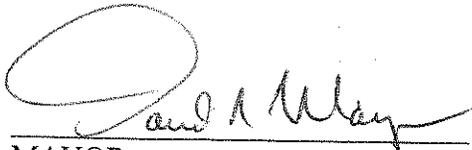
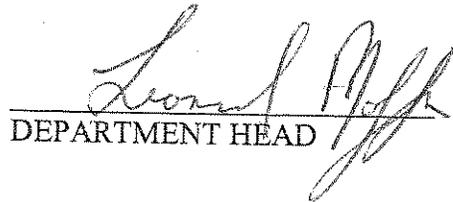


SPECIFICATIONS FOR
LANDSCAPE MAINTENANCE PROGRAM
FOR THE TOWNSHIP OF GLOUCESTER, CAMDEN COUNTY


MAYOR


DEPARTMENT HEAD


BUSINESS ADMINISTRATOR

SOLICITOR

BID OPENING DATE: February 28, 2013

SPECIFICATIONS # P.W.: 13-03

TOWNSHIP OF GLOUCESTER
COUNTY OF CAMDEN, NEW JERSEY

NOTICE TO BIDDERS

NOTICE is hereby given that sealed proposals for the landscape maintenance program for the Township of Gloucester.

BID SPECIFICATION NUMBER 13-03 will be received no later than 10:30 a.m. prevailing time February 28, 2013 at the Municipal Building, 1261 Chews Landing Road, Laurel Springs, New Jersey 08012

PROPOSALS must be addressed to the Township Clerk, P.O. Box 8, Blackwood, New Jersey 08012 and will be opened and read publicly at the time and date, and should be in sealed envelopes marked:

LANDSCAPE MAINTENANCE PROGRAM
FOR THE TOWNSHIP OF GLOUCESTER

DO NOT OPEN UNTIL: FEBRUARY 28, 2013 @ 10:30 A.M.

PROPOSAL forms, instructions to bidders, specifications and other bidding documents may be examined or obtained at the office of the Township Clerk, 1261 Chews Landing Road, Laurel Springs, New Jersey, during normal business hours.

THE Township council reserves the right to reject any or all proposals in whole or in part, and to waive such informalities as may be permitted by law.

BIDDERS are required to comply with the requirement of P.L. 1975, Chapter 127, and P.L. 1977, Chapter 33.

Information on Affirmative Action Program requirements is available at the Office of the Township Clerk, Municipal Complex, Chews Landing-Clementon Road, Laurel Springs, New Jersey.

Rosemary DiJosie

INSTRUCTIONS TO BIDDERS

NO DEPOSIT OR FEE IS REQUIRED FOR SPECIFICATIONS

QUALIFICATIONS OF BIDDERS

All bidders must be prepared to present suitable evidence of their financial standing and to furnish a list of similar work recently completed.

No verbal instructions or information to bidders will be binding. The specifications will be considered as clear and complete unless written attention is called to any discrepancies or incompleteness before the opening of bids. Should any written inquiries be received by the Business Administrator, these inquiries will be answered in the form of bulletins and issued to all bidders. These bulletins shall be considered a part of these specifications.

Bids will be considered as conclusive evidence of complete examination of specifications and samples. It is understood that parties making bids accept all the terms and conditions expressed and contained in the specifications attached to the proposal submitted.

A proposal Form/Signature Page is provided in these specifications. This form must be used in submitting a proposal and all pages of the form must be completely filled out and signed by the bidder.

PRESENTATION OF BIDS

Each bid must be enclosed in a sealed envelope and clearly marked on the outside: "BID PROPOSAL _____" (see advertisement, page 1), and delivered to the Office of the Township Clerk, 1261 Chews Landing Rd., Laurel Springs, New Jersey 08021.

WITHDRAWALS

No proposal may be withdrawn later than 4:30 p.m. prevailing time on the day of the opening of the bids. No modifications or explanations of any bid will be allowed after the same is sealed and delivered to the Township Clerk. The proposals will be opened and read publicly by the Township Council.

The Township Council reserves the right to reject any or all bids or parts thereof as deemed to be in the best interest of the Township and to waive any immaterial informalities as may be permitted by law.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with the Township Council within ten(10) days after notice of the acceptance of their proposal.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with the Township Council within ten (10) days after notice of the acceptance of their proposal.

SPECIFICATIONS

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete compliance of the contract and the Contractor will be required to do all things. Where plans, drawings or schematics accompany certain sections of the specifications, these shall be considered as part of these specifications.

INTERPRETATIONS OF SPECIFICATIONS

Should the Contractor discover discrepancies in the specifications, the matter shall be immediately brought to the attention of the Township of Gloucester and the discrepancies corrected by written agreement before proceeding further.

All explanations, interpretations and instructions required under these specifications will be given by the Township upon written request from bidders.

Equipment to be furnished (if applicable) shall be new, first-class, or as specifically stipulated in the detailed specifications and shall meet with the approval of the Township Council or their designated representative.

NON-COLLUSION AFFIDAVIT

STATE OF _____;
SS.
COUNTY OF _____;

I, _____ of the (City, Town, Township,
Borough, etc.) of _____ in the County of _____
and the State of _____, of full age, being 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 to do so; that said
bidder had not, directly or indirectly, entered into any agreement(s), 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 _____ relies upon the truth of the
statements contained in said Proposal and in this affidavit in awarding the contract for the said
Project.

I further warrant that no person(s) 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 Bidder) (N.J.S.A. 52:34-15)

(Also type or print name of
affiant under signature)

Subscribed and sworn to before me this
_____ day of _____ 20____.

Notary Public of

My Commission expires:

(Date)

PROPOSAL FORM/SIGNATURE PAGES

Submitted by: _____
(Contractor's Name)

Date: _____

To: Township Council
Gloucester Township
1261 Chews Landing-Clementon Rd
Blackwood, New Jersey 08012

Council:

This proposal is submitted in accordance with your advertisement inviting proposal to be received for the project identified as:

Having carefully examined the "Advertisement for Bids", Bidding Instructions", "General Clauses", "Plans", etc. hereinafter, bulletins applying thereto, and being familiar with the various conditions affecting the work, the undersigned hereby agrees to furnish all materials, perform all labor, and all else necessary to complete the work in strict accordance with the specifications for prices as follow:

In case this proposal is accepted, the undersigned is hereby bound to enter into contract within ten (10) days after receipt of notice of acceptance for above mentioned work, in accordance with such specifications.

TOWNSHIP OF GLOUCESTER - CAMDEN COUNTY, NEW JERSEY

PUBLIC DISCLOSURE INFORMATION

Chapter 33 fo the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, County, Municipal or School District contract for the performance 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. The statement shall set forth names and addresses of all stockholders in the Corporation or Partnership who own ten percent (10%) or more of its stock or any class, or of all individual Partners in the Partnership who own a ten percent (10%) or greater interest herein.

FAILURE TO SUPPLY THIS INFORMATION WITH FORM OR PROPOSAL WILL BE CAUSE TO REJECT THE BID

NAME

ADDRESS

No Individual Stockholder or Partner owns ten percent (10%) or more of this Corporation or Partnership.

Use reverse side of sheet for additional Stockholders.

Company's Name

Signature

Title

AFFIDAVIT FOR AFFIRMATIVE ACTION

(This Affidavit is part of the Proposal.)

STATE OF: _____

COUNTY OF: _____

being duly sworn, deposes and says that he resides at:

and that he/she is the _____ of _____
who signed the foregoing Proposal of Bids, that during the course of this contract, he will agree to
the Plan for Affirmative Action.

Subscribed and Sworn to before me on the _____ day of _____, 20____.

(Seal)

(Notary Public)

My Commission expires:

PROPOSAL FORM
FOR
LANDSCAPE MAINTENANCE SERVICE PROGRAM
AT
VARIOUS GLOUCESTER TOWNSHIP BUILDINGS & GROUNDS

The Undersigned _____
(Name of Bidder & Telephone No.)

hereby proposes to furnish all labor, materials, supplies, parts, equipment and services to perform the Landscape Maintenance Service Program at various Gloucester Township Building and Grounds as hereinafter specified commencing on **March 15** through **November 15**, for the lump sums states on the attached schedule of fees:

The Bidder hereby acknowledges the receipt of the following issues of Addenda, if any:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The above price includes all charges and expenses for the furnishing of all materials and labor for the full and complete performance of the aforesaid work in the manner and under the conditions specified.

The Bidder states that he has carefully examined the specifications and that he has fully informed himself regarding all conditions at the sites, and pertaining to the work to be done, and that he will furnish all labor and materials and assume all responsibilities even though not specifically mentioned, but which are necessarily required, or reasonably implied, to obtain the completed conditions contemplated.

NOTE: If the Bidder is a Corporation, the President or other Officer shall sign and affix the corporate seal to be attested to by the Secretary.

BY: Legal Names of Corporation: _____

Address: _____

Signed Signature: _____

Typed Signature: _____

Attest: _____
(Signature of Secretary)

Date: _____

Seal:

NOTE: If the Bidder is an unincorporated firm or partnership it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

BY: Legal Name of Firm or Partnership: _____

Address: _____

Signed Signature: _____

Typed Names: _____

Date: _____

SPECIFICATIONS
FOR
LANDSCAPE MAINTENANCE PROGRAM
AT
VARIOUS GLOUCESTER TOWNSHIP BUILDINGS & GROUNDS

1. GENERAL:

- 1.1 The work under this specification includes the furnishing of all labor, materials, equipment and supplies to perform landscape maintenance services at the Gloucester Township Ball fields and surrounding turf.
- 1.2 Prospective contractors shall visit the parks and completely familiarize themselves with existing conditions. Any question, please contact the Department of Public Works at (856) 228-3144, Attn: Len Moffa, Director.
- 1.3 The Contractor shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of the work.
- 1.4 See Instructions to Bidder regarding requirements for insurance, bonds and other information.
- 1.5 Contractor shall make every effort to minimize tire marks and compaction of the soil, due to driving and parking on non-paved areas. Disturbed areas shall be repaired to their as-found condition.
- 1.6 Failure to provide the services required by the Contract shall result in a Notice of Warning from the Township. The Contractor shall have five (5) days from that time to correct any specific instances of unsatisfactory performance is not corrected within the time specified above, the Township shall have the immediate right to complete the work to its satisfaction, and shall deduct the cost to recover any balances due, or to become due to the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default, at the sole discretion of the Township of Gloucester Department of Public Works.
- 1.7 The Contractor shall conduct his operations so as not to violate any state or local ordinances pertaining to air pollution.
- 1.8 The Contractor is hereby notified that blowing dust from unstabilized earth in work areas will be considered a nuisance under his control.
- 1.9 The Township reserves the right to increase or decrease quantities of work, to

eliminate portions of the work, or to add work of similar nature, and to direct the commencement and order of execution of various portions of the work. After award of contracts, the Contractor shall submit, for approval by the Township, a monthly break-down of work and schedule cost for each tax, per month to serve as the basis for all invoices.

- 1.10 The Contractor shall prepare and submit to the Township for approval, a proposed Schedule, showing the sequence of work for the entire season, using a diagram, plan or text. The purpose of this submission is to establish a schedule for the work that will not only be efficient for the Contractor, but will cause the least disruption to vehicular and pedestrian traffic, and to minimize the inconvenience for recreation facility, scheduling, and to the general public in the area. The proposed schedule is required at the time the bid is submitted to the Township.

2. CONTRACTOR QUALIFICATIONS:

- 2.1 The services shall be performed by a Contractor who is regularly engaged in the lawn and landscape maintenance business.
- 2.2 The Contractor shall have been in a service business of this type for at least five (5) years.
- 2.3 The Contractor shall use trained service people directly employed and supervised by him.
- 2.4 The Contractor shall have the necessary organization and the proper facilities to properly fulfill all the services required on a day-to-day basis. Contractors may be required to demonstrate this ability prior to award of contract.
- 2.5 At the request of the Township, the Contractor shall submit evidence that he has satisfactorily performed similar maintenance services for other clients. A list of clients, including names and telephone numbers of contact persons, for the particular type of service may be requested. The Township reserves the right to reject any bid, if it is determined by the Township that such bid does not represent the bid of a Contractor competent to perform the work as specified.
- 2.6 Contractor must be State certified in pesticides and fertilization.

3. BASIC SERVICES:

- 3.1 Provide all labor, equipment and materials required to furnish and perform all site maintenance work for each group of areas as scheduled for the specific tasks below:
 - 3.1.1. On-ground to be left at or in receptacle.
 - 3.1.2. Trimming (including weed-eating and push mowers).

- 3.1.3. Mowing
- 3.1.4. Weekly written maintenance reports, and reporting to the Township of Public Works Department any deficiency in the parks system (such as broken playground equipment, fencing needing repairs, etc.) that is observed.

- a. Complete spring clean-up of all lawn and shrubbery areas.
- b. Pruning of all plant material (at least one (1) time per year.
- c. Cut, edge, weed (all shrub bed) areas as noted on the sectional drawing and the in-person guideline meeting. (NOTE: this is to be predetermined, prior to commencement.
- d. Installation of a fertilization program (6 step) is to be implemented.

- Step #1 March-full application of fertilizer
- Step #2 April- application of fertilizer & pre-emergence
- Step #3 June-application of fertilizer
- Step #4 July-one (1) application of fungicide
- Step #5 August-one (1) application of fertilizer & insect control
- Step #6 October-full application of fertilizer

- e. Remove old mulch and re-mulch all bed and tree well areas (double shredded root mulch).
- f. Installation of annual flowers as follows:
30 Flats-Hall

Flowers to be used: SPRING

Black Begonias

Vinkas

Geraniums

Marigolds

Flowers to be used: FALL

Mums

Flowers to be used: WINTER

Cabbage

- g. Complete fall clean-up of all lawn and scrub bed areas (to be done in November).

3.2 Trash and Litter Pick-up

3.2.1 Trash shall be picked up prior to mowing, and disposed of in on-site receptacles by the Contractor.

3.3 Mowing & Trimming

3.3.1 The Contractor shall submit a mowing schedule for the season, for the approval of the Township Representative. In the event mowing is changed to another day of the week, due to rain or other conditions, the mowing schedule will revert back to the original day for the following week. At the time of cutting, keep mower blades adjusted for a finished cut height 2-3 inches. Areas around trees, shrubs, beds and other obstacles shall be hand-trimmed at the time of each mowing and neat lawn edges shall be maintained. Mowing, trimming and edging shall be performed on not less than a 7-10 day cycle, or sooner, at the discretion of the Department of Public Works. Reel or rotary mowers are acceptable, and shall be well-adjusted and the blades sharp. The Contractor must notify the Township Representative, in advance, of any changes in the approved schedule.

3.3.2 Trim all grass edges at each mowing.

3.3.3 Care shall be taken not to damage tree trunks, walls, curbs, etc., when mowing. If any of these are damaged, the Maintenance Contractor shall repair the damage at no cost to the Township. All damages shall be reported to the Township Representative, regardless of cause, on the Weekly Work Report.

3.3.4 No mowing will be permitted on weekends, holidays, before 7:00AM, or after 5:00PM on weekdays, unless specifically approved by the Township.

3.4 Maintenance Work Reports

3.4.1 A Maintenance Work Report must be filled out each day, for each site that work is performed. All Maintenance Work Reports must be turned into Public Works by the above deadline. Failure to do so, may result in a delay in payment, or non-payment, due to the lack of verification.

3.4.2 Maintenance Contractor shall inspect for, and report, all vandalized and otherwise damaged conditions, on a weekly basis, and include the damage report in the weekly Maintenance Work Report.

3.4.3 The Township will provide the Contractor with the necessary checklist to

Facilitate reporting.

4. WORK SCHEDULE:

4.1 Work schedule for all service shall be as shown on the enclosed schedule.

5. SITE LOCATIONS:

(28 cuts are required starting April 10th and ending October 31st 2013)

- A. GLOUCESTER TOWNSHIP MUNICIPAL BUILDING
- B. SENIOR COMMUNITY CENTER (next to Municipal Building)
- C. VETERAN'S MEMORIAL PARK
- D. GLOUCESTER TOWNSHIP RECREATION CENTER
- E. PT. ARIEL PARK
- F. GLOUCESTER TOWNSHIP LIBRARY
- G. ACADEMY HALL
- H. GABRIEL DAVIES TAVERN
- I. HARWIN PARK
- J. SENIOR CENTER ON HIDER LANE-ENTIRE PARK BOTH SIDES
- K. PUBLIC WORKS-LANDSCAPE ONLY
- L. INTERLANTE PROPERTY
- M. LEMESHUK PROPERTY

6. OPTIONAL 3RD YEAR TO BE DETERMINED AT THE DISCRETION OF PUBLIC WORKS

Bid Bond

Each bid shall be accompanied by a certified check, cashier's check or bid bond duly executed by the bidder as the principal and having as surety thereon a surety company approved by the Township of Gloucester in the amount not less than ten percent (10%), but in no case in excess of \$20,000.00 or the amount of bid. Any such bid bond shall be without endorsement or conditions. Bid shall also be accompanied with a certificate letter from a surety company stating that it will provide the bidder with the completion bond.

Surety Bond

The successful bidder will be required furnish surety bond in the amount of one hundred percent (100%) of the contract price, the condition of which shall be in the full and complete execution and performance of each and all of the terms contained in the contract, proposal, specifications and instructions to bidders. The bond shall meet all requirements of the Township Council.

NOTE: Surety bond is automatically required when the contract price exceeds nine hundred ninety nine dollars and ninety nine cents, (\$999.99); when the contract price is under \$999.99, surety bond may be required by the Township Council if they deem it necessary and in the best interest of the township.

Entire cost of bond (s) shall be paid for by the individuals, firms, or corporations with whom the contract (s) are entered into for the execution of any other purchases, or the furnishing or hiring of any materials or supplies.

**WE ARE WAIVING
THE REQUIREMENTS FOR A
SURETY BOND
NOT THE BID BOND
WHICH IS LOCATED ON
PAGE 14**

PUBLIC WORKS CONTRACTOR REGISTRATION FORM

C.34:11-56.48, p.l. 1999, Ch. 238 requires that contractors and subcontractors, in certain instances, be registered with the New Jersey Department of Labor, Division of Wage and Hour Compliance. The definition in the law is as follows.

“Contractor means a person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract which is subject to the provisions of the “New Jersey Prevailing Wage Act”, P.L. 1963, C150 (c.34:11-56.25 et seq.). For the construction, reconstruction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or a public institution, and includes any subcontractor or lower tier subcontractor of a contractor as defined herein, except that, for the purposes of this act, no pumping station, treatment plant or construction, reconstruction, demolition, alteration, repair or maintenance shall be regarded as public building regularly open to and used by the general public or a public institution.

Please indicate below, for the bidder and all subcontractors listed on the “Subcontractor Declaration” herein, as to their registration with the NJ Department of Labor, Division of Wage and Hour Compliance in accordance with P.L. 1999, Ch. 238

<u>NAME</u>	<u>NOT REGISTERED</u>	<u>REGISTRATION #</u>
Bidder _____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____

IF IN THE PROCESS OF REGISTRATION, BUT HAVE NOT YET RECEIVED A REGISTRATION NUMBER, ATTACH PROOF OF APPLICATION FOR CONTRACTOR AND/OR SUBCONTRACTORS.

Registration forms are available by contacting Contractor Registration Unit at (609) 292-9464.

Subscribed and sworn before me this _____ day of _____ 20_____.

Signature.

Notary Public

(Name & Title Type or Print)

My Commission Expires) _____ 20_____

PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 required that each contractor submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate(BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/dca/lgs/lnci/busregis/bus or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the Use Tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq) on all sales of tangible personal property delivered into this state.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

NEW JERSEY "BUSINESS REGISTRATION CERTIFICATE" FORM

P.L. 2004 Ch. 57 requires that Business Organization's, be registered with the New Jersey Department of Treasury, Division of Revenue. The definition in the law is as follows:

"Contractor" means a business organization that seeks to enter or has entered into a contract with a contracting agency, to provide goods, services, or a construction project, the cost of which exceeds 15% of the contracting unit's bid threshold.

Please indicate below, for the bidder and all subcontractors listed on the "Subcontractor Declaration" herein, as to their registration with the NJ Department of Treasury, Division of Revenue in accordance with P.L. 2004, Ch57.

Proof of registration is required for all contractor's and named subcontractor's. Proof of registration means a copy of the organization's Business Registration Certificate". No other form can be substituted to fulfill this requirement.

Copies of the Business Registration Certificate shall be submitted and attached to this form.

<u>Name</u>	<u>Not Registered</u>	<u>Registration Number</u>
Bidder _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____

Subscribed and Sworn
before me this ____ day
of _____ 20 ____.

Notary Public of

My Commission Expires _____

(Seal)

Signature

(Type or Print Name)

