

Custodial Supplies
(Minority Set-Aside)

BID No. 2537

(SY 2015-2016)



Vision Statement: The East Orange School District aspires to be the educational model of excellence for learning institutions in the State of New Jersey.

Mission Statement: The East Orange Board of Education is dedicated to creating learning environments and educational opportunities that cultivate competitive, well-rounded students.

Requesting Quotation: 1 original, 1 copy, **no folders or ringed binders**

Response Required by: 12:00 p.m., Friday, April 24, 2015

East Orange Board of Education
199 4th Avenue
East Orange, NJ 07017

Bid Opening will be held on the 4th Floor, Conference Room A

Attachments: Notice to Bidders

List of Bidding Forms

Required Bid Documents

Specifications

NOTE: Each bid must be sealed and clearly identified by the submitting vendor.

Contacts for this proposal:
Ms. Racquel C. Ferguson, Acting Purchasing Agent

EAST ORANGE SCHOOL DISTRICT

"Rising to a Standard of Excellence"

Division of Business Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids will be received by the **Board of Education of East Orange, Essex County, New Jersey**, for the following service:

Custodial Supplies (Minority Set-Aside) 2015-2016 SY

BID No. 2537

Bids for the above will be received by the Board of Education at the Office of Business Administration, 199 Fourth Avenue, East Orange, New Jersey until **12:00 p.m. (prevailing time) on Friday, April 24, 2015**, at which time they will be publicly opened.

Bid documents and forms may be obtained from the Office of Business Administration, East Orange Board of Education 199 Fourth Avenue, East Orange, NJ, or by logging onto our website at www.eastorange.k12.nj.us. Bids must be submitted on standard forms supplied by the Board of Education. All blank spaces must be filled in by typewriter or in ink in a legible manner. Any and all changes (cross out, white out, or write over) must be initialed by the vendor. Bids should be submitted in sealed envelopes, **BEARING ON THE OUTSIDE THE NAME OF THE PROJECT**. The envelopes shall also bear the name and address of the proposer. If forwarded by mail, the sealed envelope containing the bid, marked as heretofore directed, must be enclosed in another envelope properly addressed. All bids must be received at the Office of Business Administration, 199 Fourth Avenue, East Orange, NJ, prior to the opening date and time. No responsibility shall be attached to any person or persons for the premature opening of any bid not properly endorsed.

Per Chapter 33, Laws of 1977, proposers must submit lists of names and addresses of stockholders or partners owning ten percent (10%) or more of the corporation or partnership.

The East Orange Board of Education is an affirmative action employer and pursuant to the Federal and State regulations (Executive Order I 1246 as amended and N.J.S.A 18:36-20) we must advise you of our intent to negotiate business only with other affirmative action employers. All contractors and subcontractors with whom we contract are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex. Proposers 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 et seq.

The Board of Education reserves the right to reject any or all bids, and to waive informalities in the RFP, if it is in their interests to do so. No bids shall be withdrawn within thirty (30) calendar days after the actual opening thereof.

BY ORDER OF THE EAST ORANGE BOARD OF EDUCATION

**Contact Person: Racquel C. Ferguson
Acting Purchasing Agent
973-266-5742**

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**
199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Valerie Best
Hillary D. Curry
Cameron B. Jones, Sr.
Terry Swanson Tucker
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

LIST OF BIDDING REQUIREMENT FORMS

GOODS AND SERVICES

The following forms should be completed for all bids. Please examine your documents carefully prior to submitting your bid. In the event that any form is missing, please contact the Division of Business Services, Purchasing Department of the East Orange Board of Education.

1	Affidavit of Non-Collusion	—
2	Affirmative Action Compliance Notice	—
3	Affirmative Action Policy	—
4	Affirmative Action Affidavit	—
5	Exhibit A (Mandatory Affirmative Action Language)	—
6	Stockholder Disclosure Certification	—
7	Americans with Disabilities Act of 1990	—
8	Business Registration Certificate Information	—
9	Affidavit of Non-Default	—
10	Accts Payable Process	—
11	Acknowledgment of Addenda	—
12	Contractor's Insurance Information	—
13	Information Showing Qualifications for Work	—

Failure to complete and submit all of the above information may result in your bid being nullified.

Print Name of Bidder: _____ Date: _____

Signed By: _____

Print Name & Title: _____

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

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

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid entitled

_____, and that I executed the said proposal with
(title of bid proposal)

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 named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____

_____ relies upon the truth of the statements contained in said
(name of contracting unit)
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
_____.

Subscribed and sworn to

before me this day _____, 20____

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

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

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

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

OR

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

OR

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

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

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

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

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

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EAST ORANGE SCHOOL DISTRICT
EAST ORANGE, NEW JERSEY

P.L. 1975 C. 127

AFFIRMATIVE ACTION POLICY - STATE OF NEW JERSEY

Check the Appropriate Box

Fifty [50] or more employees in the entire firm or corporation

Less than fifty [50] employees in the entire firm or corporation [see next page]

FOR FIRMS OF FIFTY [50] OR MORE EMPLOYEES

Indicate on the applicable lines below whether you have met any criteria for compliance with the New Jersey Affirmative Action regulations. One of the following three must be checked:

___ A Federal Certificate of approval has been received. [Proof of this will be required at time of award]

___ A New Jersey Affirmative Action Certificate of Approval has been received; the number is _____ [Please enclose a copy]

___ Neither of the above. In this case, an Employee Information Report [Form AA302] must be completed and returned to the East Orange Board of Education with seven [7] days after receipt of notification of intent to award contract or receipt of contract, whichever is sooner. The East Orange Board of Education will make the form available to you.

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

Firm Name: _____

Signature: _____

Title: _____

Date: _____

Name of Bid: _____

FOR FIRMS OF LESS THAN FIFTY [50] EMPLOYEES

Vendors of less than fifty [50] employees are required to complete an affidavit of Affirmative Action. If during the term of the contract the firm's workforce increases to fifty [50] or more employees, the East Orange Board of Education shall be notified. At this time, an Employee Information Report [Form AA302] must be completed and returned to the East Orange Board of Education.

AFFIRMATIVE ACTION AFFIDAVIT
[to be completed by firms with less than fifty [50] employees]

STATE OF NEW JERSEY

SS:

COUNTY OF ESSEX

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

1. I am, [president, partner, owner] of the firm of _____ a bidder making a proposal upon the above named project.
2. _____ does not have fifty [50] employees or a more inclusive of all officers and employees of every type.
3. I am familiar with the Affirmative Action requirements of P.L. 1975, c 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
4. _____ has complied with all the Affirmative Action requirements of the State of New Jersey including those required by P.L. 1975, c 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____ of _____, until an Affirmative Action plan is approved, I am also aware that the contract may be terminated and the _____ may be debarred from all public contracts, for a period of up to five [5] years.
5. In the event my workforce increases to fifty [50] employees, I must contact the State Affirmative Action Office and complete an Employee Information Report.

Sworn to and subscribed before _____
Signature of Authorized Representative

me this _____ day of _____

20 _____
Name & Title

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

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (con't)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

FIRM NAME: _____

OFFICER OF COMPANY: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

EAST ORANGE SCHOOL DISTRICT

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

OR

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

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

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

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

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

The contractor and the *EAST ORANGE BOARD OF EDUCATION*, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

SIGNATURE: _____ DATE: _____

“Rising to a Standard of Excellence”

BUSINESS REGISTRATION CERTIFICATE

All businesses must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey.

Pursuant to NJSA 52:32-44, vendors providing goods or services to the State of New Jersey must be registered with the NJ Dept. of the Treasury, Division of Revenue, Effective September 1, 2004, pursuant to an amendment to NJSA 52:32-44, State and Local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the contractor has provided a copy of this business registration certificate (or interim registration) prior to receiving a signed contract.

As mandated by this bill, failure to submit a copy of the Business Registration Certificate within the bid proposal may be cause for rejection of the bid proposal.

This statute also makes contract vendors responsible for the business registration for subcontractors. Specifically, the law prohibits contractors from entering into a contract with a subcontractor who has not provided the contractor a copy of its business registration certificate. In addition, the law requires contractors to submit this registration certificate. In addition, the law requires contractors to submit these registration forms to the public body for filing along with the other procurement documents related to the contract.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation I the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c.30 (N.J.S.A. 54-32-B-1 et seq.) on all their sales of tangible personal property delivered into the State. This requirement shall apply to all contracts awarded on and after September 1, 2004.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730 or register with the Division of Revenue at the following web site:

<http://www.state.nj.us/treasury/purchase/busreg.htm>

"Rising to a Standard of Excellence"

AFFIDAVIT OF NON-DEFAULT

STATE OF :
 :
COUNTY OF :

The undersigned, being duly sworn according to law, deposes and says that, as the party making the foregoing Proposal; I certify as follows:

1. That all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.
2. That I have not experienced defaults or noncompliance under any contract for the State of New Jersey or any other governmental agency with, which I have contracts.
3. There has not been a suspension or termination of payments under any State of New Jersey or any other governmental contract in which I have had a legal or beneficial interest attributable to my fault or negligence.
4. I have not been suspended, debarred or otherwise restricted by the State of New Jersey or any other governmental agency from doing business with the State of New Jersey or any other agency of the State.
5. I have not defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.

COMPANY NAME

OFFICIAL TITLE

AUTHORIZED SIGNATURE

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

(Seal) Notary Public of New Jersey

My Commission expires _____

EAST ORANGE SCHOOL DISTRICT

MEMORANDUM

TO: ALL POTENTIAL VENDORS

FROM: Victor R. Demming,
Board Secretary/School Business Administrator

SUBJECT: Accounts Payable Process

.....

The following events must take place prior to any general fund cash disbursements:

- A. Requisition prepared and submitted to the Division of Business Services with all required signatures affixed. (original signatures only)
- B. Purchase Order must be issued prior to the performance of any services.
- C. Requestor must have funds available and be in accordance with GAAP.
- D. Vendor's declaration must be received by the Division of Business Services directly from the vendor.
- E. After the goods or services have been received or rendered, the receiving copy must be signed properly and received by the Division of Business Services.
- F. The Division of Business Services must receive original vendor's invoice.

In order to have a requested payment on the bill list for Board approval, items A through E must be completed properly prior to the second Thursday before a Board Meeting. (Example: For a Board Meeting on September 22, the Division of Business Services would have had to have items A through E the morning of September 11.)

This process should be explained to all parties who may have an interest in when their payment can be expected. This process is in accordance with Title 18A.

Thank you for your cooperation.

VRD/gjc

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The Bidder understands that the Owner reserves the right to reject this bid but that this bid shall remain open and shall not be withdrawn for a period of sixty (60) calendar days after the date prescribed for its opening.

If written notice to the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the date of opening of bids, the undersigned will, within eight (8) days after the date of such mailing, telegraphing, or delivering of such notice execute a Contract. The undersigned hereby designates as his office to which such notice of acceptance may be mailed, telegraphed, or delivered.

This bid may be withdrawn at any time prior to the schedule date for opening of bids or any authorized postponement thereof.

Name of Bidder

Signature

Title

Address

Telephone Number

Sworn and subscribed to before me

this ____ day of _____, 20_____.

(Seal) Notary Public of New Jersey

My Commission expires _____

EAST ORANGE SCHOOL DISTRICT

CONTRACTOR'S INSURANCE:

Contractor's Liability Insurance: The Contractor shall maintain such insurance as will protect said contractor from claims under Workmen's Compensation Acts and from any other claims for property damage, which may arise from operations under this Contract, whether such operations be by the Contractor, or by any Subcontractor or anyone directly or indirectly employed by either of them, or against any special hazards which may be encountered in the performance of this contract.

The Contractor shall procure and maintain, during the life of this Contract:

- a) Adequate Workmen's Compensation Insurance and Employer's Liability Insurance for all laborers employed under this Contract who may come within the protection of Workmen's Compensation as required by the laws of the State of New Jersey and shall provide Employer's Liability Insurance for the benefit of said Contractor's employees not protected under such compensation laws. Employer's Liability Insurance shall be in an amount of not less than \$100,000.
- b) 1. Contractor's Public Liability Insurance written under a Comprehensive General Liability Policy, in an amount not less than \$3,000,000 for injuries including death, to any person and subject to the same limits per person in an amount not less than \$3,000,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident.

Such insurance shall include the following. (a) Contractor's Protective and (b) Elevators and Hoists (c) Broad Form Property Damage Endorsement.

2. Contractors Automobile Public Liability Insurance written under a Comprehensive Automobile Liability Policy, in an amount not less than \$3,000,000 for injuries, including death, to any person and subject to the same limits of one (1) accident, and property damage liability in an amount not less than \$300,000 on account of one (1) accident.

Such insurance shall include the following: All automobiles owned, operated, non-owned, hired, and rented.

- c) Contractual Liability Insurance to include the following: "The Contractor shall also protect, defend, save harmless, and indemnify the Owner, the Owner's employees, Owner's Consultant and the public from any and all claims, loss, demands, damage, liability or expense incurred or claimed by reason of any act or omission of the Contractor, the Contractor's agents, servants, and employees, including subcontractors, or anyone employed directly or indirectly by the Contractor or any of them".

Such insurance shall be in an amount not less than those required sub-paragraphs (b) 1 and (b) 2 hereof.

- d) The Contractor shall provide an "All Risk Builders Risk Policy in the name of the Contractor and Owner as their respective interest may appear, for an amount equal to the contract cost for the duration of the contract.

- e) The Contract shall require each subcontractor to procure and maintain during the life of the subcontract, the same kinds and amounts of insurance as the Contractor is required to have under sub-paragraphs (1), (b) 1, (b) 2 (c) and (d) hereof, and (f), (g), and (i), if subcontractors may perform such work under the subcontract.
- f) Should blasting be required in connection with this Contract, a special policy or rider, to the Contractor's Contract, a special policy or rider, to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor covering Public Liability and Property Damage Liability for Blasting in an amount not less than \$300,000 for injuries, including death, to any person and subject to the same limits per person in an amount not less than \$500,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident. The Contractor shall notify the Owner that blasting is to be done, but blasting shall not be done until the Owner raises the amount of their insurance and so notifies the Contractor.
- g) Should demolition be required in connection with this Contract, a special policy or rider, to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor, covering Public Liability and Property Damage Liability for demolition in an amount not less than \$300,000 for injuries, including death, to any person and subject to the same limits per person, in an amount not less than \$500,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident.
- h) Should excavation or any underground work be required in connection with Contract, a special policy or rider to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor covering Public Liability and Property Damage Liability for any and all hazards which may be encountered in such underground work, including excavation, underpinning and shoring, in an amount not less than \$500,000 on account of one (1) accident and Property Damage Liability in an amount not less than \$300,000 on account of (1) accident.
- i) Proof of Carriage of Insurance: The Contractor shall furnish through the Owner, three (3) copies of Certificates of Insurance, within one week from the effective date of the Contract, evidencing in particular, those insured to the extent of the insurance, amount, and locations and the operations to which the insurance applies, effective dates and dates of expiration. Such Certificates shall also contain substantially the following statement:

"This is to certify that policies (including endorsements) or insurance is described above, have been issued by the undersigned to named insured above and are in force at this time. If canceled or changed in any manner for any reason during the period of coverage as stated herein, so as to effect this Certificate, ten (10) days prior written notice will be given by this Insurance Company to: East Orange Board of Education, 715 Park Avenue, East Orange, New Jersey 07017."

OWNER'S LIABILITY INSURANCE:

The Owner shall be responsible for and at their option may maintain such insurance as will protect them from their contingent liability for damages for personal injury including death, which may arise from operations under this contract.

FIRE INSURANCE:

The Owner, during the Progress of the Work, shall maintain a Standard Fire and Extended Coverage Insurance, on the completed building and include the Contractor as a named insured. The Owner and the Contractor shall be named as their respective interests may appear and in such amount as shall fully protect the interests of the Owner and Contractor.

INFORMATION SHOWING QUALIFICATIONS FOR WORK

The Bidder shall here furnish summary information relative to the ability and financial resources available for the fulfillment of the contract if such are awarded.

BIDDER'S QUALIFICATION:

How many years has *Bidder* been engaged in the business under the present name?

Been Organized?

Where Incorporated?

Financial Statement:

Credit available for this contract:

Contracts now in hand. (Gross Amount): _____

Personnel Organization

Has *Bidder* ever refused to sign a Contract at the original bid? _____

Has *Bidder* ever been adjudged a bankrupt or been subject to a receivership or an order of reorganization? If so, give details and particulars

Is the business at this time subject to any court order relating to bankruptcy, receivership, liquidation or reorganization?

FINANCIAL RESOURCES:

The information relative to the bidder's financial resources can and may be obtained from the following:

Name	Business	Address

Upon request, the **Bidder** will be expected to amplify the foregoing statements as necessary to satisfy the Board of Education concerning this ability to successfully perform the work in a satisfactory manner.

East Orange School District Custodial Supply List SY 2015-2016

	A	B	C	D	E
	DESCRIPTION (OR EQUIVALENT)	EST. QTY	UNIT	PRICE	TOTAL
1	BLOOD BORN PATHOGEN KITS	200	KIT		
2	BOOTS RUBBER	40	CASE		
3	BROOM 16" STREET HEAVY BASSINE W/HANDLE EB1614SET	30	SET		
4	BROOM 36" PUSH BROOM W/HANDLE EB59-4163SET	75	SET		
5	BRUSH-8"SCRUB BRUSH W/LNG HNDL 1" BRISTLES EB49-0019EA	160	EACH		
6	POLISH-LEMON FURNITURE POLISH-JOHNSON'S SHINE-UP 12/15PZ Per case JW04441	10	CASE		
7	55 GALLON-BRUTE #RU2655GR	50	EACH		
8	55-GAL W/DOLLY & LID RUBBERMAID	50	EACH		
9	CONTAINER-WASTEBASKETS-TALL CLASSROOM RU2957BK	100	EACH		
10	SUPER CHERRY DEODORANT BLOCKS-4OZ 12/PK	100	EACH		
11	DUST MOP 5X14 RED #W514-PL	50	EACH		
12	DUST MOP5X22 RED #W522-PL	50	EACH		
13	DUST MOP 5X48 RED #W548-PL	50	EACH		
14	DUST MOP 5X60 RED #W560-PL	15	EACH		
15	DUST MOP FRM & HNDL-22" W522-2SET	20	SET		
16	DUST MOP FRM & HNDL-48" W548-2SET	10	SET		
17	DUST MOP FRM & HNDL-60" W560-2SET	10	SET		
18	DUSTER-HAND SHORT HNDL-CLOSED HEAD (NO SUB) FD-926EA	50	EACH		
19	ENZYME D-BACTERIAL/ENZYME CULTURE # DEODORANT SIX 1 GAL PER CASE BIG D #500	200	CASE		
20	FIRST AID KIT #FA-25	25	EACH		
21	FLOOR MAT 4X8 SUPER SCRAPER BROWN #SLO48BR	25	EACH		
22	FLOOR MAT 4X8 SUPER SCRAPER RED #SLO48RD	25	EACH		
23	JOHNSON FLOOR STRIPPER FREEDOM SC SUPER CONCENTRATED 34630 GREEN SEAL	200	EACH		
24	JOHNSON FLOOR SEALER FOR TERRAZZO TILE PLAZA 5 GAL JW04171	200	BOX		
25	FOUL WEATHER GEAR TWO PIECE BIB SUIT SIZES TO BE determined	144	SET		
26	GLOVES-RUBBER GLOVES – PER DOZEN "ALL SCHOOLS"	50	DZ		
27	GLOVES – WORK-COTTON/LEATHER PALM CENTURY #4104 one size fits most/per pair GLLPEA	100	PR		
28	GOGGLE SPLASH PROTECTORS	10	EACH		
29	GUM REMOVER – 12 OZ AEROSOL AR183-12	50	CN		
30	HAND TRUCK W/5" WHEEL HT179	10	EACH		
31	KNIFE-PUTTY-STIFF-BLADE-1 ½ #4203-RED DEVIL (NO SUB) IM3200EA	200	EACH		

East Orange School District Custodial Supply List SY 2015-2016

	A	B	C	D	E
32	LADDER STEP TYPE A-8 FT. ALUMINUM	10	EACH		
33	LADDER STEP TYPE 6 FT. ALUMINUM	10	EACH		
34	MASK 8500 3M COMFORT MASK-600/CASE CM58500	25	EACH		
35	MOP HEAD COTTON 24 OZ. WIDE BRAND, 8PLY E024C/CS	150	CASE		
36	MOPE HEAD RAYON 24 OZ, WIDE BAND, 8PLY E024R/CS	100	CASE		
37	MOP-SPONGE-O'CEDAR-9" W/SQUEEZER HEAD DR0201EA	100	EACH		
38	MOP-WRINGER BUCKET COMBO RUBBERMAID RU6121-01YE	50	EACH		
39	NAPKINS-SANITARY NAPKINS 250/CS TP4MT/W/DISPENSER	10	EACH		
40	STRIPPING PADS HI-PRO 20" 5/CS	100	CASE		
41	PADS-20" HI-SPEED BUFFING PADS (BEIGE) 5/CS MA20HS	200	CASE		
42	SHAMPOO PADS 19" TUC19	100	EACH		
43	PADS-STRIPPING PADS 20" BLACK 5/CS MA20HS	100	CASE		
44	PAIL-PLASTIC 5QT IM5505	25	EACH		
45	TOILET PLUNGER	25	EACH		
46	TERRY CLOTHS 25 LB BOX RGWH25T	100	BOX		
47	SHOVEL SNOW HIGH CARBON STEEL 14" X 18" SS604	50	EACH		
48	SIGNS WET FLOOR RU6109EA	50	EACH		
49	SQUEEGEE 36" FLOOR SQUEEGEE	25	EACH		
50	SQUEEGEE 12" WINDOW W/HNDL ST12SET	14	SET		
51	SQUEEGEE 18" WINDOW W/HNDL ST18SET	5	SET		
52	TOILET BOWL ACRYLIC MOP	48	EACH		
53	TOILET BOWL BRUSH HEAVY DUTY EB1222EA PLASTIC ONLY – NO METAL	32	EACH		
54	TOILET TISSUE 1 PLY 1000 SHEETS 96/CS CA5410 W/DISPENSER	250	CASE		
55	TOILET TISSUE 2 SCT-720 JRT 1-PLY JUMBO 6 ROLLS/CASE SC720 W/DISPENSER	500	CASE		
56	TOWEL-C FOLD WHITE 2 PLY 10 7/16 OR 10 2X14 2400/CS W/DISPENSER	500	CASE		
57	TOWELS ECOSOFT BAYWEST NATURAL TOWEL 313 6/CS W/DISPENSER	1000	CASE		
58	URINAL SCREEN PLAIN 12/BX IM1402	54	BOX		
59	WD 40 OIL TREATMENT 9 OZ. CAN WD40011EA	12	CAN		
60	MOP HANDLE, WE ALUMINUM GRIPPER 60"	30	EACH		
61	RAGS TERRY CLOTH 25" BOX	7	BOX		
62	DESK DOLLY 600 LB. CAPACITY	2	EACH		
63	DOME LID FOR WASTEBASKET 55 GAL RUBBER 2657-CONT 2657-LID	50	EACH		
64	DRILL, ELECTRIC ¼"	22	EACH		
65	JOHNSON DUST MOP TREATMENT CONCUR DUST 1 GAL 4/CS JW04759	10	CASE		
66	AMERICAN FLAG 5 X 8 STAR COTTON	1	EACH		

East Orange School District Custodial Supply List SY 2015-2016

	A	B	C	D	E
67	JOHNSON FLOOR FINISH 5 GAL BAG IN A BOX VECTRA FLOOR FINISH JW04071	150	EACH		
68	FLOOR MAT 4 X 8 SUPER SCRAPER GREEN SLOO48GRN	4	EACH		
69	WORK COTTON GLOVES, ONE SIZE FITS MOST	10	PR		
70	GOOD BYE GRAFFITI REMOVER FOR IN 4/1 GAL.	10	CASE		
71	ICE MELT 100 LBS. SAFE STEP 1M100	100	BOX		
72	MOP-WHITE #2260 OVAL W/CASTERS PLASTIC RUBBERMAID 26 QT PAIL	5	EACH		
73	PRESSURE WASHER	2	EACH		
74	SALT SPREADER #55125	2	EACH		
75	SCRUB BRUSH BILEVEL DECK 10" X	3	SET		
76	FLOOR & BASEBOARD SCRUBBER PADS 5/BX BROWN MA85ABOX	3	BOX		
77	TOILET BOWL CLEANER 12 32 OZ. CREW JW04560	500	CASE		
78	BACK PACK LEAF BLOWER CALL DISTRICT FOR DETAILS	3	EACH		
79	LOBBY DUSTER PAN-OPEN-RCP 2531	200	EACH		
80	IMPACT PLASTIC LOBBY DUST PAN BROOM-BROWN 36' H X 8" W X XL 5"D IMP2601	6	CASE		
81	PLASTIC LOBBY DUST PAN 40" IMP 91531	12	CASE		
82	BOOTS RUBBER 12-20/10-20/9-20/13-20	80	EACH		
83	JOHNSON MAINTANCE REJUVENATOR, REVIVE PLUS SC #JW02974600	100	EACH		
84	FOUL WEATHER GEAR TWO PIECE M-30/L-30/XL-30/XXL-30/XXXL-10	75	CASE		
85	DUSTER WITH EXTENSION HANDLE TXF 9442	50	EACH		
86	SANITARY NAPKIN DISPOSAL HOSPECO BOUBLE ENTRY SWING TOP HOS 2201	24	EACH		
87	RECEPTACLE LINERS FOR SANITARY NAPKIN	100	CASE		
88	TOOL BOX SET	24	EACH		
89	WATERPROOF FLASHLIGHT	30	EACH		
90	JOHNSON WATERBORNE WOOD FLOOR CLEANER JW014683	35	CASE		
91	FLOOR MACHINE (PLEASE SPECIFY MAKE/MODEL)	1	EACH		
92	ANGLER BROOM 30" HANDLE	200	EACH		
93	HANDY KLENZ/URINAL SCREEN W/BLOCK	150	EACH		
94	HANDY KLENZ/RIM BASKET W/DEODORANT BLOCK	250	EACH		
95	8" HEAVY DUTY SCRAPER W/TELESCOPIC STEEL HANDLE	250	EACH		
96	HYDE TOOLS HAMMER HEAD 6-IN-1 POLYWOOL	250	EACH		
97	POLYWOOL DUSTERS W/EXTENSION HANDLE	250	EACH		
98	CYCLONIC ACTION TRUE HEPA SANITARY/COMMERCIAL	75	EACH		
99	SNAPBACK/UHS RESTORER	250	EACH		

East Orange School District Custodial Supply List SY 2015-2016

	A	B	C	D	E
100	DISPENSER J-FILL J-100 LOW FLOW BOTTLE FILL #3163577	70	EACH		
101	DISPENSER J-FILL J-100 HIGH FLOW BUCKET/SCRUBBER FILL #3163585	70	EACH		
102	PERDIEM GENERAL PURPOSE CLEANER WITH HYDROGEN PEROXIDE	500	GAL		
103	TWINKLE STAIN STEEL CLEANER & POLISH 15200090.	500	EACH		
104	BREAK DOWN J-FILL 2.5 ODOR ELIMINATOR 5773791	500	EACH		
105	GENERAL PURPOSE CARPET SPOTTER. 32 oz. 04192	100	EACH		
106	CONQ-R-DUST DUST MOP TREATMENT #04751 12X17 OZ	150	EACH		
107	PRO STRIPS SC HIGH EFFICIENCY FLOOR STRIPPER 5547355	500	EACH		
108	WATERBORNE FINISH CROSSLINKER WOOD FLOORS 1X12.7 OZ 5142235	50	EACH		
109	WOOD CARE T-BAR APPLICATOR & PADS 1X24" HEAVY WEIGHT T-BAR #99040	50	EACH		
110	1X24 APPLICATOR PAD 99042	50	EACH		
111	BRAVO POWER FOAM FLOOR STRIPPER 4966769	50	EACH		
112	ALL-SORBS SAFETY ABSORBANT #28284101 34101 2 ½ LB 6/CS. (ALL-SORB IS NON-TOXIC TO HUMANS, ANIMAL & PLANTS)	100	EACH		
113	4963331 OXIVIR FIVE 16 CONC J-FILL 2/2.5-L Each box contains 2 bottles	500	EACH BOX		

Business/Company Name _____

Address _____

Telephone/Fax: _____

Email: _____

Name of Bidder/Contact Representative (please print) _____

LIST OF BID SUBMISSIONS ON "EQUIVALENT" LINE ITEMS

<u>LINE ITEM NO.</u>	<u>DESCRIPTION (SPECIFY EQUIVALENT PRODUCT: NAME BRAND, ETC)</u>	<u>QTY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>TOTAL</u>

**NOTE: PLEASE MAKE AN ADDITIONAL COPY OF THIS SHEET IF NECESSARY,
AND
ATTACH ALL PRODUCT SPECIFICATION SHEETS FOR EACH ITEM LISTED.**