

Edgewater Park Township
400 Delanco Road
Edgewater Park, NJ 08010

Phone: (609) 877-2050

Fax: (609) 877-2308

**CLEANING SERVICES
QUOTE PROPOSAL
YEAR 2019**

The Township of Edgewater Park is a municipal corporation of the State of New Jersey, having its principal offices located at 400 Delanco Rd., Edgewater Park, New Jersey, 08010. There exists a need for a Cleaning Service to be performed in the Municipal Building (Base Quote) located at 400 Delanco Rd., and in various public buildings as determined and/or on an as needed basis.

The cleaning service to provide janitorial services in the Municipal Building of the Township of Edgewater Park for a per month fee on a two times per week basis (Mondays and Wednesdays or Tuesday (and Thursday) and for Alternates 1, 2 and 3 on a per cleaning fee in the various public buildings; i.e. Weimann Fieldhouse, Memorial Field Clubhouse and the Kite Field Clubhouse. Cleaning service contracts for the Municipal Building, and Alternates 1, 2 and 3 for Weimann Fieldhouse, Memorial Field Clubhouse and the Kite Field Clubhouse will be executed at the discretion of the Township Committee.

The Township shall pay the cleaning service contractor, upon presentation of appropriate township voucher/purchase order, all charges for authorized services rendered. It is understood that the cleaning service is an independent contractor of the Township of Edgewater Park and not an employee. It is the responsibility of the cleaning service to provide Workers' Compensation, Vehicle and other General Liability insurance coverage for its employees and shall provide the township with proof of such coverage at time of quote submission and during the year. It is further understood that the cleaning service contractor shall be a fully insured contractor; a certificate of insurance, naming the Township of Edgewater Park as additionally insured and the hold harmless agreement shall also be presented with the proposal. The contract would be for the year 2019. Please review the attached proposal forms for cleaning services required at the Municipal Building, Weimann Field Facility, Memorial Field Clubhouse and the Kite Field Clubhouse. If you are interested in submitting a proposal please return all attached forms by **Tuesday, November 20th, 2018 at 12:00PM (noon)** to:

Edgewater Park Municipal Building
400 Delanco Road
Edgewater Park, NJ 08010

Attn: Colleen A. Treusch, Municipal Clerk
Subject: Cleaning Services

If you have any questions please feel free to contact Colleen Treusch, Municipal Clerk at (609) 877-2050, Monday through Thursday from 8:30 A.M. to 4:30 P.M.

Attachments: Scope of Work, Non-Collusion Affidavit, Certificate of Ownership
EXHIBIT A - Mandatory Equal Employment Opportunity Language
EXHIBIT B - Mandatory Americans with Disabilities Act
EXHIBIT C - Affirmative Action Compliance Notice
EXHIBIT D - Election Law Enforcement Commission
EXHIBIT E - Hold Harmless Agreement

Addendum to Contract: Please be advised that the Township of Edgewater Park reserves the right to require criminal background checks on all individuals that will be providing the service. This fee to be paid for by the vendor/service provider.

NOTE: APPLICATION AND REQUIRED DOCUMENTS MUST BE SUBMITTED IN THEIR ENTIRETY TO BE CONSIDER FOR APPOINTMENT.

BASE QUOTE

**CLEANING SERVICES REQUIRED AT THE MUNICIPAL BUILDING,
400 DELANCO ROAD, EDGEWATER PARK.**

**CLEANING SERVICE TO BE PERFORMED TWO DAYS PER WEEK –
MONDAY AND WEDNESDAY OR TUESDAY (AFTERNOON ONLY) AND THURSDAY**

A. ALL OFFICE AREAS, COMMON AREAS, BATHROOMS, KITCHENS, HOLDING CELLS, ENTRANCES AND EXITS (PER VISIT)

1. Empty all trash receptacles, replace plastic liners as needed and remove trash to designated area for disposal.
2. Dust, damp wipe or polish all doors, desks, file cabinets, coat racks and furniture.
3. Dust and damp wipe all ledges and windowsills. (weekly)
4. Dust and damp wipe all wall hangings, tables, chairs and lamps.
5. Keep all baseboards clean. (weekly)
6. Keep areas free of all cobwebs.
7. Keep all entrance and exit way glass and light switches free of smudges and fingerprints.
9. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
10. Clean and sanitize all telephones. (weekly)
11. Sweep all resilient tile floors with chemically treated dust mop and wet mop with Disinfectant; materials used must be approved for public facilities.
12. Vacuum all carpeting.
13. Provide window-cleaning service on an as needed basis.

B. LAVATORIES (PER VISIT)

1. Clean and sanitize all sinks, urinals and bowls in the common areas, administrative offices and the police department.
2. Empty all trash and sanitary napkin receptacles and replace plastic liners.
3. Clean all glass, mirrors, ceramic walls and partitions to keep free of smudges and fingerprints.
4. Clean and polish all chrome fixtures.
5. Keep all doors and light fixtures free from smudges and fingerprints.
6. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
7. Sweep all resilient tile floors with chemically treated dust mop and wet mop with Disinfectant; materials used must be approved for public facilities.
8. Refill all dispensers with toilet tissue, soap and hand towels.

C. CONFERENCE ROOM AND COURT AREAS

1. Empty all trash receptacles, replace plastic liners as needed and remove trash to designated area for disposal.
2. Vacuum all carpeting.
3. Dust and polish all chairs, tables and shelves.(Weekly)
5. Keep all doors and light fixtures free from smudges and fingerprints.

6. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
7. Provide window-cleaning service on an as needed basis.

D. RESILIENT TILE FLOORS

1. All designated resilient tile floors will be cared for in the following manner:
 - a. Swept clean with chemically treated dust mop.
 - b. Wet mopped with cleaning chemical and disinfectant.
2. Twice per year, all resilient tile floor areas will be machine stripped, cleaned, resealed and refinished with a durable, non-slippery, high-luster wax. Please quote bi-annual charge on a separate line item for each time serviced; this service is to be provided on a Friday or as mutually agreed.

E. CARPET CLEANING

Carpet areas, or any portions of, will be cleaned with steam equipment once per year or more frequently the request of the Administrator; this service is to be provided on a Friday or as mutually agreed. Please quote this charge on a separate line item for each time serviced.

F. SUPPLIES AND EQUIPMENT

All supplies and equipment needed to satisfactorily perform the terms of the above services will be furnished by the cleaning service. The only exception will be lavatory supplies, such as toilet paper, hand towels and soap, and light bulbs, which will be paid by the township but lavatory supplies to be ordered by the cleaning service contractor. Lavatory supplies will be ordered from an approved vendor, name of vendor to be provided by the Township. Light bulbs will be ordered by the Township and will be paid for by the Township. The cleaning service vendor will replace all light bulbs when necessary; the cleaning service vendor will provide the Streets and Roads Superintendent with a list of light bulbs needed.

G. HOLIDAYS/SCHEDULE CHANGES

Any holidays or schedule changes during the year will be determined by the Township Administrator.

H. NJ BID THRESHOLD

Consideration of award of contract anticipates that the annual contract value will be less than Seventeen Thousand Five Hundred Dollars (\$17,500.00).

**QUOTE FOR CLEANING SERVICES REQUIRED AT THE MUNICIPAL BUILDING,
400 DELANCO ROAD, EDGEWATER PARK
YEAR 2019**

Name of Contractor _____
Address _____

State Contract Vendor Number: _____
(If applicable, not required)

Copy of NJ Business Registration Certificate: _____

NJ State Public Works Registration Certificate: Copy must be included with the

Proposal: Submitted _____ Yes _____ No

If the Public Works Registration is not included please explain:

To perform all services represented on the attached schedule of services two days a week for a fixed price of \$ _____ per month.

To perform services required bi-annually on all resilient tile floor areas to be machine stripped, cleaned, resealed and refinished with a durable, non-slippery, high-luster wax. This service will be provided on Fridays for at a fixed price of \$ _____ for each time service is performed.

To perform services required one time per year or as requested by the Administrator for carpet areas, or any portions of, to be cleaned with steam equipment. This service will be provided on Fridays for at a fixed price of \$ _____ for each time service is performed.

Award of contract for Municipal Building (Base Contract) will be at the discretion of the Township Committee.

ALTERNATE NO. 1

CLEANING SERVICES REQUIRED AT THE WEIMANN FIELDHOUSE, DELANCO ROAD, EDGEWATER PARK, NEW JERSEY TO PERFORM A WEEKLY CLEANING

A. CONFERENCE ROOM, KITCHEN AREA, HALL ENTRANCES AND EXITS (PER VISIT)

1. Empty all trash receptacles, replace plastic liners as needed and remove trash to designated area for disposal.
2. Dust and damp wipe all doors, ledges and windowsills.
3. Clean all chairs, tables and shelves and straighten area.
4. Keep all baseboards clean.
5. Keep areas free of all cobwebs.
6. Clean and sanitize all water fountains.
7. Keep all entrance and exit way glass and light switches free of smudges and fingerprints.
8. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
9. Sweep all resilient tile floors with chemically treated dust mop and wet mop with Disinfectant; materials used must be approved for public facilities.

B. TWO LAVATORIES (PER VISIT)

1. Clean and sanitize all sinks, urinals and bowls.
2. Empty all trash and sanitary napkin receptacles and replace plastic liners.
3. Clean all glass, mirrors, walls and partitions to keep free of dirt, smudges and fingerprints.
4. Clean and polish all chrome fixtures.
5. Keep all doors and light fixtures free from smudges, dirt and fingerprints.
6. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
7. Sweep all resilient tile floors with chemically treated dust mop and wet mop with Disinfectant; materials used must be approved for public facilities.
8. Refill all dispensers with toilet tissue, soap and hand towels.

C. RESILIENT TILE FLOORS

One time per year, all resilient tile floor areas will be machine stripped, cleaned, resealed and refinished with a durable, non-slippery, high-luster wax. Please quote this charge on a separate line item for each time serviced.

D. SUPPLIES AND EQUIPMENT

All supplies and equipment needed to satisfactorily perform the terms of the above services will be furnished by the cleaning service. The only exception will be lavatory supplies, such as toilet paper, hand towels and soap, which will be paid by the township but supplies order by the cleaning service contractor. Supplies will be ordered from an approved vendor, name to be provided by the Township. Light bulbs will be ordered by the Township and will be paid for by the Township. The cleaning service vendor will replace all light bulbs when necessary; the cleaning service vendor will provide the Streets and Roads Superintendent with a list of light bulbs needed.

**QUOTE PROPOSAL FOR CLEANING SERVICES: WEIMANN FIELDHOUSE FACILITY
YEAR 2019**

Name of Contractor _____

Address _____

State Contract Vendor Number: _____

(If applicable, not required)

Copy of NJ Business Registration Certificate: _____

NJ State Public Works Registration Certificate: Copy must be included with the

Proposal: Submitted _____ Yes _____ No

If the Public Works Registration is not included please explain:

To perform all services represented by the attached schedule of services weekly on Mondays prior to 3:00PM for a fixed price of \$_____ for each cleaning.

To perform services required one time per year or as requested by the Administrator on all resilient tile floor areas to be machine stripped, cleaned, resealed and refinished with a durable, non-slippery, high-luster wax. This service will be provided on Fridays for at a fixed price of \$_____ for each time serviced.

Award of Base Contract and Alternate No. 1 Contract for the Weimann Fieldhouse Facility will be at the discretion of the Township Committee.

ALTERNATE NO. 2
CLEANING SERVICES REQUIRED AT THE MEMORIAL FIELD CLUBHOUSE, COOPER STREET, EDGEWATER PARK, NEW JERSEY.
TO PERFORM A WEEKLY CLEANING SERVICE
FOR THE MONTHS OF APRIL THROUGH NOVEMBER OR AS REQUESTED BY THE ADMINISTRATOR.

A. CONFERENCE ROOM, HALL ENTRANCES AND EXITS (PER VISIT)

1. Empty all trash receptacles, replace plastic liners as needed and remove trash to designated area for disposal.
2. Dust and damp wipe all doors, ledges and windowsills.
3. Clean all chairs, tables and shelves.
4. Keep areas free of all cobwebs.
5. Clean and sanitize all water fountains.
6. Keep all entrance and exit way glass and light switches free of smudges and fingerprints.
7. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
8. Sweep all floors with chemically treated dust mop and wet mop with disinfectant.

B. TWO LAVATORIES (PER VISIT)

1. Clean and sanitize all sinks, urinals and bowls.
2. Empty all trash and sanitary napkin receptacles and replace plastic liners.
3. Clean all glass, mirrors, walls and partitions to keep free of dirt, smudges and fingerprints.
4. Clean and polish all chrome fixtures.
5. Keep all doors and light fixtures free from dirt, smudges and fingerprints.
6. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
7. Sweep all floors with chemically treated dust mop and wet mop with disinfectant.
8. Refill all dispensers with toilet tissue, soap and hand towels.

C. SUPPLIES AND EQUIPMENT

All supplies and equipment needed to satisfactorily perform the terms of the above services will be furnished by the cleaning service. The only exception will be lavatory supplies, such as toilet paper, hand towels and soap, which will be paid by the township but supplies order by the cleaning service contractor. Supplies will be ordered from an approved vendor, name of vendor to be provided by the Township. Light bulbs will be ordered by the Township and will be paid for by the Township. The cleaning service vendor will replace all light bulbs when necessary; the cleaning service vendor will provide the Streets and Roads Superintendent with a list of light bulbs needed.

**QUOTE PROPOSAL FOR CLEANING SERVICES: MEMORIAL FIELD CLUBHOUSE
Year 2019**

Name of Contractor _____

Address _____

State Contract Vendor Number: _____

(If applicable, not required)

Copy of NJ Business Registration Certificate: _____

NJ State Public Works Registration Certificate: Copy must be included with the

Proposal: Submitted _____ Yes _____ No

If the Public Works Registration is not included please explain:

To perform all services represented by the attached schedule of services weekly on Mondays prior to 3:00PM for the months of April through November or as requested by the Administrator, for a fixed price of \$_____ for each cleaning.

Award of Base Contract, Alternate No. 1 and Alternate No. 2 Contract for the Memorial Fieldhouse Facility will be at the discretion of the Township Committee.

ALTERNATE NO. 3
**CLEANING SERVICES REQUIRED AT THE KITE FIELD CLUBHOUSE,
WOOD LANE ROAD, EDGEWATER PARK, NEW JERSEY.
TO PERFORM A WEEKLY CLEANING SERVICE
FOR THE MONTHS OF APRIL THROUGH NOVEMBER OR AS REQUESTED BY THE
ADMINISTRATOR.**

A. TWO LAVATORIES (PER VISIT)

1. Clean and sanitize all sinks, urinals and bowls.
2. Empty all trash and sanitary napkin receptacles and replace plastic liners.
3. Clean all doors, glass, mirrors, walls and partitions to keep free of dirt, smudges and fingerprints.
4. Clean and polish all chrome fixtures.
5. Keep all doors and light fixtures free from smudges and fingerprints.
6. Remove and clean light fixture covers when necessary. Replace light bulbs in fixtures when necessary.
7. Sweep all floors with chemically treated dust mop and wet mop with disinfectant.
8. Refill all dispensers with toilet tissue, soap and hand towels.

B SUPPLIES AND EQUIPMENT

All supplies and equipment needed to satisfactorily perform the terms of the above services will be furnished by the cleaning service. The only exception will be lavatory supplies, such as toilet paper, hand towels and soap, which will be paid by the township but supplies order by the cleaning service contractor. Supplies will be ordered from an approved vendor, name of vendor to be provided by the Township. Light bulbs will be ordered by the Township and will be paid for by the Township. The cleaning service vendor will replace all light bulbs when necessary; the cleaning service vendor r will provide the Streets and Roads Superintendent with a list of light bulbs needed.

QUOTE FOR SERVICES: KITE FIELD CLUBHOUSE

YEAR 2019

Name of Contractor _____

Address _____

State Contract Vendor Number: _____

(If applicable, not required)

Copy of NJ Business Registration Certificate: _____

NJ State Public Works Registration Certificate: Copy must be included with the

Proposal: Submitted _____ Yes _____ No _____

If the Public Works Registration is not included please explain:

To perform a weekly cleaning on Mondays prior to 3:00PM for the months of April through November for all services represented by the attached schedule, for a fixed price of \$_____ for each cleaning.

Award of Base Contract, Alternate No. 1, Alternate No. 2 and Alternate No. 3 Contract for the Kite Field Clubhouse will be at the discretion of the Township Committee.

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.**

Print Name of Company/Firm

Print Name

Date

Signature

LOCAL PUBLIC CONTRACTS LAW
EXHIBIT B
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Edgewater Park, (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. §12101 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.

Print Name of Company/Firm

Print Name

Date

Signature

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

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 D
Election Law Enforcement Commission

Pay-To-Play: The Election Law Enforcement Commission (ELEC) has adopted its proposed regulations (published in the April 16, 2007 edition of the N.J. Register). The regulations require vendors to submit their annual report covering contracts and contributions for the prior calendar year by March 30th of each year.

Business entities 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

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT E
TOWNSHIP OF EDGEWATER PARK
400 DELANCO ROAD
EDGEWATER PARK, NJ 08010

INDEMNIFICATION, HOLD HARMLESS AGREEMENT

Between the **TOWNSHIP OF EDGEWATER PARK, 400 DELANCO ROAD, COUNTY OF BURLINGTON, NEW JERSEY 08010** and **SERVICE PROVIDER (CONTRACTOR),**

, located at

WITNESSETH:

1. Contractor's Liability

- a. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Township of Edgewater Park, respective officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the performance of Contractor's Work, whether such claim, damage, demand, loss or expense is attributable to bodily injury, personal injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; but only to the extent attributable to the negligence of the Contractor or any entity for which it is legally responsible and; regardless whether the claim is presented by an employee of Contractor. Such indemnity obligation shall not be in derogation or limitation of any other obligation or liability of the Contractor or the rights of the Contractor contained in this contract or otherwise. This indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under any workers' compensation acts, disability benefits acts or other employee benefits acts. This indemnification shall be in addition to any indemnity liability imposed by the Contract Documents, and shall survive the completion of the Work or the termination of the contract.
- b. Subcontractor's assumption of liability is independent from, and not limited in any manner by, the Subcontractor's insurance coverage obtained pursuant to Article 4, or otherwise

2. Insurance

Notwithstanding the indemnification and defense obligations of the Contractor, Contractor shall purchase and maintain such insurance described in the below schedule and as is appropriate for the work and functions being performed and furnished and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from Contractor's performance and furnishing of the Work and Contractor's other obligations

under this Contract Documents, whether it is to be performed or furnished by the Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable.

Contractor shall name the Township of Edgewater Park as an “Additional Insured” on the Contractor’s policy of commercial general liability insurance, and simultaneously with the delivery of this executed Contract Documents, Contractor shall provide the Township of Edgewater Park with a Certificate of Insurance indicating that the insurance coverage as described in the below schedule, and as is appropriate for the work or functions being performed and furnished, has been obtained and that the Township of Edgewater Park has been designated as an “Additional Insured” where required. On or before the renewal date of said policy, Contractor shall be required to provide the Township of Edgewater Park with a Certificate of Insurance indicating the continuation of insurance coverage and designating the Township of Edgewater Park as an “Additional Insured”.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the following amounts or greater where required by law:

3. Schedule of Insurance

Notwithstanding the indemnification and defense obligations of the Contractor, the “Contractor” shall provide at its own cost and expense proof of the following insurance to the Township of Edgewater Park:

A. Workers Compensation

Statutory coverage and limits in compliance with the Workers’ Compensation Law of the State of New Jersey.

B. General Liability Including Products and Completed Operations

With a minimum combined single limit of liability per occurrence for bodily injury and property damage inclusive of one million (\$1,000,000) dollars with a minimum annual aggregate of three million (\$2,000,000) dollars.

Township of Edgewater Park shall be named as “Additional Insured”.

C. Automobile Liability Insurance

With a minimum combined single limit of liability per accident of one million (\$1,000,000) dollars for bodily injury and property damage. This insurance must include coverage for owned, hired, and non-owned automobiles.

D. Submission of a third party blanket bond in the minimum amount of \$25,000.00

E. Contractor shall provide a third party crime policy or bond in the amount of \$25,000.00

Failure by the Contractor to supply such written evidence of required insurance and to maintain same for the duration of the contract/agreement shall result in default under this contract/agreement.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Township of Edgewater Park. The Contractor shall take no action to cancel or materially change any of the insurance required under the Contract/Agreement without the Township of Edgewater Park's prior approval. The maintenance of insurance under this section shall not relieve the Contractor of any liability greater than the limits or scope of the applicable insurance coverage.

4. The applicant has furnished the Certificate of Insurance with limits of liability described below:

Workers Compensation/Employers Liability: _____

General Liability: _____

Automobile Liability: _____

Umbrella Liability: _____

Third Party Crime Policy Attached: _____

Or

Crime Policy Bond \$25,000.00: _____

5. The facilities/events/purpose will be used for the following purpose and no other:

Subject: **Cleaning Services: Municipal Building, Weimann Fieldhouse, Memorial Field Clubhouse, Kite Field Clubhouse**

Dates: Per Cleaning Contract Services for Year 2019_____

Location: Per Cleaning Contract Services for Year 2019_____

Certificate Holder: Township of Edgewater Park, 400 Delanco Road, Edgewater Park, NJ 08010

Dated: _____ Signed: _____

Authorized Signature of the Contractor

Witness: _____

MUNICIPALITY E MAIL ADDRESS: ctreusch@edgewaterpark-nj.com