# TOWNSHIP OF WEEHAWKEN HUDSON COUNTY, NEW JERSEY

FC	ORM OF BID	
	Name of Bidder	
	Address	
	Phone Number & Fax Number	
	Email	
	Date	
FOR: TRIMMING, REMOVAL AND AND RELATED WORK FOR THE TOWNSHIP OF WEEH		
To the Township of Weehawken:		
In compliance with the Bidding Documents, the Undersigned hereby proposes to Trim and Remove the Trees, Grind the Stumps and perform all work as indicated for the above referenced Project in accordance with Specifications therefor, consisting of two (2) pages and provided herewith, and including any and all amendments (the Specifications), and to furnish all labor, material and equipment necessary therefor, within the time provided, for the total lump sum, all-inclusive bid price of:		
[Print or type amount of	f Bid in words, followed by figures]	
	Dollars \$	
C:\\BIDS\TREE Trimming Removal & Stump Grinding 2015 BID .doc		

## BID DOCUMENT SUBMISSION CHECKLIST

All <u>applicable</u> forms and certifications must be completed in full and initialed by the prospective bidder indicating inclusion of completed form with the bid documents.

## NAME OF THE PROJECT OR CONTRACT:

## TRIMMING, REMOVAL AND STUMP GRINDING OF TREES AND RELATED WORK FOR THE TOWNSHIP OF WEEHAWKEN - FALL 2015 PROGRAM

		<u>Initial</u>
1.	Bid Document Submission Checklist	
2.	Signed and Dated Form of Bid	
3.	Bid Bond	
4.	Certified Check and Bid Guarantee	
5.	Certificate of Consent of Surety	
3.	Non-Collusion Affidavit	
7.	Affidavit of Corporate Ownership	
3.	Company Information Sheet	
9.	Public Works Contractor Certificate of Registration (NJ Department of Labor)	·
10	Public Works Subcontractor Certificate(s) of Registration (NJ Department of Treasury)	
11	. Business Registration Certificate	
12	Subcontractor Certificates of Registration	
13	. Certificate of Ability to Perform	
14	. Acknowledgment of Receipt of Revisions or Addenda to Bid Documents	
15	. Affirmative Action Affidavit	
16	. Federal Letter of Approval of Affirmative Action Program	
17	. Certificate of Employee Information Report Approval	
18	. Initial Employee Information Report (Form AA302)	
19	Initial Project Workforce Report (Form AA201)	

## **DESCRIPTION OF THE PROJECT**

The Township of Weehawken is soliciting bids for the award of a contract in connection with its Fall 2015 Tree Trimming, Removal & Stump Grinding Program. The Contract will be for the Trimming and/or Removal of Trees, and the Grinding of Stumps, and to perform all work as indicated for the said Project in accordance with "Specifications" therefor and provided herewith (consisting of two (2) pages, and including any and all amendments thereto, and to furnish all labor, material and equipment necessary therefor, within the time provided and in the specified locations in the Township of Weehawken, as set forth in the Specifications.

All debris from a site must be removed and discarded in a lawful manner by the contractor.

Work is to be completed no later than November 30, 2015.

Contractor is Responsible for Contacting the Underground Plant Location Service (New Jersey ONE-CALL) and coordinating and obtaining any utility mark-outs.

#### **GENERAL REQUIREMENTS**

All bidders and all bidders who are negotiating for a contract as a precondition to entering into a valid and binding procurement or service contract with the Township, are required to submit to the Township, prior to or at the time the contract is submitted for signing by the Township (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127), one of the following three documents:

- (i) Appropriate evidence that the bidder is operating under an existing federally approved or sanctioned affirmative action program; or
- (ii) A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; and
- (iii) An initial employee information report consisting of forms provided by the affirmative action office and completed by the Bidder in accordance with N.J.A.C. 17:27-4.

If written notice of the acceptance of this Bid is mailed, telegraphed, telecopied or otherwise delivered to the Undersigned within sixty (60) days after the date of opening of the Bid, or any time thereafter before this Bid is withdrawn, the Undersigned will, within five (5) days after receipt of same, execute and deliver to the Township an acknowledgment of the Township's Purchase Order for the goods, materials, equipment, systems, services, labor and all other items described in the Bidding Documents and Bid, as accepted, in standard form and acceptable to the Township. All required work thereunder shall be completed by the Contractor within twenty-eight (28) calendar days after receipt by the Contractor of written notice of the acceptance of its Bid by the Township (the Completion Date). The Bidder further agrees to pay as liquidated damages the sum of One Hundred Dollars (\$100.00) for each consecutive calendar day that required work remains incomplete beyond the Completion Date.

The Undersigned affirmatively declares that the Bidder has fully reviewed the specifications and has become completely familiar with all of the conditions which surround and may affect the cost of this contract.

With regard to the above Bid, the Undersigned agrees that these sums represent the entire cost of the contract and agrees to absorb all increases in labor rates, material prices and all other associated costs and expenses affecting this Contract.

	Very truly yours,
Dated: _	1 <sub>**</sub>
	[Print or type Firm Name]
1**	In the space provided above, insert the Bidder's name and:
(a)	If it is a corporation, also show the state of incorporation, using the phrase" "a corporation
organize	ed under the laws of"
(b)	If it is a partnership, list the names of all partners, followed by the phrase, "trading or doing
business	s under the firm name and style of "
(c)	If the bidder is an individual using a trade name, state the individual's name, followed by the
phrase:	"doing business under the trade name and style of"

By:	[Signature of President/Proprietor/General Partner or Duly Authorized Principal Officer]
By: _	[Print or Type Name and Title of Person Signing]
	[Print or type Business Address]

## **AFFIRMATIVE ACTION QUESTIONNAIRE**

Please complete the following questionnaire and return it with your Bid. In the event your company or firm is awarded a contract, the Owner will provide you with the proper form as you have indicated.

	(i)	Does the Bidder have a	a Federally Approved Affirmative Action P	lan?
		Yes ( )	No ( )	
(A)	If yes, submit a	photostatic copy of the	federal letter of approval and complete Aff	idavit Form.
(B)	If no, complete	Affidavit Form AND, E	EITHER	
	(i) Subi N.J.A.C. 17:27-		loyee Information Report issued in accorda	ance with
		OR		
	(ii) the affirmative		oyee Information Report consisting of formation with N.J.A.C. 17:27-4.3.	ns provided by
	If submitting ar	n Initial Employee Infor	mation Report, complete the following:	
		, here	by certifies and states that:	
time to	s promulgated b	y the Treasurer pursuan to submit immediately t	icate of Employee Information Report in act to P.L. 1975, c. 127, as amended and support the affirmative action office a copy of the	elemented from
foregoi	I hereby certify ng statements ma	that the foregoing states ade by me are willfully	ments made by me are true. I am aware tha false, I am subject to punishment.	at if any of the
DATEI	D:			
	I certify that the	e above information is co	orrect to the best of my knowledge.	
	Bidder	NAME:		
NAME OF PERSON SIGNING:				
		TITLE:		
		DATE:		
		SIGNATURE		

## **AFFIRMATIVE ACTION AFFIDAVIT**

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

STATE OF \_\_\_\_\_\_\_

COUNTY OF _	) ss.:		
Ι,		, of the Municipality of _	, in the County , being of full age and having
of	and the State of		, being of full age and having
been duly sworn	according to law upon my oat	th depose and say:	
1. I am	President/General Par	tner/Manager/Sole Proprie	tor of the firm of
	, the Bidder na	amed herein, and I have exe	ecuted the said proposal on
behalf of the said	l Bidder with full authority to	do so; and I am authorized	to make this affidavit on behalt
0			
	[Type or Print Name of Bide	der]	,
applicant for empaffectional or sex respect to affectional emplo	ployment because of age, race	, creed, color, national origing y or expression, disability, gender identity or expression to such applicants in recrui	nationality or sex. Except with on, the contractor will ensure itment and employment, and
origin, ancestry, nationality or sex employment, up	marital status, affectional or se	exual orientation, gender id portunity shall include, but recruitment or recruitment	entity or expression, disability, not be limited to the following: advertising; layoff or
apprenticeship. 'applicants for en	The contractor agrees to post i	n conspicuous places, avail	

- (ii) 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.
- (iii) 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.
- (iv) 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.

- (v) The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
- (vi) 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.
- (vii) 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.
- (viii) In conforming with 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.
- (ix) 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 <a href="https://www.state.nj.us/treasury/contract\_compliance">www.state.nj.us/treasury/contract\_compliance</a>)
- (x) 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.

Sworn to and Subscribed before me this	(Sign)
day of, 20	, ,
•	
Notary Public of	
My Commission Expires	

## **NON-COLLUSION AFFIDAVIT**

STATE OF	_)	
COUNTY OF	) ss.: _)	
I,	, of the Municipality of	·,
in the County ofage and having been duly sworn accord	and the State ofing to law upon my oath depose and say:	, being of full
	eral Partner/Manager/Sole Proprietor of _ ein. I am authorized to make this affidavi er with full authority to do so.	
	r indirectly entered into any agreement, pa estraint of free, competitive bidding in con	
3. All statements contained in Bi with full knowledge that the Township of said documents in awarding the contract	idder's proposal and in this affidavit are tr of Weehawken relies upon the truth of the t for the said project.	ue and correct, and made e statements contained in
secure such contract upon an agreement	n or selling agency has been employed or t or understanding for a commission, perc ue, except <u>bona fide</u> employees or <u>bona fi</u> ned by	entage, brokerage or
	[Name of Bidder]	William Control of the Control of th
		(Sign)
Sworn to and Subscribed before me this day of, 20		
Notary Public of		
My Commission Expires		

## **COMPANY INFORMATION SHEET**

Chapter 33 of the Public Laws of 1977 provides that no corporation, partnership or other entity shall be awarded a contract unless, prior to the receipt of the Proposal or accompanying the Proposal of the said corporation, partnership or other entity, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation and of all of the individual partners in the partnership and of all persons as to other entities who own or hold a 10% or greater beneficial interest in the said corporation, partnership or other entity.

Name of Proposer			
Address			
Project Name			
Work Being Proposal			
Check One:			
Corporation	_PartnershipSo	le ProprietorshipOt	her Entity (Specify)
List the following in 10% or more in the Bidder:	formation for all of the pers  Address	sons having an interest, di	rectly or indirectly, of % of Ownership
110110	<u>12441 000</u>		70 or ownership
			<del></del>

## BID BOND

		TS, that we, the undersigned
and		, as Principal(s); and
		, as Principal(s); and as Surety, are hereby held and firmly bound unto the
TOWNSHIP OF WEEHAWKE Dollar	EN [the Township] s [\$	in the penal sum of
made, we hereby jointly and sevassigns.	verally bind oursely	ves, our heirs, executors, administrators, successors and
Signed this	_ day of	, 20
Township a certain Bid, attache	ed hereto and hereb E TRIMMING, RE	uch that, whereas the Principal(s) have submitted to the y made a part hereof, to enter into a contract in writing MOVAL & STUMP GRINDING PROGRAM  Project or Contract]
the required form (prop Documents) and shall for	accepted and the P erly completed in a urnish a bond for the	alternate, rincipal shall execute and deliver a contract in accordance with said Bid and the Bidding ne faithful performance of said contract, and tract created as a result of the acceptance of
	agreed that the lial	se the same shall remain in full force and effect; it bility of the Surety for any and all claims hereunder bbligation, as herein stated.
its bond shall in no way be impa	aired or affected by	oulates an agrees that the obligations of said Surety and any extension of time within which the Township may we notice of any such extension.
		s) and the Surety have hereto set their respective hands ned by their proper officers, as of the day and year set
Surety:	P	rincipal:
By:		By:
Attest:	<i>.</i>	Attest:

## **CONSENT OF SURETY**

***************************************	, a corporation organized and existing under
[Name of Surety]	
the laws of the State of	[Surety], hereby guarantees the proposal of
[Name of Bidder]	to the TOWNSHIP OF WEEHAWKEN
[Owner] forTHE FALL 2015 TRI	EE TRIMMING, REMOVAL & STUMP GRINDING PROGRAM
contract within the time required for the	tract is awarded to the said Bidder, the Bidder will execute said nat purpose; and further guarantees that if the contract is so awarded surety on a bond guaranteeing the payment and faithful
In Witness Whereof, the said	[Name of Surety]
	[Name of Surety]
has caused this agreement to be signed	by its proper officers and its corporate seal to be affixed
hereto, this day of	, 20
	[Type or Print Name of Surety and its Attorney-in-Fact]
	By:
	Attorney-in-fact
Attest:	

## BID GUARANTEE LIQUIDATED DAMAGES PROVISION

NOTE: This form is to be completed <u>only</u> if the Bidder is providing a certified or cashier's check in lieu of a Bid Bond. In that case and performance and/or payment bonds are required by the Project specifications, the prescribed consent of Surety form must also be executed.

Instead of supplying a Bid Bond, you have the option to attach a certified or cashier's check for 10% of the bid amount, but not exceeding \$20,000.00, and provide same with your bid and this Guarantee, completed and signed below.

Pursuant to N.J.S.A. 40A:11-21, I hereby certify on behalf of the Bidder named herein that, if the contract is awarded to said person or entity, it will timely enter into a contract therefor and will faithfully perform said Contract. By way of guarantee and indemnification to the TOWNSHIP OF WEEHAWKEN, a Bid Bond has been provided, or a certified or cashier's check is attached hereto, in the amount of ten percent (10%) of the bid amount (but not exceeding \$20,000.00). I recognize and agree, on behalf of the Bidder, that if the Bidder fails or refuses for any reason to timely enter into the Contract, said amount will be forfeited to the TOWNSHIP OF WEEHAWKEN as and for liquidated and agreed upon damages. The Township and the Bidder agree that the damages which will be suffered by the Township of Weehawken will be substantial, but will not be able to be determined with mathematical precision and, therefore, the provisions for liquidated and agreed upon damages have been incorporated into this bid as a provision beneficial to both parties, as a valid estimate of the damages which will result from any such failure or refusal by Bidder.

BIDDER NAME:	
NAME OF PERSON SIGNING:	
TITLE:	
SIGNATURE:	

ATTACH CERTIFIED OR CASHIER'S CHECK IN THE PROPER AMOUNT PAYABLE TO: "THE TOWNSHIP OF WEEHAWKEN"
[UNLESS A BID BOND HAS BEEN SUPPLIED]

## CERTIFICATION OF BIDDER'S EXPERIENCE <u>AND FINANCIAL RESPONSIBILITY</u>

	I,, being duly authorized to make this Certification on f the Bidder named herein, hereby certify that the following summary information relative to the ability and financial resources available for the fulfillment of the proposed Contract, is true and
	e in all respects:
Date of 1	this Certification:
Bidder's	QUALIFICATIONS:
1.	How many years has Bidder been engaged in the type of business which is the subject of this
contract	/ project under Bidder's present name?
2.	Under what other names has this organization ever operated?
	· · · · · · · · · · · · · · · · · · ·
3.	When was Bidder organized?
4.	When was Bidder incorporated?
5.	Bank references:
6.	Credit available for this Contract:
7.	List the names and home addresses of the three (3) highest ranking officers/partners of the
bidder, n	noting their position in the Company:
8.	Name and title of officer who will directly oversee and give personal attention to this contract:
9	
	Has Bidder, any owner or officer of Bidder or any other person or entity listed in answer to any
question	in this certification ever been adjudged a bankrupt, been the subject of any bankruptcy
proceedi	ng or been the subject of a receivership or an order of reorganization?

	If so, give details below.
10.	Is Bidder's business at this time subject to any court order relating to bankruptcy, liquidation or
reorg	ganization? If so, give details below.
11.	Has Bidder, any owner or officer of Bidder or any other person or entity listed in answer to any
ques	tion in this certification ever failed to complete any work awarded to it?
	If so, give details below.
12.	Are there any judgments, claims, arbitration proceedings or suits pending or threatened against
Bidd	er, any owner or officer of Bidder or any other person or entity listed in answer to any question in
this c	certification? If so, give details below.
13.	Has Bidder, any owner or officer of Bidder or any other person or entity listed in answer to any
quest	tion in this certification filed any law suits or requested arbitration with regard to any contract within
the la	ast five (5) years?
	If so, give details below, including names, court and docket number for all cases.
14.	Within the last five (5) years, has any officer or principal of Bidder ever been an officer or
princ	sipal of another organization when it failed to complete a construction contract?
	If so, give details below.

15.	List Trade References:
13.	List Trade References.
16.	List Other Governmental Contracts awarded to Bidder within the last two (2) years
-	·
	I certify that the foregoing statements and information are true and complete. I am
any of	the foregoing is willfully false, I am subject to punishment.
	Bidder NAME:
	NAME OF PERSON SIGNING:
	TITLE:
	DATE:

## TOWNSHIP OF WEEHAWKEN HUDSON COUNTY, NEW JERSEY

#### **SPECIFICATIONS** – Page 1 of 2

#### Fall 2015 Tree Trimming, Removal & Stump Grinding Program

## CURBSIDE TREE REMOVALS AND STUMP GRINDING SCOPE OF WORK TO BE COMPLETED

Below is a list of curbside trees to be removed and prepared for new plantings. The trees and all debris must be removed from each location by contractor. The contractor shall grind stumps to a depth of at least 24" to accommodate new tree plantings. Contractor shall proceed with caution in order to avoid damage to sidewalks or pavers bordering tree pits.

#### 2015 DEAD TREES AND STUMPS TO BE REMOVED

ADDRESS	<u>COMMENTS</u>
11-15-51st Street	large dead tree
32-49th Street	small stump to remove
25-48th Street	stump to remove
36-47th Street	very large stump
11-47th Street	very large stump
40 Cooper Place	large dead tree
66 Fulton Street	dead maple
64 Clifton Terrace	remove ailing tree
26 Clifton Terrace	remove dead tree in grass strip
68? Liberty Place	remove dead linden
36 Hudson Place	remove dead maple in grass strip
15-17 Duer	remove dead maple
82 Highwood Terrace	remove half dead tree
50 Bonn Place	remove dead tree
95 Jefferson Street	remove dead tree
100 Jefferson Street	remove dead maple
65 Sterling Avenue	remove dead tree on Denning Pl
Wilson School – rear	
Sterling Avenue	remove dead tree
3338 Park Avenue	remove dying Honey Locust
3208 Pleasant Avenue	remove tree, cage, grate
140 Shippen Street	remove dead tree on Hudson
110 Shippen Street	remove dead tree
219 Angelique Street	remove dead zelkova
518 Gregory Avenue	remove two (2) dead Gingko trees

## TOWNSHIP OF WEEHAWKEN HUDSON COUNTY, NEW JERSEY

## **SPECIFICATIONS** – Page 2 of 2

#### Fall 2015 Tree Trimming, Removal & Stump Grinding Program

#### **CURBSIDE TREES TO BE TRIMMED**

#### **SCOPE OF WORK TO BE COMPLETED**

Below is a list of curbside trees to be trimmed. All debris associated with the trimming shall be removed by the contractor. The contractor shall, where indicated / necessary;

- Elevate tree branches and limbs up to 7'
- Crown reductions Limited and intended only to avoid interfering or damaging homes, utility lines and nesting, and limbs and branches that may be susceptible to high wind conditions. To be conducted in consultation with, and as directed by The Township Director of Public Works
- Remove dead branches and limbs

#### LOCATIONS:

122 High Point Ave. (Lisa Purdy)	46 King Ave. (3 or 4 Sycamores)
438 Gregory Ave.	203 Shippen St.
440 Gregory Ave.	63 Kingswood Rd.
445 Gregory Ave.	209 Highwood Ave.
101 Oak St.	60 Fulton St.
217 Highwood Ave.	849 Blvd. East
49 King Ave.	74 Liberty Pl.
41 Liberty Pl.	224 Shippen St.
35-39 51 <sup>st</sup> St.	33 Bonn Pl.
4618 Park Ave.	108 Shippen St.