

Exhibit “A”

**PROPOSAL FORM
JANITORIAL SERVICES**

The contract period for this service shall be for a period of Twenty four (24) months commencing January 2024 ending December 2025 with an option for one (1) year additional year 2026, 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

\$ 61,900

Sixty one thousand nine hundred and ^{no}/₀₀
(amount in words)

Options:

(1) Hourly rate for buffing Floors

\$ 30. -

\$ Thirty and ^{no}/₀₀
(amount in words)

(2) Hourly rate for shampooing carpeting

\$ 30. -

\$ Thirty and ^{no}/₀₀
(amount in words)

Company Name

PJ Building Cleaning LLC

Address

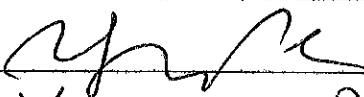
389 Main st # 311

Hackensack NJ 07601

Telephone #

(201) 631-7032

Authorized Signature



Print Name

Young K. Park

Title

Owner

Date

11/28/23

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

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-Aug-2023 to 15-Aug-2030**

**PJ BUILDING CLEANING LLC****389 MAIN ST #311****HACKENSACK****NJ 07601**

A handwritten signature in cursive script, appearing to read "Elizabeth Maher Muoio".

ELIZABETH MAHER MUOIO

State Treasurer

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

Request for Bid Proposal for Janitorial Maintenance Services

**Submission Date:
November 28, 2023
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 Tuesday, November 28, 2023 at 11:00 a.m. and will be publicly opened and read at that time in the Council Chambers, located at 66 Main Street, West Orange, NJ 07052 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. 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.

Panayiota Reynolds
Purchasing Agent

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: PJ Building Cleaning LLC NAME: Young Jr. Park

SIGNATURE: [Signature] TITLE: Owner

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:

(Signature)

Young K Park

(Name and Title)

PJ Building Cleaning LLC

(Company Name)

389 Main St #1 311

(Address)

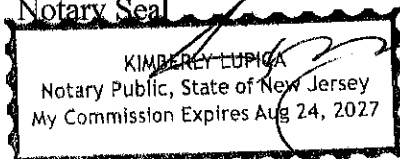
Hackensack NJ 07601

(Corporate Seal)

Subscribed and sworn to before me

this 28 day of November, 2023

Notary Seal



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: PJ Building Cleaning LLC (Young K. Park)

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): Young K. Park Signature: [Signature]
Title: Owner Date: 11/26/23

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. (please check off if no addenda received)

Acknowledged for: PJ. Building Cleaning LLC
(Company Name)

By: [Signature]
(Signature of Authorized Representative)

Name: Young K. Park
(Print)

Title: Owner

Date: 4/26/23

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

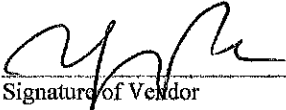
The contractor and the Township of West Orange, (hereafter "TOWNSHIP") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, 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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	PJ Building Cleaning LLC		
Address:	388 Main St #211		
City:	Hackensack	State:	NJ
		Zip:	07601

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature 

Young & Park
Printed Name

Title Owner

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page ____ of ____

[illegible]

30

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: ESSEX COUNTY

Governor

Philip Murphy

Legislative District #s: 26, 27, 28, 29, 34, & 40

State Senator and two members of the General Assembly per district.

State Senator

26th District Joseph Pennacchio

27th District Richard Codey

28th District Renee Burgess

29th District Theresa Ruiz

34th District Nia Gill

40th District Kristin Corrado

Members of the General Assembly

26th District Jay Webber, Brian Bergen

27th District Mila Jasey, John F. McKeon

28th District Cleopatra G. Tucker, Jacqueline S. Yustein

29th District Eliana Pintor Marin, Shanique Speight

34th District Britnee Timberlake, Thomas Giblin

40th District Kevin J. Rooney, Christopher DePhillips

County Commissioners

Patricia Sebold

Rufus I. Johnson

Romaine Graham

Brendan W. Gill

Leonard Luciano

County Executive

Joseph DiVincenzo

County Clerk

Christopher Durkin

Surrogate

Alturrick Kenney

Sheriff

Armando B. Fontauro

Register of Deeds

Juan M. Rivera, Jr.

West Orange Mayor

Susan McCartney

West Orange Township Council

William Rutherford

Michelle Casalino

Tammy Williams

Asmeret Ghebremicael

Susan Scarpa

West Orange Board of Education

Brian Rock

Melinda Huerta

Robert Ivker

Eric Stevenson

Jennifer Tunnicliffe

Tonya Flowers

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: PJ Building Cleaning LLC

Organization Address: 388 Main st # 311 Hackensack NJ 07601

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.**

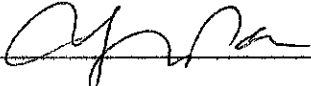
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

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 non-corporate 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):	Young. K. Park	Title:	Owner
Signature:		Date:	11/26/23

10/20/21

Taxpayer Identification# 473-590-420/000

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 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

PJ BUILDING CLEANING LLC

ADDRESS:

389 MAIN STREET, APT#311
HACKENSACK NJ 07601

EFFECTIVE DATE:

04/29/15

TRADE NAME:

SEQUENCE NUMBER:

1949761

ISSUANCE DATE:

10/20/21



Director
New Jersey Division of Revenue

FORM-BRC

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

To Whom It May Concern,

The PJ Building Cleaning LLC has been in business since 2015. Our experience includes many retail, commercial, and county/municipal buildings throughout all of New Jersey. We specialize in providing our clients with a tailored service for a reasonable price. Our clients benefit from a bespoke service that is specific to each customer's needs. Quality of service and the commitment of directors and staff have ensured that our customer retention is among the highest in the cleaning industry.

As you can see from our references, we currently provide cleaning services for County & Municipalities in New Jersey. Once we have a contract established, we serve repeatedly for at least 2-4 years. The only time we could not return to a location was due to an irresponsible company offering ridiculously low prices for a contract.

The PJ Building Cleaning LLC understands a township's needs and concerns. And as soon as a contract is agreed upon, we meet those needs and concerns. PJ Building Cleaning LLC provides high quality services for a reasonable price, please do not hesitate to contact our current and previous clients on our reference list.

- Expertise
 - a. Daily Cleaning
 - b. Deep Cleaning
 - c. Carpet Cleaning (Shampoo)
 - d. Window Cleaning
 - e. Floor Maintenance (Stripping & Wax)
 - f. Management of Cleaning Crews
- Staff
 - Peter Park (Managing Director) 201-637-7032
 - Jonathan Marlon (Supervisor) 5 years. 908-531-2964

Peter Park
PJ Building Cleaning LLC
389 Main st #311. Hackensack NJ 07601

Reference & Experience

PJ building cleaning LLC

Petet Park

County of Hunterdon (4 years)

314 NJ-12

Flemington NJ 08822

Mr Justin Tibbettes. 908-627-5918.

jtibbetts@co.Hunterdon.nj.us

Township of Old bridge. (6 years)

1 Old bridge Plaza

Old Bridge NJ 08857.

Mr Kasey Lenning. 908-616-1290.

Klenning@oldbridge.com

Township of South Brunswick. (3 years)

540 Ridge Rd

South Brunswick NJ 08852

Mr. Bill Epps 908-331-2175.

Bepps@sbttnj.net

Old Bridge Public Library. (6 years)

One Old Bridge Plaza.

Old Bridge NJ 08857.

Ms. Irene Magg. 732-607-4816

imaag@oldbridgelibrary.org

Township of South Orange. (2 years)

76 South Orange ave

South Orange NJ 07079.

Ms Ellen Foye Malgieri. 973-378-7729.

ellen@southorange.org

Borough of Carteret (6 years)

61 Cooke ave Carteret NJ 07008

Mr Joe Agliata 732-259-0885

agliataj@carteret.net

Mercer County Criminal Courthouse (2 years)

400 S warren st Trenton NJ 08650

Karl Thomas 609-256-3046

kthomas@mercercounty.org

Township of Winslow. (1 1/2 years)
125 South route 73
Braddock NJ 08037.
John Iannaco 609-567-0700. Ext. 9007.
jiannaco@winslowtownship.com

South Orange Public Library. (6 Month)
65 Scotland Rd.
South Orange NJ 07079
Jill Faherty, Director
jfaherty@sopl.org

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 Eight (8) of our buildings. The contract shall commence in January 1, 2024 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 Council Chambers, Township of West Orange, 66 Main Street, West Orange on Tuesday, November 28, 2023 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. Background checks are the responsibility of the vendor. No fees will be paid by the township. Fees will be paid by the awarded vendor.
4. All Contractors employees must be able to speak and write the English language.
5. Proof of Covid vaccination of all employees working on site.

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.

SPECIFICATIONS

The Contractor shall be responsible for all equipment, cleaning supplies, trash liners and paper products, such as toilet paper and paper towels. Hand sanitizing supplies that work in existing units. 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
with approximate square footage of cleaning area

West Orange Town Hall
66 Main Street
West Orange NJ
Approx. SF 16,760

***** West Orange Police Building**
60 Main Street
West Orange, NJ
Approx. SF 24,037

West Orange Senior Health Center
10 Gaston Street
West Orange, NJ
Approx. SF 1,500

Department of Public Works/Engineering
25 Lakeside Avenue
West Orange, NJ
Approx. SF 6,000

Department of Recreation
 60 ½ Cherry Street
 West Orange, NJ
 Approx. SF 3,000

West Orange Police Valley Road
 Sub Station
 549 Valley Road
 West Orange, NJ
 Aprox SF 1,200

West Orange Police Washington St
 Sub Station
 92 Washington Street
 West Orange, NJ
 Approx. SF 1,500

10 Rooney Circle
 West Orange, NJ 07052
 Approx. SF 29,372
 (Coordinate entry to offices with personnel)

HOURS OF OPERATION

Monday to Friday 8:30 am – 4:30 pm

***** Exception** 24 hours, 7 days a week

HOLIDAYS OFFICES CLOSED

	<u>2024</u>	<u>2025</u>	<u>2026</u>
New Year's Day	January 1	January 1	January 1
Martin Luther King Day	January 15	January 20	January 19
Presidents Day	February 19	February 17	February 16
Good Friday	March 29	April 18	April 3
Memorial Day	May 27	May 26	May 25
Juneteenth	June 19	June 19	June 19
Independence Day	July 4	July 4	July 3
Labor Day	September 2	September 1	September 7
Indigenous Peoples' Day	October 14	October 13	October 12
Presidential Election	November 5	XXXXXX	XXXXXX
Veteran's Day	November 11	November 11	November 11
Thanksgiving Day	November 28	November 27	November 26
Thanksgiving Friday	November 29	November 28	November 27
Christmas Day	December 25	December 25	December 25

***Dates are subject to change *Police Headquarters does not close and will need personal. ***

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.)

Rooney Circle = 8

Codes above are used below to show how many times a week a specific location needs to be cleaned and what specifically needs to be cleaned:

EXAMPLE:

Town Hall = 1, Health Center = 3 and 10 Rooney Circle = 8 --- Empty and clean all waste baskets and replace liners when needed will be done 5 days a week.

Police Headquarters = 2 Empty and clean all waste baskets and replace liners when needed will be done 7 days a week.

<u>General Cleaning All Buildings Days Weekly</u>	<u>7 Days</u>	<u>5 Days</u>	<u>3 Days</u>	<u>2Days</u>	<u>1 Day</u>
* Empty and clean all waste baskets and replace liners when needed	2	1, 3, 8	4, 5	6, 7	
* Sweep and dust mop all hard floor surfaces and damp mop as needed	2	1, 3, 8	4, 5	6, 7	
* Dust office furniture, windows sills and all other surfaces up to 84" high	2	1, 3, 8	4, 5	6, 7	
* Damp wipe and polish all desk top surface if papers are cleared	2	1, 3, 8	4, 5	6, 7	
* Dust or damp wipe all telephones and affiliated equipment using antiseptic treated cloths	2	1, 3, 8	4, 5	6, 7	
* Remove all finger marks from doors, frames, partitions, and light switches	2	1, 3, 8	4, 5	6, 7	
* Clean all glass doors	2	1, 3, 8	4, 5	6, 7	
* Dust blinds					1, 2, 3, 4, 5, 6, & 7, 8
* Vacuum upholstered furniture	* Once Monthly All Locations				

* Dust walls				1, 2, 3, 4, 5, 6, & 7,8
* Clean, polish and sanitize all drinking fountains	2	1, 3,8	4, 5	6, 7
* High dust all vents, louvers, and molding			6, 7	1, 2, 3, 4, & 5,8
* Maintain janitor's closets in a neat orderly condition	2	1, 3,8	4, 5	6, 7
* Leave on designed night lights and secure building	2	1, 3,8	4, 5	6, 7
* Clean Elevator Cabs, including ceiling, floors, walls, and doors	2	1,8		

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
 Rooney Circle = 8

Codes above are used below to show how many times a week a specific location needs to be cleaned and what specifically needs to be cleaned:

EXAMPLE:

Town Hall = 1, Health Center = 3 and 10 Rooney Circle = 8 --- Empty and clean all waste baskets and replace liners when needed will be done 5 days a week.

Police Headquarters = 2 Empty and clean all waste baskets and replace liners when needed will be done 7 days a week.

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, 3,8	4, 5	6, 7
---	---	--------	------	------

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, 3,8	4, 5	6, 7
* Vacuum all carpeted areas --moving table and chairs	2	1, 3,8	4, 5	6, 7

* Empty and clean all wastebaskets, replacing liners as needed	2	1, 3,8	4, 5	6, 7
* Damp mop composition tile with a neutral solution	2	1, 3,8	4, 5	6, 7
* Wash and disinfect table and chairs leaving in an orderly manner	2	1, 3,8	4, 5,	6, 7
* Coffee rooms clean and shine all sinks spot wash walls and fixtures	2	1, 3,8	4, 5	6, 7
* Wash pedestals or legs of all tables & chairs				1, 2, 3, 4, 5, 6, & 7,8

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
Rooney Circle = 8

Codes above are used below to show how many times a week a specific location needs to be cleaned and what specifically needs to be cleaned:

EXAMPLE:

Town Hall = 1, Health Center = 3 and 10 Rooney Circle = 8 --- Empty and clean all waste baskets and replace liners when needed will be done 5 days a week.

Police Headquarters = 2 Empty and clean all waste baskets and replace liners when needed will be done 7 days a week.

Restrooms/ Lavatories Weekly

7 Days 5 Days 3 Days 2Days 1 Day

* Damp wipe and clean waste receptacles	2	1, 3,8	4, 5	6, 7
* Remove refuse to designated area	2	1, 3,8	4, 5	6, 7
* Clean, disinfect and deodorize all lavatory fixtures using high phenol coefficient cleaner	2	1, 3,8	4, 5	6, 7
* Clean and polish all mirrors, fixtures and counters	2	1, 3,8	4, 5	6, 7
* Hand dust all stall partitions and other surfaces	2	1, 3,8	4, 5	6, 7

* Spot clean walls and stalls	2	1, 3,8	4, 5	6, 7
* Wet mop all floors using a germicidal cleaner	2	1, 3,8	4, 5	6, 7
* Damp clean and refill all dispensers	2	1, 3,8	4, 5	6, 7
* Maintain clean all baseboards and floor drain plates	2	1, 3,8	4, 5	6, 7
* Full wash lavatory walls and stall partitions			1, 2, 3,8	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
Rooney Circle = 8

Codes above are used below to show how many times a week a specific location needs to be cleaned and what specifically needs to be cleaned:

EXAMPLE:

Town Hall = 1, Health Center = 3 and 10 Rooney Circle = 8 --- Empty and clean all waste baskets and replace liners when needed will be done 5 days a week.

Police Headquarters = 2 Empty and clean all waste baskets and replace liners when needed will be done 7 days a week.

Floor Care Weekly

		<u>7 Days</u>	<u>5 Days</u>	<u>3 Days</u>	<u>2Days</u>	<u>1 Day</u>
* Vacuum all carpeted areas, including edges and corners	2	1, 3,8	4, 5	6, 7		
* Sweep and or dust mop all non-carpeted areas	2	1, 3,8	4, 5	6, 7		
* Spot mop spillage in non-carpeted areas	2	1, 3,8	4, 5	6, 7		
* Spot clean all carpeted areas (once carpets have been cleaned)						1,2,3, 4,5, 6,7,8
* Sweep and or vacuum, dust stairwells, landings and handrails	2	1, 3,8	4, 5	6, 7		
* Wet mop stairwells	2	1, 3,8	4, 5	6, 7		
* Maintain composition tile floors surfaces using an approved, non-injurious cleaning solution	2	1, 3,8		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
Rooney Circle = 8

Codes above are used below to show how many times a week a specific location needs to be cleaned and what specifically needs to be cleaned:

EXAMPLE:

Town Hall = 1, Health Center = 3 and 10 Rooney Circle = 8 --- Empty and clean all waste baskets and replace liners when needed will be done 5 days a week.

Police Headquarters = 2 Empty and clean all waste baskets and replace liners when needed will be done 7 days a week.

Fitness Room/Gym/Locker Room/Shower Area

	<u>7 Days</u>	<u>5 Days</u>	<u>3 Days</u>	<u>2Days</u>	<u>1 Day</u>
*wipe all equipment/weights with germicidal cleaner	8				
*remove waste from receptacles and replace liners	8				
* mop/vacuum/sweep flooring/gym mats	8				
*clean, polish all mirrors, fixtures, and counters	8				
*deep clean of fitness area/locker room/shower area					8
*clean all windows					8
*shower area clean all stalls/sinks/toilets with germicidal cleaner	8				

***Note out of the 5 days of cleaning this area, 1 day a week should be dedicated as a “deep cleaning” which should include washing all trash cans and replacing liners, cleaning walls, vents, gym equipment, flooring, mats, counters, showers stalls/sinks, wiping outside of lockers and door handles.**

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.

THIS FORM MUST BE SUBMITTED BY THE BIDDER

(Enclose original bid and one copy, copy must be supplied on an external hard 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: PJ Building Cleaning LLC
Print

Name of Contact Person: Young K Park
Print

Correspondence Address (including zip code):

389. Main St #311.
Hackensack NJ 07601

Purchase Order Address (including zip code):

389. Main St #311.
Hackensack NJ 07601

Payment Address (including zip code):

389. Main St #311.
Hackensack NJ 07601

Telephone Number: (201) 637-7032

Fax Number: None

E-mail Address ParkPeter@yahoo.com

Employer I.D. or S.S. # 47-3590420

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 X
- Bidder's Experience and Qualifications X
- Statement of Ownership X
- Affirmative Action Compliance Notice X
- Bid Deposit (10% of bid not to exceed \$20,000.00) required X
- Completed Bid Proposal Form X
- Iranian Disclosure Statement X
- Acknowledgment of Addenda X
- Political Disclosure Statement X
- AMERICANS WITH DISABILITIES ACT OF 1990 X

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

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.

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.**