

Bid Specifications for Leaf Transport and Disposal

The Borough of Glen Rock operates a transfer station for leaves under a Permit Exemption Determination for a Leaf Transfer Facility. The Borough of Glen Rock is desirous of seeking a vendor to transport and compost leaves at an approved site. This site need not be in the State of New Jersey.

The Borough of Glen Rock generates between 10,000 to 15,000 cubic yards of ground/non-ground leaves. The Borough of Glen Rock has a curbside collection program that begins around mid-October and usually will conclude by the end of December. However, the contractor should plan to be working during the month of January for any late collections due to equipment failure, weather conditions, etc.

The contractor will be required to work and dispose of leaves on any day whereby there are more than four hundred cubic yards of leaves on the site. The contract will be based on 10,000 cubic yard.

The vendor will supply sufficient trucking capability to handle the peak collection day estimate of 1,000 cubic yards per week of ground/non-ground leaves. Each vendor will be required to submit a written proposal on how they will handle this volume with the trucks they have under their control.

Each vendor will also supply a State approved composting site for the disposal of the ground/non-ground leaves, and satisfactory proof of that State's approval must be submitted at the time of the bid.

The term of the contract shall be for a period of one (1) year. The Borough shall have the right to extend the contract for an additional period of two (2) one (1) year extension periods with an increase than is in accordance with the CPI percentage.

The Borough of Glen Rock Recycling Coordinator will contact the vendor at the end of each day notifying them of the number of trucks needed for the next day.

This proposal contains a request for a price to supply significant trucking of ground/non-ground leaves. The trucking can be staggered throughout the day up to 3 p.m. and the operation will run Monday through Friday, with a potential of some Saturdays, depending on volume. This will be determined by the Borough.

All questions regarding the bid specifications and documents must be submitted in writing to jscalia@glenrocknj.net.

PROPOSAL PAGE

Payment under this proposal will be based on cubic yards ACTUALLY TRUCKED OUT. The successful vendor will be required to ensure that their transporting trucks do not exceed gross vehicle weights.

The vendor will be required to submit a certificate of insurance naming the Borough of Glen Rock as additional insured's. The insurance shall be for the statutory requirements for workmen's compensation and one million dollar minimum coverage for all other risks.

Proposal:

The proposal will be based on cubic yards removed from the site and will include all labor and equipment as required, trucking costs, fuel, and disposal fees:

\$ _____ price per cubic yard.

Company Name

Signature



2026 FALL SEASON

LEAF TRANSPORT & DISPOSAL

BOROUGH OF GLEN ROCK

BOROUGH OF GLEN ROCK
Bergen County, New Jersey

BOROUGH OF GLEN ROCK, NJ
BID DOCUMENT CHECKLIST

		INITIAL EACH ENTRY AND IF REQUIRED SUBMIT THE ITEM
<input type="checkbox"/>	BID PROPOSAL FORM	
<input type="checkbox"/>	OWNERSHIP DISCLOSURE CERTIFICATION/ STATEMENT	
<input type="checkbox"/>	NON-COLLUSION AFFIDAVIT	
<input type="checkbox"/>	CERTIFICATE OF INSURANCE	
<input type="checkbox"/>	REFERENCES	
<input type="checkbox"/>	EQUIPMENT CERTIFICATION	
<input type="checkbox"/>	NON-INVOLVEMENT PROHIBITED ACTIVITIES IN IRAN, RUSSIA OR BELARUS	
<input type="checkbox"/>	MANDATORY AFFIRMATIVE ACTION	
<input type="checkbox"/>	PREVAILING WAGE	
<input type="checkbox"/>	AMERICANS WITH DISABILITIES ACT OF 1990	
<input type="checkbox"/>	ACKNOWLEDGEMENT OF ADDENDA	

THIS FORM NEED NOT BE SUBMITTED. IT IS PROVIDED FOR BIDDER'S USE IN ASSURING COMPLIANCE WITH ALL DOCUMENTATION.

BOROUGH OF GLEN ROCK, NJ
PREVAILING WAGE RATE STATEMENT

I, THE UNDERSIGNED: _____

The duly authorized and acting legal representative of the Bidder do hereby certify as follows:

There shall be paid each laborer or mechanic of the successful Bidder or subcontractor engaged in work on the project under this bid in the trade or occupation required in these specifications, not less than the hourly wage rate established by the State Commissioner of Labor & Industry under N.J.S. 34:15-25 regulation pertaining to prevailing wage rates.

The Owner will not consider any claims for additional compensation made by the Bidder because of payment by the Bidder of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of minimum wages shall be adjusted by the Bidder.

COMPANY'S NAME: _____

BIDDER'S SIGNATURE: _____

BIDDER'S PRINTED NAME: _____

TITLE: _____

DATE: _____

MUST BE COMPLETED AND SUBMITTED WITH BID PROPOSAL.
BOROUGH OF GLEN ROCK, NJ
NON – COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)

I (NAME OF AFFIANT): _____

RESIDING IN THE MUNICIPALITY OF: _____

IN THE COUNTY OF: _____

AND THE STATE OF: _____

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

I AM (TITLE OR POSITION): _____

OF THE FIRM OF: _____

The bidder making the Proposal for the above named project; 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 named project; that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge; that the State of New Jersey and Owner 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 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

BIDDER'S PRINTED NAME: _____

BIDDER'S SIGNATURE: _____

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

NOTARY PUBLIC: _____

SEAL:

COMMISSION EXPIRATION DATE: _____

BOROUGH OF GLEN ROCK, NJ

REFERENCES

Bidder must have at least three years' experience in the general concession business, preferably for public agencies in New Jersey. Please list three recent references and their contact names and phone numbers.

COMPANY/ AGENCY #1: _____

- ADDRESS: _____
- TELEPHONE #: _____
- CONTACT PERSON: _____

COMPANY/ AGENCY #2: _____

- ADDRESS: _____
- TELEPHONE #: _____
- CONTACT PERSON: _____

COMPANY/ AGENCY #3: _____

- ADDRESS: _____
- TELEPHONE #: _____
- CONTACT PERSON: _____

COMPANY/ AGENCY #4: _____

- ADDRESS: _____
- TELEPHONE #: _____
- CONTACT PERSON: _____

BOROUGH OF GLEN ROCK, NJ
EQUIPMENT CERTIFICATION

The undersigned Bidder hereby certifies as follows:

The bidder owns or controls all the necessary equipment required to accomplish the work described in the specifications.

Bidding Company's Name: _____

Contact Person's Name: _____

Contact Person's Signature: _____

Title: _____

Date: _____

BOROUGH OF GLEN ROCK, NJ
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.

BIDDING COMPANY'S NAME: _____

BIDDER'S SIGNATURE: _____

BIDDER'S PRINTED NAME: _____

TITLE: _____

DATE: _____

BOROUGH OF GLEN ROCK, NJ

APPENDIX A

AMERICANS WITH DISABILITIES ACT OF 1990 **EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The contractor and the **BOROUGH OF GLEN ROCK, NEW JERSEY**, (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.

BOROUGH OF GLEN ROCK, NJ
OWNERSHIP CERTIFICATION

THIS STATEMENT SHALL BE INCLUDED WITH BID SUBMISSION

PAGE 1 OF 2

BIDDING COMPANY'S NAME: _____

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

OR

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

CHECK THE BOX THAT REPRESENTS THE TYPE OF BUSINESS ORGANIZATION:

- PARTNERSHIP PROPRIETORSHIP
- CORPORATION
- SOLE PROPRIETORSHIP
- LIMITED PARTNERSHIP
- LIMITED LIABILITY CORPORATION
- LIMITED LIABILITY PARTNERSHIP
- SUBCHAPTER S CORPORATION

PAGE 2 OF 2

BOROUGH OF GLEN ROCK, NJ
OWNERSHIP CERTIFICATION

THIS STATEMENT SHALL BE INCLUDED WITH BID SUBMISSION

SIGN AND NOTARIZE THE FORM BELOW, COMPLETE THE STOCKHOLDER/ OWNER LIST BELOW.

STOCKHOLDERS/OWNER:

NAME: _____

- ADDRESS: _____
- PERCENT: _____

NAME: _____

- ADDRESS: _____
- PERCENT: _____

NAME: _____

- ADDRESS: _____
- PERCENT: _____

SIGNATURE: _____

PRINT NAME : _____

BOROUGH OF GLEN ROCK, NJ
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.**

BOROUGH OF GLEN ROCK, NJ
EXHIBIT B

AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The contractor and the **BOROUGH OF GLEN ROCK, NEW JERSEY**, (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.

BOROUGH OF GLEN ROCK, NJ

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

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: _____

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED
ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO
P.L.2022, c.3**



CONTRACT / BID SOLICITATION TITLE

CONTRACT / BID SOLICITATION No.

CHECK THE APPROPRIATE BOX

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),¹ section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Description of Prohibited Activity

Attach Additional Sheets If Necessary.

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor Name

Vendor Phone Number

Vendor Address (Street Address)

Vendor Fax Number

Vendor Address (City/State/Zip Code)

Vendor Email Address for Authorized Representative

¹Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

NJ Rev. 6.8.2022