

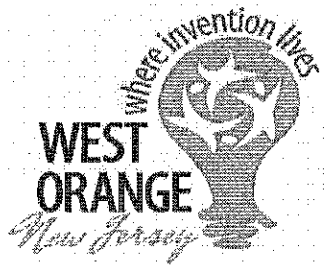
EXHIBIT "A"

TOWNSHIP OF WEST ORANGE
COUNTY OF ESSEX
STATE OF NEW JERSEY

REQUEST FOR BIDS

Moving and Storage of The West Orange Public Library

Submission Date:
February 14, 2023
11:00 A.M.
Prevailing time



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

Invitation to Bid

Notice is hereby given that the Township of West Orange is requesting sealed bids for the
Moving and Storage of The West Orange Public Library

The 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 of bid, name and address of party making same, addressed to the Township Council, 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 Tuesday, February 14, 2023 at 11:00 a.m. and will be publicly opened and read at that time in Council Chambers of Town Hall located at 66 Main Street, West Orange, NJ 07052. No proposals received after that time will be considered. There will be a mandatory vendor walk through the existing West Orange Public Library located at 46 Mt. Pleasant Avenue, West Orange NJ 07052 on February 1, 2022 at 10:00 am.

Bidders are required to comply with the Contract Compliance and Equal Employment Opportunities in Public Contracts N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and have a current New Jersey Business Registration Certificate P.L. 2004, N.J.S.A. 52:25-24.2. The Township reserves the right to reject any and all bids and to waive any and all informalities in the bid.

Panayiota Reynolds, QPA

Purchasing Agent

SPECIFICATIONS

Moving and Storage of the West Orange Public Library

GENERAL INTENT

The intent of this section is to describe the overall moving plan for the library which will occur in (2) phases.

The West Orange Public Library (Library) is moving from 46 Mt. Pleasant Avenue, West Orange to a newly renovated library facility at 10 Rooney Circle in West Orange, NJ. The library must vacate 46 Mt. Pleasant Avenue before April 1, 2023. Move must be started no later than March 1, 2023 and completed no later than March 15, 2023. Bidder will consider scope and complexity of move to ensure move out date deadline is met. Mover will coordinate with Library Director to ensure an appropriate timeline. Because 10 Rooney Circle will have new shelving and furnishings the entirety of the 46 Mt. Pleasant Avenue will not be moved. Items to be moved will be clearly designated by the Library Director

Bidders must provide documented proof of qualifications (Certifications) and three (3) references when submitting the bid.

Term of Contract

This contract shall remain in effect for the term of the contract.

Acceptance

The Township reserves the right to examine all work performed under this contract. The Contractor will correct any and all defects and unsatisfactory work found by the Township. The Vendor shall correct said defects and unsatisfactory work at its own expense.

Guarantee

Any work that is performed under this contract shall be guaranteed for a period of six (6) months from the date of acceptance. Said guarantee shall survive the expiration of this contract.

Payment

Payment shall be made in accordance with Township policy. No payment shall be made without an invoice and signed voucher (purchase order).

- a. A detailed invoice for service shall be given at the time of work completed

Cancellation

If in the opinion of the Township of West Orange the contractor is not performing in a satisfactory manner, the Township of West Orange may at any time during the contract period terminate the contract by giving thirty (30) days' notice in writing to the other party of its intentions to do so for non-compliance with the terms and conditions of the contract. In the event the Township of West Orange cancels the contract, the contractor shall only be entitled to payments for work properly performed and completed.

West Orange Library Move Scope

Phase 1:

Content that is to be moved to 10 Rooney Circle will be marked by the library. Bidder will specifically provide proof of successful experience with moving and storing and unpacking library shelving, library books and media in sequential order, and pianos. Mover will coordinate with Library Director for any clarification.

There are two potential storage scenarios. Please provide bid for both.

Scenario 1: Climate controlled storage in West Orange provided by the township.

Scenario 2: Climate controlled storage offsite provided by the mover. Mover must provide pictures of storage location, description and proof of climate controlled conditions that meet the satisfaction of the library.

Phase 2:

Date/timeline to be determined after 10 Rooney Circle construction is complete and shelving is in place. Consists of moving content from storage and unloading, unpacking and sequencing books/media back as per below on the library shelves. Shelving that will be moved from 46 Mt. Pleasant Avenue will be set up in 10 Rooney Circle storage locations as designated by Library Director. Library Interiors which is the Library furniture company will inspect after installation that shelving is configured correctly.

Piano and all other items will be moved where ever the Library Director requires items to be placed. The most likely date for Phase 2 May 2023. Flexibility to conduct phase 2 as necessary dependent on date of construction completion is required.

Services Required:

- A. The mover is responsible for all supervision, labor, materials, supplies, and equipment to perform all services contemplated under the Bid in a workmanlike and timely fashion. The mover may not use any of the Library's equipment or personnel. The Library expects to use such timesaving suggestions from the selected mover, given the mover's professional expertise.
- B. The mover is to devise an efficient, thorough schedule for the phases of the move, in consultation with and to the satisfaction of the Library Director. The move will be conducted during normal business hours except as noted or agreed to by the Library Director.

- C. The mover will create in consultation with the Library a shelving/collection plan. This plan will outline the collection flow throughout the stacks and the shelf fill ratios for all kept disciplines within the collection.
- D. All collection materials are to be boxed so as to maintain the integrity of the sequential order of collection (shelf list order) and protect them from damage especially to the spines of the books.
- E. The packed collection materials, files and supplies are to be stored in climate controlled storage as described in Library Move Scope Phase 1. The method used in storing the boxed items must protect the boxed items from being crushed or damaged.

The mover is to assure the Library that its on-site staff and equipment will not be assigned to other clients or projects while the various stages of the move is in progress.

Involvement of Library Staff

- A. The Library's Representatives:
The Library's primary contact for the move is the Library Director. All official communication is to flow through Library Director. Library Director will coordinate as necessary with other Library departments; serve as the final authority for the resolution of problems arising in the move sequence, materials handling procedures, and staff behavior. Library Director is responsible for inspection and approval of the work, performing a final inspection upon completion of the project and prior to final payment.
- B. Right to Halt Work
The Library reserves the right to call for a change in the mover's procedures or the stoppage of work if, for example (but not limited to) materials are being located incorrectly, a staff member of the mover's team is behaving in an objectionable manner, or materials are being handled poorly. It is the mover's obligation to resolve the problem to the satisfaction of the Library Director.
- C. Involvement of Other Library Staff
Library staff will be responsible for packing the contents of their desks and immediate work areas (non-collection materials only) except files and supplies that are to be stored with the collection materials.
- D. Mover's Staff
The mover will designate a project manager with overall responsibility for the move and for communication with the Library's move coordinator. The project manager should be onsite at all times. If the project manager must leave the site, the mover will appoint another competent supervisor and will notify the Library Director. The mover will provide the Library with information about the mover's staff to include required competencies for employment and the number of staff involved. Smoking is prohibited except in designated outside areas. Food is restricted to non-library areas, though drinks in spill-proof containers are acceptable.

E. Coordination of Work with Other Agents

If any other contractor or Library staff is performing construction-related tasks on-site, the Library Director will cooperate in coordinating the move with the contractor. This includes egress to the building during removal and return of stored items.

F. If the mover requires access to the Library during closed hours, the mover will arrange that with the Library Director.

G. Mandatory Pre-Bid Tour

Prospective movers are required to tour the Library February 1, 2023 at 10:00 AM to gauge for themselves site conditions and scope of the move.

Library Content to be moved:

The library contents to be moved include the following but are not limited to:

117,000 Books
8,000 Audio Visual
1 vintage Steinway baby grand piano
16 Carrier Opticlean Negative Air Machines
36 full size book carts
52 half size book carts
23 Kickstands
70 desktop computers
Hundreds of book ends
Wall mounted white board
Mobile Smart board
2 Map drawer standing units
2 microfilm/fiche machines
4 microfilm/fiche filing cabinets
Ecolor + printer and supplies
Newspaper display rack
AED machine
Narcon kits
3 large office size copier/printer
Circ desk cash register
Dollhouse
Display case
Monitors
Keyboards and mice
2 microwaves
2 toaster ovens
2 refrigerators
1 large unit that holds bound historical West Orange chronicles
8 lateral filing cabinets
6 tall vertical filing cabinets

1 mobile room divider
1 coat rack
1 credenza
2 safes (one large, one small)
156 feet of 80" tall double sided 10" wide book shelves (312 feet single sided)
Contents of historical room
Contents of three closets in meeting room including AV equipment
11 6ft folding tables
2 exterior media drops
2 exterior book drops
72 meeting room chairs
3 wood benches
8 55 gallon garbage cans
2 wheelbarrow
1 32 ft ladder
1 20 ft ladder
2 10 ft ladders
2 6 ft ladders
3 outside decorative lights
1 garden cart
2 hand trucks
1 large dolly
2 snow shovels
2 push brooms
3 dust pen
3 brooms
4 garden shovels
3 garden forks
1 electric leaf blower
1 grass trimmer
1 Scotts soil spreader
3 water hoses
55 5 gallon pails ice and snow melter
8 boxes of 8 1/2"x14" paper reams
19 boxes of 8 1/2"x11 paper reams
CD/DVD cleaning machine
1 large paper shredder
1 small paper shredder
50 folding chairs
Magazines and magazine holders
2 bent rebar sculptures by George Tarr
3 wood tables

West Orange Shelf Counts 3/28/22

-All existing shelves are 60%-65% max full except for Children's, YA and AV/DVD which are nearly full.

Adult:

L.P.- 63

Adult Fiction- 864

Mystery- 189

Short Stories- 63

Bio- 252

Sci-Fi- 63

Graphic Novels- 10

Non-Fiction- 873

Oversized- 21

Reference- 58

World Language- 38

DVD- 45

New DVD- 10

Paperback- (8) single spinners

AV/Playaway- 87

CD's- (2) DF Demco Browser Units

Holds- 35 (using 20)

Young Adult- 73

Children's:

Board Books- 4

Picture Books- 54

Easy Readers- 18

JFic- 130

Paperback- 20

Graphic- 9

SciFi- 7

JBio- 8

JNon-Fic- 73

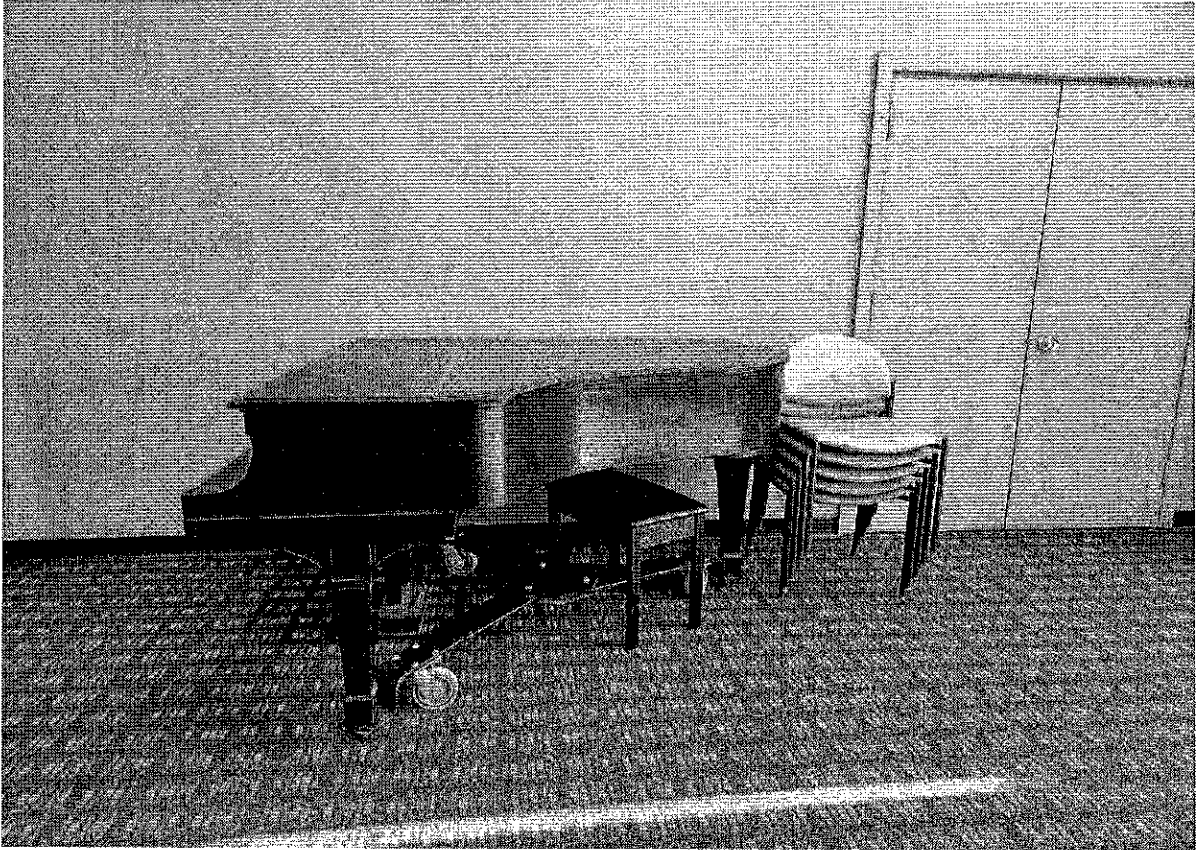
World Language- 9

Series- 6

New- 11

DVD- 16

Few Photo examples not limited to:



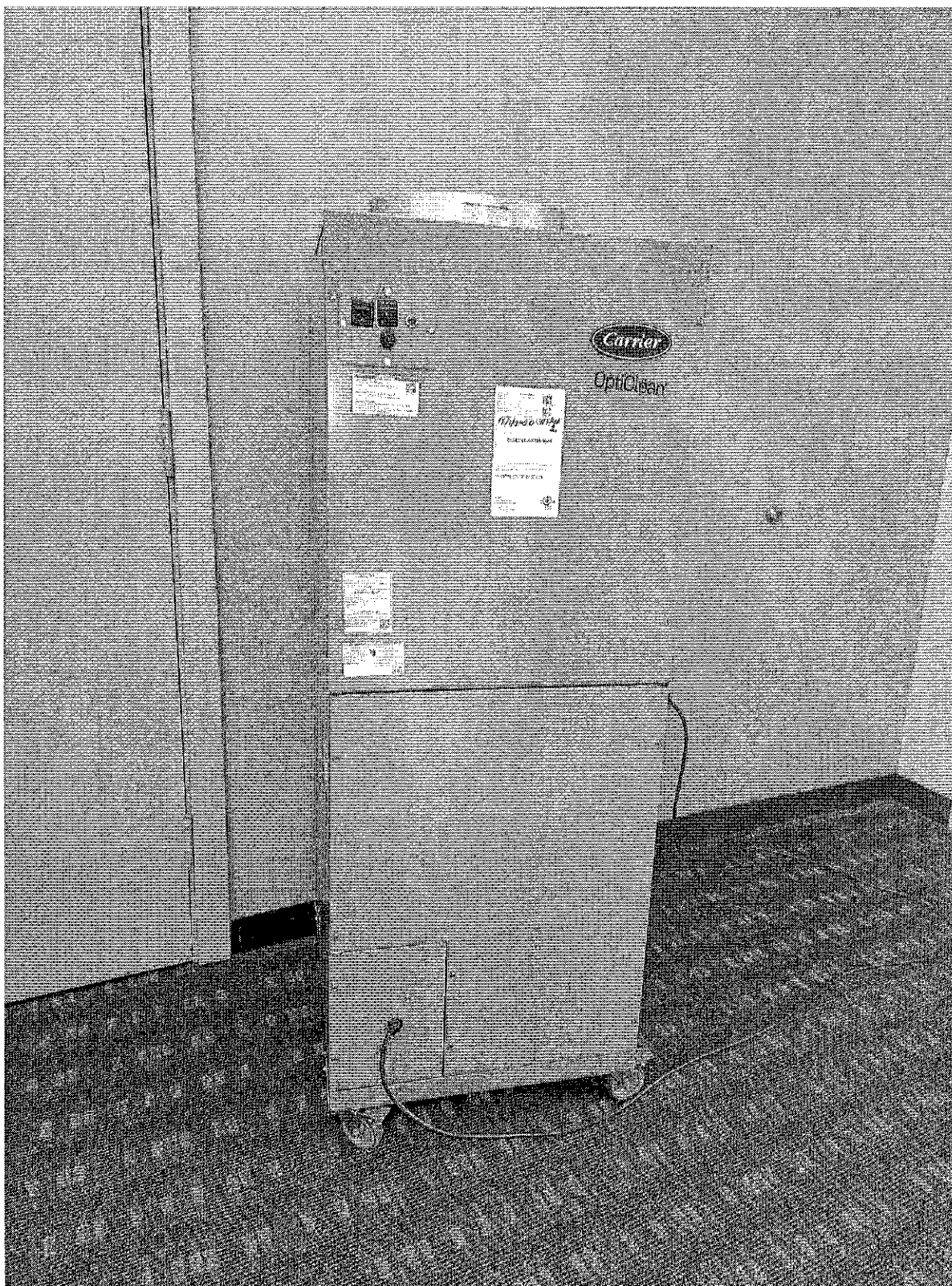
Steinway Baby Grand Piano



Shelving



Large unit for historical chronicles



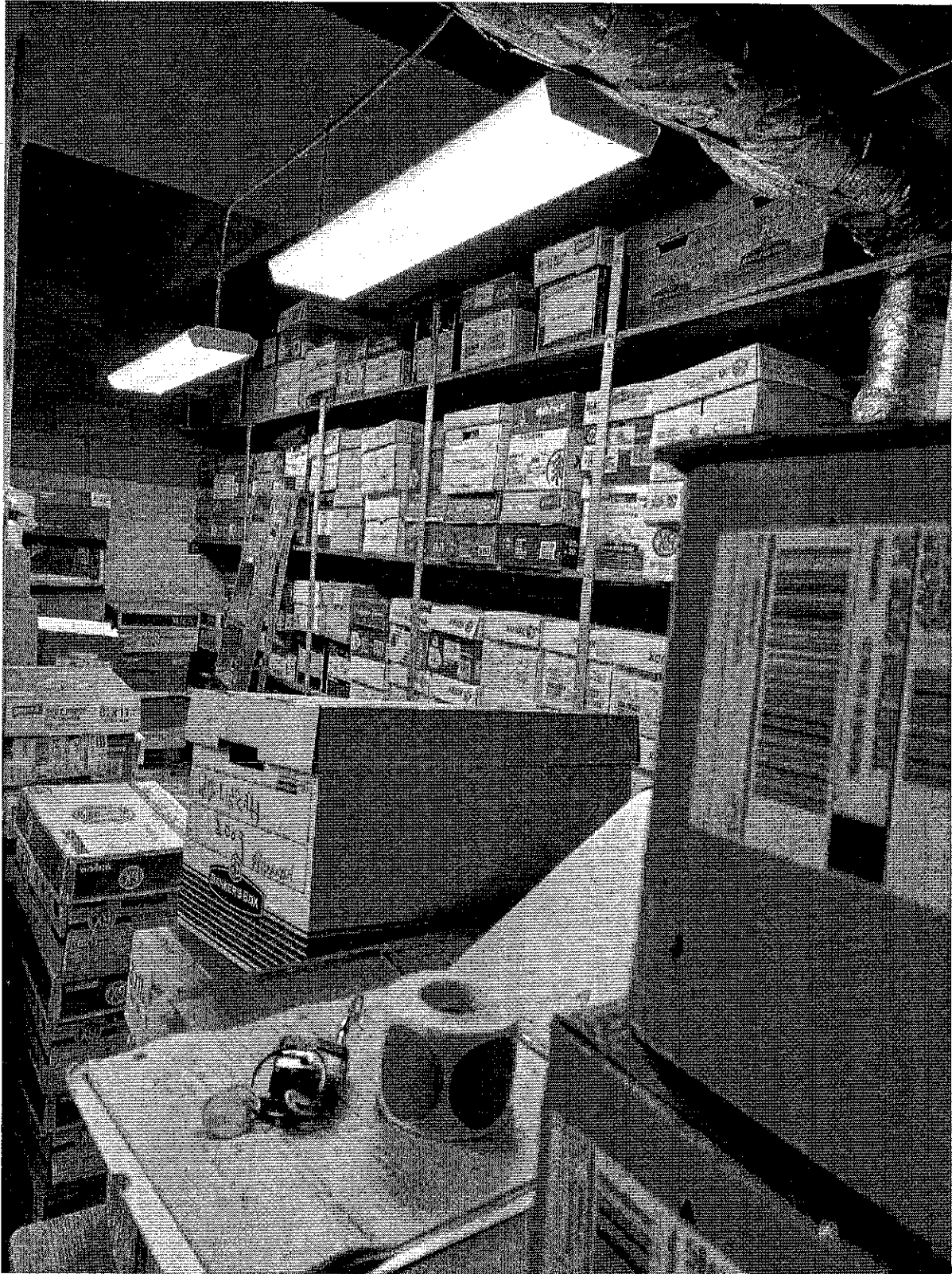
Carrier Opticlean Negative Air Scrubber



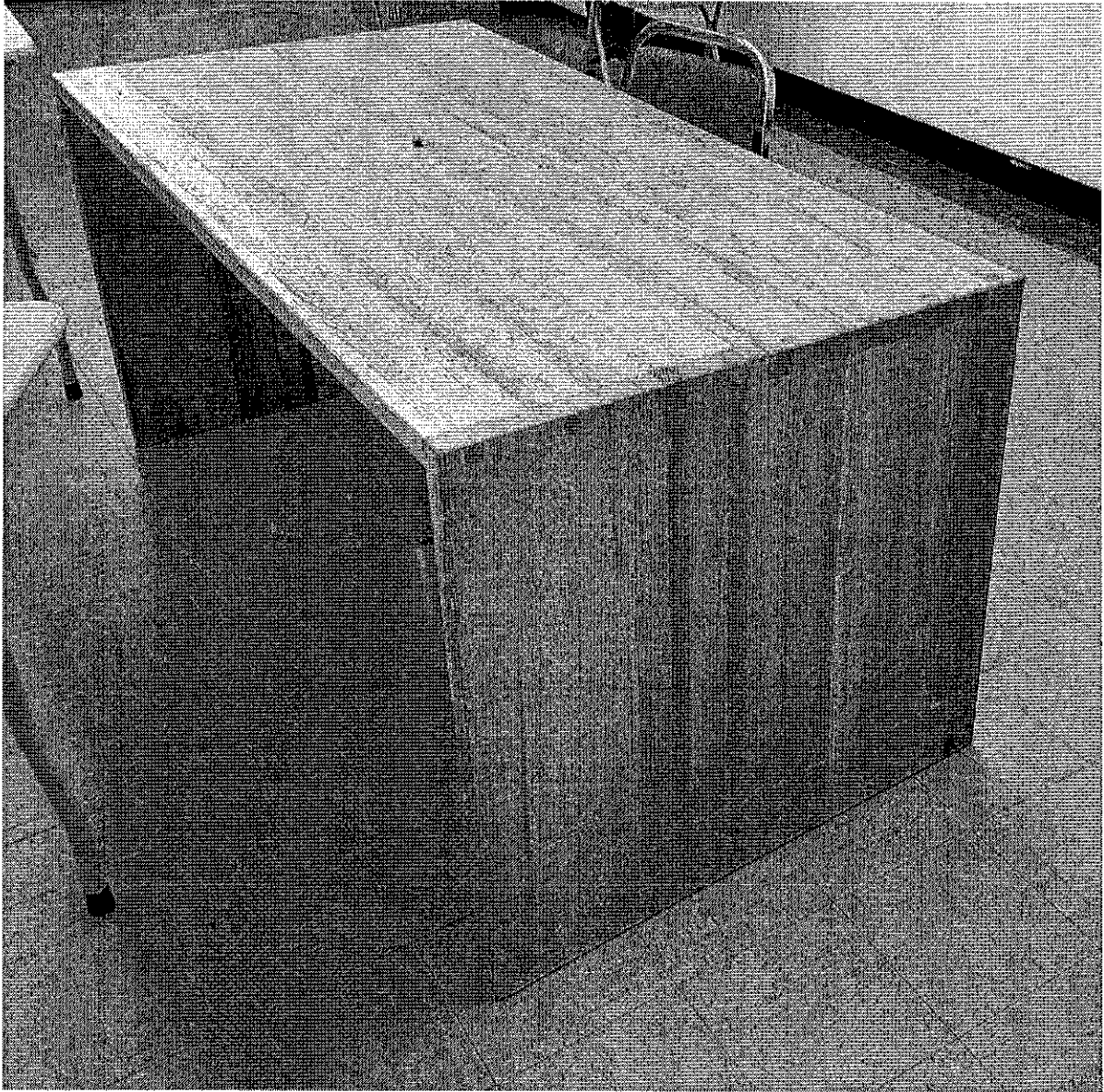
George Tarr rebar sculptures



Historical room documents and ephemera



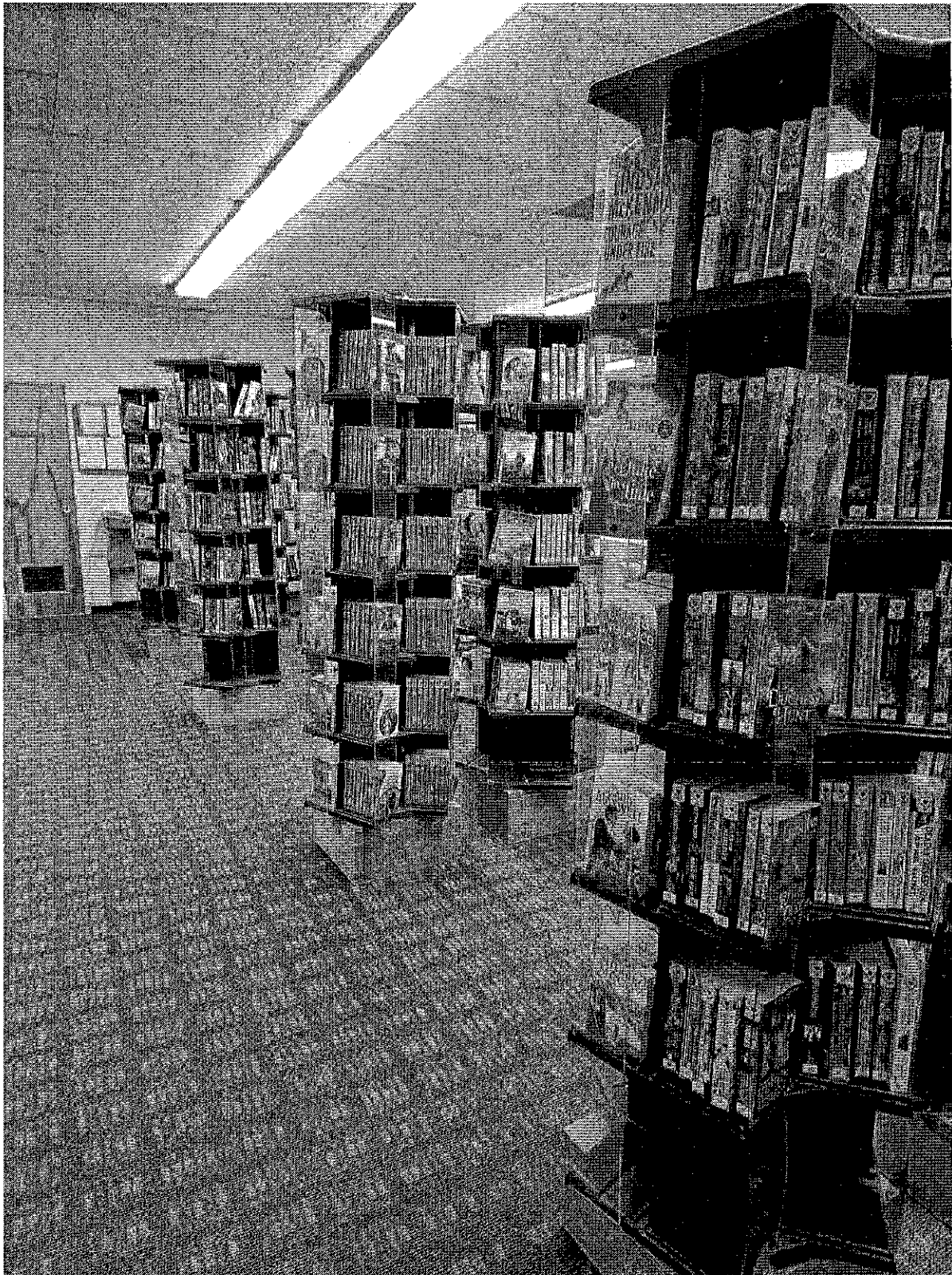
Records room



Wooden table



Wooden bench



Rotating paperback shelving units

Pre-Move Conference

- A. The selected mover will review detailed plans in advance of its start. The Library's staff and move coordinator will review the mover's relocation plan and detail for the successful completion of the project. The mover will be prepared to answer questions regarding the specific areas of the library to be moved. The Library Director and the mover's project manager will conduct a pre-move inspection of the site to determine any specific requirements that may have occurred after the award of the move. An inspection of the renovated space will take place at the beginning and conclusion of the move back to assure no damage was created during the moving process.
- B. Site Cleanliness
In order to avoid possible injury and to maintain a neat environment, the mover's staff is to promptly dispose of trash and maintain a clean work environment.
- C. Mover Qualifications
Prospective movers will supply references demonstrating satisfactory completion of comparable projects. The submitted list should include all moves of similar size and complexity over the past three years within the State of New Jersey with a minimum of three within the current year. The reference must include a contact name and telephone number for each library listed. All bidders of this project are to have a NJ Public Movers License with must be submitted with this bid.

GENERAL INSTRUCTION TO BIDDERS

1. The Township of West Orange reserves the right to reject any or all bids, or to waive any informalities in the bids, and unless otherwise specified by the bidder, to accept any item in the bid, should it be deemed in the best interest of the Township of West Orange to do so.
2. In case of default by the bidder or contractor, the Township of West Orange may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
3. The bidder, if awarded a contract, agrees to protect, defend and save harmless the Township of West Orange against any damage for payment for the use of any patented material process, article or devise that may enter into manufacture, construction, or form a part of the work covered by either order or contract, and the bidder further agrees to indemnify and save harmless the Township of West Orange from suits or actions of every nature and description brought against it, for, or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his servants or agents.
4. The contractor shall maintain sufficient insurance (\$1,000,000.00) to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided to the Township of West Orange when required.
5. It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the Township of West Orange and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.
6. Each bid must be signed in ink by the person authorized to do so.
7. Bidders must use the proposal form furnished by the Township of West Orange when submitting their bid, if applicable.
8. Non-Collusion Affidavit must be completed and included with bid.
9. A Performance Bond in the amount of 100% of total bid is **not required**.
10. Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor. F.O.B. destination and placement at locations specified by the Township of West Orange. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.
11. Payments will be made upon the approval of vouchers with the requirements of the Township of West Orange and subject to the Township of West Oranges customary procedures.
12. Contract will be awarded on a (Line Item) or (Lump Sum) basis, if applicable.

13. Award will be made by Township of West Orange within sixty (60) days after receipt of bids.
14. Prevailing Wage & Labor Laws. The New Jersey prevailing Wage Act (P.D. 1963, Chapter 150) and provisions of the State Labor Laws shall be complied with by the successful bidder.
15. Equal or Tie Bids. The Township of West Orange reserves the right to award at their discretion to any one of the tie bidders.
16. Return of Bid Security. If applicable, All bid security of the three lowest responsible bidders shall be returned with 10 days. Within 3 days after signing of the contract and approval of contractor's performance bond, the bid security remaining bidders shall be returned to them, if applicable.
17. The Township of West Orange is exempt from any State sales tax.
18. For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. All exceptions shall be submitted on separate sheets within your submission. If no variations are indicated, it will be construed that the bid fully complies with our specifications.
19. Quantities as shown are approximate and the Township of West Orange reserves the right to increase or decrease quantities by 20% at the unit price bid.
20. The contract, if applicable, shall be in effect for two (2) years from the date of award, unless otherwise stated. Township can extend the contract for one (1) additional year, if agreed.
21. Bids may be hand delivered or mailed per legal notice to bidders. In case of mailed bids, the Township of West Orange assumes no responsibility for bids after the designated date and time and will return late bids to the bidder unopened.
22. 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. 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
23. Prohibited Russia-Belarus Activities & Iran Investment Activities P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and

services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran. Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

Bids are due: February 14, 2023 at 11:00 AM
Township of West Orange, Room 111
66 Main Street
West Orange, NJ 07052
M-F 8:30 AM – 4:30 PM

Contact: Panayiota Reynolds, Purchasing Agent
(973) 325-4056
Email: preynolds@westorange.org

1. No interpretation of the meaning of the specifications will be made to any bidder orally. Every request for such interpretations should be in writing to the Purchasing Agent and to be given consideration must be received at least seven (7) days prior to the date fixed of the opening bids. Any and all such interpretations and any supplemental instruction will be mailed to all prospective bidders (at the respective addresses furnished for such purpose) not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addenda or interpretations shall not relieve any bidder from any obligation under his bid submitted. All addenda so issued shall become part of the contract document.

2. Mandatory forms:

- Disclosure of Ownership Form
- EEO/Affirmative Action Compliance
- Prohibited Activities in Russia and Belarus & Investment Activities in Iran
- NJ Business Registration Certificate
- Notice of addendum/addenda
- Political Contribution Form
- NJ Public Movers License

Application after award:

w-9
Certificate of Insurance

Business Registration Certification and if required 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.

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:

(Signature)

(Name and Title)

(Company)

(Address)

(Corporate Seal)

Subscribed and sworn to before me

this _____ day of _____, 20____
Notary Seal

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 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.**

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to

execute this certification on behalf of the bidder/proposer; that the ***Township of West Orange*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Township of West Orange*** to notify the ***Township of West Orange*** 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, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Township of West Orange*** to declare any contract(s) resulting from this certification void and unenforceable.

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

**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.¹

<u>Name of Individual/Entity Making Contribution</u>	<u>Amount of Contribution</u>	<u>Recipient of Contribution</u>	<u>Date of Contribution</u>

If you have <u>NOT</u> made any contributions within the scope of Section 2-68.1, as set forth above, please X the line to the right.	NONE

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.

The current elected officials of the Township include the following: Mayor Susan McCartney, Councilman Bill Rutherford, Councilwoman Michelle Casalino, Councilwoman Tammy Williams, Councilwoman Asmeret Ghebremicael and Councilwoman Susan Scarpa .

Company Name

Authorized Signature

Printed Name

Date

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

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 **Township of West Orange** is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Township of West Orange** to notify the **Township of West Orange** 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. 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** and that the **Township of West Orange** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		Title	
Signature		Date	

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. 10:531, 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: _____ NAME: _____

SIGNATURE: _____ TITLE: _____

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 the time frame stipulated.

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/were received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

PROPOSAL

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NJ

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid of:

Moving and Storage of The West Orange Public Library

Scenario 1: Moving and Climate controlled storage in West Orange provided by the Township.

\$ _____
Amount Amount in words

Scenario 2: Moving and Climate controlled storage offsite provided by the mover. Mover must provide pictures of storage location, description and proof of climate controlled conditions that meet the satisfaction of the library.

\$ _____
Amount Amount in words

COMPANY
NAME _____

ADDRESS _____

DATE _____

PHONE _____

EMAIL _____

BY _____
(Signature and Title of Officer of Company authorized to execute a contract)

BIDDER'S CHECK LIST Mandatory Items

Business Registration Certification	_____
Statement of Ownership	_____
Affirmative Action Compliance Notice	_____
Prohibited Russia-Belarus Activities & Iran Investment Activities	_____
Non-Collusion Affidavit	_____
Proposal Form	_____
Acknowledgement of Addenda	_____
Political Contribution Form	_____
NJ Public Movers License	_____
3 References	_____

Please initial lines.

Please provide one additional copy of entire bid package, which can be a USB/Flash Stick/CD



Your moving partner.
Chicago, New York, Dallas, Atlanta, Los Angeles

New Jersey Office
Nelson Westerberg, Inc.

February 9, 2023

Ms. Panayiota Reynolds
Township Council
Township of West Orange
Municipal Building
66 Main Street
West Orange, NJ 07052

Dear Panayiota,

Re: Moving & Storage of the West Orange Public Library

Enclosed, please find all required bid documents.

If you have any questions please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith DeLorenzo", written over a large, stylized circular mark.

Keith DeLorenzo
Director, Commercial Sales
KDL/cmc

ve

180 Melster Avenue | Branchburg, NJ 08876
Ph: 908-725-3800 | Toll-Free: 800-247-3800 | Fax: 908-725-3943
www.nelsonwesterberg.com

The logo for Atlas Interstate Agent, featuring a stylized "A" with a mountain peak inside, followed by the text "Atlas Interstate Agent".
Atlas Interstate Agent

BIDDER'S CHECK LIST Mandatory Items

Business Registration Certification

KD

Statement of Ownership

KD

Affirmative Action Compliance
Notice

KD

Prohibited Russia-Belarus Activities & Iran Investment Activities

KD

Non-Collusion Affidavit

KD

Proposal Form

KD

Acknowledgement of Addenda

KD

Political Contribution Form

KD

NJ Public Movers License

KD

3 References

KD

Please initial lines.

Please provide one additional copy of entire bid package, which can be a USB/Flash Stick/CD



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: NEWESCO, INC.
Trade Name: NELSON WESTERBERG OF NEW JERSEY
Address: 180 MEISTER AVENUE
SOMERVILLE, NJ 08876-3465
Certificate Number: 0842184
Effective Date: April 28, 1995
Date of Issuance: June 18, 2009

For Office Use Only:
20090618142256181

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: Nelson Westerberg

Organization

Address: 180 Meister Avenue, Somerville, NJ 08876

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address
John Westerberg	1500 Arthur Avenue, Elk Grove Village, IL 60007
Steve Westerberg	1500 Arthur Avenue, Elk Grove Village, IL 60007

Robert Westerberg	1500 Arthur Avenue, Elk Grove Village, IL 60007

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
www.nelsonwesterberg.com	

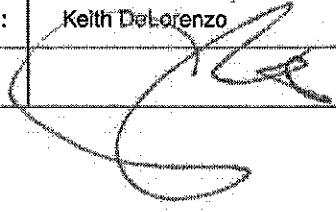
Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to

execute this certification on behalf of the bidder/proposer; that the **Township of West Orange** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Township of West Orange** to notify the **Township of West Orange** 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, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Township of West Orange** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Keith DeLorenzo	Title:	Director
Signature:		Date:	2/8/23

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. 10:531, 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 X (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: Nelson Westorberg NAME: Keith DeLorenzo

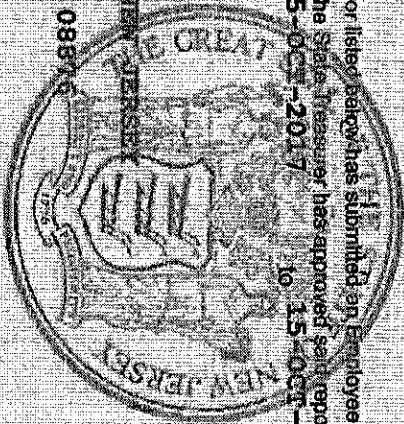
SIGNATURE: [Signature] TITLE: Director

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 the time frame stipulated.

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

Certification **40799**

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-2017** to **15-OCT-2024**



NELSON WESTERBERG OF NEW JERSEY
180 WEISTER AVE
SOMERVILLE

NJ 08816



Ford M. Scudder
FORD M. SCUDDER
State Treasurer

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

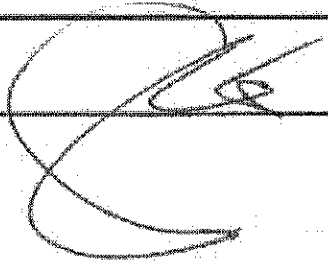
You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

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 Township of West Orange is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of West Orange to notify the Township of West Orange 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. 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 and that the Township of West Orange at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)	Keith DeLorenzo	Title	Director
Signature		Date	2/08/23

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:

(Signature)

Keith DeLorenzo

(Name and Title)

Director

Nelson Westerberg

(Company)

180 Meister Avenue

(Address)

Somerville, NJ 08876

(Corporate Seal)

Subscribed and sworn to before me

this 8th
Notary Seal

day of

NOVEMBER

, 20 23

PAUL E. DeLORENZO

ATTORNEY AT LAW OF NEW JERSEY

PROPOSAL

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NJ

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid of:

Moving and Storage of The West Orange Public Library

Scenario 1: Moving and Climate controlled storage in West Orange provided by the Township.

\$ 109,000.00	One Hundred and Nine Thousand
Amount	Amount in words

Scenario 2: Moving and Climate controlled storage offsite provided by the mover. Mover must provide pictures of storage location, description and proof of climate controlled conditions that meet the satisfaction of the library.

* \$ 115,000.00	One Hundred and Fifteen Thousand
Amount	Amount in words

*Any additional months of storage past 2 months is
\$3,000 a month

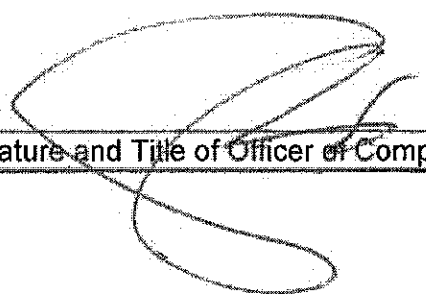
COMPANY
NAME Nelson Westerberg

ADDRESS 180 Meister Avenue
Somerville, NJ 08876

DATE 2/08/23

PHONE 908-332-7187

EMAIL kdelorenzo@nelsonwesterberg.com

BY  Director
(Signature and Title of Officer of Company authorized to execute a contract)

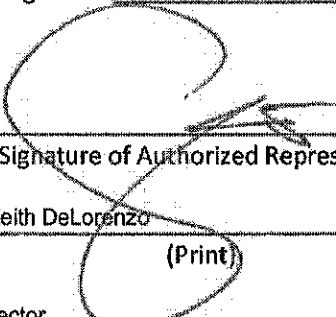
TOWNSHIP OF WEST ORANGE
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

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/were received.

Acknowledged for: Nelson Westerberg
(Company Name)

By: 
(Signature of Authorized Representative)

Name: Keith DeLorenzo
(Print)

Title: Director

Date: 2 / 08 / 23

Keith Delorenzo

From: Paula Reynolds <PReynolds@westorange.org>
Sent: Thursday, February 9, 2023 9:51 AM
To: Paula Reynolds
Cc: David Cubie
Subject: Bid 2/14/2023 10:00am Moving and Storage of The West Orange Public Library - CLARIFICATION

Importance: High

[EXTERNAL]

Good Morning

Please note I have received a question about the bid above.

QUESTION "on page 36, it stipulates moving into and storing, but it does not mention moving out and unloading. Am I to include moving out and unloading in each scenario?"

ANSWER- each scenario must include the PHS 1 and PHS 2 that is stated on page 4 of the bid which will be done in 2 phases. Please price accordingly. You are to answer as a whole for Scenario 1 and for scenario 2 on page 36 of the bid.

West Orange Library Move Scope

Phase 1: Content that is to be moved to 10 Rooney Circle will be marked by the library. Bidder will specifically provide proof of successful experience with moving and storing and unpacking library shelving, library books and media in sequential order, and pianos. Mover will coordinate with Library Director for any clarification. There are two potential storage scenarios. Please provide bid for both. Scenario 1: Climate controlled storage in West Orange provided by the township. Scenario 2: Climate controlled storage offsite provided by the mover. Mover must provide pictures of storage location, description and proof of climate controlled conditions that meet the satisfaction of the library.

Phase 2: Date/timeline to be determined after 10 Rooney Circle construction is complete and shelving is in place. Consists of moving content from storage and unloading, unpacking and sequencing books/media back as per below on the library shelves. Shelving that will be moved from 46 Mt. Pleasant Avenue will be set up in 10 Rooney Circle storage locations as designated by Library Director. Library Interiors which is the Library furniture company will inspect after installation that shelving is configured correctly. Piano and all other items will be moved where ever the Library Director requires items to be placed. The most likely date for Phase 2 May 2023. Flexibility to conduct phase 2 as necessary dependent on date of construction completion is required.

PLEASE INCLUDE THIS EMAIL AS RECEIVED IN THE BID PACKAGED AND INITIAL.

Thank you

Paula

KD



Paula Reynolds, R.P.P.S, QPA

Purchasing Agent
Purchasing Department
Township of West Orange
66 Main Street
West Orange, NJ 07052
Phone (973) 325-4056
Fax (973) 736-8380
preynolds@westorange.org
www.westorange.org



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**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.¹

Name of Individual/Entity Making Contribution	Amount of Contribution	Recipient of Contribution	Date of Contribution

If you have NOT made any contributions within the scope of Section 2-68.1, as set forth above, please X the line to the right.	NONE
	<u> X </u>

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.

The current elected officials of the Township include the following: Mayor Susan McCartney, Councilman Bill Rutherford, Councilwoman Michelle Casalino, Councilwoman Tammy Williams, Councilwoman Asmeret Ghebremicael and Councilwoman Susan Scarpa .

Nelson Westerberg

Company Name


Authorized Signature

Keith DeLorenzo

Printed Name

2/08/23

Date

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State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

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Regulated Business Section

HAS LICENSED

NELSON WESTERBERG OF NJ INC
NELSON WESTERBERG OF NJ INC
180 WEISTER AVE
SOMERVILLE NJ 08876-3465

FOR PRACTICE IN NEW JERSEY AS A(N): PMW Branch

11/29/2022 TO 09/30/2023
VALID

39PC00010405
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

Carli Sain
ACTING DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs

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Regulated Business Section
HAS LICENSED
NELSON WESTERBERG OF NJ INC
PMW Branch

11/29/2022 TO 09/30/2023
VALID

39PC00010405

License/Registration/Certificate #

SIGNATURE

Carli Sain
ACTING DIRECTOR

PLEASE DETACH HERE

IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST

PLEASE NOTIFY:

Regulated Business Section
P.O. Box 46026
Newark, NJ 07101

PLEASE DETACH HERE

References

Jersey City Free Public Library
472 Jersey Avenue
Jersey City, NJ
Charles Hatchett
201-547-4512

City of Jersey City Archive Storage
13-15 Linden Avenue
Jersey City, NJ
John Lynch
646-385-4594

NJIT
323 MLK
Newark, NJ
Rich Martinez
201-207-9423