

SPECIFICATIONS FOR THE
HIRED TRUCKS FOR SNOW REMOVAL
FOR THE TOWNSHIP OF GLOUCESTER
COUNTY OF CAMDEN

MAYOR



DEPARTMENT HEAD



BUSINESS ADMINISTRATOR

SOLICITOR

BID OPENING DATE: November 23, 2021 @ 10:00 A.M.

SPECIFICATIONS # P.W.: 2021

SPECIFICATIONS

GENERAL

It is the intent of these specifications to establish minimum standards of equipment and performance for contracting supplying trucks and snow plows with operators for the purpose of assisting the Gloucester Township Public Works Department in snow removal operations when conditions are such that Township equipment cannot fully handle the snow emergency.

EQUIPMENT

The equipment to be furnished shall be trucks, Class I or Class II, on good working order, with all normal equipment necessary for snow plowing with plow and push frame. The contractor will be required to furnish all fuel, oil, lubricants, replacement parts, and chains for his equipment. Any hired plowing equipment which, in the opinion of the Gloucester Township Public Works Department, is not in good working order or is being operated improperly, will be removed from service and not recalled until defects are corrected.

OPERATORS

Operators of snow plowing trucks, furnished shall be duly licensed to operate the truck hired and shall be fully experienced in snow removal operations. Unless otherwise designated the Director of Public Works is the duly authorized representative of the Township and hired truck operators are to report to and receive instruction from him.

Relief operators, if required, shall be provided by the contractor at no additional charge. At no time will Township employees be permitted to operate contractor's equipment. The decision as to when relief operators are needed shall be made by the Director of Public Works, Gloucester Township, and his decision shall be final.

RATES AND HOURS

Compensation for use of hired equipment for snow plowing shall be made at the rate per hour bid in the proposal. Rates shall be inclusive of all incidental expenses connected with the operation and maintenance of the snow removal equipment.

Contractor shall indicate any other equipment which may be used in the snow removal operation and is relevant to the bid. In addition, supplemental trucks or equipment shall be described as above and applicable features noted. (i.e. 1 ton pick-up truck 4x4 with plow, dump truck equipped for salting and/or sanding, or bull dozer.)

TOWNSHIP MAP

A master Township map will be maintained at the Department of Public Works, 1729 Erial Rd., Blackwood, indicating the limits of section areas. This map will be available for examination by bidders and by successful contractors. This map will indicate exact limits for Section Areas.

VEHICLE AND EQUIPMENT DEFINITION AND REQUIREMENTS

- A. Truck for the purpose of this bid must be of the following classifications:
1. Class I – 8 tons and over-single axle
 2. Class II- 15 tons and over-tandem axle
 3. Graders/Front End Loaders/box
 4. Supplemental Equipment (as described by prospective bidders)
 5. Pick-up trucks (only to be used as directed by Public Works and at a set fee of \$126.50 per hour)
- B. Operating Costs, Maintenance, Repairs and Incidental Expenses.
All operating costs including labor, fuel, lubricants, maintenance, repairs, insurance, and incidental expenses will be borne by the Contractor and shall be included in the rental rates.
- C. Upon the award of contract, the vehicles and equipment as named by the contractor for the use in this proposal shall be designated available for the primary use if the Township of Gloucester during ice and snowstorm conditions.

To assure primary use of the Township of Gloucester, (see letter C above), the Township of Gloucester will pay a retainer of \$800.00 per piece of equipment. No retainer will be paid for pick up trucks. Five hundred sixty (\$560) dollars will be paid in the beginning of January and two hundred forty (\$240) dollars in May. In the event the Township of Gloucester is denied primary use, the \$800.00 retainer fee per piece of equipment shall be returned.

STANDARD RENTAL PERIOD FOR SNOW AND ICE REMOVAL

For this proposal, rental rates shall be based on hourly rental periods, except that time lost for repairs shall be deducted. Daily time sheets shall be maintained indicating Start & Stop times. (NOTE: All time to be determined by the Director of Public Works)

Time will be allowed in hourly increments, figured to the next one quarter hour period.

Lost time shall be figured to the next one quarter hour period as agreed upon between the authorized Director of Public Works and the Contractor as the time incurred. All lost time shall be indicated on the daily time sheet.

Rental time shall start when called by Gloucester Township Public Works Department to start operations. Rental time will stop when the Department of Public Works indicates that the snow removal operation shall cease and/or is acceptable for snowstorm/post-storm duration. The Director of Public Works reserves the right to "START" and "STOP" the contractor's operation for any said time period (minimum two (2) hours). If it is determined that the startup time is abnormally long, then the Director or his designee may start time when plowing actually starts. The decision in this case by the Township of Gloucester's Director will be final.

Rental will not be paid for any period of "down time" when equipment is not in operable condition.

STANDARD RENTAL RATES

- A. Plowing rates include all charges including sufficient labor (manpower) to operate this equipment.
- B. Rental hourly rates submitted will be standard for all days and nights including holidays and weekends.

SNOW AND ICE STORM STANDARD REQUIRED PROCEDURE

- A. Township Headquarters during storm periods will be the Department of Public Works, Gloucester Township, 1729 Erial Rd., Blackwood NJ
- B. The Township Headquarters will contact the contractors by telephone when it is necessary to commence plowing. Contractors shall maintain an emergency phone number in event that he cannot be reached.
- C. In the event heavier equipment, such as Bulldozer or Front-End Loader is necessary, contact the Township Headquarters.
- D. The Department of Public Works will be required to notify the contractor by telephone upon ending service, the Contractor will be required to notify Township Headquarters upon ending service.

INSURANCE

The lesser shall carry insurance in the limits of not less than \$300,000.00 or \$300,000.00 for Public Liability for personal injury including death and no less than \$150,00.00 for property damage. He shall carry Workmen's Compensation in accordance with the insurance requirements of the State of New Jersey. Certificates of such insurance coverage must be furnished with the bids. All signed contracts shall include by attachment a list of insurance naming the Township as added insured on automobile and General Liability insurance policies within ten (1) days of signed contract. Repairs to damage done to resident's property; landscaping, curbs, vehicles etc. are the responsibility of the contractor and are required to be repaired within a reasonable amount of time.

TERM AND LENGTH OF CONTRACT

The terms and time length of the Contract for furnishing Contract items specified shall be valid from the date of signing of the Contract and remain in effect through April of the following year.

TERMINATION OF CONTRACT

The Contract may be terminated by the Township of Gloucester upon ten (10) days written notice to the Contractor if the Contractor fails to carry out the provisions of the Contract and Specifications. The notice shall specify the particular breach or breaches of the Contract.

FAILURE TO PERFORM

In the event the Contractor fails to perform any of the provisions of the Contract, the Township of Gloucester may at its discretion give the Contractor three (3) hours written notice that it will perform the work which the Contractor fails to perform and charge the cost to the Contractor by determining the liquidated damages and deducting the amount from the Contractor's subsequent payment.

GENERAL INSTRUCTIONS TO CONTRACTORS

The Contractor further agrees to indemnify and hold harmless the Township of Gloucester as a result of the Contractor's failure to comply with the provisions of the Occupational Safety and Health Act of 1990 and the standards and regulations there under.

The work contemplated by these Specifications may be undertaken on any road, street or parking lot under the jurisdiction of the Governing Body.

At the time of Bid Response, the Contractor must list all intended Sub-Contractors and please note the following:

CONTRACTORS HIRING SUB-CONTRACTORS

If the Contractor hires Sub-Contractors to work with him the must also show they carry insurance in the limits of not less than \$300,000.00 and \$300,000.00 for Public Liability for personal injury, including death and not less than \$150,000.00 for Property Damage. He also shall carry Workman's Compensation in accordance with the insurance requirements of the State of New Jersey. Certificates of such insurance coverage must be furnished with the Contract. All signed Contracts shall include by attachment, a list of insurance; naming the Township as added insured on Automobile and General Liability insurance policies.

REJECTION OF PROPOSALS

The Mayor and Council reserve the right to reject any or all bids.

LIST OF EQUIPMENT FOR SNOW REMOVAL

Item	Plow Type	Cost per Hour	Quantity
1.) Class I Truck (8+ tons) Single axle		\$218.50	
2.) Class II Truck (15+ tons) Tandem axle		\$230.00	
3.) Front end Loader w/box or rubber edge		\$235.75	
4.) Grader		\$235.75	
5.) Backhoe/Must have box		\$193.20	
6.) Skid Steer		\$193.20	
7.) Supplemental equipment to be considered (please list type)			
8.) Pick-up Truck		\$126.50	

Contractor contact information:

Name:

Address:

Phone number:

Fax number:

Emergency Storm contact:

Name:

Phone:

The Township of Gloucester will pay a retainer of \$800.00 per piece of equipment.

Five hundred sixty (\$560.00) dollars will be paid in the beginning of January and

two hundred forty (\$240.00) dollars in May.

No retainer will be paid for pickup trucks.

**** All Contractors are responsible for any damage done during snow removal.***

EXHIBIT A

**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 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 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of 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.

**STATE OF NEW JERSEY - DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

**Part 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.starte.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (Chapter 25 List") further certify that I am the person listed above, or I am an officer complete the Certification below.

OR

I am unable to certify as above because the bidder and/or or more its, subsidiaries or affiliates is listed on the Department's Chapter 26 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging the investment in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES. CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name: _____ Relationship to Bidder/Offeror: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any Part 1: hereto to the best of my knowledge are true and complete. I attest that I am authorized to execute the certification on behalf of the above referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the state to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will constitute material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature _____

Title: _____ Date: _____