

**Borough of Matawan**  
201 Broad Street, Matawan New Jersey 07747



**Karen Wynne, RMC**  
**Municipal Clerk**  
**(732) 566-3898 ext. 602**  
**Fax (732) 290-7585**

[karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com)

**Criteria for Submission of Qualifications for Professional Contracts  
Under the Fair and Open Process**

**NOTICE IS HEREBY GIVEN**, for all applications in positions set forth more fully in a notice of publication authorized by the Governing Body of the Borough of Matawan, for submission of qualifications that shall take into consideration the following factors which will be weighed by the governing body of the Borough of Matawan, as the basis of an award for professional services most advantageous to the Borough of Matawan:

Each interested firm shall submit a proposal containing the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorney(s) will be assigned to work with the Borough;
3. Rate Schedule for all Personnel (Secretarial, Clerical and the like are not reimbursable);
4. Areas of Practice;
5. Description of firm's attorneys' education, experience, qualifications, number of years with the firm or other firms and a description of their experience with projects similar to those described above;
6. Experience related to representation of public entities and knowledge and experience with the Borough of Matawan;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff);
8. Any other information that the interested firm deems relevant;
9. All Items Outlined in the Proposal Checklist;
10. A certificate of insurance issued by a producer or insurer, showing professional liability coverage for at least \$500,000/\$1,000,000. The certificate should show the Borough of Matawan as the certificate holder. The certificate should provide that the insurer will endeavor to send a notice to the certificate holder if coverage is cancelled prior to the policy expiration date. (If the firm's proposal is accepted by the Borough and coverage expires during the term of the contract, the firm will be required to provide a renewal certificate of insurance, showing a retroactive date no later than the inception date of the contract, thereby evidencing continuous coverage during the term of the contract.); and,
11. A clear and concise statement of hourly fees for all legal work to be undertaken, and where is applicable, the amount of same and what services are included in retainer.

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the firm and the individual(s) who will perform the tasks;
2. Experience of the firm and the individual(s) who will perform the tasks;
3. References for the firm and the individual(s) who will perform the tasks; and
4. The firm's ability to perform the tasks in a timely fashion, including staffing and familiarity with the municipality.

Selection of professionals shall be solely based on the governing body's evaluation of the submitted material in the criteria set forth in this document.

Applicants must submit all materials (including one (1) hard copy plus one (1) CD copy) in a sealed envelope addressed to the Municipal Clerk of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, and shall be received on or before **Wednesday, April 3, 2024 at or before 11:00 AM.**

The Borough will not be responsible for submissions forwarded through the U.S Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to an incorrect location.

## **Borough of Matawan**

### **Public Notice of Addendum**

## **SOLICITATION OF RESPONSES TO REQUEST FOR QUALIFICATIONS**

### **Borough of Matawan**

NOTICE IS HEREBY GIVEN that the Borough of Matawan is accepting response to request for qualifications for the Borough of Matawan during the year 2024:

#### **Borough of Matawan Janitorial Services**

An optional facility inspection visit will be held on March 28, 2024 at 10:00 AM. at the Borough of Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey 07747.

All written Request for Qualifications responses shall be submitted to Karen Wynne, Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 no later than on or before **Wednesday, April 3, 2024 at or before 11:00 AM.**

Responses shall be submitted in the following manner: one (1) printed copy and one (1) copy submitted in electronic format (CD or USB). All responses are to be clearly labeled which shall include the following information: Borough of Matawan, Name and Address of Respondent, Year and Position (or Appointment Respondent is applying for), and Date of Response.

The Borough will not be responsible for submissions forwarded through the U.S Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to an incorrect location.

Responses are being solicited in accordance with fair and open process as set forth by PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq.

A copy of the request for qualifications document may be obtained at the Office of the Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ during normal business hours, by contacting the Clerk at [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com) or on the Borough's website, [www.matawanborough.com](http://www.matawanborough.com).

Karen Wynne, RMC  
Municipal Clerk

## **Scope of Services for Janitorial Services**

### **Intent**

The Borough of Matawan is soliciting a Request for Proposal (“RFP”) seeking to identify and select an individual and/or outside organization to perform Janitorial Services as outlined in the detailed specifications.

### **Period of Contract**

The initial contract shall be for one (1) year from execution of the contract with options to renew for two (2) one (1) year renewals at the sole discretion of the Borough at the same prices, conditions, requirements, and terms of the contract, subject to and contingent upon appropriation of sufficient funds in each renewal year.

### **Locations**

1. Matawan Municipal Community Center and Police Department, 201 Broad Street, Matawan, NJ 07747

While not mandatory, it is encouraged that all prospective bidders visit the sites and make a tour and inspection of the areas to be cleaned under the terms of this RFP request. No special consideration will be given after the proposals are opened because of the bidder’s failure to be knowledgeable of all conditions existing at the site.

### **Scope of Work**

Daily Janitorial Services shall include, but not be limited to:

- A. All carpeted areas will be vacuumed. Remove all gum, grease, or other foreign matter from all floor and wall surfaces; remove all marks and smudges from entrance doors. All non-carpeted floors will be swept.
- B. Vacuum entry rugs.
- C. Spot clean carpeting and tile floors.
- D. Mop and clean all non-carpet floors.
- E. Wipe down toilet compartments and all tile surfaces of public and staff restrooms with disinfectant.
- F. Clean restroom sinks, floors, urinals, toilet bowls, seats and compartment walls with a germicidal solution which is USDA registered. Restroom areas to be cleaned with clean soap solution. Also, clean soap dishes, mirrors, and hardware. Sanitize sanitary napkin receptacles in women’s restrooms. Mop restroom floors. Remove all writing on walls, doors, etc.
- G. All dispensers (i.e. toilet paper, paper towels, and hand soap) will be filled and maintained.
- H. All drinking fountains will be cleaned and sanitized. All sinks, including those in the kitchen areas or workrooms will be cleaned and sanitized.
- I. Turn off lights as instructed. Close all windows and lock doors.
- J. Clean interior glass partitions and interior glass doors.
- K. Clean entranceway doors. Polish mirrors and hardware as needed.

- L. Remove all writing from tabletops, walls, etc. Report any that cannot be removed to the Borough.
- M. Empty wastebaskets and trash receptacles. Place the containers in the designated areas. Waste baskets and trash receptacles will be damp wiped or washed after emptying. Replace plastic liners in wastebaskets. Transport recycled containers to designated areas: newspapers, glass, cardboard, bottles, and cans.

Weekly Janitorial Services shall include, but not be limited to:

- A. Vacuum all upholstered furniture.
- B. Dust all chairs, desks, tables, closets, telephones, picture frames, fire extinguishers, partitions, ledges, windowsills, kitchen appliances with chemically treated dust cloths as well as all furniture in offices.
- C. Sanitize the inside of recycling containers.

Quarterly Janitorial Services shall include, but not be limited to:

- A. Wash and polish all furniture as required.
- B. Dust all blinds throughout the building and windowsills.
- C. Wipe and vacuum the walls, ceilings, and light fixtures.
- D. Vacuum all heating, ventilating and air conditioning grills.
- E. Wipe down vending machines.
- F. Scrub vinyl composite tile.
- G. Clean baseboards, carpet edges and corners.

## **Operations**

For the Matawan Municipal Community Center and Police Department daily cleaning shall be five (5) nights each week, Monday through Friday after the hours of 4:30 p.m.

The Borough of Matawan is closed on the below holidays and services are not required. A holiday schedule will be provided to the successful contractor and must verify holidays each year.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Election Day
- Veteran's Day
- Thanksgiving
- Thanksgiving (day after)
- Christmas Eve
- Christmas
- New Year's Eve

## **Supplies and Materials**

The successful contractor shall furnish all cleaning supplies, materials, and equipment necessary for the performance of the work specified. These supplies and materials shall be of quality acceptance to the Borough of Matawan. While not required, all supplies, materials, and equipment supplied by the contractor can be left on site at each location. Contractor shall not use any material that Matawan determines unsuitable for the purpose or harmful to the surface to which applied or to another part of the buildings, its content or equipment.

Each contractor shall submit, as part of their returned proposal, a list giving the name of the manufacturer, the brand name, and intended use of the chemicals that they propose to use in the performance of the work. If requested, Contractor may need to provide samples of cleaning supplies and toiletries.

The successful contractor shall furnish copies of Material Safety Data Sheets (MSDS), which will be maintained at each facility where work is being performed.

## **Contractor Personnel and Performance Requirements**

All personnel will be physically able to do their assignments. All personnel shall be capable employees thoroughly trained and qualified in the work assigned to them. All personnel must observe regulations in effect at the Borough. The contractor or his/her personnel shall not represent themselves as employees of the Borough.

The contractor will supply a list of all personnel assigned to work. The list will include all names for identification purposes only. It is understood that only bona fide employees of the contractor will be permitted on Borough premises to perform the work contracted for. Each employee will need to wear an ID.

The contractor will prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for Borough use. All Borough locations are smoke and vape free buildings.

A supervisory contact, including telephone number and email address, during the daytime will be required.

Cleaning equipment and materials, such as carts, containers, baskets, floor maintenance products, wax, cleaning powder, detergent, disinfectant, polish, vacuum, cleaners, mops, brushes, waxing gear, and other equipment, shall be furnished by the contractor. Cleaning equipment and materials are subject to approval by the Borough. Storage areas, if assigned to the contractor, shall be kept clean and odor-free.

## **Procedural Requirements**

Upon initial start of contract, essential keys and alarm codes will be issued to the contractor for all facilities listed. The contractor must sign for these keys. If the contractor loses any keys, they will be charged for replacements and any additional charges incurred. The contractor must return all issued keys at the termination of the contract. In the event that the

contract employee(s) leaves or is terminated for any reason, the contractor is responsible for returning or replacing keys at their expense.

There will be a meeting with the successful contractor and the Borough upon execution of the contract.

#### Default and Termination of Contract

The Borough, after giving due notice to the contractor, shall have the power and authority to take the prosecution of the work out of the hands of the contractor, without violating the terms of the contract, if the contractor:

- Fails to complete the work under the contract within the time specified; or
- Fails to perform the work with sufficient workers and equipment and with sufficient materials to assure prompt completion of said work; or
- Performs the work unsatisfactorily or discontinues the prosecution of work without permission of the Borough; or
- Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency; or
- Fails to carry on the work in an acceptable manner for any other cause whatsoever; or
- Views any confidential information; or
- Violates any other provision of the contract.

The Borough's authority to take the prosecution of the work out of the hands of the contractor shall include the right to appropriate or use any or all materials and equipment as may be suitable and acceptable and to enter into an agreement with others for completion of the contract according to the terms and provisions thereof or to use such other methods as may be required or deemed necessary to complete the contract in an acceptable manner.

All costs and charges incurred by or on behalf of the Borough, together with the cost of completing the work under the contract, will be deducted from any monies due or which would have been payable under the contract to the contractor, if it had been completed by the contractor. In case the expense so incurred by or on behalf of the Borough exceeds the sum which would have been payable under the contract to the contractor, then the contractor shall be liable to the Township for the excess.

#### **RFP Preparation**

Bidders will submit prices listing the unit price for monthly janitorial services as listed for each Borough location. An hourly rate per person for additional services that may be required throughout the course of the contract will also need to be submitted.

**PROPOSAL CHECKLIST**

Items required (Owner’s Checkmarks)

Items submitted with proposal (Respondent’s INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH PROPOSAL IS MANDATORY CAUSE FOR REJECTION OF PROPOSAL**

- \_\_\_\_\_ Respondent’s Proposal (including one (1) hard copy plus one (1) CD copy) \_\_\_\_\_
- \_\_\_\_\_ Rate Schedule for all Personnel  
(Secretarial, Clerical and the like are not reimbursable) \_\_\_\_\_
- \_\_\_\_\_ Acknowledgement of receipt of addenda or revisions (if any) \_\_\_\_\_
- \_\_\_\_\_ Copy of NJ Business Registration Certificate - Respondent \_\_\_\_\_
- \_\_\_\_\_ Statement of Ownership \_\_\_\_\_
- \_\_\_\_\_ Stockholder Disclosure Certification \_\_\_\_\_
- \_\_\_\_\_ Affirmative Action Compliance Notice \_\_\_\_\_
- \_\_\_\_\_ Equal Employment Opportunity Language \_\_\_\_\_
- \_\_\_\_\_ Americans with Disabilities Act of 1990 Language \_\_\_\_\_
- \_\_\_\_\_ Disclosure of Investment Activities in Iran Form \_\_\_\_\_
- \_\_\_\_\_ Certification of Non-Involvement in Prohibited Activities in Russia or Belarus \_\_\_\_\_

**B. PREFERRED AT TIME OF PROPOSAL SUBMISSION, BUT MANDATORY WHEN INDICATED**

- \_\_\_\_\_ Public Disclosure Statement – At least 10 days prior to award of contract \_\_\_\_\_

**C. FAILURE TO SUBMIT THESE ITEMS AT TIME OF PROPOSAL MAY BE CAUSE FOR REJECTION OF PROPOSAL**

- \_\_\_\_\_ Non-Collusion Affidavit \_\_\_\_\_
- \_\_\_\_\_ Certificate of Professional Liability Insurance \_\_\_\_\_

**THE UNDERSIGNED RESPONDENT HEREWITH SUBMITS THE DOCUMENTS INDICATED ABOVE**

PRINT NAME OF RESPONDENT: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL ITEMS**



**BOROUGH OF MATAWAN**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA  
(if any)  
(Pursuant to Public Law 1999, Chapter 39)**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

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

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)


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

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

# NJS BUSINESS REGISTRATION CERTIFICATE SAMPLE

Page 1 of 1

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107530</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
<b>Taxpayer Name:</b>	TAX REG TEST ACCOUNT
<b>Trade Name:</b>	
<b>Address:</b>	847 ROEBLING AVE TRENTON, NJ 08611
<b>Certificate Number:</b>	1093907
<b>Date of Issuance:</b>	October 14, 2004
<b>For Office Use Only:</b>	
	20041014112823533

**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	Home Address (for Individuals) or Business 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	Home Address (for Individuals) or Business 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 Borough of Matawan 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 the Borough of Matawan to notify the Borough of Matawan 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 Borough of Matawan to declare any contract(s) resulting from this certification void and unenforceable.

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

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

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

**OR**

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

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Limited Partnership      | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation |  |  |

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

(Notary Public)

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

My Commission expires:

(Corporate Seal)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in

accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



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

The contractor and the \_\_\_\_\_ of \_\_\_\_\_, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
<b>Instructions Reference</b>						
<b>Description</b>	P.L. 2012, c.25 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Prior to contract award, 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 Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

## Disclosure of Investment Activities in Iran

<b>Person or Entity</b>	
<b>Part 1: Certification</b>	
<p>COMPLETE PART 1 BY CHECKING <b><u>EITHER BOX.</u></b></p> <p>Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at <a href="http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf">www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf</a>.</p> <p>The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.</p>	
<input type="checkbox"/>	<p><i>I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</i></p>
<b>OR</b>	
<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.</i></p>

## Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is 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 **Name of Contracting Unit** 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 **Reference to Contracting Unit** to notify the **Reference to Contracting Unit** 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 **Name of Contracting Unit** and that the **Reference to Contracting Unit** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

**CERTIFICATION OF NON-INVOLVEMENT IN  
PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

*(Check the Appropriate Box)*

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

<hr/> Signature of Vendor's Authorized Representative	<hr/> Date
<hr/> Print Name and Title of Vendor's Authorized Representative	<hr/> Vendor's FEIN
<hr/> Vendor's Name	<hr/> Vendor's Phone Number
<hr/> Vendor's Address (Street Address)	<hr/> Vendor's Fax Number
<hr/> Vendor's Address (City/State/Zip Code)	<hr/> Vendor's Email Address

<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY: : ss  
COUNTY OF :

I, \_\_\_\_\_, Residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to law of my oath depose and say that:

I am a \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (company submitting bid)

The bidder making the proposal for \_\_\_\_\_,  
(title of bid)

and that I executed the said Proposal with full authority to do so that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Matawan, Monmouth County, New Jersey, relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
(company submitting bid)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

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

\_\_\_\_\_  
(Type or Print name of affiant and Title under signature)

**Submission Form**  
 (Attach additional sheets if necessary)

**Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications.**

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**References and record of success of same or similar service:**

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**Description of ability to provide the services in a time fashion (including staffing, familiarly, and location of key staff):**

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**Cost details, including the hourly rates of each of the individuals who will perform services and all expenses:**

Item No.	Description	Monthly Cost
1	Matawan Municipal Community Center and Police Department, 201 Broad Street, Matawan, NJ 07747 (5 nights per week)	
<b>Total Items 1-3</b>		
4	Labor Rate Per Hour For Additional Janitorial Services	

Grand Total Stated in Words for Items 1-3

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