners that do not meet any of these standards are strictly prohibited:

WELL Health Safety feature SC4: Select Preferred Cleaning Products

All cleaning, disinfection and sanitization products are specified in the cleaning plan and meet one of the following requirements:

- a. Products are labeled as 'low-hazard' or 'safer' by an ISO 14024-compliant (Type 1) Ecolabel, or by a third-party certification recognized by the local government where the project is located. Hazard criteria must be specific for the product classes within the scope of this feature.
- b. The Safety Data Sheet (SDS) of each product discloses ingredients per EU Regulation 2015/830 (CLP) or California State Bill No. 258 and no ingredients listed in Section 3 of the SDS are classified as Category 1, 1A or 1B for the following Globally Harmonized System (GHS) codes and corresponding hazard statements:
 1. H311 (toxic in contact with skin).
 2. H312 (harmful in contact with skin).
 3. H317 (may cause allergic skin reaction). Individual terpenes may be present up to a concentration of 0.5% in undiluted products
 4. H334 (may cause allergy or asthma symptoms or breathing difficulties if inhaled).
 5. H340 (may cause genetic defects).
 6. H350 (may cause cancer).
 7. H360 (may damage fertility or the unborn child).
 8. H372 (may cause damage to organs through prolonged or repeated exposure).

Bidders must submit a complete and specific listing of all cleaners that meet the above cleaning criteria with their bid submission.

In addition:

1. All MSDS sheets for the listed cleaners shall be submitted in both English and Spanish.

Bidders must submit a detailed outline that summarizes the following cleaning and training requirements. All submissions shall, at a minimum meet the requirements outlined within these bid specifications. Bidders shall provide a policy manual, training manual and training schedule to comply with these bid requirements.

A cleaning schedule that:

- a. Details the following:
 1. Extent and frequency of cleaning.
 2. Cleaning responsibilities of building occupants (if any) and cleaning staff.
 3. Cleaning supplies and where they can be accessed.
 4. Process to evaluate and document adherence to the cleaning plan.
- b. Identifies the following:
 1. Surfaces that require disinfection (e.g., high-touch surfaces).
 2. Frequency and/or other thresholds (e.g., number of hours, number users of a space, results from a swab test) for disinfection.
 3. Applicable governmental registration and directions of use (e.g., contact time and dilution rates) for disinfectants. (This information will be found on the product

labels. Bidders agree to conform to these specifications.)

4. Other non-chemical tools used for disinfection, if any.
- c. States the following documentation procedures:
 1. Record keeping practices for cleaning and disinfection activities.
 2. The chain of communications with building occupants.
 3. A system to log feedback from occupants and cleaning staff.
 4. A checklist for each building posted on each floor that can be initialed by the cleaner with work completed each day, new checklist posted monthly.
- d. Specifies the following for cleaning materials and personal protection equipment (PPE):
 1. PPE requirements for general cleaning and specialized tasks (e.g., disinfection or dilution or chemicals).
 2. Color-coding for reusable and disposable cleaning cloths.
 3. Separate cleaning of reusable cleaning materials from other clothing or products.
- e. Includes the following precautions for storage of cleaning products:
 1. An identifiable, fit-for-purpose storage space in accordance with the manufacturers' directions; bleach stored away from other products.
 2. Color-coding and labeling of any bleach-based and ammonia-based products, indicating they are not to be mixed with one another.
- f. Specifies the following for cleaning tools and equipment:
 1. HEPA rated filters for vacuum cleaners.
 2. If carpet and woven upholstery are present, the cleaning methodology (based on manufacturer's recommendations), favoring hot water extraction if technically feasible.
 3. Protocols for cleaning, maintenance and handling of waste accumulated in equipment (e.g., used vacuum cleaner bags).
- g. Includes the following operational aspects:
 1. Use of cleaning and disinfection products, including dilutions (when needed) and ventilation requirements.
 2. On-site availability of current Safety Data Sheets (SDS) of cleaning and disinfection products, in languages spoken by the cleaning staff.
 3. Precautions to avoid slip hazards during and after floor cleaning.
 4. Safe disposal of waste, including soiled cleaning materials and PPE.
- h. Outlines a training program that meets the following:
 1. Training covers cross-contamination prevention via hand hygiene, PPE, cleaning cloth replacement, cloth handling techniques and carrying systems to separate clean tools from dirty ones.

2. Training is delivered to all relevant personnel including building management, building operators and contracted cleaning staff, on an annual basis.

Bidders are advised to meet the following Conditions.

1. Include color-coding for reusable and disposable cleaning cloths is in place and if separate cleaning of reusable cleaning materials from other clothing or products is specified. Provide a revised policy that addresses the requirements of sections d.2. and d.3.
3. Provide a policy that addresses the requirements of section g.4.
4. Provide a policy that includes training materials for PPE use, it is unclear if the training also covers cross contamination prevention via hand hygiene, cleaning cloth replacement, cloth handling techniques and carrying systems to separate clean tools from dirty ones. Provide a policy that addresses the requirements of section h.1.
5. Provide policy clearly indicating that training is delivered to all relevant personnel including building management, building operators and contracted cleaning staff, on an annual basis. Provide a policy that addresses the requirements of section h.2.

**PROPOSAL FORM
JANITORIAL SERVICES**

The contract period for this service shall be for a period of Twenty four (24) months commencing January 2022 ending December 2023 with an option for one (1) year additional year, if acceptable by both parties. The undersigned states that they have carefully examined specifications, conditions, and instructions and hereby submits the following proposal:

Base Bid
Annual

\$ 56,624.24

Fifty six thousand six hundred twenty four dollars and twenty four cents.
(amount in words)

Options:

(1) Hourly rate for buffing Floors \$ 35.00

(2) Hourly rate for shampooing carpeting \$ 150.00

Company Name

One Total Cleaning Services LLC

Address

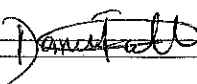
130 Garfield Ave.

Plainfield, NJ 07062

Telephone #

908-462-2328

Authorized Signature



Print Name

Darwin X. Fiallos - Perez

Title

Managing Member

Date

11-18-2021

THIS FORM MUST BE SUBMITTED BY THE BIDDER
(Enclose original bid and one copy, may be flash drive)

VENDOR INFORMATION

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

Name of Business: One Total Cleaning Services LLC
Print

Name of Contact Person: Darwin X Fiallos Perez
Print

Correspondence Address (including zip code):

130 Garfield Ave
Plainfield, NJ 07062

Purchase Order Address (including zip code):

130 Garfield Ave
Plainfield, NJ 07062

Payment Address (including zip code):

130 Garfield Ave
Plainfield, NJ 07062

Telephone Number: 

Fax Number: 

E-mail Address: 

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

BIDDER'S REQUIREMENTS CHECK LIST

The following is a checklist of items, which must be submitted by all interested parties with their proposal:

- Business Registration Certification DF
- Public Works Contractor's Certification DF
- Bidder's Experience and Qualifications DF
- Stockholders Disclosure Statement DF
- Affirmative Action Compliance Notice DF
- Bid Deposit (10% of bid not to exceed \$20,000.00) required DF
- Completed Bid Proposal Form DF
- Iranian Disclosure Statement ~~DF~~
- Acknowledgment of Addenda DF
- Political Disclosure Statement DF

Should any of the aforesaid items not be included with your bid proposal, please so indicate on this page and identify the reason for omitting such information on the space below:

Business Registration Certification and Public Works Contractor Registration Certification

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

(REVISED 4/10)

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.

(continued)

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 Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) No

2. Do you have a State Certificate of Employee Information Report approval?

Yes ✓ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: One Total Cleaning Services NAME: Darwin X. Fiallos Perez

SIGNATURE: Darwin Fiallos TITLE: Managing Member

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

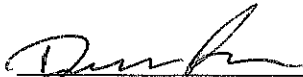
AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

- A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.
- B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.
- C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder..

Date: 11/18/21


(Signature)

Darwin X Fiallos-Perez, Managing Member
(Name and Title)

One Total Cleaning Services LLC
(Company Name)

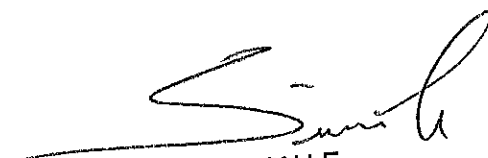
130 Garfield Ave, Plainfield NJ 07062
(Address)

(Corporate Seal)

Subscribed and sworn to before me

this 18th day of November, 2021

Notary Seal



SIMON LE
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Oct. 13, 2026

STOCKHOLDER DISCLOSURE CERTIFICATION

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. DE

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned. _____

PLEASE CHECK TYPE OF BUSINESS ORGANIZATION:

Partnership _____ Limited Partnership _____ Limited Liability Corp ☒
Corporation _____ Sole Proprietorship _____ Limited Liability Partnership _____
Subchapter S Corp _____

PLEASE CHECK APPROPRIATE BOXES AND SIGN BELOW

Name: Darwin X. Fiallos Perez

Home Address: 130 Garfield Ave

Plainfield, NJ 07060

Stockholders

Name: _____

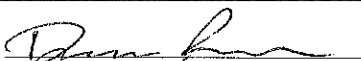
Home Address: _____

Name: _____

Home Address: _____

Name: _____

Home Address: _____


Owner or Representative Signature

Darwin X. Fiallos - Perez / Managing Member
Print Name & Title

NOTARY PUBLIC
Sworn before me this 18th day of November 2021.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

- ☐ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ☐ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	
Duration of Engagement: _____ Anticipated Cessation Date: _____	
Proposer Contact Name: _____ Contact Phone Number: _____	

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township 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 Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

TOWNSHIP OF WEST ORANGE

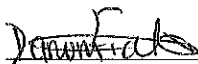
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☒ No addenda was received.

Acknowledged for: One Total Cleaning Services LLC
(Company Name)

By: 
(Signature of Authorized Representative)

Name: Danwin X. Fallas - Perez
(Print)

Title: Managing Member

Date: 11-18-2021

TOWNSHIP OF WEST ORANGE

Political Contribution Disclosure Statement Pursuant to Chapter 2, Section 68 of the Revised General Ordinances of the Township of West Orange

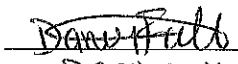
Pursuant to Section 2-68.1 of the Revised General Ordinances of the Township of West Orange, please set forth below all political contributions in cash or in kind of two hundred (\$200.00) dollars or more made within five (5) years of the date of acceptance of a proposal for a negotiated contract with the Township of West Orange, or within five (5) years of the notice of award for a bid contract with the Township of West Orange, either directly or indirectly, by the individuals or any of the principals of the business entity completing this form or by the business entity itself, to any elected official of the Township of West Orange currently in office or any political organization affiliated with an elected official of the Township currently in office.

The current elected officials of the Township include the following: Mayor Robert D. Parisi; Councilwoman Susan McCartney; Councilwoman Cindy Matute Brown; Councilwoman Tammy Williams; Councilman Bill Rutherford; and Councilwoman Michelle Casalino.

Name of Contributor	Amount	Recipient of Contribution	Contribution Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have NOT made any contributions within the scope of Section 2-68.1, as set forth above, please indicate here DE.

I hereby certify under penalty of perjury that the information provided herein is true and accurate to the best of my knowledge, information and belief.

Signature: 
Print Name: Darwin X. Fallos Perez
Company: One Total Cleaning Services LLC

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

The contractor and the Township of West Orange, (hereafter "TOWNSHIP") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP 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 TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the TOWNSHIP, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of 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 TOWNSHIP's grievance procedure, the contractor agrees to abide by any decision of the TOWNSHIP which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP, or if the TOWNSHIP 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 TOWNSHIP 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 TOWNSHIP or any of its agents, servants, and employees, the *TOWNSHIP shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives.

It is expressly agreed and understood that any approval by the TOWNSHIP 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 TOWNSHIP pursuant to this paragraph.

It is further agreed and understood that the TOWNSHIP 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 TOWNSHIP from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

I acknowledge:



Signature of Vendor

09/22/14

Taxpayer Identification# [REDACTED]

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

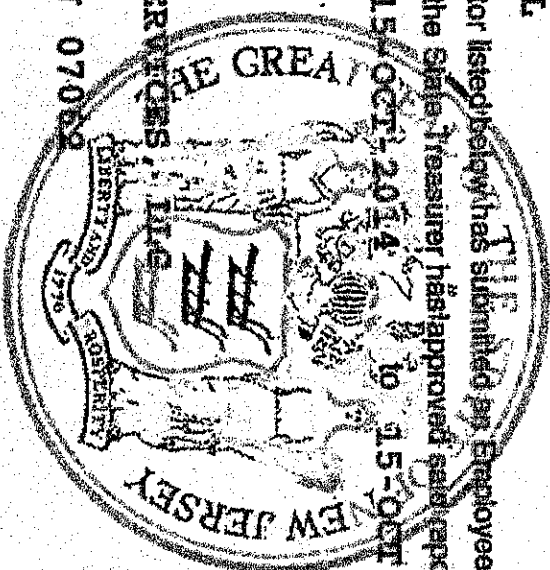
STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 282 TRENTON, NJ 08646
TAXPAYER NAME:	TRADE NAME:	
ONE TOTAL CLEANING SERVICES LLC		
ADDRESS:	SEQUENCE NUMBER:	
130 GARFIELD AVE	1818166	
PLAINFIELD NJ 07062	ISSUANCE DATE:	
EFFECTIVE DATE:	09/22/14	
09/05/13	 Director New Jersey Division of Revenue	
FORM-BRC	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above add	

Certification 53598

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-OCT-2014 to 15-OCT-2021



ONE TOTAL CLEANING SERVICES, INC.
130 GARFIELD AVE.
PLAINFIELD

NJ 07062

A handwritten signature in dark ink, appearing to be "A. S.", written over a horizontal line.

Andrew P. Sidamon-Einstoff
State Treasurer





130 Garfield Av. | Plainfield, NJ 07062
908-821-2453

November 18, 2021

The following are references requested by:

1. Cranford Township

[REDACTED] : [REDACTED] 5

2. Raritan

[REDACTED]

3. Borough of Mountainside

[REDACTED]

4. Borough of Somerville

[REDACTED]

5. Plainsboro township

[REDACTED]