



**BOROUGH OF WOODCLIFF LAKE
COUNTY OF BERGEN, STATE OF NEW JERSEY**

**Competitive Contracting
Request for Proposals for:**

"Cleaning/Janitorial Services for Borough Facilities"

Proposal Opening: October 16, 2024 at 11:00 a.m.

Borough of Woodcliff Lake
Bergen County
Notice for R.F.P.s
(Request for Proposals)

Request for Proposals will be received by the **Borough Clerk** of the Borough of Woodcliff Lake, in the County of Bergen, New Jersey, at the **Borough Clerk's Office** in the Municipal Building, 188 Pascack Road, Bergen County, N.J. **on the dates and at the times listed below** for the following, in accordance with the Request for Proposals now on file in the office of the Borough Clerk, Municipal Building, 188 Pascack Road, Woodcliff Lake, N.J. Proposals may be obtained during office hours from Monday and Thursday 8:00 a.m. to 4:00 p.m, Tuesday and Wednesday 8:00 a.m. to 6:00 p.m, and Friday 8:00 a.m. to 1:00 p.m, or on **Borough's website** www.wclnj.com.

“Cleaning/Janitorial Services for Borough Facilities.” Proposal opening date and time October 16, 2024 at 11:00 a.m.

All RFPs shall be submitted in sealed envelopes addressed to the Borough Clerk of Woodcliff Lake, the envelope shall have marked conspicuously on its face on the top right-hand side in letters **“Request for Proposals for “Cleaning/Janitorial Services for Borough Facilities” for the Borough of Woodcliff Lake”** and underneath that **“October 16, 2024 at 11:00 a.m” Proposals will not be accepted by facsimile transmission or e-mail.**

Requests for Proposals are available in the Office of the Borough Clerk. Proposals shall be submitted on the forms provided and shall be in accordance with the specifications contained in the Request for Proposals.

The Borough intends to award any contract for these services pursuant to N.J.S.A. 40A:11-4.1(l). Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1.1 et seq.

Respondents must submit an **original and (1) copy** of their Proposal to the designated contact person or designee:

Borough Clerk

Dated: September 18, 2024

Debbie Dakin, RMC, CMR
Borough Clerk

By Order of the Mayor and Council of the Borough
of Woodcliff Lake

I. GENERAL SPECIFICATIONS

A. GENERAL INSTRUCTIONS AND REQUIREMENTS

1. The intent of this Request for Proposals (RFP) is for the Borough of Woodcliff Lake (“Borough”) to award a contract for Cleaning/Janitorial Services for Borough Facilities in accordance with these General Specifications, the documents attached hereto, and the Request for Proposal selected.
2. The Borough of Woodcliff Lake (“Borough”) seeks Proposals in accordance with the Competitive Contract Procedures (N.J.S.A. 40A:11-4.1 et seq.) for the “Cleaning/Janitorial Services for Borough Facilities” to the Borough of Woodcliff Lake for the period November 1, 2024 to October 31, 2025 with up to two (2) one (1) year renewal terms at the sole discretion of the Borough. The contract may be extended for up to two (2) additional one-year extensions. The total contract term is not to exceed three (3) years from date of commencement.
3. Questions regarding this RFP should be directed to the Borough of Woodcliff Lake’s Certified Municipal Finance Officer and Qualified Purchasing Agent, Jonathan M. DeJoseph, at (201) 391-4977 ext. 221 or by e-mail at jdejoseph@wclnj.com. Questions regarding this RFP must be received no later than ten (10) business days prior to acceptance date. Questions received after this time period may not be considered.
4. Updates, amendments and/or addenda to the RFP will be issued on the Borough’s website no later than seven (7) business days prior to the date scheduled for the receipt of proposals. Proposers are required to acknowledge receipt of any issued updates/amendments/addenda. Failure to do so will result in rejection of your proposal. Proposers must check the Borough’s website prior to completing their response for any posted addenda, notices, or clarification.

II: TECHNICAL SPECIFICATIONS

BOROUGH OF WOODCLIFF LAKE **CLEANING / JANITORIAL SERVICES FOR BOROUGH FACILITIES** **TECHNICAL SPECIFICATIONS AND SCOPE OF WORK**

INTRODUCTION:

The Borough of Woodcliff Lake is currently seeking competitively sealed proposals from experienced and qualified firms to provide Cleaning / Janitorial services for Borough Facilities. It is the intention of these specifications prepared by the Borough of Woodcliff Lake to solicit proposals from qualified individuals and firms to provide Cleaning / Janitorial services for Borough Facilities. Proposals will be evaluated in accordance with the criteria set forth in this Request.

1. Request For Proposals

The Borough of Woodcliff Lake (hereafter, “the Owner”), through this Request for Proposals (“RFP”) from established CLEANING / JANITORIAL SERVICES firms (hereafter, “the Offeror”), hereby request submissions of proposals for the following:

The purpose of this CLEANING / JANITORIAL SERVICES for Borough Facilities service RFP is to provide a clean work environment for Borough Staff and Residents.

2. Competitive Contracting Evaluation

- A. All Proposals shall be evaluated on the merits of what is included in the Proposals submitted to the Borough of Woodcliff Lake. The Borough reserves the right to reach out to a vendor to get clarification on Proposals on specific items if necessary, during the deliberation process.
- B. Certain contracts may request for vendors to give a presentation on the services they are proposing. If and when a prospective contractor/vendor is given the opportunity to give such a presentation, the contractor shall be restricted to only present what is included in the original proposal. If new information is offered during the evaluation period it shall not be considered during the review process.
- C. All Proposals shall be evaluated based on the statutory categories as per NJAC 5:34-4.1 which is Technical, Management, and Cost criteria. These categories may be broken out into subcategories but shall remain within the confines of the three core criteria.
- D. Evaluation Team- vendors are prohibited from contacting any member of the evaluation team directly without a formal invite. If it is found that a vendor has attempted to discuss their proposal with a team member without an invite, then their proposal may be deemed unresponsive. ALL QUESTIONS DURING THE EVALUATION PERIOD SHALL BE DIRECTED TO THE CERTIFIED

MUNICIPAL FINANCE OFFICER AND QUALIFIED PURCHASING AGENT
JONATHAN M. DEJOSEPH VIA EMAIL ONLY JDEJOSEPH@WCLNJ.COM.

The Evaluation Criteria used in awarding a contract or agreement for the services as described herein shall include:

It should be understood by each firm submitting a proposal for Cleaning / Janitorial Services for Borough facilities of detailed scope of work or description of the services to be performed do not necessarily ensure a high or even moderate level of satisfaction or acceptability by the recipient of the services. The Borough must select a proposal that not only meets and conforms to the scope of work included in the RFP, but also offers clear and reasonable assurances of successfully meeting the Borough’s needs. The criteria that will be considered in evaluating proposals are the criteria as detailed in the table below. They are weighted based on importance to the Borough. The points awarded range from 1 to 5, with 5 being the highest score and 1 the lowest score. After the points are awarded by the evaluators, the weighting factor will be applied and a total score will be calculated, which will then be recommended to the Mayor and Council for the award of the contract. Each area of the evaluation should be addressed in detail in the company’s proposal. The criteria is as follows:

Criteria	Weighting Factor	Points 1-5 (5 is the highest)
1- TECHNICAL CRITERIA Vendor’s proposal demonstrates a clear understanding of the scope of work and related objectives	20%	1-5
2- MANAGEMENT CRITERIA History and experience in performing similar work. Availability of personnel, facilities, and equipment. Qualification and experience of personnel. Significant experience representing Government entities of similar budget.	30%	1-5
3- PAST EXPERIENCE & PERFORMANCE References, including Prior Experience in the Borough of Woodcliff Lake, or similar entity	30%	1-5
4 – COST CRITERIA	20%	1-5

3. PERIOD OF CONTRACT

November 1, 2024 to October 31, 2025.

4. EXTENSION OF CONTRACT

As provided by the Local Public Contract Law NJSA 40A:11-15, this is a one (1) year contract which may be extended for up to two (2) additional one (1) year options if performance is satisfactory and funds are appropriated in the annual budget, subject to Mayor and Council approval. Continuation of the terms of the contract beyond the fiscal year is contingent on the availability of funds in the following year’s budget. The successful Vendor will be required to hold prices awarded for the life of the contract.

5. SUPERVISION

The contractor shall furnish a competent individual to act as the supervisor to report to, and work in cooperation with, the Superintendent of Public Works in order to ensure the performance of the Proposal. The supervisor shall be responsible for the crew and must be fluent in the English language. The supervisor shall be accessible at all times, either in person or by phone. If necessary, the Vendor shall provide and bear the cost of any cellular phone used to ensure compliance.

6. SUBMITTALS

All submissions must be received by 11:00 am prevailing time, OCTOBER 16, 2024, and delivered to:

Debbie Dakin, Borough Clerk
Borough of Woodcliff Lake
188 Pascack Road
Woodcliff Lake, New Jersey 07676

If the submission is late the proposal will be rejected. There will be no exceptions. Responders submitting proposals shall be responsible for all cost of preparing such proposals.

Responders to this solicitation shall closely examine the specific requirements noted herein and shall be submitted with one (1) complete ORIGINAL proposal, clearly marked as the “ORIGINAL” proposal, one (1) full, complete, and exact COPIES of the original proposal package.

To ensure acceptance of the proposal, the Contract name “**Request for Proposals for “Cleaning/Janitorial Services for Borough Facilities”**” should be clearly shown on the front of the return envelope. Facsimile transmittals or offers communicated by telephone will NOT be accepted or considered.

7. FACILITIES WALKTHROUGH PRIOR TO SUBMISSION OF PROPOSAL (NOT REQUIRED)

Proposer should schedule a walkthrough of the facilities with THE DEPARTMENT OF PUBLIC WORKS SUPERINTENDENT CHRIS BEHRENS VIA EMAIL ONLY CBEHRENS@WCLNJ.COM.

OPTIONAL SITE INSPECTION:

Prior to submitting a Proposal, prospective Contractors are encouraged to visit the site(s) and completely familiarize themselves with the site(s) and/or existing general and local conditions which can affect that service. During the site inspection, contractors will be afforded a tour of the facilities. The OPTIONAL pre-submission site inspection will take place on Tuesday October 8, 2024 at 10 am starting at Borough Hall 188 Pascack Road, Woodcliff Lake, New Jersey 07676. Failure to make such inspection will not relieve the Contractor from the responsibility for estimating properly the difficulty or cost of successfully performing this contract.

Specification - Property Number one (1)
Cleaning / Janitorial Proposal for Woodcliff Lake Borough Hall and
Woodcliff Lake Police Department
188 Pascack Road

The following items will be included as part of the proposal:

Schedule: Cleaning at Borough Hall shall be completed Tuesday prior to 8 am or after 6 pm, and Friday prior to 8 am or after 1 pm, frequency two times (2) times per week. Contractor is responsible to verify any meeting times in the Chambers to ensure the Chambers are cleaned prior to any meeting time(s).

Cleaning at Police Headquarters shall be completed between the hours of 8 am and 1 pm Tuesday and Friday, frequency two times (2) times per week.

Borough Hall and Police Department includes all areas inside the building.

Cleaning during each visit.

All Areas:

Wipe and disinfect all table tops, desks, counters and all furniture throughout.

Vacuum all carpet areas. Clean all exterior doors, entrances and foyers, inside and out.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

Bathroom Areas and Jail Holding Cells:

Bathroom partitions, doors, walls, showers, tile walls, floors, and fixtures will be cleaned with a disinfecting solution.

All sinks, toilets and urinals will be cleaned with a disinfecting solution.

All mirrors will be polished.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

All paper products and hand soap to be replaced and stocked by Contractor.

Weekly Cleaning:

Clean all interior and exterior of entrance doors, office doors and all window sills. Vacuum all furniture.

Cleaning of base molding throughout the building.

Sweep and mop all stairwells including to basement and second floor areas.

Wipe clean, base board heating units, HVAC registers, ducts and returns, exhaust and other ventilation grills throughout.

Wipe down water coolers.

Quarterly Cleaning:

Cleaning inside of all windows.

Annual Cleaning:

Carpet Shampoo and extraction in the entire building.

Strip, wax and buffing of VCT and tile entire Borough Hall and entire Police Department.

Clean interior and exterior of all windows, screens and sills.

General Notes:

The Police Department, the time for cleaning as outlined above.

Borough Hall all cleaning shall be completed prior to or after business hours as outlined above.

For security reasons, all personnel may be required to pass a background check and shall be in uniform at all times.

Pricing will remain constant for the term of the contract.

CONTRACTOR will provide all of its cleaning supplies and machinery.

BOROUGH will be responsible for providing paper supplies, plastic liners, disposal of garbage, disposal of recyclables and soap products for hand washing.

If there is a holiday, cleaning to be completed the next day.

Specification - Property Number two (2)
Cleaning / Janitorial Proposal for Department of Public Works Building
10 Old Mill Road

The following items will be included as part of the proposal:

Schedule: Cleaning at the Department of public Works Building shall be completed one (1) time per week with a start time of 8 am or later and to be completed by 2 pm, Monday to Friday.

The Department of Public Works Building includes the office, break room, looker room and bathrooms only.

Cleaning during each visit.

All Areas:

Wipe and disinfect all table tops, desks, counters and all furniture throughout.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

Clean all interior and exterior of entrance doors, office doors and all window sills. Vacuum all furniture.

Cleaning of base molding.

Sweep and mop all common areas and hallways.

Wipe clean, base board heating units, HVAC registers, ducts and returns, exhaust and other ventilation grills throughout.

Wipe down water coolers.

Bathroom Areas:

Bathroom partitions, doors, walls, showers, tile walls, floors, and fixtures will be cleaned with a disinfecting solution.

All sinks, toilets and urinals will be cleaned with a disinfecting solution.

All mirrors will be polished.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

All paper products and hand soap to be replaced and stocked by Contractor.

Quarterly Cleaning:

Cleaning inside of all windows.

Annual Cleaning:

Strip, wax and buffing of VCT and tile.

Clean interior and exterior of all windows and sills.

General Notes:

For security reasons, all personnel may be required to pass a background check and shall be in uniform at all times.

Pricing will remain constant for the term of the contract.

CONTRACTOR will provide all of its cleaning supplies and machinery.

BOROUGH will be responsible for providing paper supplies, plastic liners, disposal of garbage, disposal of recyclables and soap products for hand washing.
If there is a holiday, cleaning to be completed the next day.

Specification - Property Number three (3)
Cleaning / Janitorial Proposal for Volunteer Fire Department
180 Pascack Road

The following items will be included as part of the proposal:

Schedule: Cleaning at the Volunteer Fire Department shall be completed one (1) time per week.

The Volunteer Fire Department includes all areas inside the building.

Cleaning during each visit.

All Areas:

Wipe and disinfect all table tops, desks, counters and all furniture throughout.

Vacuum all carpet areas. Clean all exterior doors, entrances and foyers, inside and out.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

Clean all interior and exterior of entrance doors, office doors and all window sills. Vacuum all furniture.

Cleaning of base molding throughout the building.

Sweep and mop all stairwells including to the basement area.

Wipe clean, base board heating units, HVAC registers, ducts and returns, exhaust and other ventilation grills throughout.

Wipe down water coolers.

Bathroom Areas:

Bathroom partitions, doors, walls, showers, tile walls, floors, and fixtures will be cleaned with a disinfecting solution.

All sinks, toilets and urinals will be cleaned with a disinfecting solution.

All mirrors will be polished.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

All paper products and hand soap to be replaced and stocked by Contractor.

Quarterly Cleaning:

Cleaning inside of all windows.

Annual Cleaning:

Carpet Shampoo and extraction in the entire building.

Strip, wax and buffing of VCT and tile entire Tice Center.

Clean interior and exterior of all windows and sills.

General Notes:

For security reasons, all personnel may be required to pass a background check and shall be in uniform at all times.

Pricing will remain constant for the term of the contract.

CONTRACTOR will provide all of its cleaning supplies and machinery.

BOROUGH will be responsible for providing paper supplies, plastic liners, disposal of garbage, disposal of recyclables and soap products for hand washing. If there is a holiday, cleaning to be completed the next day.

**Specification - Property Number four (4)
Cleaning / Janitorial Proposal for Tice Center
411 Chestnut Ridge Road**

The following items will be included as part of the proposal:

Schedule: Cleaning at the Tice Center shall be completed one (1) time per month for a total of twelve (12) times per year.

Tice Center includes all areas inside the building.

Cleaning during each visit.

All Areas:

Wipe and disinfect all table tops, desks, counters and all furniture throughout.

Vacuum all carpet areas. Clean all exterior doors, entrances and foyers, inside and out.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

Clean all interior and exterior of entrance doors, office doors and all window sills. Vacuum all furniture.

Cleaning of base molding throughout the building.

Sweep and mop all stairwells including to basement area.

Wipe clean, base board heating units, HVAC registers, ducts and returns, exhaust and other ventilation grills throughout.

Wipe down water coolers.

Bathroom Areas:

Bathroom partitions, doors, walls, showers, tile walls, floors, and fixtures will be cleaned with a disinfecting solution.

All sinks, toilets and urinals will be cleaned with a disinfecting solution.

All mirrors will be polished.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

All paper products and hand soap to be replaced and stocked by Contractor.

Quarterly Cleaning:

Cleaning inside of all windows.

Annual Cleaning:

Carpet Shampoo and extraction in the entire building.

Strip, wax and buffing of VCT and tile entire Tice Center.

Clean interior and exterior of all windows and sills.

General Notes:

For security reasons, all personnel may be required to pass a background check and shall be in uniform at all times.

Pricing will remain constant for the term of the contract.

CONTRACTOR will provide all of its cleaning supplies and machinery.

BOROUGH will be responsible for providing paper supplies, plastic liners, disposal of garbage, disposal of recyclables and soap products for hand washing. If there is a holiday, cleaning to be completed the next day.

Specification - Property Number five (5)
Cleaning Proposal for Woodcliff Lake Municipal Swim Pool
1 Wiermus Road

The following items will be included as part of the proposal:

Schedule: Cleaning at the Woodcliff Lake Municipal Swim Pool shall be completed as follows during the swim season only. Eight seven (87) total number of days as follows, May six (6) days, June fifteen (15) days, July thirty one (31) days, August thirty one (31) days, September four (4) days. Actual days of service will vary based upon the year, weather and season, only the days serviced will be invoiced.

Cleaning during each visit.

Bathroom Areas:

Bathroom partitions, doors, walls, showers, tile walls, floors, and fixtures will be cleaned with a disinfecting solution.

All sinks, toilets and urinals will be cleaned with a disinfecting solution.

All mirrors will be polished.

Removal of all trash and recyclable materials and plastic liner replacement.

Sweep and mop all tile and/or VCT surfaces with a disinfecting solution.

All paper products and hand soap to be replaced and stocked by Contractor.

Clean all interior and exterior of entrance doors, office doors and all window sills.

General Notes:

For security reasons, all personnel may be required to pass a background check and shall be in uniform at all times.

Pricing will remain constant for the term of the contract.

CONTRACTOR will provide all of its cleaning supplies and machinery.

BOROUGH will be responsible for providing paper supplies, plastic liners, disposal of garbage, disposal of recyclables and soap products for hand washing.

Invoices to be based upon the actual number of cleanings completed during the swim season, invoices for days service to be provide monthly.

Cleaning is required every day during the swim season including holidays.

END OF TECHNICAL SPECIFICATIONS

**BOROUGH OF WOODCLIFF LAKE
CLEANING / JANITORIAL SERVICES FOR BOROUGH FACILITIES
PROPOSAL FORM**

Contractor Name: _____

Address of Firm: _____

Phone Number: _____ Fax Number: _____

Print Name: _____ Title: _____

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver the services per Schedule of Values for this contract.

Name of Proposer: _____

Signature of Proposer: _____

Title: _____

Print Name: _____

Date: _____

Sworn and subscribed before me
on this _____ day of _____, 20____

Notary Public
State of New Jersey
My commission expires:

BASE PROPOSAL

Period November 1, 2024 to October 31, 2025

We propose to furnish janitorial services for the aforementioned locations based upon the information given and services requested for **Borough Facilities, Property #1, Property #2, Property #3, Property #4, and Property #5.**

Property	Cleaning / Janitorial Services	Base year 2024-2025
1	Cost per month for two visits per week Property Number one (1) Cleaning Proposal for Woodcliff Lake Borough Hall and Woodcliff Lake Police Department 188 Pascack Road	\$ _____ Per month for two (2) service visits per week
1	Number of months in a year	12
1	Total annual cost for Property Number one (1) Cleaning Proposal for Woodcliff Lake Borough Hall and Woodcliff Lake Police Department 188 Pascack Road	\$ _____ Total annual cost
	Cleaning / Janitorial Services	Base year 2024-2025
2	Cost Per month for one (1) weekly service visit Property Number two (2) Cleaning Proposal for Department of Public Works 10 Old Mill Road	\$ _____ Per month for one (1) weekly service visit
2	Number of months in a year	12
2	Total annual cost for Property Number two (2) Cleaning Proposal for the Department of Public Works 10 Old Mill Rd	\$ _____ Total annual cost
	Cleaning / Janitorial Services	Base year 2024-2025

3	Cost Per month for one (1) weekly visit Property number three (3) Cleaning Proposal for Volunteer Fire Department 180 Pascack Road	\$ _____ Per month for one (1) weekly service visit
3	Number of months in a year	12
3	Total annual cost for Property Number three (3) Cleaning Proposal for the Volunteer Fire Department 180 Pascack Road	\$ _____ Total annual cost
	Cleaning / Janitorial Services	Base year 2024-2025
4	Cost Per one (1) monthly visit Property Number four (4) Cleaning / Janitorial Proposal for Tice Center 411 Chestnut Ridge Road	\$ _____ Per one (1) monthly service visit
4	Number of months in a year	12
4	Total annual cost Property Number four (4) Cleaning / Janitorial Proposal for Tice Center 411 Chestnut Ridge Road	\$ _____ Total annual cost
	Cleaning / Janitorial Services	Base year 2024-2025
5	Cost Per visit Property Number five (5) Cleaning Proposal for Woodcliff Lake Municipal Swim Pool 1 Wiermus Road	\$ _____ Per service visit
5	Estimated total number of service visits in a year	87
5	Total annual cost Property Number five (5) Cleaning Proposal for Woodcliff Lake Municipal Swim Pool 1 Wiermus Road	\$ _____ Total annual cost

Total annual cost for the Base Proposal year for Borough Facilities Property #1, Property #2, Property #3, Property #4, and Property #5:
\$ _____

Total annual cost for the Base Proposal year for Borough Facilities Property #1, Property #2, Property #3, Property #4, and Property #5
Price in words: _____

ALTERNATE PROPOSAL #1

For Borough Facilities Property #1 ONLY

We propose to furnish janitorial services for the aforementioned location Property # one (1) for one (1) additional cleaning visit per week, every week, based upon the information provided and services requested on **Property #1**. This additional service will be in addition to the base proposal. The Borough may or may not award this additional service.

Property	Cleaning / Janitorial Services	Alternate #1 2024-2025
1	Cost Per month for one (1) additional weekly visit every week. Property Number one (1) Cleaning Proposal for Woodcliff Lake Borough Hall and Woodcliff Lake Police Department 188 Pascack Road	\$ _____ Per month
1	Number of months in a year	12
1	Total annual cost for Property Number one (1) Cleaning Proposal for Woodcliff Lake Borough Hall and Woodcliff Lake Police Department 188 Pascack Road	\$ _____ Total annual cost

Total annual cost for ALTERNATE #1 for property number one (1) ONLY:
\$ _____

Total annual cost for ALTERNATE #1 for property number one (1) ONLY in words:

**BOROUGH OF WOODCLIFF LAKE
CLEANING / JANITORIAL SERVICES FOR BOROUGH FACILITIES
QUALIFICATIONS**

This Proposal includes minimum vendor qualifications and requirements allowing the Borough of Woodcliff Lake to select the most qualified, responsive and responsible vendor.

VENDOR QUALIFICATIONS:

A. In an effort to assess the reliability, experience and dependability of the proposer:

1. Has the proposer ever filed for Bankruptcy/restructuring?

Yes ___ No ___ *If yes, please give a full explanation including dates in the proposer's cover letter.*

2. Has the proposer ever reorganized from a previous bankruptcy using a different or same name?

Yes ___ No ___ *If yes, please give a full explanation including dates in the proposer's cover letter.*

3. In an effort to verify the reliability, experience and dependability of the proposer, the proposer is required to provide references, attached to the proposal. Does the proposer agree to provide references if requested?

Yes ___ No ___ *If no, please give a full explanation in the proposer's cover letter.*

4. I agree to up to two (2) one (1) year extensions as described in the specifications if awarded by the Mayor and Council. The successful Vendor will be required to hold prices awarded for the life of the contract.

Yes ___ No ___

4. Any exceptions to the specifications taken.

Yes ___ No ___

Exception(s)

Signature of Authorized Agent

Date

(Corporate Seal, if appropriate)

END OF PROPOSAL FORMS

III: FORMS

BOROUGH OF WOODCLIFF LAKE REQUEST FOR PROPOSAL CHECK LIST
THE FOLLOWING LISTED ITEMS MUST ACCOMPANY THIS REQUEST FOR PROPOSAL UNLESS NOTED OTHERWISE IN THE INSTRUCTIONS AND REQUIREMENTS: *THIS FORM IS FOR YOUR INTERNAL USE ONLY.* **NO BID GUARANTEE/BOND IS REQUIRED**

1. ___ Proposal Form
2. ___ Exhibit A - Mandatory Equal Employment Opportunity Language
3. ___ Affirmative Action Compliance Notice
4. ___ Americans with Disabilities Act of 1990 Acknowledgement
5. ___ Statement of Ownership Disclosure
6. ___ Non-Collusion Affidavit properly notarized
7. ___ Affidavit of Disbarment, Suspension and Disqualification
8. ___ Hold Harmless Agreement
9. ___ Capability Information and Affidavit Sheet(s)
10. ___ Disclosure of Investment Activities in Iran (prior to the award of contract)
11. ___ Certification of Non-involvement in Prohibited Activities in Russia or Belarus
12. ___ Vendor Information Sheet
13. ___ Notice of Receipt of Addenda
14. ___ State of New Jersey Business Registration Certificate (prior to the award of contract)
15. ___ Executed Contract (after award)

The undersigned hereby acknowledges the above listed requirements:

Authorized signature and title

Print Authorized name and title

Witness Signature

Print Witness's Name

ATTENTION: Contractors should not submit their own form of disclosure statement or Non-collusion Affidavit. Use only the forms supplied, or proposal may be rejected.

Borough of Woodcliff Lake

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICES AND
GENERAL SERVICE CONTRACTS**

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, sex, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance and EEO Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

EXHIBIT A
(continued)

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO Office 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 Contract Compliance and EEO Office for conducting a compliance investigation pursuant to *Subchapter 10 of the Administrative Code (NJAC 17:27)*.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

Phone Number: _____

BOROUGH OF WOODCLIFF LAKE

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful Contractor's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful Contractor shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) *A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);*

OR

- (b) *A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;*

OR

- (c) *A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.*

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her Proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

BOROUGH OF WOODCLIFF LAKE

AMERICANS WITH DISABILITIES ACT OF 1990 ACKNOWLEDGEMENT
Equal Opportunity for Individuals with Disability

The contractor and the Borough, (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. 5121 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.

AMERICANS WITH DISABILITIES ACT OF 1990 ACKNOWLEDGEMENT
Equal Opportunity for Individuals with Disability (continued)

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 law.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

BOROUGH OF WOODCLIFF LAKE

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Contractor has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV 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 proposer; that the Borough of Woodcliff Lake 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 Borough to notify the Borough 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 permitting the Borough to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Borough of Woodcliff Lake
BOROUGH OF WOODCLIFF LAKE

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
TOWN OF _____ SS:

I certify that I am _____ of the firm of _____ the Contractor making the bid for the above-named project with full authority to do so; and I state that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project and / or material bid, and that all statements contained in said bid and in this affidavit are true and correct, and made with full knowledge that the Borough of Woodcliff Lake relies upon the truth of the statement contained in said bid and in the statement contained in this Affidavit in awarding the contract for the said project and / or material bid.

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 Bidder.

(Signature of respondent) SUBSCRIBED AND SWORN TO _____

BEFORE ME THIS DAY _____ OF 20 _____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF _____

MY COMMISSION EXPIRES: 20 _____

BOROUGH OF WOODCLIFF LAKE

**VENDOR'S AFFIDAVIT INDICATING THEY ARE
NOT DEBARRED, SUSPENDED AND DISQUALIFIED**
BY THE STATE OF NEW JERSEY
BOROUGH OF WOODCLIFF LAKE COUNTY OF BERGEN

I, _____ of the Town of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose that:

I am _____, an officer of the firm for the above named work, and that I executed the said Proposal with full authority to do so; that said Vendor at the time of making of this Proposal is not included on the State of New Jersey, Department of the Treasury, Division of Property Management & Construction List of Debarred, Suspended and Disqualified Contractors and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with the full knowledge that the Borough relies upon the truth of the statements contained in said Proposal and in statements contained in the Affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the firm making this Proposal appear on the State Treasurer's List of Debarred, Suspended and Disqualified Contractors at any time prior to, and during the life of this Contract, including the Guarantee Period, that the Borough shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the Proposal as a Contractor is subject to debarment, suspension and / or disqualification in contracting with the State of New Jersey and the Department of Environmental Protection if the Contractor, pursuant to N.J.A.C. 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

Name of Contractor (Type or Print)

Signature & Title

Name of Affiant (Type or Print)

Subscribed and Sworn before me this _____ day of _____, 202_.

Notary Public

BOROUGH OF WOODCLIFF LAKE

BERGEN COUNTY, NEW JERSEY

HOLD HARMLESS AGREEMENT

FOR

(insert proposal title above)

BETWEEN:

The Borough of Woodcliff Lake
188 Pascack Road
Woodcliff Lake, New Jersey 07677

AND:

Contractor:
Address:
Telephone:
Fax Numbers:

It is understood and agreed the Contractor is:

1. An independent Contractor and not an employee of the Borough of Woodcliff Lake.
2. The Contractor agrees to indemnify and hold harmless the Borough of Woodcliff Lake, and the Mayor and Council of the Borough of Woodcliff Lake, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including reasonable attorneys' fees to which the Borough of Woodcliff Lake may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the negligent performance of the Contractor's operations under this Contract, breach of contract, or by or in consequence of any neglect or omission on the part of the Contractor whether intentional or unintentional, or in the absence thereof, by anyone directly or indirectly employed by the Contractor, and for whom the Contractor is liable or responsible.
3. The Contractor shall defend, indemnify and hold harmless the Borough, collectively and individually, and its agents, officials, representatives and employees from and against any and all damages, losses, or claims, of any type whatsoever, including, but not limited to, reasonable attorney's fees, that arise as a result, in whole or in part, from (a) any intentional or negligent act, error, or omission or failure to perform the Goods and/or Services by the Contractor or anyone performing the Goods and/or Services on behalf of the Contractor, (b) any personal injury or damage to property that may arise out of, or result from the

Contractor's acts or omissions in performing the Goods and/or Services, (c) any breach of the Agreement, or a breach of the implied covenant of good faith and fair dealing, by the Contractor or anyone performing the Goods and/or Services on behalf of the Contractor, or (d) the Contractor's failure to comply with any statute, regulation, ordinance, rule, code or applicable law.

- 4. The Contractor shall hold the Borough of Woodcliff Lake harmless for damages to the Contractor's equipment utilized during the term of this Contract.
- 5. The Contractor agrees to provide a certificate of insurance specifically naming the Borough of Woodcliff Lake as an additional named insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.00.

Signed this ___ day of _____, 202_.

As the binding act in deed of:

Name of Organization: _____

Authorized signature and title

Witness Signature

Print Authorized name and title

Print Witness's Name

BOROUGH OF WOODCLIFF LAKE

CAPABILITY INFORMATION AND AFFIDAVIT

The Vendor shall provide the following information which should clearly match the section numbering and titles below. The proposal should be clear, factual and concise. This will facilitate review and evaluation.

The Vendor may utilize as many additional sheets as necessary and submit supplemental information which it feels may be useful in evaluation of its proposal.

1. Basic Company Information:

- Company name
- Number of years in business
- Names of firm owner(s) and management team
- Principal activities
- Locations of the principal office, and the office(s) that would provide services

2. Personnel Information

- Number of technical staff in the firm, by area of responsibilities.
- The identity and the professional credentials, professional licenses and resumes of key personnel to be assigned to the Borough, and their areas of responsibilities.

3. Legal issues – list and explain:

- Any judgments within the last three (3) years in which the vendor has been adjudicated liable for professional malpractice.
- Any bankruptcy or reorganization proceedings in the last ten (10) years.
- All immediate relatives of principals of the vendor who are Borough's employees or elected officials. For this purpose, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct line aunt or uncle, grandparent, grandchild and in-laws by reason of relationship.

4. References

At least three (3) clients for whom similar services for similar technologies have been or are currently being provided. Include at least one client that has discontinued your services in the past three years. Relationships with New Jersey government clients are preferred. Submit the following information for each client:

- Name of contracting company or government agency

- Project name and description
- Contact person’s name, position, and current email and telephone number
- Dates, cost and scope of services
- Current status and any additional comments

5. Subcontracting

- Describe any services that may be subcontracted to provide services to the Borough.
- Identify all subcontractors the vendor anticipates using.

6. Exceptions

Any exceptions to the specifications taken?
 Yes___ No ___

Exception(s)

As _____, (Title) of _____
 (“Vendor”) I certify that Vendor has the personnel, equipment, supplies, experience, training and ability
 and our facility is capable of servicing the Borough with the procedures specified in the specification.

 Name (type) of President

 Signature

 Telephone Number

 Fax Number

 Print Witness Name

 Witness Signature

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX 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/purchase/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, s/he 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 EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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 am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification**

OR

I am unable to certify as above because I or the bidding entity 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 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.

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

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date _____
Bidder/Vendor _____

Contact Name: _____ Contact Phone Number: _____

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 below-referenced person or entity. I acknowledge that the Borough of Woodcliff Lake in the County of Bergen 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 contracts with the Borough to notify the Borough 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 agreements(s) with the Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____
Title: _____ Date: _____

Bidder/Vendor: _____ (signature)

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN
RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

NJ Rev. 1.22.2024

BOROUGH OF WOODCLIFF LAKE

NOTICE OF RECEIPT OF ADDENDA

The undersigned agrees that the following addenda, which have been issued during the Proposal period, have been received and have been considered before and in preparation of this proposal.

<u>Addenda Number</u>	<u>Date Received</u>
_____	_____
_____	_____

NOTE: FAILURE TO ACKNOWLEDGE RECEIPT OF ANY ADDENDUM MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL IN ACCORDANCE WITH APPLICABLE LAW

Name of Bidder/Company

By: _____ (signature)
Name/Title

END OF THE RFP