

SADDLE RIVER BOARD OF EDUCATION

BERGEN COUNTY, NEW JERSEY

2004-2005 SCHOOL YEAR

BID SPECIFICATIONS

FOR

CONTRACT CLEANING/CUSTODIAL SERVICES

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BID SHEET*

*April, 2004
Version 2A*

SADDLE RIVER BOARD OF EDUCATION

NOTICE TO BIDDERS

Sealed proposals must be submitted to the Board of Education, Borough of SADDLE RIVER, New Jersey, and will be accepted until 10:00AM prevailing time on Friday, May 7, 2004 at the Saddle River Board of Education Business Office, Wandell School, 97 E. Allendale Road, Saddle River, New Jersey 07458 on the following:

CONTRACT CLEANING/CUSTODIAL SERVICES

Bid forms and detailed list of requirements may be obtained at the Saddle River Board of Education Business Office, Wandell School, 97 East Allendale Road, Saddle River, New Jersey 07458 between the hours of 8:30 AM and 3:00 PM, Monday through Friday.

All bids must be submitted on the bid form. Bids not submitted on such form may be rejected.

All bidders are required to attend a **mandatory** pre-bid conference and walk-through at the Wandell School, become familiar with the work required, and verify all dimensions and existing conditions. This conference will be held on **May 3, 2004** at 2:00 P.M.

Bidders must comply with the requirements of P.L. 1975, C. 127 and P.L. 1977, C. 33.

The Board reserves the right to waive any informality and to accept or reject any or all bids, in whole or in part, and shall accept the bid that in its judgment will best serve the interest of the Board of Education.

Fred D. Palumbo
School Business Administrator/
Board Secretary

**SPECIFICATIONS FOR CONTRACT CLEANING/CUSTODIAL SERVICES
SADDLE RIVER BOARD OF EDUCATION
2004 – 2005 School Year**

GENERAL PROVISIONS

1. The specifications described herein are for contract cleaning/custodial services to be provided to the Saddle River Board of Education for The Wandell School, located at 97 East Allendale Avenue, Saddle River, New Jersey 07458.
2. All contractors shall comply with current applicable state and federal statutes, and with the by-laws, policies and regulations of the Saddle River Board of Education as they relate to Wandell School property, specifically, but not limited to, building maintenance, repair, hygienic management and safety.
3. The term of the contract shall be from July through June according to the school calendar. The contract will commence on July 1, 2004 and continue through June 30, 2005.
4. The Saddle River Board of Education, at its option, and by resolution, may renew the contract in accordance with NJSA 18A:18A-42, for either one period of two years, one period of one year, or two periods of one year each, and in accordance with the Index Rate as defined in NJSA 18A:18A-3 bb.
5. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Saddle River Board of Education.
6. Bids are to be placed in a sealed envelope and plainly and clearly marked, "BID FOR CUSTODIAL/CLEANING SERVICES, SADDLE RIVER SCHOOL DISTRICT" and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the Saddle River Board of Education Business Office, located at 97 East Allendale Road, Saddle River, New Jersey 07458, up to 10:00AM EDT on May 7, 2004. The bidder assumes the risk of any delay in the mail. Bids received after the official bid opening will be returned unopened.
7. The bidder shall submit the bid on the bid sheet contained in these specifications. Other bid sheets are not acceptable.
8. The Saddle River Board of Education reserves the right to accept or reject any or all bids.
9. No bidder may withdraw his/her bid for a period of forty-five (45) calendar days after the bid opening.

MANDATORY SITE VISIT

All bidders are required to attend a mandatory pre-bid conference and walk-through at the Wandell School, become familiar with the work required, and verify all dimensions and existing conditions. This conference will be held on May 3, 2004 at 2:00 P.M.

SUB-CONTRACTING

The contractor must be fully capable of performing the proposed services within its own resources and may not assign, transfer, or sublet this contract or any portion thereof without the written consent of the School District. Noncompliance with this requirement will result in immediate disqualification.

SUPPLIES PROVIDED

The contractor shall provide all cleaners, germicides, floor finishes and equipment necessary to provide the complete cleaning and custodial services set forth in these specifications. This does not include toilet tissue, paper towels and hand soap.

All chemicals shall be properly labeled and comply with "Right to Know" requirements. The contractor shall provide documentation required by statute for any chemical utilized within the scope of this contract to the District. The contractor shall also provide a list of aforementioned supplies to be utilized in the scope of the contract. These supplies shall be of a brand name or equivalent. All waxes must be of an approved school non-slip type. The contractor will provide and pay for all mop head laundering.

PROVISIONS

The Saddle River Board of Education will provide at no charge to the contractor, adequate secure space within the facilities for the storage of its supplies, equipment and materials, and will further provide the contractor with adequate access to the facilities.

STAFFING

The contractor will fulfill the following requirements:

1. Sufficient trained and qualified custodians/cleaning personnel, conforming to the General Specifications contained herein, covering the hours of 3:00 PM to 10:00 PM, inclusive, from Monday through Friday.
2. Schedules may be adjusted to completely clean, at the beginning of the shift, any areas having meetings or events that require pre-cleaning prior to the other areas. All areas cleaned in this manner must be re-cleaned at the end of the meeting or event. Advance notice of meetings and/or events will be given to the Contractor.
3. All personnel must be supplied with a uniform or other protective clothing labeled with company identification large enough to be recognized at a reasonable distance. It may be requested that a sign-in/out sheet be used for safety reasons.

4. All personnel are to have a picture ID badge displayed in full view at all times. Such badge shall state the name of the company and the employee's name.

TERMINATION CLAUSE

If either party fails to comply with any of the obligations required of it in this Agreement and, following receipt of written notice specifying the failure, fails to remedy and cure such failure within a reasonable amount of time (but in no event later than (a) thirty (30) days for failure to make any payments due and (b) sixty (60) days in case of any other failures), then the non-breaching party shall have the right to terminate this Agreement immediately upon giving thirty (30) days prior written notice of that intention.

In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor shall be considered in breach of contract. Cancellation of the contract and/or enforcement of contractor's performance bond may result in accordance with local board policy.

PAYMENT TERMS

1. Payments to contractors shall be made on or about the Friday following each regular Board of Education meeting, which would normally be the last Thursday of the month. Payment will be made in monthly installments, provided an appropriate invoice is submitted by the first day of the month.
2. Payments are subject to approval by the Saddle River Board of Education. Therefore, payments may be delayed depending on the Board's meeting schedule.

EMERGENCY PROVISIONS

1. In any emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.
2. In an emergency where the head custodian is absent from the premises during the heating season, the contractor agrees to provide Black Seal license coverage during this period, at a rate defined in Paragraph C. of the Bid Sheet.

BASIS OF BID AND ADJUSTMENTS

The bidder shall submit the bid on the bid sheet contained in these specifications. Other bid sheets are not acceptable.

INSURANCE COVERAGE

The contractor will provide evidence of the following insurance:

1. Commercial General Liability insurance naming the Saddle River Board of Education as

an Additional Insured as per the following limits of liability:

\$2,000,000	General Aggregate per location/per job
\$2,000,000	Products/Completed Operations
\$1,000,000	Personal Injury and Advertising Injury limit
\$1,000,000	Each Occurrence Combined Single Limit for Bodily Injury & Property Damage

The contractor will protect, defend, and save harmless the Saddle River Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

This coverage shall include the following coverages where applicable: premises/operations; elevators; independent contractors; contractual liability covering liability assumed under the indemnification provision contained in this agreement and deleting any third-party exclusions; broad form property damage liability including completed operations; personal injury coverage including coverage for liability arising from false arrest, malicious prosecution, willful detention, libel, slander, defamation of character, invasion of privacy and wrongful egress or entry; products and completed operations for a period of two (2) years from substantial completion.

2. Workers' Compensation insurance in accord with statutory limits of the State of New Jersey.
3. Automobile Insurance, owned and non-owned, in an amount of not less than \$1 million combined single limit for bodily injury and property damage.
4. A Fidelity Bond in favor of the Saddle River Board of Education in the minimum amount of \$25,000.

The contractor shall also provide the following surety documents:

A Faithful Performance bond in favor of the Saddle River Board of Education (as below.)

BID GUARANTEE

Each bid shall be accompanied by a bid bond, or cashiers or certified check for ten percent (10%) of the amount of the bid. This guarantee shall be made payable to the Saddle River Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract or his inability to supply a performance bond; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the Saddle River Board of Education. Except for the three lowest bidders, the bid security check will be returned within 10 working days after the bid opening (Saturdays, Sundays and holidays excepted).

PERFORMANCE GUARANTEE

Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these

specifications and also a certificate from a surety company stating that it will provide the contractor with a corporate surety (faithful performance) bond in an amount equal to the annual amount of the contract. In the event that the bidder is awarded the contract, the actual bond must be presented to the Saddle River Board of Education within 30 days of the contract award date.

TRAINING PROGRAMS

The contractor will ensure that all custodians are properly trained to perform their duties, as well as Right-To-Know, Blood-borne Pathogens and AHERA.

MODIFICATIONS

Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail, telephone, facsimile, or messenger to all bidders who requested specifications.

AFFIRMATIVE ACTION

1. If awarded a contract, your company/firm will be required to comply with the requirements of P.L. 1975, c.127. (N.J.A.C. 17-27)
2. During the performance of this contract, the contractor agrees as follows:
 - (a) The contractor will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. 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 race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. 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.
 - (b) The contractor 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 race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality.
 - (c) The contractor 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.

(d) The contractor 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.

(e) The contractor 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 Affirmative Action 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.

(f) The contractor agrees to inform in writing recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

(g) The contractor 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.

(h) The contractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality, 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.

(i) The contractor shall furnish such reports or other documents to the Affirmative Action 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

3. All successful vendors shall submit within 7 days of the notice of intent to award or the signing of the contract one of the following:
 - a. Evidence of a federally approved Affirmative Action Plan;
 - b. A certificate of Employee Information Report Approval, or
 - c. A completed Employee Information Report (Form AA302). This form is available upon

request from the Business Office of the Board of Education.

STOCKHOLDER DISCLOSURE

All bidders are hereby notified that every corporation and partnership, including limited partnerships, limited liability partnerships, limited liability corporations, and subchapter S corporations, according to provisions of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all the partners in the partnership, who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholder holding 10% or more of that corporation's stock, or the individual partners 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act has been listed.

BACKGROUND CHECK

The contractor will ensure compliance with the requirements of NJSA 18A:39-17 through 20 governing criminal history background checks.

TUBERCULOSIS TESTING

The contractor shall ensure that all custodians are tested for tuberculosis infection in compliance with NJAC 6:29-2.3.

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SUBMITTED IN ORDER FOR YOUR BID TO BE CONSIDERED:

Bidder's Guarantee

Prescribed Questionnaire

Stockholder's Disclosure Statement

Affirmative Action Documentation or Questionnaire

Non-Collusion Affidavit

Bid Sheet

BID SHEET

**BOROUGH OF SADDLE RIVER PUBLIC SCHOOLS
CONTRACT CLEANING/CUSTODIAL SERVICES**

I hereby submit the following bid to provide contract cleaning/custodial services during the 2004-2005 school year in accordance with your advertisement and specifications. The bid price includes the cost of liability insurance as provided in these specifications.

A. The undersigned hereby proposes to furnish and deliver all services specified in the base bid herewith attached to the Saddle River Board of Education for the sum of:

\$ _____ (_____)
(Total contract first year figure) (Amounts to be shown in words and figures)

in strict accordance with these specifications and hereby accept the foregoing conditions under which this contract is to be awarded and agrees to be bound thereby.

B. Proposed staffing: (# personnel, hrs./day, during school year) _____

C. In addition, the undersigned hereby proposes to furnish and deliver any and all approved emergency and/or additional services at the following hourly rate:

\$ _____ (_____)

D. In addition, the undersigned hereby proposes to furnish and deliver any and all services performed on weekends (Saturday or Sunday), if necessary, at the following hourly rate:

\$ _____ (_____)

E. In addition, the undersigned hereby proposes to furnish and deliver any and all services performed on major national holidays, if necessary, at the following hourly rate:

\$ _____ (_____)

BID SHEET, Page 2

**BOROUGH OF SADDLE RIVER PUBLIC SCHOOLS
CONTRACT CLEANING/CUSTODIAL SERVICES**

The undersigned further agrees that should the contract for the aforementioned services be awarded, the Saddle River Board of Education will bind them to furnish and deliver the same within the specified time, and, in case of failure to furnish and deliver such services within the time specified and allowed, to the entire satisfaction of the Saddle River Board of Education, the Saddle River Board of Education may deduct and retain out of the moneys due, or which may become due to the undersigned from Saddle River Board of Education, such sum as shall be required to pay the difference between the prices herein specified and the price which the Saddle River Board of Education may or shall be obliged to pay to secure such supplies, equipment or services from other parties.

I, the undersigned, certify that I have read and fully understand the attached bid specifications. I further certify that I have visited the sites and facilities covered by the specifications. I certify that my company meets all of the requirements specified.

CONTRACTOR'S SIGNATURE

CONTRACTOR'S NAME AND TITLE

COMPANY NAME

TAXPAYER I.D.

ADDRESS

ADDRESS

TELEPHONE

FAX

GENERAL SPECIFICATIONS
Contract Cleaning/Custodial Services

Contracted personnel:

1. Must possess or obtain a Black Seal License according to the New Jersey Dept. of Community Affairs, Bureau of Boiler and Pressure Vessel Compliance, to the extent that there is one Black Seal licensed individual on the school premises during the cleaning times provided for in this contract when the boilers are in operation. The general time frame for this requirement is October 1 through April 30.
2. Must be able to perform all duties as specified in the attached detailed specifications A through E.
3. If responsible to open or close the building any given day, must determine, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Personnel must check, arm or disable alarm system settings upon opening or closing the building.
4. Will keep building and premises, including sidewalks, driveways, and play areas free of debris and neat and clean at all times.
5. Must be able to operate heat, ventilation, and air conditioning systems to provide temperatures that are appropriate to the season and to ensure economical use of fuel, water, and electricity.
6. Will check daily to ensure that all exit doors are operable and all panic bolts are working properly during any hours of building occupancy.
7. Must obey all fire/safety and environmental laws and regulations relating to the plant operation. Personnel should be instructed in the operation of various types of fire extinguishers and their use in extinguishing various types of fires. Personnel should know the location of fire alarm boxes and the procedures to follow in the event of fire.
8. Must move furniture or equipment within the building or set up facilities for activities as required and as directed by the head custodian or principal. These activities may be provided in lieu of or on an overtime basis at the discretion and/or as approved by the principal or business office.
9. Must comply with all laws and procedures for the storage and disposal of trash, waste, and debris.
10. Will perform related duties as assigned by the head custodian, principal or business office.
11. Must know how to do their jobs safely. Hazards must be known and personnel shall be trained to remove or avoid them. All hazards should be reported at once. Contractor shall place personnel constantly on guard against hazards and shall have regular meetings with district personnel to discuss safety infractions and plan corrective actions.

DETAILED SPECIFICATION A

Contract Cleaning/Custodial Services

DAILY CLEANING – SCHOOL IN SESSION (Monday – Friday)

1. Classrooms and Library

- a. Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners when soiled.
- b. Empty pencil sharpeners.
- c. Spot-clean walls, doors and ledges as needed.
- d. Vacuum clean all area rugs in classrooms.
- e. Spot-mop floors as necessary, except in carpeted areas.
- f. Rearrange furniture as needed.
- g. Clean and damp wipe chalkboards.

2. Rest Rooms

- a. Remove trash to collection point.
- b. Refill paper towel, soap and toilet paper containers.
- c. Sweep and sanitize floors and disinfect plumbing fixtures, including all basins, bowls and urinals, inside and outside, and lavatory and shower faucets.
- d. Polish mirrors and bright work.
- e. Damp wipe partitions with disinfectant.
- f. Spot clean walls.
- g. Clean soap dishes.
- h. Remove graffiti.
- i. Check to be sure plumbing is operational and that there are no stoppages or leaks.

3. Offices, Lounges and Conference Rooms

- a. Empty waste receptacles and damp wipe them to remove soil as necessary.
- b. Dust clear areas of furniture tops, shelves, sills and ledges as needed.
- c. Spot-clean glass in doors and partitions.
- d. Clean any sinks or other rest room fixtures in offices in accordance with the rest room cleaning procedure.
- e. Dust mop smooth floors with a dust mop.
- f. Spot mop floors (except carpeted floors) only to remove very heavy soil.
- g. Vacuum clean traffic patterns on carpeted floors four days each week. (Vacuum clean the entire carpeted area one day each week).
- h. Rearrange furniture as needed.

4. Entrances, Lobbies and Hallways

- a. Empty waste from waste receptacles. Damp-wipe soiled waste receptacles.
- b. Clean smudges and soil from glass in partitions and doors.
- c. Vacuum carpets or mats around entrances and check carpets for spot cleaning.
- d. Dust mop floors.
- e. Spot-mop floors as necessary to remove heavy soil.
- f. Clean and sanitize water fountains.
- g. Spot-clean smudges on walls, door facings and doors.
- h. Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
- i. Pick up any items that have been dropped on floors.
- j. Maintain high polish on floors (twice a week).

5. All-purpose Room (Lunchroom-Music Room)

- a. Sweep and damp mop floors daily.
- b. Scrub spots where soil is heavy.
- c. Spot-clean walls, ceilings and arrange furniture.
- d. Clean glass partitions and walls.
- e. Damp wipe tabletops and chairs with a mild germicidal disinfectant.
- f. Vacuum carpeted areas thoroughly.
- g. Clean and sanitize drinking fountains.
- h. Maintain high polish on floors (twice a week).

6. Locker Rooms, Dressing Areas

- a. Empty and clean waste receptacles.
- b. Damp clean benches and furniture.
- c. Spot clean walls, furniture and lockers.
- d. Put all loose clothing in lost/found receptacle.

7. Gymnasium

- a. Dust and spot mop floor daily.
- b. Empty and clean waste receptacles.
- c. Spot clean walls.
- d. Clean and sanitize water fountains.

DETAILED SPECIFICATION B

Contract Cleaning/Custodial Services

WEEKLY CLEANING - SCHOOL IN SESSION

1. Classrooms, Laboratories, Library

- a. Thoroughly mop smooth flooring surfaces with a mild sanitizing solution.
- b. Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- c. Damp wipe doors.
- d. Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot-clean them to remove heavy soil, heavy markings or graffiti.
- e. Dust vertical furniture surfaces, wall vents and vertical wall trim.
- f. High dusting.
- g. Clean doorknobs, push plates, and kick plates.

2. Rest Rooms

- a. Damp wipe vertical surface with a mild sanitizing disinfectant.
- b. De-lime urinals.
- c. Clean doorknobs, push plates, and kick plates.
- d. Remove cobwebs.
- e. Dust ledges, vents, partitions, and light fixtures above sinks.

3. Offices and Conference Rooms

- a. In areas, which have ceramic or resilient tile floors, damp mop the entire area.
- b. Completely vacuum clean any carpeted areas.
- c. Dust vertical furniture surfaces, wall vents and vertical wall trim.
- d. Clean doorknobs, push plates and kick plates.
- e. Check for cobwebs.
- f. Clean telephones with a mild sanitizing disinfectant.

4. Entrances and Lobbies

- a. Clean entranceway glass.
- b. Completely mop ceramic or resilient tile floors.
- c. Dust vertical furniture surfaces, wall vents and vertical wall trim.
- d. Dust windowsills, ledges and furniture tops.
- e. Clean brass doorknobs, rails, push-plates on doors, kick plates on doors and other places of brass trim.
- f. Remove cobwebs.

DETAILED SPECIFICATION B
(continued)

5. All-purpose Room (Lunchroom-Music Room)
 - a. Damp wipe vertical surfaces with a mild sanitizing disinfectant.
 - b. Clean doorknobs, push-plates and kick plates.

6. Locker Rooms, Dressing Areas and Gym
 - a. Thoroughly damp wipe vertical wall and locker surfaces within 6 feet of floor level with a mild germicidal disinfectant.
 - b. Remove cobwebs.
 - c. Clean doorknobs, push-plates and kick plates.

7. Minimal Service Areas, Mechanical Areas
 - a. Remove trash and debris.
 - b. Sweep hard surface floor areas.

8. Hallways
 - a. Clean entranceways.
 - b. Completely mop ceramic or resilient tile floors.
 - c. Dust vertical furniture surfaces, wall vents and vertical wall trim.
 - d. Clean brass doorknobs, rails, push-plates on doors, kick plates on doors and other places of brass trim.
 - e. Remove cobwebs.

DETAILED SPECIFICATION C

Contract Cleaning/Custodial Services

MONTHLY CLEANING

1. Stairways
 - a. Wash stair risers to remove soil, scuffs and shoe marks.
2. Entrances and Hallways
 - a. Shampoo all carpeted areas (bi-monthly).
 - b. Clean all entrance mats.

DETAILED SPECIFICATION D

Contract Cleaning/Custodial Services

HOLIDAY/WINTER/SPRING RECESS PERIODS

- a. Holiday Recess
- b. Winter Recess
- c. Spring Recess

The following services should be coordinated with school officials to be performed during each of the above recess periods:

1. Wash, wax and seal tile floors.
2. Shampoo hallway carpeting throughout building.
3. Clean wood floors in gym, cafeteria, music room, teachers' lounge.

DETAILED SPECIFICATION E

Contract Cleaning/Custodial Services

ANNUAL SUMMER CLEANING
(must be completed by August 25, 2004)

1. Strip and wax all tile floors.
2. Clean wood floors in gym, cafeteria, music room and teachers' lounge.
3. Steam clean all installed carpets and rugs.
4. Clean and polish all furniture and desks.
4. Wash walls, locker interiors/exteriors and waste receptacles.
5. Wash/clean all Venetian or vertical blinds.
6. Spot clean upholstered furniture.
7. Wash interior/exterior windows.
8. Clean and wash lighting and mechanical diffusers.
9. Scrub and disinfect rest rooms.

PRESCRIBED FORM OF QUESTIONNAIRE
(To accompany bid)

CORPORATE SURETY BOND Yes _____ No _____

Name of Company _____
Address of Company _____

PERSONAL SURETY BOND Yes _____ (Two bondspersons required) No _____

1. Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of

County: _____

Property Value \$ _____ Location _____

Are you providing a personal bond in any other school district Yes _____ No _____

2. Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of

County: _____

Property Value \$ _____ Location _____

Are you providing a personal bond in any other school district Yes _____ No _____

FAMILIARITY WITH CONDITIONS OF CONTRACT:

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the SADDLE RIVER Board of Education pertaining to custodial services, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute?

YES _____ NO _____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other custodial services? Yes _____ No _____

2. If yes, how many years' experience? _____

3. Briefly state the nature of this experience _____

Contractor's name _____

Address _____

Authorized Bidder's Name and Title _____

Authorized signature _____

DISCLOSURE STATEMENT

(To accompany bid)

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership; including limited partnerships, limited liability partnerships, limited liability corporations, and subchapter S corporations. (All corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

Shareholder or Partner

% Interest

Address

() No stockholder or partner of the corporation or partnership holds 10% or more ownership.

() Bidder is not a corporation or partnership.

I hereby certify that the information given above is true and correct as of _____
(Date of Bid)

Name and Title of Authorized Representative

Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (P.L. 1977, CH. 33) N.J.S.A. 52:25-24.2.

**AFFIRMATIVE ACTION
QUESTIONNAIRE**
(To accompany bid)

1. Our company has a federal Affirmative Action Plan approval.

YES _____ NO _____

A. If yes, a photostatic copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

YES _____ NO _____

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

NAME _____
(Print or Type)

TITLE _____ DATE _____
(Print or Type)

SIGNATURE _____

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany bid)

STATE OF NEW JERSEY, COUNTY OF _____

I, _____, of the _____,
(city, town, borough)

of _____, in the County of _____,

State of _____, of full age, being duly sworn according to law on my oath

depose and say that:

I am _____, of the firm of _____, the bidder making the proposal for the Saddle River Custodial Contract, and that I executed the said Proposal with full authority to do so, 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 bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey 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

(Name of Contractor)

(N.J.S.A. 52:34-15)

Authorized Signature

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

(Seal) Notary Public of New Jersey

My commission expires _____, 20____