

**Township of Hillsborough
Somerset County
New Jersey**

Bid Package For

CUSTODIAL SERVICES

For the Period From

August 1, 2026 through July 31, 2028

Hillsborough Township Committee
Catherine Payne, Mayor
Shawn Lipani, Deputy Mayor
Samantha Hand, Committeeman
Robert Britting, Committeeman
Jill Gomez, Committeeman

Dana Margelis
Qualified Purchasing Agent (QPA)
Issued: April 23, 2026

SOLICITATION OF BIDS FOR
CUSTODIAL SERVICES FOR THE PERIOD
FROM
August 1, 2026 through July 31, 2028

Enclosed are the terms, specifications and bid forms.

BIDS DUE: **June 5, 2026**
10:00 a.m.

RETURN BIDS TO: **Dana Margelis, QPA**
Township of Hillsborough
Attn: Finance Office
379 South Branch Road
Hillsborough, New Jersey 08844

(908) 369-4313 ext 7112
(908) 369-3981 – (Fax)

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

Any bid not in the possession of the Qualified Purchasing Agent by the specified prevailing time of bid opening will not be accepted and will be returned unopened.

**TOWNSHIP OF HILLSBOROUGH
SOMERSET COUNTY**

**CUSTODIAL SERVICES FOR THE PERIOD
FROM AUGUST 1, 2026 THROUGH JULY 31, 2028**

TABLE OF CONTENTS

A.	NOTICE TO BIDDERS	5
B.	INSTRUCTIONS TO BIDDERS	6
	I. BID	6
	II. WITHDRAWAL OF BIDS	6
	III. DEFINITIONS	6
	IV. BID SECURITY	7
	V. SECURITY FOR FAITHFUL PERFORMANCE	7
	VI. CHANGES	7
	VII. INTERPRETATIONS AND ADDENDA	8
	VIII. ASSIGNABILITY	8
	IX. RECORDS AND AUDITS	8
	X. COMPLIANCE WITH LOCAL LAWS	8
	XI. NON-COLLUSION AFFIDAVIT	8
	XII. NJ BUSINESS REGISTRATION CERTIFICATE	8
	XIII. EXAMINATION AND OBTAINING DOCUMENTS	9
	XIV. STATEMENT OF OWNERSHIP	9
	XV. DISQUALIFICATION	9
	XVI. EQUIVALENT QUALITY	9
	XVII. BIDDERS TO EXAMINE SITE AND CONDITIONS	10
	XVIII. EQUAL EMPLOYMENT OPPORTUNITY	10
	XIX. NEW JERSEY AFFIRMATIVE ACTION REQUIREMENTS	11
	XX. QUALIFICATION OF BIDDER	13
	XXI. PREPARATION OF BID/BASIS OF CONTRACT AWARD	14
	XXII. INSURANCE	14
	XXIII. INDEMNIFICATION	14
	XXIV. WORKERS AND COMMUNITY RIGHT TO KNOW ACT	14

C.	TECHNICAL SPECIFICATIONS	15
	I. PROPOSAL AND SCHEDULE OF BIDS	15
	II. REPRESENTATION OF BIDDER	15
	III. PROPOSAL FORMS	15
	IV. TOWNSHIP REPRESENTATIVE	16
	V. QUALIFICATION OF BIDDER	16
	VI. SPECIFICATION FOR CUSTODIAL SERVICES	16
	VII. SERVICE	16
	VIII. SUPPLEMENTARY SPECIFICATIONS	16
	IX. CONTRACT PERIOD	17
	X. CANCELLATION CLAUSE	17
D.	DETAILED SPECIFICATIONS	17
	I. GENERAL	17
	II. PRICE	17
	III. PAYMENT	17
E.	PROPOSAL AND SCHEDULE OF BIDS	18
	I. BID PROPOSAL	18
	II. REMINDER SUMMARY	20
	III. REPRESENTATION OF BIDDERS	21
	IV. ADDENDA AND CONTRACT DOCUMENTS	21
	V. DISCLOSURE OF OWNERSHIP	22
	VI. NON-COLLUSION AFFIDAVIT	23
	VII. CONSENT OF SURETY	24
	VIII. BIDDER’S QUALIFICATIONS	25
	IX. PERFORMANCE RECORD	27
	X. EXHIBIT A (MANDATORY AFFIRMATIVE ACTION LANGUAGE)	28
	XI. PROPOSAL AND SCHEDULE OF BIDS EQUIVALENT QUALITY	30
F.	HILLSBOROUGH TOWNSHIP CONTRACT	31
G.	SPECIFICATIONS FOR CUSTODIAL SERVICES	34

A. NOTICE TO BIDDERS

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Qualified Purchasing Agent, for the Township of Hillsborough, County of Somerset, State of New Jersey on Friday, June 5, 2026 at 10:00 a.m. prevailing time at the Hillsborough Township Finance Office at the Municipal Complex, 379 South Branch Road, Hillsborough, New Jersey 08844 at which time and place bids will be opened and read in public for:

**CUSTODIAL SERVICES FOR THE PERIOD FROM
August 1, 2026 through July 31, 2028**

Specifications and other bid information may be obtained by calling the Finance Department at 908-369-4313 ext 7112 during normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m., or by contacting Dana Margelis at dmargelis@hillsboroughnj.gov.

Bids must be made on Standard Proposal Forms in the manner designated in the instructions to bidders and must be enclosed in sealed envelopes addressed to: Dana Margelis, QPA, Hillsborough Township, 379 South Branch Road, Hillsborough, New Jersey 08844 and must be accompanied by a complete Non-Collusion Affidavit, Consent of Surety by the Bidder and list of Subcontractors in accordance with N.J.S.A. 40A:11-16 and 40A:11-22, Bidders Qualifications, Statement of Ownership, a certified check, cashiers check or bid bond in the amount of ten percent of the bid submitted but not to exceed twenty thousand dollars and be delivered to the Finance Office on or before the hour above named. The Bidder to whom the contract is awarded will be required to furnish a Performance Bond from any acceptable surety company.

Bidders are required to comply with the affirmative action requirements of P.L.1975, c.127 (N.J.S.A.17:27 et seq.).

Respondents shall comply with the requirements of P.L. 1975 c. 127 (NJSA 17:27 et seq.) Bidders must, at the time of the bid, be registered under the New Jersey Business Registration Act and submit a copy of the New Jersey Business Registration Certificate with the bid.

By Order of the Township Committee of the Township of Hillsborough.

Dana Margelis
Qualified Purchasing Agent
Hillsborough Township

B: INSTRUCTIONS TO BIDDERS

B-I: BID

- a) Sealed Bids will be received by the Township of Hillsborough in the Finance Office at the Municipal Complex, 379 South Branch Road, Hillsborough, New Jersey, on Friday, June 5, 2026, at 10:00 AM, prevailing time and then publicly opened and read aloud.
- b) Bids will be submitted for a lump sum single contract. Bids are to be submitted on the prescribed form provided, enclosed in an envelope, marked "*Custodial Services For The Period From August 1, 2026 through July 31, 2028*" sealed and addressed as stated in the Notice to Bidders. All specifications are to be returned with the Bids in order to confirm that all Bids were based on the specifications returned.
- c) Each Bid shall be accompanied by a certificate from an acceptable surety company authorized to do business in the State of New Jersey stating that it will provide the Bidder with a Performance Bond for the full contract amount.
- d) All amounts must be clearly written in ink, or typewritten.
- e) Bids that are incomplete, unbalanced, not signed or dated, conditional or obscure or which contain additions not called for or inferred, erasures, alterations, or irregularities of any kind or do not comply with the Legal Notice and Specifications may be rejected at the option of the Owner. Each and every change made to such Bid should be signed and dated by the Bidder along side the change. The Township Committee reserves the right to reject any and all Bids for the above reasons.
- f) The Bids based upon specifications shall be held as made with full knowledge of conditions and requirements.
- g) The Township of Hillsborough will award a contract to the lowest responsible Bidder. Materials must be "equal to" or "better" than the standards established in the specifications.

B-II: WITHDRAWAL OF BIDS

No Bidder may withdraw their Bid once submitted until the lapse of sixty (60) days after the actual opening.

B-III: DEFINITIONS

- a) Where the word "Owner" is used, it shall refer to the Township Committee of the Township of Hillsborough, Hillsborough, New Jersey.
- b) Where the word "Contractor" is used it refers to the successful bidder to whom the award is made.
- c) Wherever "equal" appears in these specifications, it shall mean as approved by the Township Representative consistent with the requirements contained in Article B XVI.

B-IV: BID SECURITY

- a) Each Bid must be accompanied by a certified check or cashiers check of the Bidder or Bid Bond on a form of Bid Bond found acceptable and to be in compliance with New Jersey law duly executed by the Bidder as principal and having as surety thereon a Surety Company approved by the Owner and authorized to do business in the State of New Jersey in the amount of no less than ten percent of the base Bid but not in any case to exceed twenty thousand dollars. Cashiers or certified checks and Bid Bonds shall be made payable to the Township of Hillsborough.
- b) All Bid security, except the security of the three apparent lowest responsible Bidders, shall be returned, unless otherwise requested by the Bidder, within ten days after the opening of the Bids, Sundays and Holidays excluded and the Bids of such Bidders shall be considered as withdrawn. Within three days, Sundays and Holidays excepted, after the awarding and signing of the Contract and the approval of the Contractor's Performance Bond, the bid security of the remaining unsuccessful Bidders will be returned to them. This shall all be in accordance with N.J.S.A. 40A:11-24.
- c) The successful Bidder, upon their failure or refusal to execute and deliver the Contract and Performance Bond required within fifteen calendar days after they has received the final Contract from the Owner, shall forfeit to the Township of Hillsborough as minimum liquidated damages for such failure or refusal, the security deposited with this Bid.

B-V: SECURITY FOR FAITHFUL PERFORMANCE

- a) Simultaneously with delivery of the executed Contract, the successful Bidder also shall furnish a surety bond or bonds as security for the faithful performance of this Contract. Said Performance Bond shall be in the full amount Bid price. Such Bond shall cover the guaranteed period.
- b) The Surety on such Bond shall be acceptable to the Owner and authorized to do business in the State of New Jersey.
- c) The Bid shall be accompanied by a Consent of Surety certificate executed by the Surety Company stating that it will provide the Bidder with a Bond in such sum as is required in the Legal Notice or in the specifications. This certificate shall be obtained in order to confirm that the Bidder to whom the contract is awarded will furnish Performance Bond from an acceptable Surety Company.

B-VI: CHANGES

- a) The Owner may, from time to time, request changes in the scope of the work of the Contractor to be performed hereunder or the goods or equipment to be supplied by the Contractor hereunder subject to N.J.A.C. 5:30-11.1 and following. Such changes including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Owner and the Contractor shall be incorporated in written amendments to the Contract and approved by the governing body.

B-VII: INTERPRETATIONS AND ADDENDA

- a) Bidders are expected to examine all specifications with care and observe all their requirements. Ambiguities, errors or omissions noted by Bidders should be promptly reported in writing to the Acting Township Clerk whose interpretations or corrections thereof shall be final. In the event the Bidder fails to notify the Township of such ambiguities, errors or omissions, the Bidder shall be bound by their Bid.
- b) The Bidders will make no changes in the documents.
- c) Interpretations of such discrepancies and such supplemental instructions as may be required will be issued as written addenda. Notice of revisions or addenda to advertisements or Bid documents relating to Bids shall, no later than five (5) days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of Bids, be made available by notification in writing by Certified Mail to any person or corporation who has received a Bid package. Every request for interpretation must be received in writing not later than ten (10) days prior to the Bid opening date, Saturdays and Sundays excluded. Failure of any Bidder to incorporate the subject matter of the addenda in the Bid shall not release such Bidder from any obligation under their Bid as submitted. All addenda issued shall become part of the Contract documents and shall be acknowledged in the Bid.

B-VIII: ASSIGNABILITY

The Contractor will not assign any interest in the Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Owner thereto.

B-IX: RECORDS AND AUDITS

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Owner or any other appropriate governmental entity with jurisdiction.

B-X: COMPLIANCE WITH LOCAL LAWS

The Contractor shall comply with all applicable laws, ordinances, and codes of the Federal, State, County and Local Governments.

B-XI: NON-COLLUSION AFFIDAVIT

Each Bidder shall submit with their Bid a Non-Collusion Affidavit in the form provided herein.

B-XII: NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Each Bidder must, at the time of the bid, be registered under the New Jersey Business Registration Act and submit a copy of the New Jersey Business Registration Certificate with the bid.

B-XIII: EXAMINATION AND OBTAINING DOCUMENTS

The Instructions to Bidders, Form of Bid, Form of Contract, and Specifications may be requested by calling the Finance Department at 908-369-4313 ext 7112 during the normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m., or by contacting Dana Margelis at dmargelis@hillsboroughnj.gov.

B-XIV: STATEMENT OF OWNERSHIP

There shall be submitted with the proposal a statement setting forth the names and addresses of all stockholders in the Corporation or Partnership or Limited Liability Company who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership or members in the Limited Liability Company who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a Corporation or a Partnership, the stockholders owning ten percent (10%) or more of that Corporation stock or the individual partners owning ten percent (10%) or members owning 10% or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner or member subject to the ten percent (10%) ownership criteria has been listed.

B-XV: DISQUALIFICATION

The Owner reserves the right to disqualify bids before or after opening upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Bidder, which in turn, shall be reported to the appropriate governmental authorities.

B-XVI: EQUIVALENT PRODUCT

- a) Wherever, in the contract documents or specifications, an article, material, apparatus, product or process specified in detail or called for by trade name or catalog reference, or by the name of patentee, manufacturer or dealer is called for, it shall be the basis of the Bid.
- b) Should the Contractor desire to substitute other articles or materials, or apparatuses, products or processes which they consider suitable, they shall state in their Bid, in a place provided for, the name of the substitute item and manufacturer and the amount of credit they proposes to allow for the substitution. The proposed substitution shall not constitute an alternate Bid.
- c) Where two or more articles, materials, apparatus, products or processes are listed as acceptable by reference to trade name or otherwise, the choice of these shall be optional to the Contractor.
- d) The successful Bidder shall furnish such information as required by the Township to demonstrate that the article, material, apparatus, product or process they wish to use is the equal of that specified in quality, furnish, design, efficiency and durability and has been elsewhere demonstrated to be equally serviceable for the purposes for which it is intended. The Contractor shall set forth the reasons for desiring to make this substitution.

- e) The Township shall be the final authority in the determination of the Equivalent Quality of any and all proposal substitutes.

B-XVII: BIDDERS TO EXAMINE SITE AND CONDITIONS – MANDATORY REQUIREMENT:

All Bidders or their representatives are required to visit the site of work of the Contract and examine the immediate site for purposes of access, performance, safety and all other considerations, regardless of any previous custodial service contracts. This is a mandatory meeting and bids will only be accepted from those who have attended. Bids from non-attendees will be rejected. Walk through is scheduled for Tuesday, May 19, 2026 st 10:00am.

Bidders shall make all necessary investigations in order to become thoroughly informed as to the character or magnitude of the work involved and the complete execution of the contract including difficulties that might be encountered in the performance of the work specified. Each Bidder must fully inform themselves as to the conditions under which the work shall be performed.

B-XVIII: EQUAL EMPLOYMENT OPPORTUNITY

- a) During the performance of this Contract, the Contractor agrees as follows:
 - 1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin, ancestry, marital status or sex, affectional or sexual orientation. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex, affectional or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection of 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 non-discrimination clause.
 - 2. The Contractor or Subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applications will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex, affectional or sexual orientation.
 - 3. The Contractor will send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under this Equal Opportunity clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - 4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and all of the rules, regulations, and relevant orders of the Secretary of Labor.

5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor or pursuant thereto, and will permit access to their books, records, and accounts to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the Equal Opportunity clause of this contract, or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the statement preceding subparagraph 1 and the provisions of subparagraphs 1 through 8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as a means of enforcing such provisions including sanctions for compliance: Provided, however, that in the event the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the Township Committee to enter into such litigation.
8. A breach of paragraphs 1, 2, 3, 4, 5, 6, and 7 may be grounds for termination of the contract and for debarment as provided in 29 CFR 5.6.

B-XIX: NEW JERSEY AFFIRMATIVE ACTION REQUIREMENTS

- a) As to Procurement or Service Contracts

During the performance of a Procurement or Service Contract, the Contractor agrees as follows:

1. 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 or sex, 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 or sex, affectional or sexual orientation.

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 Equal Employment Opportunity Officer setting forth provisions of this non-discrimination clause.

2. The contractor or subcontractor, where applicable, will in all solicitations, advertisements for employees placed by or on behalf of the contractor that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex, affectional or sexual orientation.
3. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Public Agency Equal Employment Opportunity 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.
4. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L., C. 127, as amended and supplemented from time to time.
5. 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 section 5.2 of the Regulations 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 section 5.2 of the Regulations promulgated by the Treasurer pursuant to P.L.1975, C. 117, as amended and supplemented from time to time.
6. The contractor or subcontractor agrees to inform in writing all recruitment agencies, 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 or sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
7. 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.
8. 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 or 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.

Provisions (4), (5), (6), (7) or (8) are not required for subcontractors with four (4) or fewer employees or a contractor who has presented evidence of a federally approved or sanctioned Affirmative Action Program.

b) New Jersey Affirmative Action: Notice to Bidders

This Contract is considered to be a procurement contract and as such the successful bidder must execute Exhibit "A".

1. Bidders are required to comply with the requirements of P.L. 1975, C 127 (N.J.A.C. 17:27). If awarded a professional or special services contract the company/firm will be required to comply with the requirements of P.L. 1975, C 127 (N.J.A.C. 17:27).
2. You are hereby notified that the Township of Hillsborough is an equal opportunity employer.
3. You are hereby notified that the Township of Hillsborough does not and will not permit discrimination against minorities or women as those terms are defined in N.J.A.C. 17:27.
4. You are hereby notified that the language and requirements set forth in B-XX are restated in the bid documents entitled Exhibit A attached hereto and that you will be required to sign Exhibit A at the time of contract execution (Exhibit A shall be signed in the case of Procurement, Professional or Service Contracts).
5. With respect to procurement or service contracts, the successful bidder employer/contractor shall provide the municipality at Contract signing with one of the following three documents.
 - a. Proof of Federal Affirmative Action Plan Approval, or
 - b. The New Jersey State Certificate of Approval from the Department of Treasury, or
 - c. A completed Affirmative Action Employee Information Report (AA302) which shall be filed with the Department of Treasury. A copy of said forms is included with the bid documents accompanying these instructions to bidders. This form may be obtained from the Township Clerk's Office during normal business hours.

B-XX: QUALIFICATION OF BIDDER

a) Experience and Capital Required

Bidders must be experienced in the kind of work required to be performed, have the equipment required, and/or have the means to secure it, have sufficient capital, have the work force, ability, size and appropriate work load to properly execute the work within the time allowed based on the project involved.

b) Unsatisfactory Past Performance

Proposals received from bidders who have previously failed to complete contracts within the time scheduled therefor, or who have performed similar work in an unsatisfactory manner may be rejected.

B-XXI: PREPARATION OF BID/ BASIS OF CONTRACT AWARD

If and when a contract is awarded, award will be based on the lowest lump sum bid who meets all criteria of the bid specifications.

B-XXII: INSURANCE

The successful Bidder shall maintain sufficient insurance to protect against all claims under Workers' Compensation, general liability and automobile, and shall be subject to approval for adequacy of protection, and certificates of such insurance shall be provided to the Township of Hillsborough naming the Township as an additional insured when required.

B-XXIII: INDEMNIFICATION:

The Bidder, if awarded a contract, agrees to protect, defend and save harmless, the Township of Hillsborough against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and they further agree to indemnify and save harmless the Township of Hillsborough from 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 of the acts of the Contractor, their servants or agents.

**B-XXIV: WORKERS AND COMMUNITY RIGHT TO KNOW ACT
MATERIAL SAFETY DATA SHEET**

Pursuant to N.J.S.A. 34:5-1 et seq. the State Department of Health has adopted a Workplace Hazardous Substance List (N.J.S.A. 8:59-9) which includes 2051 substances that pose a threat to the health and safety of employees. Therefore, under the provisions of N.J.S.A. 8:59-7, each Bidder must furnish the Township a "Material Safety Data Sheet" for each product they supply the Township which contains a substance listed on the Hazardous Substance List. These Material Safety Data Sheets must be submitted to the Township upon award of the Contract. The Township of Hillsborough reserves the right to request a copy of the applicable Material Safety Data Sheet be forwarded with the delivery of a product to the appropriate Township department. Furthermore, under the provisions of N.J.S.A. 8:59-5, each product shall have a label affixed or stenciled onto any container that contains such substances and is going to be supplied to the Township.

TECHNICAL SPECIFICATIONS

C-I: PROPOSAL AND SCHEDULE OF BIDS

The Township of Hillsborough intends to award a contract for **CUSTODIAL SERVICES FOR THE PERIOD FROM AUGUST 1, 2026 THROUGH JULY 31, 2028**

Sealed bids will be received by the Qualified Purchasing Agent for the Township of Hillsborough in the

Hillsborough Township Municipal Complex
Finance Office
379 South Branch Road
Hillsborough, New Jersey 08844
Friday, June 5, 2026 at 10:00 a.m.

At which time said bids will be publicly opened and read aloud for furnishing the services and/or supplies as required by the Township.

The conditions and requirements of these specifications are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids and selection of the of the lowest responsible bidder.

The Township shall be the sole judge concerning the merits of all bids and samples submitted.

C-II: REPRESENTATION OF BIDDERS

The undersigned as Bidder hereby declares and warrants:

- a) That they are financially solvent and that they are experienced and competent to perform the type of work or to furnish the plan, materials, supplies or equipment to be so performed or furnished by them.
- b) That they are familiar with all Federal, State, County and Municipal laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to, any special acts relating to the work or to the project of which it is a part.
- c) The undersigned is aware that the Township has provided for special items for body fluid clean-up. It is the Township's intent to award based upon the lowest lump sum price without special items.

C-III: PROPOSAL FORMS

Specifications for the description of items and other information, as required to be used in identifying the Township's requirement, are indicated on the Proposal Form. The items and characteristics listed are the specifications that the Township will accept.

Any non-material deviations from these TECHNICAL SPECIFICATIONS must be identified.

Any material deviations from specifications contained in a Bid will cause that Bid to be rejected.

In the event that any of the items shall be rejected as unsuitable or not in conformity with specifications, such items shall at once be removed and other items of proper quality shall be furnished in place thereof at the expense of the successful bidder.

C-IV: TOWNSHIP REPRESENTATIVE AFTER BID AWARD

The Township Representative after the bid has been awarded will be:

Glenn DeAngelis
21 East Mountain Road
Hillsborough, New Jersey 08844
Telephone Number (908) 369-3950

This person is designated as the Township Representative and will be the point of contact for performance issues after execution of the Contract.

C-V: QUALIFICATIONS OF BIDDER

Bids for Custodial Services for the Period from August 1, 2026 through July 31, 2028 will be considered only from vendors not listed on any debarred list published by the State of New Jersey.

C-VI: SPECIFICATION FOR CUSTODIAL SERVICES FOR THE PERIOD FROM AUGUST 1, 2026 THROUGH JULY 31, 2028

The Township is requesting Bids for custodial services for the period from August 1, 2026 through July 31, 2028. Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing the Contract. Any such violation will result in cancellation and the removal from Bid list.

Bid prices are to remain for the full term of the Contract to allow the Township to determine the lowest responsible Bid that will, as determined by the Township, fulfill the intentions of this solicitation.

C-VII: SERVICE

Bidder must have capability to provide custodial services for the period from August 1, 2026 through July 31, 2028.

C-VIII: SUPPLEMENTARY SPECIFICATIONS

The Contract awarded between the Township and the successful Bidder:

(1) shall establish the contractual obligation regarding the specific items, specifications and quantities to be provided to the Township of Hillsborough.

C-IX: CONTRACT PERIOD

This Contract is for two years.

Beginning: August 1, 2026
Ending: July 31, 2028

C-X: CANCELLATION CLAUSE

The Township of Hillsborough may at any time during the Contract period, terminate the Contract by giving thirty (30) days notice in writing to the other party of its intention to do so.

The Township of Hillsborough has a right to eliminate any item, items or groups, prior to awarding the Contract.

D. DETAILED SPECIFICATIONS

D-I: GENERAL

Bids are being solicited for Custodial Services for Hillsborough Township.

Bids must be made on "Proposal & Bid Form" which is attached to and made a part of these specifications, and shall be returned in a sealed envelope using address label provided in specifications.

Bids must be received by the Township of Hillsborough, Finance Office, 379 South Branch Road, Hillsborough, New Jersey 08844 on or before 10:00 A.M. on the 5th of June, 2026 of the public opening.

D-II: PRICE

The bids shall be for the quantity stated in the Proposal and Bid Form. The bid price shall include labor, material, equipment, and all else necessary therefore and incidental thereto to complete the required work.

D-III: PAYMENT

A Purchase Order will be provided to the Bidder prior to completion of the Contract. The signed Purchase Order and an Invoice will be submitted to the Township for payment and will be paid according to Township payment schedule.

E. PROPOSAL AND SCHEDULE OF BIDS

E-I: BID PROPOSAL

**TOWNSHIP OF HILLSBOROUGH
SOMERSET COUNTY
NEW JERSEY**

**CUSTODIAL SERVICES FOR THE PERIOD FROM
August 1, 2026 through July 31, 2028**

To: Township of Hillsborough
Attn: Dana Margelis, QPA
Municipal Building
379 South Branch Road
Hillsborough, New Jersey 08844

Township of Hillsborough:

The undersigned has carefully read all of the specifications and has acquainted himself with the needs of the Township, has provided the Township with the necessary documents and agrees to furnish the Township with:

Custodial Services

Term of Contract:
Starts: August 1, 2026
Expires: July 31, 2028

TOTAL LUMP SUM BID FOR ENTIRE CONTRACT TERM:

_____ **(in dollars)**

WRITTEN AMOUNT OF BID:

This bid made herein is irrevocable by the undersigned bidder or the personal or legal representative of the bidder.

Signature

_____, 2026

Date

<u>SPECIAL ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1.	Body Fluid Clean-up Initial Service Call	\$ _____ each call
2.	Body Fluid Clean-up Labor Charge Cleaning Materials	\$ _____ per man hour

Name of Corp. or Trade Name of Bidder

Signature/Bidder

Title/Bidder

Address

Telephone

E-II: REMINDER SUMMARY

The following represents a list of those documents and materials, which may be required in connection with this project. Specific review should be made of the General Instructions to Bidders, Specific Instructions to Bidders, Supplemental Conditions and Technical Specifications to ascertain what those documents are.

This reminder summary is not included to bind the Township of Hillsborough. Its purpose is to act as a courtesy to all potential Bidders so as to remind them of what documents or materials they should be aware of in connection with bringing together their formal bid package.

- Statement of Ownership - Be sure that this form is included in your bid package and for every partner or stockholder or member which holds an interest of 10 percent or more in that corporation or partnership or limited liability company, that stockholder's or partner's or member's name and address is included.
- Non-Collusion Affidavit
- Consent of Surety
- Bidders Qualifications
- Affirmative Action Requirements - While this information is not required with the submission of bids, it is required after an award is made and must be in place at the time the contract is executed. The bidder is referred to Section B-XVIII and B-XIX addressing affirmative action.
- New Jersey Business Registration Certificate
- Equivalent Quality Substitution List
- Bidder's Qualifications
- Form verifying the Status of the Bidder as Either a Corporation, Partnership, Sole Proprietorship, or Limited Liability Company.
- Performance Record
- Equivalent Product Substitution List
- List of Subcontractors
- Verification of Receipt of Addenda

Once again, this reminder list is submitted to all Bidders strictly as a courtesy and is not to be binding on the Township of Hillsborough. Responsibility for ascertaining and submitting all documents needed for consideration of the Bid falls upon each and every Bidder.

E-III: REPRESENTATION OF BIDDERS

The undersigned as Bidder hereby declares and warrants:

- A) That they are financially solvent and that they are experienced and competent to perform the type of work or to furnish the plan, materials, supplies or equipment to be so performed or furnished by them;
- B) That they are familiar with all Federal, State, County and Municipal laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to, any special acts relating to the work or to the project of which it is a part;
- C) That they have carefully examined the Contract, the Specifications and the site of the work, and that from their own investigations, they have satisfied themselves as to the nature and location of the work, the character of equipment and other facilities needed for the performance of the work, and general and local conditions, and all other materials which may in any way affect the work or its performance;

The undersigned proposes to enter a Contract in accordance with this proposal for the following stated sums:

NOTE: DO NOT REMOVE THIS ITEMIZED PROPOSAL FROM THE SPECIFICATIONS

E-IV: ADDENDA AND CONTRACT DOCUMENTS

- A. The Bidder hereby affirms that they have received the following addenda:
 - Addendum No. _____ Dated _____
 - Addendum No. _____ Dated _____
 - Addendum No. _____ Dated _____
- B. The above Addenda are acknowledged parts of the Contract Documents as though originally incorporated therein.

E-V: DISCLOSURE OF OWNERSHIP

If bidder is a sole proprietorship,
 check here and
 do not complete this statement.

The UNDERSIGNED, as bidder, in accordance with P.L. 1977, Chapter 33, declares and submits this Statement of Ownership.

Bidder is a (check one): Corporation
 Partnership/Limited Liability Company
 Joint Venture

Full Name of Individual (Stockholder) (Partner) (Member)	Address of Individual (Stockholder) (Partner) (Member)	Share (%) Owned
1.		
2.		
3.		
4.		
5.		

Number of stockholders who own less than 10% of stock
 TOTAL 100%

If one or more such stockholder or partner or member is itself a Corporation or a Partnership, the stockholders owning 10% or more of that Corporation stock or the individual partners owning 10% or greater interest in that partnership or limited liability company, as the case may be, shall also be listed. This disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner or member subject to the 10% ownership criteria has been listed.

E-VI: NON-COLLUSION AFFIDAVIT

Bid Due Date June 5, 2026 at 10:00 am

STATE OF NEW JERSEY

ss:

COUNTY OF

I, _____ of the Township of _____

in the County of _____ and the 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 above-named project, and that I executed the said Proposal with full authority so to do; that said Bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-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 Township of Hillsborough relies upon the truth of the statements in awarding the contract for the said project.

(Signature)

Subscribed and sworn to before me this

_____ day of _____, 20__

Notary Public of
My commission expires _____, 20__.

E-VII: CONSENT OF SURETY

In consideration of the promises and of one dollar to it in hand paid by the

_____, the receipt whereof is hereby acknowledged, the undersigned consents and agrees that if the contract, for which the preceding estimate and proposal is made, be awarded to the corporation, person, or persons making the same, it will become bound as surety and guarantor for its faithful performance, and will execute it as party of the third part and if said corporation, person, or persons shall omit or refuse to execute said contract if so awarded it will pay, on demand, to the said Township any difference between the sum bid by said corporation, person, or persons and the sum which the said Township may be obliged to pay the corporation, person, or persons to whom the contract may be awarded; the amount in each case to be determined by the bids for said contract.

In witness whereof, said surety has set its seal and caused these presents to be signed by its duly authorized officers, this

_____ Day of _____ 2026.

ATTEST:

_____ By _____

(Surety) _____ (Seal)

ATTEST:

_____ By _____
(Title)

E-VIII: BIDDER'S QUALIFICATIONS

The Bidder shall complete the following information:

Submitted by _____
(The Bidder)

An Individual A Co-partnership A Corporation A Limited Liability Company

Address _____

To be completed for a partnership. Date of organization or formation _____.

State whether partnership is general, limited, or association _____.

NAME OF PARTNERS	ADDRESS
_____	_____
_____	_____
_____	_____

To be completed for a corporation. Date incorporated or formed _____

State _____

Present officers of the corporation:

TITLE	NAME	ADDRESS
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

If the by-laws of the corporation provide for other offices, attach statements listing their titles, names, and addresses.

Accompanying this Proposal is a Consent of Surety and a Bid Guarantee, in the form of a Bid Bond (), a Certified or Cashier's Check (), payable to the order of the

In the sum of _____

_____ Dollars \$ _____

CORPORATION

The undersigned is a corporation formed under the laws of the state of

Laws of the State of _____ having
principal offices at _____

Telephone Number _____

Trade Name of Bidder

1. Signed by _____

Signature _____

Title _____

2. Signed by _____

Signature _____

Title _____

3. Signed by _____

Signature _____

Title _____

Signed This _____ Day of _____, 20_____

NOTE: If a partnership, all partners must sign. If a corporation, the president and at least one other officer must sign. If a proprietorship, the proprietor must sign. Proposals signed by an agent must be accompanied by a Power-of-Attorney for the Principal or Principals involved. Attach additional signature sheets in the above form if necessary. This form also applies to a Limited Liability Company.

E-IX: PERFORMANCE RECORD

How many years has your organization been in business under your present business name?

What is the experience of the principal individuals of your organization?

Individual's Name	Present Position or Office	Years of Experience	Magnitude & Type of Work	In What Capacity
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

Has any officer or partner of your organization ever failed to complete a contract handled in their own name? _____

If so, state name of individual, name of owner, location and type of project, and reason for the failure to complete. _____

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will 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, gender identity or expression, disability, nationality 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, 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, 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 personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable 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 subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

E-XI: PROPOSAL AND SCHEDULE OF BIDS EQUIVALENT QUALITY

If awarded this Contract, we propose the following equivalent quality substitutions for incorporation into the work of this project in place of the indicated specified items:

Item Number	Description	Proposed Substitution

F: HILLSBOROUGH TOWNSHIP CONTRACT

Agreement for Products, Goods, Supplies and Equipment

This agreement made this _____ day of _____ 2026

BETWEEN: THE TOWNSHIP OF HILLSBOROUGH
379 South Branch Road
SOMERSET COUNTY, NEW JERSEY
A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY

Hereinafter referred to as the "TOWNSHIP".

AND: XX

With offices located at: XX

Hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, the Contractor submitted a bid or proposal to the Township to furnish and deliver such goods, products and/or supplies for the price and within the time hereinafter mentioned, in accordance with plans, specifications or requests for submissions on file in the office of the Township Clerk; and

WHEREAS, the Governing Body of the Township accepted the proposal or bid of said Contractor by adopting a resolution awarding a contract in accordance with the Local Public Contracts Law.

NOW THEREFORE the Contractor, for and in consideration of the payments hereinafter described, hereby covenants and agrees to furnish the aforesaid goods, products, and/or supplies and related services in connection therewith, if any, to the Township in accordance with the following terms:

PURPOSE OF CONTRACT

1. The purpose of the contract is as described in the plans, specifications or request for submissions prepared by the Township which is attached and incorporated herein and made a part of this contract. The purpose of said contract may be summarized as follows:

CUSTODIAL SERVICES FOR THE PERIOD FROM AUGUST 1, 2026 THROUGH JULY 31, 2028

SCOPE OF WORK

2. Contractor will provide such goods, products and/or supplies and related services in connection therewith, if any, to the Township in accordance with the proposal or bid and any other materials provided to the Township by Contractor which materials is attached and incorporated herein and made a part of this contract. The goods, products, and/or supplies involved in the contract may be summarized as follows:

Custodial Services for the Period from August 1, 2026 through July 31, 2028

ACCEPTANCE OF WORK

3. Contractor hereby accepts the contract and agrees it will, in a timely fashion, provide the goods, products and/or supplies and related services, if any, in connection therewith, as called for by the contract.

SPECIFICATIONS AND TIME FRAME

4. Contractor further covenants and agrees to furnish and deliver to the Township those items, which comprise the contract in accordance with the plans or specifications and bid or proposal. Contractor will furnish said goods, products and/or supplies and related services, if any, in connection therewith upon stipulated notice and within the stipulated time frame called for by the contract. The contract shall be effective immediately after it is signed, unless otherwise stipulated, and remain in force for the remainder of the stipulated contract period or until the completion of the specified project. The time frame for delivery may be summarized as follows:

August 1, 2026 through July 31, 2028

COMPENSATION

5. The Township agrees to pay Contractor for said goods, products and/or supplies and related serviced, if any, in connection therewith after the goods, products and/or supplies are delivered and in accordance with the time frame for payment set forth in the contract for the quantities required at the respective unit prices proposed by the Contractor, pursuant to the actual quantities or estimates, if any, set forth in the specifications. The compensation for this contract may be summarized as follows:

TERMINATION

6. The Township may terminate the agreement by thirty-(30) days written notice. In that event, the Contractor shall be paid for goods, products and/or supplies and related services, if any, provided in connection therewith to the point of termination provided said goods, products and/or supplies and related services, if any are of the intended quality and the work rendered in connection therewith was performed in a reasonable, proper and workmanlike manner.

QUALITY OF GOODS, PRODUCTS AND/OR SUPPLIES

- 7. All goods, products and/or supplies delivered shall be of a first rate quality and fit for the purpose for which they are intended. Any services rendered in relation thereto shall be performed in a good and workmanlike manner.

NON-WAIVER

- 8. Failure or neglect of the Township to require any compliance with any term or condition in this contract or the specifications shall not be deemed a waiver of such term or condition.

ASSIGNMENT OF SUBLETTING

- 9. Contractor covenants and agrees not to assign or sublet the work specified or covered under the terms of this contract without the prior approval, in writing, of the Township.

AFFIRMATIVE ACTION REQUIREMENTS

- 10. Contractor shall provide the municipality at contract signing with one of the following three documents:
 - a) Proof of Federal Affirmative Action Plan Approval; or
 - b) The New Jersey State Certificate of Approval from the Department of Treasury; or
 - c) Completed Affirmative Action Employee Information Report (AA302) which shall be filed with the Department of Treasury and is attached hereto. This form may be obtained from the Township Clerk's office during normal business hours.

IN WITNESS THEREOF the Township of Hillsborough has caused this instrument to be signed by its Mayor, attested by the Township Clerk and its Corporate Seal to be hereunto affixed pursuant to a Resolution of the Township of Hillsborough passed for that purpose and the Contractor has set its hand and seal the day for the purposes expressed herein, to be effective as of August 1, 2026.

Contractor

Township of Hillsborough:

Catherine Payne
Mayor

Sarah Brake
Township Clerk

G: SPECIFICATIONS FOR CUSTODIAL SERVICES

G-I: SCOPE

To provide custodial services for Hillsborough Township facilities

- | | | |
|----|--|-------------------|
| 1. | Municipal Building, including Police Department, and all Restrooms | 97,084 S.F. |
| 2. | Public Works Offices and Restrooms | <u>7,730 S.F.</u> |
| | | 104,814 S.F. |

A copy of the Township’s annual holiday schedule will be provided to the successful bidder. In 2026, there are 14 holidays. The 2027 and 2028 holiday schedules have not been determined.

The Police Department is open 7 days per week, 24 hours per days.

The Library hours of operation are as follows:

Monday through Thursday	10:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 6:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

G-II: SCHEDULE OF TASKS

A. Daily Chores

1. Sweep or dust mop then damp mop all tile and slate and painted floors, landings and stairways. Vinyl tile floors must have a HIGH GLOSS. Painted and slate floors must be kept clean and preserved.
2. Vacuum all carpets and spot clean carpets every day. Including the recessed mat in the vestibule at the main entrance of the building.
3. Empty all interior and exterior trash and recycle containers remove trash and recyclables to proper storage location. Replace plastic liners in trash containers.
4. Clean and scour drinking fountains and exterior fountains.
5. Clean mirrors, clean and disinfect toilets, urinals and face bowls.
6. All cleaning will be carried out between the hours of 7 PM to 6 AM. No custodial services will be done before or after time stated at the Municipal Complex or Public Works. (Only exception is B-8)
7. All areas must be cleaned Sunday through Thursday evenings. In addition, the Police Department must be cleaned every Friday night. For holiday closures that occur Monday through Thursday, the municipal complex and library will not have to be cleaned on the evening of the holiday. However, the Police Department must still be cleaned every Sunday through Friday evenings, as they do not close for holidays.
8. Fill all restroom soap dispensers – soap refills will be supplied by the Township.
9. There are 41 sinks, 38 toilets, 1 triple sink, 7 showers, and 6 urinals.
10. There are 10 conference rooms which are included in these services.

11. Recycling – Remove all recycling materials from offices to recycling containers provided by the County. Although recycling is pre-sorted by Township employees, the Contractor will be required to final sort/separate all recyclables and place in designated dumpsters location in the Playground Parking Lot on the west side of the Municipal Building.
 - a. Office Paper:
High Grade: White Ledger, Low Grade: Yellow or Colored Computer Paper
No carbon, blueprints, crumpled paper, food contaminated paper and no styrofoam.
 - b. Aluminum & Bi-Metal Cans
No aluminum foil
No cleaning supply cans
 - c. Glass Bottles
All colors are accepted and there is no need to remove labels
No light bulbs of any kind
 - d. Newspapers and Magazines
Remove hard covers from all books
 - e. Corrugated Cardboard
Corrugated cardboard must be separated from office paper and broken down and stacked no greater than 24" square
No pizza boxes
 - f. Plastic Bottles Only
No plastic bottles containing chemicals.

12. Checklist – a Daily Checklist of required cleaning tasks will need to be filled out and verified by the on-site Township staff member each day.
 - B. Weekly Chores
 1. Clean partitions in restrooms
 2. Clean and wax Judge's, Mayor's and Committee's benches in courtroom, tables in all meeting rooms and offices.
 3. Dust all window sills and blinds
 4. Remove fingerprints from doors, around light switches and other door frames
 5. Clean and damp wipe all chairs in courtroom and meeting rooms
 6. Vacuum upholstered furniture
 7. Damp mop and buff all tile, slate and painted floors, buildings and stairways
 8. Clean Violations Office every Friday between the hours of 3:30pm and 4:30pm. In the event the building is closed, the cleaning shall be performed the day prior.
 - C. Monthly Chores – To be completed between the 1st and 5th of each month
 1. Wash all waste containers. All containers will have plastic liners changes as needed.

2. Bathrooms – complete scrubbing and cleaning of vents, ceramic tile walls and floors and shower stall walls (fiberglass-use non abrasive cleaner), bowls, basins and urinals and complete machine scrubbing of all floors followed by a disinfectant wash, including shower curtains.
 3. Remove scuffs and hand prints, as needed, from walls, doors, etc.
 4. Clean inside and outside of glass in entrance doorways, side panels and atriums
 5. Remove recessed mat in the vestibule of the main entrance of the building, vacuum entire recessed area and reinstall mat.
- D. Bi-Monthly– To be completed between the 6th and 11th of: July -September- November- January- March-May
1. Carpet Shampooing - Public area (halls, committee meeting room, conference room A, conference room B, senior activities room) (approx. 6,341 sq. ft.) every two (2) months, or as requested, not to exceed 6 times per year. Carpet treatment (i.e. scotchguard) shall be applied by the contractor following each shampooing.
 2. Scrub and apply wax to vinyl tile floors. Scrub and seal slate and painted floors. Wet mop concrete slab floors, including storage area.
 3. Clean appliances, counters, tables, sinks and cabinets in all break rooms – these rooms will be identified
- E. Quarterly Chores – To be completed between the 12th and 16th of: July –October – January -April
1. High Dusting (dusting of light fixtures and HVAC diffusers).
 2. Kitchens – complete scrubbing of vents, walls, sinks, appliances, tables and exposed plumbing and machine scrubbing of floors followed by a disinfectant wash.
 3. Attend quarterly meeting for review of performance with Township personnel, which will be held either virtual or in-person
- F. Semi-Annual Chores – To be completed between the 17th and 21st of: September – March
1. Wash all building external windows (inside and out)
 - a. Municipal Building
 - b. Public Works Facility
 2. Shampoo carpets in all office areas and all open areas in the library (approx. 58,420 sq. ft.), multi-purpose room carpet (approx. 906 sq. ft.) and strip and seal VCT tile in multi-purpose room, kitchen and storage closet (approx. 4850 sq. ft.) Strip and seal VCT tile in Senior Activity Room (approx. 750 sq. ft.)
 3. Strip and refinish ceramic tile floors in main hallways (approx. 5,300 sq. ft.)
 4. Clean tables and chairs in multi-purpose room and training center: approx. 100 tables, 40 soft blue chairs, and 200 black folding chairs

The following areas are excluded from this cleaning contract:

- a. Board of Education
- b. Generator Room

G-III: MATERIALS AND EQUIPMENT

A. GENERAL

All equipment (i.e. vacuum cleaners, mops, buckets, cleaning rag) shall be supplied by the contractor.

All waxes, cleaners, polishes, and other cleaning solvents shall be USDA and OSHA approved. and shall be supplied by the Township.

All paper products, garbage bags and soaps for bathrooms (i.e. toilet paper, paper towels, hand soap for dispensers) shall be supplied by the Township.

Any Township supplied items will be stocked in the janitor closets and storage areas provided to the vendor.

Janitor closets shall be maintained to the same standards as the remainder of the building. The Township shall provide additional shelves and hooks as may be needed.

Sprinkler valves and controls, and electrical panels are to be unobstructed at all times.

B. ENVIRONMENTAL CLEANING SUPPLIES & SERVICES

Alternatives exist for almost every product used to perform cleaning services that are less hazardous, save energy and water, and reduce waste. The Township of Hillsborough is a certified "Sustainable Jersey" municipality committed to the implementation and practice in the utilization of environmentally friendly or "green" products in the performance of cleaning services and the use of non-toxic or minimally toxic cleaning products, and as many items as possible that are provided by the Township will meet that criteria.

G-IV: CONTRACTOR EMPLOYEES

All contractor employees will be required to pass a background security check through the Hillsborough Township Police Department. These background checks must be scheduled, completed and confirmed as acceptable no later than June 30, 2026.

G-V: PERIOD OF CONTRACT

This contract shall commence and shall extend for two (2) years, August 1, 2026 through July 31, 2028

G-VI: INSURANCE

The contractor must be bonded, in the amount of ten thousand dollars per employee. Proof of insurance coverage and workers compensation required. Liability insurance is to be a minimum of One Million dollars. Proof of such bonding and insurance coverage shall be provided prior to contract execution.

G-VII: DAILY SUPERVISION

Contractor further than a 20 mile radius will be considered for this contract provided they meet the following criteria: It is the intention of this specification to insure that the successful bidder will be able to provide the supervisory staff necessary to oversee the work of its employees. The geographic distance between the place of business and the Municipal Complex may be such as to inhibit or preclude onsite daily supervisory direction. However, to encourage free, open and competitive bidding, the Township will consider all bidders without geographic area limitation provided such bidder as well as a bidder within a 20 mile radius represents and documents, in their bid, their ability to provide daily onsite job supervision.

G-VIII: PENALTIES

Any contractor accumulating three (3) written unsatisfactory service notices may be penalized \$250.00 per violation. In addition, if any written unsatisfactory service notice results in a Township expenditure of money to remedy the deficiency caused by the contractor, the contractor shall reimburse the Township for such expenditure. All sums due to the Township under this penalty provision shall be paid by having the penalty or reimbursement sum deducted from the amount due the contractor on the following months invoice.

PENALTIES WILL BE STRICTLY ENFORCED FOR UNSATISFACTORY SERVICE. FAILURE TO FOLLOW THE SPECIFIED SCHEDULES AND PROVIDE ALL SERVICES IN A SATISFACTORY MANNER WILL BE DEEMED A BREACH OF CONTRACT.

G-IX: ITEMIZED BILLING

The contractor must submit, monthly, a detailed billing narrative for the previous month showing the various contractual chores performed during that month. All chores shall be included in the annual base bid which shall be paid in equal monthly installments.

G-X: INSPECTION/COMPLAINTS

There will be a weekly inspection of all facilities between contractor and Township's representative. All work must meet Township's approval. The Township shall institute a complaint management system that will centralize complaints. The Director of Public Works or their designee shall coordinate communication of complaints or problems to the contractor's representative. The contractor shall correct conditions leading to the complaint in a timely manner. Failure of the contractor to correct the problem (s) or appropriately respond shall result in a written notice of unsatisfactory service and termination of contract.

G-XI: WRITTEN NOTICE OF UNSATISFACTORY SERVICE

Unsatisfactory service means a failure to properly perform one or more of the chores, duties and responsibilities delineated in the specification after being advised of a problem or complaint by the Public Works Director. The Director of Public Works shall be the sole determiner of whether and when a written notice of unsatisfactory service should be issued. A written notice of unsatisfactory service may be accomplished by fax as well as by delivered correspondence.

G-XII: CANCELLATION OF CONTRACT

If the Township exercises its right of termination, said termination, shall be effective thirty (30) days after the notice of termination is issued, unless the Township, in its sole discretion, choose a longer termination period. The contractor agrees that it will continue to honor its obligations under the contract even after the notice of termination and through the effective date of termination.