BARNEGAT TOWNSHIP
NOTICE TO BIDDERS

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Notice to Bidders

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BIDDER'S CHECKLIST
FORMS TO BE SUBMITTED WITH BID

The following documents if checked must be submitted with the Bid. Failure to properly complete these documents and forward same with Bid may be grounds for rejection. Initial each item submitted with Bid.

	Req'd	Bidders Initials	Date
Consent of Surety Form	N/A		
Surety Acknowledgement Form	N/A		
Proposal Guarantee (Bid Security)	X		
Individual, Partnership, Corporate Acknowledgement Form	X		
Stockholder Statement of Ownership	X		
Non-Collusion Affidavit Form	X		
Statement of Responsibility	X		
Certificate of Bidder Showing Ability to Perform Contract	X		
Iran Investment Disclosure Form	X		
Non-Involvement in Prohibited Activities in Russia/Belarus	X		
Addendum Receipt (if applicable)	N/A		
Proposal Form	X		
Proposal Price Summary	X		
Bidders Checklist	X		
Business Registration Certificate	X		
Technical Specifications (w/compliance indicated)	X		

This form is part of the Bid Package and must be duly initialed and submitted with the proposed Bid.

A. GENERAL INSTRUCTIONS

It is the purpose of these General Conditions and Instructions to establish an understanding of the intent of Barnegat Township in contracting the following equipment, services and/or materials.

PROFESSIONAL CLEANING SERVICE FOR TOWN HALL COMPLEX

Bidders shall be responsible to carefully examine the specifications enclosed herewith as well as the conditions of the Bid. Failure to comply with any section of this invitation/notice may be deemed just cause for rejection of the Bid as being non-responsive and not meeting specifications.

Plans and/or specifications may be reviewed and/or acquired at the Municipal Clerk's office during normal business hours.

Sealed Proposals will be received at the location and on the date and time stated in the Notice to Bidders, and at that time opened and publicly read aloud. **No Bids will be accepted beyond the time specified.** The Township takes no responsibility for the receipt of Bids through the U.S. Postal Service or other courier services.

B. PREPARATION OF BID PROPOSAL

1. Bid Submission

All Bids must be submitted on the Proposal form furnished herein and must be enclosed in a sealed opaque envelope, with the name of the Bidder and the name of the project plainly and clearly marked on the outside as follows:

To: Barnegat Township
Municipal Clerk
900 West Bay Ave.
Barnegat, NJ 08005

Proposal For:

PROFESSIONAL CLEANING SERVICE FOR TOWN HALL COMPLEX

Submitted By: _____
(Name of Bidder)

2. Bid Opening

At the time fixed, Bids will be opened and read publicly. All Bidders or their authorized representatives are invited to be present.

Date: November 25, 2026 Hour: 10:00 AM

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA codes entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Political Contribution Disclosure. This contract has been awarded to _____ based on the merits and abilities of _____ provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 *et seq.* As such, the undersigned does hereby attest that _____ it's subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the *Township of Barnegat/Ocean County*, if a member of that political party is serving in an elective public office of that *Township of Barnegat/Ocean County* when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that *Township of Barnegat/Ocean County* when the contract is awarded.

Contractor Name

Contractor Name

Contractor Name

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF BARNEGAT

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ *<name of business entity>* has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding _____ *(date of award scheduled for approval of the contract by the governing body)* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *TOWNSHIP OF BARNEGAT* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____
Signature of Affiant: _____ Title _____
Name of Affiant: _____ Date _____

Subscribed and sworn before me this ___ day of _____, 2___.

_____
(Witnessed or attested by)

My Commission expires:

_____
(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF BARNEGAT

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act: "business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; "interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

Temporary and Executing
12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)
19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...: the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.
While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:
"The $300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26
TOWNSHIP OF BARNEGAT

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form

Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			$

☐ Check here if the information is continued on subsequent page(s)

TOWNSHIP OF BARNEGAT
BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

TAX REGISTRATION

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:
Trade Name:
Address:
Certificate Number:

Reforms to the Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at _____ 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) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors or attest that none was used;
4) 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) 292-1730.

TOWNSHIP OF BARNEGAT

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. I7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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.

TOWNSHIP OF BARNEGAT

EXHIBIT A continued

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 to the targeted 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, race, 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 (electronically provided by the Division and distributed to the public agency through the Division's website at** www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

Company_____

Signature_____

Title_____

Date_____

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

The contractor and the Township of Barnegat, (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.

Company _____

Signature_____ **Title** _____

Date_____

TOWNSHIP OF BARNEGAT

INSURANCE CERTIFICATES

Name of
Bidder: _____

Address: _____

The Bidder is required to submit actual Certificate(s) of Insurance establishing Insurance coverage of the type and amount required in accordance with the procedure set forth by the Contract Documents.

(Documents to be submitted prior to the resolution of award)

1. GENERAL LIABILITY INSURANCE

General liability insurance shall be provided with limits of not less than **$1,000,000.00** any one person and **$1,000,000.00** any one accident for bodily injury and **$1,000,000.00** aggregate for property damage, and shall be maintained in full force during the life of the contract.

2. AUTOMOTIVE LIABILITY INSURANCE

Automotive liability insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than **$1,000,000.00** any one person and **$1,000,000.00** any one accident for bodily injury and **$1,000,000.00** each accident for property damage, shall be maintained in full force during the life of the contract.

TOWNSHIP OF BARNEGAT

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES MAY 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 State of New Jersey, Department of Treasury, Division of Purchase and Property 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 may render a bidder's bid proposal non-responsive**. If the Township of Barnegat determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township of Barnegat may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

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 I 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 nonresponsive 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.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of

Activities _____

_____

Duration of Engagement _____ Anticipated Cessation

Date _____

CONSENT OF SURETY

Attach Consent of Surety from a Surety Company, meeting the requirements described herein, stating that if the bidder is awarded the contract that the surety company will supply the bonds for the contract.

1. Must be an irrevocable, unconditional commitment by the surety to issue on behalf of the bidder the bond or bonds set forth in the contract documents upon award of the project in the full amounts specified.
2. Must include all bonds required by the contract documents i.e. performance, labor and material payment, maintenance, environmental, etc.
3. Certificate (Consent) of Surety is not waivable and will be considered a material defect resulting in rejection of bid if omitted from bid package.
4. Must not contain any provision that would service to limit the surety's liability to the "spread to second" bidder in the event the bidder fails to enter into a contract upon award.

Sample wording is as shown below:

CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that for a consideration of the sum of $ _____, lawful money of the United States of America, the receipt whereof is hereby acknowledged, paid the undersigned, and for other



_____ Insurance Company,
(Name)

_____
(Address)

valuable consideration, the existing under the laws of the State of New Jersey and licensed to do business in the state of New Jersey certifies and agrees, that if the contract for (Contracting Agency) _____ for; (Project) _____ is awarded to (Bidder)_____the undersigned will execute the bond or bonds as required of the contract documents and will become Surety in the full amount set forth in the contract documents for the faithful performance of all obligations of the Bidder, provided however, that this commitment shall expire sixty (60) days from the bid opening, unless agreed upon by Bidder, Owner and Surety to be extended.

Signed, sealed and dated this _____day of _____, 20 ____

_____ Insurance Company

By _____
(Name)
Attorney in Fact

(To be accompanied by the usual proof of Authority of Officers of officers of the Surety Company to execute same)

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: _____, 20__

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 NEW JERSEY}
} ss:
COUNTY OF OCEAN }

I, _____ of the Township 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 Barnegat Township 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 _____ in accordance with N.J.S.A. 52:34-15.
(Name of Contractor)

Sworn and subscribed to before me this

_____ day of_____, 20___

Signature:_____

_____L.S.
Notary Public in the State of New Jersey

Name: _____

My commission expires on_____, 20___

(Seal)

STATEMENT OF RESPONSIBILITY

1. Previous work of similar nature completed within the past five years.

   A. Owner:_____ Phone:_____

   Business Address:_____

   Type of Work:_____

   Contract Price: $_____ Extra Work Required:_____

   Approx. Date of Contract Award: _____ Approx. Date of Completion: _____

   Name/Address/Telephone of Owner's Engineer or Superintendent

   _____

   B. Owner: _____ Phone:_____

   Business Address:_____

   Type of Work:_____

   Contract Price: $_____ Extra Work Required:_____

   Approx. Date of Contract Award: _____ Approx. Date of Completion: _____

   Name/Address/Telephone of Owner's Engineer or Superintendent

   _____

   C. Owner: _____ Phone:_____

   Business Address:_____

   Type of Work:_____

   Contract Price: $_____ Extra Work Required:_____

   Approx. Date of Contract Award: _____ Approx. Date of Completion: _____

   Name/Address/Telephone of Owner's Engineer or Superintendent

   _____

2. Total approximate volume of work of similar nature completed within the past five years.

   _____

3. List of equipment required for this job which you now own. N/A

4. General Business Reference. (List 2 or 3)

Name	Address	Phone No.

5. Bank Reference

Name	Address	Phone No.

6. Number of permanently employed persons in your organization. _____

7. Do you intend to sublet any portion of the work? _____

   If so, state type of work to be sublet and the name, address, telephone number of each subcontractor.

Name	Address	Phone No.	Type of Work

It is understood and agreed that the execution of the Statement of Responsibility is made solely at the risk, cost, and expense of the maker; is given in consideration of the agreement with Barnegat Township to make available to the maker the plans, contract documents for Bidding purposes; and no rights, causes, claims at law or in equity shall arise on behalf of the maker against Barnegat Township for any use made thereof by Barnegat Township including the refusal to the maker of the right to Bid said work.

_____

_____

_____
Signature & Business Address of Bidder

Dated_____, 20___

CERTIFICATE OF BIDDER SHOWING ABILITY TO PERFORM CONTRACT

PURSUANT TO NJSA 4OA: 11 -20

The undersigned Bidder hereby certifies to Barnegat Township that he/she owns leases or controls all the necessary equipment required by the plans, specifications, and advertisements under which Bids are asked for. To the extent that the undersigned is not the actual owner or lessee of any such equipment, I have attached hereto a statement showing the source from which the equipment will be obtained together with a certificate from the owner or person in control of the equipment granting to the undersigned the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which the equipment is required and necessary.

Signed: _____

Date:_____

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/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, he/she 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"). 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 N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 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 PLEASE ATTACH ADDITIONAL PAGES.

Name: _____ Relationship to Bidder/Offeror: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

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.

_____	_____	_____	_____
Print Name	Signature	Title	Date

TOWNSHIP BARNEGAT

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Certification:

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Barnegat is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Barnegat to notify the Township of Barnegat in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Barnegat and that the Township of Barnegat at its option may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

Bidder: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Barnegat Township
900 West Bay Ave.
Barnegat, NJ 08005

This Contract made this _____ day of_____, 20___ by and between:

Barnegat Township
900 West Bay Ave.
Barnegat, NJ 08005

and the CONTRACTOR: _____

_____

_____

The Township and Contractor hereby agree as follows:

1. Scope of Work

The Contractor/Supplier agrees to furnish the services/materials/equipment/supplies specified in the Contract Documents in accordance with the terms of Contractor's Bid proposal dated _____ and the Township's notice of award of same dated _____.

2. Time of Completion; Liquidated Damages

The Contractor shall proceed with the aforesaid work in a prompt and diligent manner and shall to the several parts thereof at such time and in such order as the Director or his designee may direct. The Contractor shall complete the whole of said work in accordance with the aforesaid Contract Documents, Plans, and Contract Drawings by, with and through his own work force, employees, administrators, equipment and material without brokering, factoring, assigning, or subcontracting, without prior approval of the Director.

In the event of default of completion within the time so fixed, the Contractor shall pay to Barnegat Township liquidated damages as set forth in the Bid document. Delay in performance under this Contract shall cause damage to the Township in an amount which is not readily ascertainable, but which is nonetheless substantial. Said amount shall be liquidated damages, but shall not serve as a waiver of the Township's right to pursue any and all available remedies in law and in equity against the Contractor.

3. Contract Sum

Based upon the unit prices and/or lump sum set forth in the Bid Proposal, the amount of the Contract, subject to the Township's requirements, is as set forth on the attached copy of the Bid Proposal Price Summary Page.

4. Hold Harmless Agreement

The Contractor agrees to make payment of all proper charges for labor and materials required in the aforementioned work, and indemnify and save harmless the Township and its officers, against and from all suits and costs of every description, including but not limited to costs of

legal and any claims under the prevailing Wage Rate laws, and from all damages which may be brought against the Township or any of its officers, by reason of injury to the person or property of others resulting from the carelessness in the performance of the work, or through any improper or defective materials used by the Contractor in the work, or through any act or omission on the part of the Contractor or his agent or agents.

5. Payment to Contractor

In consideration of the Contractor's agreements set forth herein, the Township hereby agrees to pay the Contractor for the materials, when supplied in accordance with the specifications at the unit prices or lump sum prices Bid for the respective items, the said payments to be made in accordance with the provisions contained in the Contract Documents.

6. Contract Documents

The Contract documents as defined in the General Conditions and Instructions to Bidders are incorporated herein and made a part hereof by reference.

7. Affirmative Action Regulations

The Contractor specifically agrees to comply with the affirmative action requirements set forth in the General Conditions and Instructions to Bidders as well as any other affirmative action requirements set forth in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first written above:

Barnegat Township

ATTEST:

_____
Donna Manno, Municipal Clerk
(Seal)

By:_____
Martin Lisella, Township Administrator

_____
Secretary/Treasurer
(Corp. Seal)

By:_____
Contractor

INDIVIDUAL ACKNOWLEDGEMENT FORM

STATE OF NEW JERSEY}
} ss:
COUNTY OF OCEAN }

BE IT REMEMBERED, that on this ____ day of _____, 20___, before me the subscriber, a

Notary Public in the State of New Jersey, _____, personally appeared,
(Name)

who I am satisfied is the individual mentioned in the within Instrument, to whom I first made known the contents thereof, and thereupon he acknowledged that he signed, sealed, and delivered the same as voluntary act and deed, for the uses and purposes therein expressed.

Sworn and subscribed to before me this

_____ day of_____, 20___

Signature:_____

_____L.S.
Notary Public in the State of New Jersey

Name: _____

My commission expires on_____, 20___

(Seal)

PARTNERSHIP ACKNOWLEDGEMENT FORM

STATE OF NEW JERSEY}
} ss:
COUNTY OF OCEAN }

BE IT REMEMBERED, that on this ____ day of _____, 20___, before me the subscriber,

a Notary Public in the State of New Jersey, _____, personally appeared,
(Name)

who I am satisfied is one of the partners of _____
the co-partnership named as the firm party of the second part in the within Instrument, to whom I first made known in the contents thereof, and thereupon he acknowledged that he signed, sealed, and delivered the same as voluntary act and deed, for the uses and purposes therein expressed.

Sworn and subscribed to before me this

_____ day of_____, 20___

Signature:_____

_____L.S.
Notary Public in the State of New Jersey

Name: _____

My commission expires on_____, 20___

(Seal)

CORPORATE ACKNOWLEDGEMENT FORM

STATE OF NEW JERSEY}
} ss:
COUNTY OF OCEAN }

BE IT REMEMBERED, that on this ____ day of _____, 20__, before me the subscriber, a Notary Public in the State of New Jersey, _____, personally
(Name of Secretary or Treasurer)
appeared, who being by me duly sworn, on oath, Says that he is the Secretary/Treasurer of _____; the Grantor named in the foregoing instrument; that he well knows the corporate seal of said corporation; that the said seal was so affixed and the said instrument signed and delivered by _____ who was, at the date thereof president/vice president of said corporation, in the presence of this deponent, and said president/vice president at the same time acknowledged that he signed, sealed, and delivered the same as voluntary act and deed, and as the voluntary act and deed of said corporation, by virtue of authority from its Board of Directors, and that deponent, at the same time, subscribed name to said instrument as an attesting witness to the execution thereof.

_____
(Signature of Secretary or Treasurer)

Sworn and subscribed to before me this

_____ day of_____, 20__

Signature:_____

_____L.S.
Notary Public in the State of New Jersey

Name: _____

My commission expires on_____, 20__

(Seal)

MUNICIPAL ACKNOWLEDGEMENT FORM

STATE OF NEW JERSEY}
} ss:
COUNTY OF OCEAN }

BE IT REMEMBERED on this _____ day of _____, 20 __, before me the subscriber, a notary public of the State of New Jersey, personally appeared, _____, who, being by me duly sworn on his/her oath, deposes and makes proof to my satisfaction that he/she is the Township Clerk of Barnegat Township, that _____ is the Mayor; that the execution as well as the making of the within instrument has been duly authorized by a proper resolution of the Committee of Barnegat Township; and the seal affixed to said instrument signed and delivered by said _____, Mayor, as and for his/her voluntary act and deed of said Municipality, in the presence of deponent, who thereupon subscribed his/her name thereto as witness.

_____
Donna M. Manno, RMC
Municipal Clerk, Barnegat Township

Sworn and subscribed to before me this

_____ day of_____, 20___

Signature:_____

_____L.S.
Notary Public in the State of New Jersey

Name: _____

My commission expires on_____, 20___

(Seal)

The Township of Barnegat,
Ocean County
New Jersey

The Township of Barnegat
Will receive Bids

For: ***PROFESSIONAL CLEANING SERVICES FOR TOWN HALL COMPLEX***

900 West Bay Avenue,
Barnegat NJ 08005

No later than 10:00 AM,
Wednesday, November 25, 2026

BARNEGAT TOWNSHIP
900 WEST BAY AVENUE
BARNEGAT, NJ 08005

BIDDER'S CHECKLIST

The following checklist is provided for each bidder to check off documents submitted with their bid.

1. A Completed and Signed bid proposal.
2. Non-Collusion Affidavit properly notarized. (Required)
3. New Jersey Business Registration Certificate (BRC) (Required)
4. Affirmative Action Evidence (Required)
5. Proof of General Liability Insurance
6. Proof of Worker's Compensation Insurance
7. Automobile Liability Insurance
8. Reference of at least two comparable clients
9. List of employees or staffing plan
10. Certification of ability to perform the required services.

The undersigned hereby acknowledges the submission requirements detailed herein and has submitted the documents listed above

Name of Bidder_____

Authorized Reprentative_____

Signature_____ **Date**_____

Print Name & Title_____

Township of Barnegat

PROFESSIONAL CLEANING BIDS WILL BE ACCEPTED BY NOVEMBER 25, 2026 10:00 AM

The Township of Barnegat is accepting Professional Cleaning Service of Town Hall bids as specified in this bid package. The Municipality is seeking a qualified, experienced, and dependable cleaning company to provide cleaning services for the Barnegat Town Hall Complex located at 900 West Bay Avenue, maintaining a professional and clean appearance in all areas specified in Scope of work.

- One (1) **original hard copy** of the Bid must be submitted.
- Bids will be accepted up until November 25, 2026, at 10:00 AM at the office of the Municipal Clerk, 900 West Bay Avenue, Barnegat, NJ 08005.
- Mailed copies must be received no later than November 25, 2026, at 10:00 AM.
- The Township assumes no responsibility for delayed or lost mail.
- All proposals must be in a sealed envelope clearly marked on the **outermost exterior:**

  "Professional Cleaning Services for Town Hall Complex".
- All responses should be treated as confidential and reviewed only by the Clerk, Administrator and Township Committee, unless otherwise required by law.
- Applicants will have an opportunity to view Town Hall on November 17, 2026, 11:00 AM
- Unless otherwise stated, the appointment will take effect on January 1, 2027

PLEASE EXECUTE THIS PRICING FORM
AND SUBMIT WITH THE BID PACKAGE

Company Name

Mailing address

Primary contact

Email **Telephone**

Website (if any)

YEARLY BID FOR CLEANING INCLUDES ONCE A YEAR STRIP AND WAX FLOORS

$	_____

No additional charges shall be permitted unless specifically authorized in writing by the Municipality.

Barnegat Township Town Hall Complex
General Cleaning Specifications

GENERAL

1. The Municipality is seeking a qualified, experienced, and dependable Cleaning company to provide cleaning services for the Barnegat Town Hall Complex located at 900 West Bay Avenue, maintaining a professional and clean appearance in all areas specified in Scope of work.
2. The total square footage of Town Hall including First Floor, Second Floor and Basement is 35,929 SF. *10 Restrooms, 4 Jail Cells, Men/Women's Locker rooms and two kitchens. See attached layout of building.*
3. All labor for cleaning will be provided by the Contractor, Cleaning products and Supplies will be supplied by the Township and will be the responsibility of the contractor to coordinate with the Public Works Supervisor when product re-orders are necessary.
4. Equipment that will be provided to contractor will be:
   E-Machine floor scrubber and pads
   Doodle scrubber
   Carpet Cleaner
   Carpet Vacuum
   Microfiber rags
5. Contractor must follow manufacturers instructions for cleaning equipment.
6. Contractor may bring their own equipment if they feel it will help to better perform their duties.
7. Immediately report damage, maintenance issues or unsafe conditions to Clerk.
8. Maintain confidentiality regarding municipal records and activities.

The Township will provide all restroom paper products, paper towels, toilet paper, toilet seat covers, hand soap, disinfectant, and rubbish liners.

DURATION OF CONTRACT

1. The duration of the contract shall be for one (1) year beginning January 1, 2027, and a 2nd and 3rd year renewal option at discretion of the Township Administrator and Township Committee.

2. The Township shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any obligation for balances to the contractor of any sum or sums set forth in the contract. The Township will pay only for goods and services accepted prior to termination.

AWARD OF CONTRACT

The contract shall be awarded to the lowest responsible bidder whose bid conforms to the specifications and all applicable requirements of N.J. law.

The Municipality may also consider the bidder's experience, qualifications, ability to perform, staffing plan and references to determine award.

CONTRACTOR GENERAL CONDITIONS/STAFFING AND SUPERVISION

1. The contractor shall provide trained and dependable personnel. All of the contractor's employees should wear a company shirt and a badge with their picture and name provided by the Township Clerk.

2. The contractor shall be capable of providing replacement laborers to cover for any person(s) unable to report to work on any given day.
   The contractor shall provide contact information for all employes working under the contract. In the event of an emergency/security issue when working in the Township Complex, the contractor shall notify the Police Dispatch immediately.

3. The Township Police Department will conduct a Background Check of all employees before work commencements. The Township WILL NOT accept anyone convicted of any offense involving dishonesty or a crime of the third degree.

4. The contractor will be responsible for developing weekly and monthly check-off sheets and handed in monthly to the Municipal Clerk. The contractor will use these check-off sheets to verify that the work being done by contractor's employees is in accordance with the specifications.

5. The contractor shall be responsible for damage caused by its employees.

6. The contractor shall not permit unauthorized individuals to enter municipal building.

7. The contractor must have their own means of transportation and their vehicle fully insured and registered.

8. Payment shall be made monthly following satisfactory completion of service and timely submission of an itemized invoice.

SCOPE OF WORK

Schedule of Service

Monday, Wednesday, and Friday starting at 3:00 pm

Note: The Court Office, Finance Office and Collector Office, will be cleaned first for the contractor will not have access to these offices after 4:30 pm.

Lobby/Atrium

- ◆Vacuum and mop floors and stairs
- ◆Remove trash and recycling containers in lobby area.
- ◆Clean all interior glass of front vestibule and lobby.
- ◆Dust surfaces such as desks, tables, furniture, and plants
- ◆Vacuum walk-off mats and edges
- ◆Dust door frames
- ◆Dust/damp wipe door frames and remove soil and cobwebs.
- ◆Dust/damp wipe second story railings and windowsills

Court Room

- ◆Spot clean all horizontal and vertical surfaces including light switches, walls, pictures, bench seating and T. V's, removing all fingerprints and smudges.
- ◆Vacuum all carpeted areas in court room, hall behind Dais and Dais area
- ◆Dust Dais, tables, and chairs in and around Dais
- ◆Dust/damp wipe air vents

Conference Rooms

- ◆Empty all wastepaper receptacles, replace liners when torn or soiled.
- ◆Fully vacuum carpet wall to wall, including under Conference Table
- ◆Dust shelving unit, pictures and windowsills as needed.
- ◆Dust damp/wipe door frames and water cooler
- ◆Make sure conference table is clean and dust free.

Office Areas – Town Hall and Police

- ◆Empty all wastepaper receptacles and recycling containers, spot clean if soiled and replace liners when torn or soiled. Remove all collected rubbish, i.e.: cardboard boxes
- ◆Spot clean all office partition glass, including doors.
- ◆Spot clean all horizontal and vertical surfaces including light switches, doors, lobby countertops
- ◆Fully vacuum all carpets from wall to wall, including under furniture. Ensure that furniture and chairs are returned to their original position.
- ◆Dust/damp wipe all air vents to remove soil and cobwebs monthly.
- ◆Dust ledges, windowsills, and window frames
- ◆Empty all paper from the shredding machines as needed.

Kitchens – Town Hall and Police

- ◆Empty all kitchen rubbish containers and recycle containers. Spot wash all rubbish containers inside and out to remove any soiling. Replace liners as needed. Remove trash to designated area.
- ◆Spot clean all walls surrounding rubbish containers.
- ◆Clean and sanitize kitchen including sinks, faucets, counters, and backsplashes.
- ◆Clean and sanitize interior and exterior of all appliances.
- ◆Clean outside of cabinets as needed.
- ◆Dust door frames and clean doors and internal window glass
- ◆Clean cobwebs from all corners, ceilings, and light fixtures
- ◆Restock all paper products as needed.

Restrooms/Bathrooms – Town Hall and Police

- ◆Empty all wastepaper receptacles, floor and wall. Remove trash to designated area.
- ◆Clean and sanitize fixtures and counters. Polish chrome, clean mirrors daily.
- ◆Completely clean all toilets, toilet seats and urinals with disinfectant cleaner.
- ◆Restroom doors and handles to be clean of marks and smudges.
- ◆Sweep and mop tiled floors daily.
- ◆Clean both sides of toilet doors and door frames in Public Bathrooms.
- ◆Dust/damp wipe all fixtures and cabinets in bathrooms.
- ◆Dust/damp wipe all air vents to remove soil and cobwebs.
- ◆Restock all paper products and hand soap dispensers.

Stairs

- ◆Clean stairs daily from lobby to 2nd floor on both sides, Town Hall & Police
- ◆Clean stairs daily from employee entrance to 2nd floor for both, Town Hall & Police

Elevator

- ◆Wipe elevator clean of fingerprints and smudges.
- ◆Vacuum elevator floor as needed

Outside

- ◆Empty the four entrance receptacles of Trash/Recycling on Monday & Friday and replace liners. Two in front of Town Hall entrance, one in each area of employee entrances, Town Hall & Police.

YEARLY

- ◆Strip and Re-wax all hard flooring surfaces

POLICE ADDITIONAL SPACE

Men and Women's Locker Rooms (Located in Basement)

- ◆Clean and disinfect Men's locker room, toilets and sinks daily.
- ◆Clean and disinfect Women's locker room, toilets and sinks once a week.
- ◆Empty all rubbish containers daily in men and women's locker rooms.

Gym (Located in Basement)

- ◆Empty rubbish container daily and remove trash to designated area.
- ◆Vacuum gym floor as needed.

Sally Port and Processing Room

- ◆Clean floor in Sally port once a week
- ◆Empty trash and damp wipe processing room and clean floors daily

Jail Cells

- ◆Clean and disinfect jail cell urinal/toilets and sinks.
- ◆Clean floors and walls as needed.

TERMINATION CLAUSE

The Township reserves the right to terminate this contract, in whole or in part, at any time for cause, including but not limited to the Contractor's failure to perform the required cleaning services accordance to the specifications and satisfactory of the Township.

In the event of a breach or unsatisfactory performance, the Township shall provide written notice to the Contractor identifying the deficiency and allow the Contractor five (5) business days to correct the deficiency, unless the nature of the violation requires immediate action.

The Township further reserves the right to terminate this contract for convenience, without cause, upon thirty (30) calendar days' written notice to the Contractor.

Upon Termination, the Contractor shall be compensated only for the services satisfactorily performed and accepted by the Township through the effective date of termination.

All keys, fobs and security devices shall be returned upon completion or termination of the contract

NOTE:

BIDDER SHALL READ AND SIGN THE FOLLOWING STATEMENT:

I acknowledge below that I have read and understand all the requirements of the bid specifications. In the event that a contract is awarded to my company, I/we am/are willing and capable of supplying Cleaning Services in accordance with these specifications.

Bidders Name (Print):_____

Bidders Signature:_____

Date:_____