



BOROUGH OF HAWTHORNE

Office of the Borough Administrator

445 Lafayette Avenue, Hawthorne, New Jersey 07506-2551

(TEL) 973-427-1168

(FAX) 973-427-2320

Administrator
Eric Maurer

REQUEST FOR PROPOSALS **Municipal Landscaping Services 2017**

The Borough of Hawthorne requests proposals for grass cutting and related landscaping services on three (3) municipal properties and one (1) right-of-way. The contractor is advised that the Borough may award a contract for none, 1, 2, 3 or all 4 of the properties.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

Sealed Proposals should be in writing as described below and submitted to Borough Administrator Eric Maurer, 445 Lafayette Avenue, Hawthorne, NJ 07506, no later than 11:00 am on Wednesday, March 22, 2017, at which time all proposals received will be publicly opened. Each proposal shall be submitted in a sealed envelope clearly marked "Landscaping Services."

GENERAL

Payment:

Payment will be made within 30 days of submission of an invoice for the actual quantities of service provided accompanied by a municipal payment voucher upon completion of the work, based on the unit price bid in the proposal, which price shall include the cost of labor, all tools, equipment and materials, signage, and all else necessary therefore and incidental thereto.

Regulatory requirements:

The vendor must have and supply with the proposal a current New Jersey Business Registration Certificate issued by the New Jersey Treasury Department. See www.nj.gov/treasury/revenue/taxreg.htm.

Term of contract:

The contract(s) awarded pursuant to this RFP will be for the period beginning on or about April 1, 2017 through October 31, 2017. The Borough reserves the right to renew the contract with the same terms for 2018 at its sole discretion.

Insurance:

The Contractor shall maintain the following insurance coverage in companies acceptable to the Borough of Hawthorne, which will protect him from claims for damages which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them:

Workers Compensation -- statutory limit; an Employer's Liability Insurance limit of not less than \$1,000,000.00. The policy to include a provision that the insurer agrees to waive all rights of subrogation against the Borough of Hawthorne, its employees or agents;

Comprehensive automobile liability coverage for protection against all claims for injury to any and all persons and damage to property of others arising from the use of each automobile, truck, vehicle, or other equipment used in the performance of the within Contract. The liability limits shall not be less than the following: 1) Bodily Injury - \$1,000,000.00 Per Person; 2) Property Damage - \$1,000,000.00 Each Occurrence; or 3) A Combined Single Limit of \$1,000,000.00.

Comprehensive General Liability (Occurrence Form) Coverage for protection against all claims arising from injuries to any or all persons (including death resulting (there from) and damage to property (including loss of use thereof) arising out of any act or omission of the Contractor, his agents and employees. The limits of liability shall not be less than \$1,000,000 each occurrence and aggregate where applicable.

All of the aforementioned policies with the exception of Workers Compensation shall name Borough as an additional insured and copies of such policies or certificates of insurance shall be delivered to the Borough as a pre-condition to commencement of the furnishing of work, labor or services hereunder.

ADDENDA TO REQUEST FOR PROPOSALS

The Borough may, in its discretion, issue one or more addenda to this Request for Proposals, which will be posted on the municipal website at <http://www.hawthornenj.org/bids.cfm> no less than seventy-two (72) hours before the date and time set for the public opening of the proposals. Any prospective proposer who is in receipt of this Request for Proposals is responsible for checking the website for any such addendum. Failure to do so will not absolve the proposer from adhering to any new or revised terms or conditions established in any addendum. Further, the Borough, in its discretion, by elect to disqualify any proposer whose proposal does not conform to any parameters established in an addendum.

TECHNICAL SPECIFICATIONS

Contractor to fax work schedule for the following week to 973-427-1391 on Friday afternoon or Monday morning. The contractor shall fax the completed work list at the completion of each day worked (see attached Figure A).

Contractor is responsible for attending NYS&W railroad safety course within thirty (30) days of award in order to perform work on the right-of-way along Royal and Grand Avenues. Permit fees are the responsibility of the Borough. No payment will be paid by the Borough until this course has been completed.

As part of the proposal, the prospective contractor shall attach a list of equipment to be used in performing this contract, including trucks, mowers (type/model), blower (type/model), etc.

The Borough reserves the following rights:

- a) Which of the four properties to include within the award
- b) Whether to include the one-time mulching of the tree wells on Lafayette Avenue; and
- c) Whether to extend the contract for a second year through 2018 under the same terms and rates.

DESCRIPTION OF WORK:

The contractor awarded this contract will perform the services described below for each property for which the contract is awarded:

Municipal Building – 445 Lafayette Avenue [Block 133, Lot 1]

- 7 months service April through September, with possible extension through October.
- Mow grass weekly to 2 1/2 inch height;
- Edge and trim lawn areas weekly, along walkways and planting beds;
- Power blow and remove debris from laws, beds, sidewalks, parking lot weekly;
- Trim shrubs once per season, between May 10 and May 20;
- Weed & mulch beds to a depth of 4” once per season by May 9, removing old mulch and using new mulch provided by DPW. The Borough will either have the mulch delivered to the job site, or available to be picked up by the Contractor from a location within the Borough.

Cuttings may be disposed of at the Borough’s compost center for transfer by others at no cost to the contractor.

Library – 345 Lafayette Avenue [Block 47, Lots 1, 16, 16.02 and 16.02]

- 7 months service April through September, with possible extension through October.
- Mow grass weekly to 2 1/2 inch height;
- Edge and trim lawn areas weekly, along walkways and planting beds;
- Power blow and remove debris from laws, beds, sidewalks, parking lot weekly;

- Trim shrubs once per season in June;
- Hourly rate for additional services such as mulching beds and plantings as requested by Borough.
- Weed & mulch beds to a depth of 4” once per season in June, removing old mulch and using new mulch provided by DPW. The Borough will either have the mulch delivered to the job site, or available to be picked up by the Contractor from a location within the Borough.
- Cuttings may be disposed of at the Borough’s compost center for transfer by others at no cost to the contractor.

Pool Complex - Corner of May Street and Wagaraw Road [Block 47, Lots 15 (part) and 14.01]

- 7 months service April through September, with possible extension through October.
- Mow weekly on Wednesdays or Thursdays to 2 ½ inch height;
- During pool season (June 11 through September 3) mowing is to be completed by 11 am each day
- Edge and trim lawn areas weekly, along walkways and planting beds;
- Power blow and remove debris from laws, beds, sidewalks, parking lot weekly;
- Trim shrubs once per season in June;
- Hourly rate for additional services such as mulching beds and plantings as requested by Borough
- Cuttings may be mulched in place.

Royal Avenue [Block 130, Lot 1 (part)]

The contractor is cautioned that this area is the RR ROW and that the RR has to be notified in advance of grass cutting operations. All requirements of NNJS will be followed by the contractor and included in the price bid.

Area to be maintained: either side of the RR tracks between Central Ave and Lincoln St. trestle.

- 7 months service April through September, with possible extension through October.
- Cut grassed and weeded area once per month April through September.
- Cuttings may be mulched in place.

Alternate - Tree Wells along Lafayette Avenue

- Weed & mulch 118 tree wells, more or less, along Lafayette Avenue to a depth of 4” once per season by May 11, removing old mulch and using new mulch provided by DPW. The Borough will either have the mulch delivered to the job site, or available to be picked up by the Contractor from a location within the Borough.

Hourly Rate

The contractor shall provide additional landscaping services, including but not limited to planting, trimming of shrubbery, weeding and mulching, at the hourly rate bid. When requested

by the Borough, the Contractor shall provide a non-to-exceed quote to the Borough using the hourly rate for work plans defined by the Borough.

General:

A bidder should confirm with the Department of Public Works the limits of the areas to be maintained, particularly at the Pool Complex and Royal Avenue.

The contractor shall provide all manpower and equipment necessary to perform the described work.

The contractor shall be responsible for the cost of repairing any damage done to municipal property.

Unless otherwise directed by the Borough, work shall be performed between the hours of 7:00 am and 6:00 pm, Monday through Saturday.

All work sites should be left in a safe and clean condition at the end of every workday.

Payment shall be made on a monthly basis, at the rate of one-sixth the full bid amount each month, plus charges for authorized hourly work.

CONTENTS OF PROPOSAL

Signed proposal form (attached) including:

- Name and address of company, and contact information for company representative.
- Proposed unit prices.

Copy of current NJ Business Registration.

No fewer than three (3) references, with organization name, contact name, address and telephone number, for whom similar work has been performed in the past twelve (12) months.

Signed Statement of Ownership form (attached)

Signed Non-collusion affidavit (attached)

Equipment list.

Itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken.

All of the above items shall be placed together in a sealed envelope with the words "Landscaping Services" and the name of the company making the proposal on the outside thereof, and delivered to the Borough Clerk no later than 11:00 am, March 22, 2017.

BASIS OF AWARD

The Borough expects to award this contract to the entity proposing the lowest price, provided that all of the listed requirements are met. The Borough reserves the right to: a) waive requirements at its discretion, b) to award separate contracts for each of the four areas of work; or c) not to award contracts for any or all of the four areas of work

Address: _____

Telephone #: _____

Fax #: _____

Federal EIN _____

Date: _____

Include with proposal: a) references; b) copy of NJ Business Registration Certificate; c) no less than three (3) references; d) Statement of Ownership; e) Non-Collusion Affidavit; and f) equipment list; g) itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken. Proposal shall be in a sealed envelope clearly marked as "Landscaping Services."

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number:

Bidder/Offeror:

**PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as 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 bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

| Name | Relationship to Bidder/Offeror | Delete |
|-----------------------------|--------------------------------|--------|
| Description of Activities | | |
| Duration of Engagement | Anticipated Cessation Date | |
| Bidder/Offeror Contact Name | Contact Phone Number | |

ADD AN ADDITIONAL ACTIVITIES ENTRY

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; that the State of New Jersey 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 State to notify the State 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

Title:

Date:

STOCKHOLDER STATEMENT OF OWNERSHIP

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, County, Municipal or School District Contract for purposes of any work or the furnishing of any materials or supplies unless prior to the receipt of the bid (or accompanying the bid) of said corporation or partnership there is submitted a statement which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent of its stock of any class or all of its individual partners in the partnership who own a ten (10) percent or greater interest therein.

Date _____, 201__

Legal Name of Bidder _____

Incorporated _____

Business Address:

Street _____

City _____ State & Zip Code _____

Telephone _____

Listed below are the names and addresses of the stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein.

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

[] We have no one person who owns ten (10) percent or more of the corporation or partnership.

Signed _____ Title _____

(If extra space is required, add sheets as necessary.)

NOTE: THIS CORPORATION OR PARTNERSHIP STATEMENT IS MADE A PART OF THE CONTRACT AND MUST BE RETURNED WITH BID.

NON-COLLUSION AFFIDAVIT

STATE OF }
 } ss:
COUNTY OF }

1. _____ of the Borough of _____
in the County of _____ and the State of _____ being

of full age, and duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; 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 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 Hawthorne relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for the 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 _____ (Name of Contractor) in accordance with N.J.S.A. 52:34-15.

Sworn and subscribed to before me this

_____ day of _____, 20__

Signature: _____

Notary Public in the State of New Jersey

(Name) _____

My commission expires on _____, 20__

(Seal)

Figure A

BOROUGH OF HAWTHORNE - LANDSCAPE CONTRACTOR DAILY REPORT FORM

Contractor: _____ Phone: _____

| DATE | AREA | DESCRIPTION OF WORK DONE (mowed, edged, blower, etc) | COMPLETED Y/N | TIME IN | TIME OUT |
|------|------|---|------------------|---------|----------|
| | | | | | |
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Fax daily to 973-427-1393

~ Request for Proposals ~

Municipal Landscaping Services
Borough of Hawthorne

The Borough of Hawthorne requests proposals from landscaping contractors for grass cutting and related landscaping services on four (4) properties within the Borough of Hawthorne. The complete Request for Proposal is available from the Borough Clerk's Office, 445 Lafayette Avenue, Hawthorne, NJ, or online at www.hawthornenj.org/bids.cfm.

Sealed written proposals, on the forms included within the RFP, must be submitted no later than **11:00 a.m. on Wednesday, March 22nd, 2017.**

Lori DiBella, RMC
Borough Clerk