

Solicitation PARKS 2020

GRASS CUTTING AND PARK MAINTENANCE

Bid Designation: Public



City of Jersey City

Bid PARKS 2020 GRASS CUTTING AND PARK MAINTENANCE

Bid Number PARKS 2020
Bid Title GRASS CUTTING AND PARK MAINTENANCE

Bid Start Date Feb 21, 2020 8:00:31 AM EST
Bid End Date May 14, 2020 11:00:00 AM EDT
Question & Answer
End Date May 7, 2020 4:00:00 PM EDT

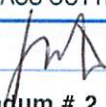
Bid Contact Patricia Vega
Assistant Purchasing Agent
Purchasing
201-547-4278
vegap@jcnj.org

Bid Contact Raquel Tosado
Purchasing
201-547-4439
rtosado@jcnj.org

Pre-Bid Conference **Mar 6, 2020 9:00:00 AM EST**
Attendance is optional
Location: A pre bid conference is recommended for this RFP. The contact person is Hector Ortiz and Sammy Ocasio. The location is DPW Complex, 13-15 Linden Avenue East, 3rd Floor, Jersey City, NJ 07305.

Addendum # 1

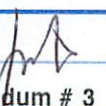
Changes were made to the following items:
GRASS CUTTING AND PARK MAINTENANCE



Addendum # 2

Previous End Date	Mar 19, 2020 11:00:00 AM EDT	New End Date	Apr 7, 2020 11:00:00 AM EDT
Previous Q & A End Date	Mar 12, 2020 4:00:00 PM EDT	New Q & A End Date	Apr 30, 2020 4:00:00 PM EDT

Changes were made to the following items:
GRASS CUTTING AND PARK MAINTENANCE



Addendum # 3

Previous End Date	Apr 7, 2020 11:00:00 AM EDT	New End Date	Apr 16, 2020 11:00:00 AM EDT
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Previous Q & A End Date Mar 31, 2020 4:00:00 PM EDT

New Q & A End Date Apr 9, 2020 4:00:00 PM EDT

Changes were made to the following items:

GRASS CUTTING AND PARK MAINTENANCE

Description

This bid specification is for grass cutting and park maintenance of various parks within Jersey City.

NOTE: THIS PROCESS REQUIRES A PAPER ONLY SUBMISSION WITH ORIGINAL SIGNATURES AND COMPLETION/INCLUSION OF ALL FORMS IN THE BID.

YOU MUST DOWNLOAD THE BID IN ORDER TO RECEIVE ANY ADDENDA(S) THAT MAY OCCUR.

Added on Mar 9, 2020:

See below clarifications;

Option A and B are the formulas strictly for **park maintenance only (no snow removal)**

Option A – bid for park maintenance on 1 or more parks (can select certain parks)

Option B – bid for park maintenance on all 4 parks (must bid on all 4)

Option C and D are the formulas for **park maintenance including snow removal**

Option C – bid for park maintenance and snow removal on 1 or more parks (can select certain parks)

Option D – bid for park maintenance and snow removal on all 4 parks (must bid on all 4)

Added on Mar 16, 2020:

See change of date for the receipt of proposals.

NOTE: Failure to acknowledge receipt of all addenda will cause the proposal to be considered non-responsive, and the proposal will be rejected.

Acknowledgement of receipt of each addendum must be clearly established and included with the proposal pursuant to N.J.S.A. 40A:11-23.2 (e).

Added on Mar 16, 2020:

Correction: Q&A deadline is March 31, 2020.

Added on Mar 19, 2020:

See change of date for the receipt of proposals.

NOTE: Failure to acknowledge receipt of all addenda will cause the RFP to be considered non-responsive, and RFP will be rejected.

Acknowledgement of receipt of each addendum must be clearly established and included with the RFP pursuant to N.J.S.A. 40A:11-23.2 (e).

Added on Apr 6, 2020:

See change of date for the receipt of bids.

NOTE: Failure to acknowledge receipt of all addenda will cause the bid to be considered non-responsive, and bid will be rejected. Acknowledgement of receipt of each addendum must be clearly established and included with the RFP pursuant to N.J.S.A. 40A:11-23.2 (e).



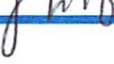
Added on May 8, 2020:

COVID-19 ADVISORY - ONLINE BID RECEPTIONS/PURCHASING LOCKBOX

In an effort to adhere to social distancing protocols and best practices imposed by City and State authorities, the City of Jersey City has canceled all public meetings and closed non-essential services as of March 16, 2020 until further notice. As a result, all bid receptions will be held virtually as video conferences with public access. Links to the online bid receptions appear on the City of Jersey City website at:

https://jerseycitynj.gov/CityHall/Clerk/publiccontracts/bid_openings

Bids may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service to a dedicated lockbox located in the lobby of 394 Central Avenue, Jersey City. Mail bids to: Raquel Tosado, Acting Purchasing Agent, QPA, Division of Purchasing, 394 Central Avenue, Third Floor, Jersey City, New Jersey 07307. Proposals forwarded by facsimile or email will not be accepted. Bids sent by mail or courier service must be received by the Acting Purchasing Agent no later than 4:00 P.M. on the last City business day before the day of the bid reception or no later than 11:00 A.M. on the day of the bid reception. Mail/Courier services need to be instructed to hand deliver bid proposals to the dedicated lockbox. Office hours Monday thru Friday 9:00 am to 4:00pm. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Acting Purchasing Agent. Bid proposals must comply with specifications. Any Bid Proposal received after the date and time specified will be returned, unopened, to the bidder.

Addendum # 1 
Addendum # 2 
Addendum # 3 

**CITY OF JERSEY CITY
DEPARTMENT OF PUBLIC WORKS
BID SPECIFICATIONS FOR:**

**GRASS CUTTING AND PARK MAINTENANCE OF VARIOUS
PARKS**

**SUBMISSION DEADLINE:
March 19, 2020**

ADDRESS ALL BID PROPOSALS TO:

**RAQUEL TOSADO, ACTING PURCHASING AGENT
394 CENTRAL AVENUE, 3RD FLOOR
JERSEY CITY, NJ 07306**

SPECIFICATIONS FOR:
GRASS CUTTING AND PARK MAINTENANCE AT VARIOUS
PARKS

Sealed bids will be received, opened and read in public by the Raquel Tosado, Acting Purchasing Agent at 394 Central Ave., 3rd Floor, Jersey City, N.J. on March 19, 2020. Bids may be submitted in person or may be sent by U.S. certified mail return receipt requested or may be sent by private courier service. Mail bids to: Raquel Tosado, Acting Purchasing Agent, Division of Purchasing, 394 Central Ave., 3rd Floor, and Jersey City, N.J. 07306. The Purchasing Director must receive bids sent by mail no later than 4:00 P.M. of the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Purchasing Director no later than 11:00 A.M. on the day of the bid reception. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Purchasing Director. Bid proposals must comply with specifications.

NOTICE TO BIDDERS

Sealed bid proposals will be received, opened and read in public by the Director of Purchasing at 394 Central Avenue, 3rd Floor, Jersey City, New Jersey 07307 at 11:00 A.M. on March 19, 2020.

**GRASS CUTTING AND MAINTENANCE OF VARIOUS CITY
PARKS**

Contract documents, specifications, and bid forms may be downloaded by going online to www.bidsync.com. Questions by prospective bidders concerning this bid must be done online at www.bidsync.com.

Bidders (Contractors) are required to comply with requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27. No firm may be issued a contract unless it complies with the equal employment opportunity and affirmative action provisions. These provisions require a careful reading and are incorporated herein by Reference. Bidders are also required to comply with the requirements of P.L. 2004, c. 57 that includes the requirement that contractors provide copies of their Business Registration Certificates issued by the New Jersey Department of the Treasury, as well as other provisions as listed in the Contract Documents.

Proposals **MUST BE ACCOMPANIED** by a Bid Bond or Certified Check, made payable to the City of Jersey City, in an amount equal to Ten (10%) Percent of the Bid but not in excess of \$20,000.00 made payable to the City of Jersey City.

Bids may be submitted in person, or may be sent by certified mail return receipt requested, or may be sent by private courier service. Mail bids to: Raquel Tosado, Acting Purchasing Agent, 394 Central Avenue, 3rd Floor, Jersey City, N.J. 07307. The Director of Purchasing must receive bids sent by mail no later than 4:00 P.M. on the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Director of Purchasing no later than 11:00 A.M. at 394 Central Avenue, 3rd Floor, Jersey City, N.J. 07307 on the day of the bid reception. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Director of Purchasing. Bid proposals must comply with specifications.

The City Director of Purchasing reserves the right to reject any and all bids received, or portion thereof, if deemed to be in the best interests of the City.

**ALLISON SOLOWSKY, DIRECTOR
DEPARTMENT OF PUBLIC WORK**

THE CONTRACT SHALL BE SIGNED BY ALL PARTIES WITHIN TWENTY-ONE (21) DAYS (SUNDAYS AND HOLIDAYS ACCEPTED) FROM THE AWARD OF SAID CONTRACT BY THE MUNICIPAL COUNCIL.

IN THE EVENT THAT THE PARTIES MISS THIS DEADLINE, THE PARTIES MAY AGREE IN WRITING TO AN EXTENSION OF THE TIME LIMIT SET FORTH ABOVE AT THE REQUEST OF THE CONTRACTING UNIT.

BIDDERS ARE REQUESTED TO FURNISH THE MANUFACTURER AND BRAND NAME ON THE PRODUCT OF WHICH THEY BID BY EITHER QUOTING ON BRAND NAME SPECIFIED WITHIN OR APPROVED EQUAL. FAILURE TO DO SO WILL RENDER BID INFORMAL.

IF BIDDER IS A PARTNERSHIP ON A SEPARATE COVER, LIST NAMES OF PARTNERS, OWNING TEN (10) PERCENT OR MORE OF THE PARTNERSHIP. IF A CORPORATION, LIST NAMES OF THOSE STOCK HOLDERS HOLDING TEN (10) PERCENT OR MORE OF OUTSTANDING STOCK. (SEE ATTACHED FORM)

THE CITY OF JERSEY CITY RESERVES THE RIGHT IN PROTECTION OF THE BEST INTERESTS OF THE CITY TO WAIVE ANY TECHNICAL ERROR, TO REJECT ANY BID OR ALL BIDS OR ANY PART THEREOF FOR ANY REASON WHATSOEVER.

BUY AMERICAN MATERIALS USED IN FILLING ANY CONTRACT RESULTING FROM THIS BID PROPOSAL MUST BE OF AMERICAN MANUFACTURE OR AMERICAN GROWN - WHEREVER AVAILABLE.

DELIVERY SHALL BE F.O.B. JERSEY CITY FREIGHT AND OTHER TRANSPORTATION CHARGES ARE THE RESPONSIBILITY OF THE SUPPLIER AND/OR CONTRACTOR.

Bidders (Contractors) are required to comply with the provisions of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27. No firm may be issued a contract unless it complies with this equal employment opportunity and affirmative action provisions, which require a careful reading.

Contractors for goods and services, including professional services that are not subject to a federally approved or sanctioned affirmative action program shall submit to the public agency, after notification of the award but prior to execution of a goods and services contract, one of the following three documents:

1. 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
2. A photocopy of a Certificate Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or

3. A photocopy of an Employee Information Report (Form AA 302) provided by the Division and distributed to the public agency to for completion by the contractor, in accordance with N.J.A.C. 17:27-4.

Refer to Exhibit A (Mandatory Equal Employment Opportunity Language for Goods, Professional Service and General Service Contracts) and additional Equal Employment Opportunity/Affirmative Action requirements found at the back of the specification. Any questions concerning compliance may be directed to: Jeana F. Abuan, P.A.C.O. – 13-15 Linden Ave. East, Jersey City, New Jersey 07305 - telephone # 201-547-4538 or to Raquel Tosado, Acting Purchasing Agent – 394 Central Ave., 3rd floor, Jersey City, New Jersey 07306 - telephone # 201-547-5156.

4. Americans with Disabilities Act of 1990 - Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included as Appendix A of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.
5. City of Jersey City Lobbyist Disclosure Ordinance.
The contract will be awarded in accordance with the provisions of the City's Disclosure of Lobbyist Representative Status Ordinance 3-9.1 et seq. adopted on June 12, 2002. The Contractor will be required to certify that the Contractor either did not retain the services of a lobbyist to lobby on behalf of the Contractor for the award of this contract, or if a lobbyist was retained by the Contractor for such purposes, the Contractor's lobbyist prior to commencing his/her lobbying activities, shall have filed a notice of lobbyist representative status form with the City Clerk. A Contractor whose lobbyist failed to comply with the provisions of Ordinance 3-9.1 et seq. following notice and an opportunity to be heard shall be disqualified from entering into contracts with the City for a period of two (2) years for each violation.

6. Insurance Requirements

Certificates of liability and Workmen's Compensation Insurance satisfactory to the City shall be filed with the City at the time the contract is signed.

The Contractor shall not commence work under the Contract or under any special condition until he has obtained all insurance as required under the following sub-paragraphs, and until such insurances have been approved by the City, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurances required of the subcontractor have been obtained and approved.

The Contractor shall take out and maintain, during the life of this Contract, Workmen's Compensation Insurance for all its employees at the site of the project and, in case any work is sublet, the Contractor shall require the Subcontractor similarly to provide Workmen's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contract at the site of the Project is not protected under Workmen's Compensation Statutes, the Contractor shall provide, and shall cause each Subcontractor to provide Compensation Insurance with a private company in an amount equivalent to that provided by the Workmen's Compensation Statutes for the protection of his employees not otherwise protected.

The Contractor shall obtain and keep in force during the term of the Contract, General Liability and Property Damage Insurance in companies and in form to be approved by the City. Said insurance shall provide coverage to the Contractor, any Subcontractor performing work provided by this Contract, and the City. The City of Jersey City, its officers, agents, servants, and employees as their interest may appear, shall be named as an additional insured on said policy insofar as the work and obligations performed under the Contract are concerned. The coverage so provided shall protect against claims for personal injuries, including accidental death, as well as claims for property damages, which may arise from any act or omission of the City, the Contractor or the Subcontractor or by anyone directly or indirectly employed by either of them.

The minimum policy limits of such insurance shall be as follows:

A. General Liability and Property Damage Insurance:

In an amount not less than \$1,000,000 for injuries, including wrongful death, to any one person, and subject to the same limit for each person, and an amount of not less than \$2,000,000 on account of one accident, and property damage insurance in an amount of not less than \$100,000 for each accident, and for an aggregate limit of not less than \$300,000. This insurance shall be written with an acceptable company authorized to do business in the State of New Jersey, shall be taken out before any operations of the Contractor are commenced, and shall be kept in effect until all operations shall be satisfactorily completed.

B. Automobile Insurance:

(a) Automobile Liability Insurance to cover each automobile, truck, vehicle or other equipment used in the performance of the Contract in an amount not less than \$1,000,000 on account of injury or death of one person and not less than \$2,000,000 on account of injury or death of two or more persons; (b) Property Damage Liability Insurance to cover each automobile, truck, vehicle or other equipment used in performance of the Contract in an amount not less than \$100,000 in any accident.

C. **Workers' Compensation:**

Workers' Compensation coverage with NJ statutory limits and Employer's Liability limits of no less than \$1,000,000.

D. **Notice of Change:**

Each and every insurance policy required by the terms of this Contract shall carry endorsement to the effect that the insurance company will give at least thirty days notice to the City of any modification or cancellation of any policy or policies.

INDEMNITY:

The Contractor agrees to save the City of Jersey City, its officers, agents, servants, and employees as their interest may appear, harmless from all loss or damage occasioned to it or to any third person or property by reason of any carelessness or negligence on the part of the City, the Contractor, Subcontractors, agents, and employees in the performance of the Contract and will, after reasonable notice thereof, defend and pay the expense of defending any suit which may be commenced against the City of Jersey City, its officers, agents, servants and employees as their interest may appear, by any third person alleging injury by reason of such carelessness or negligence, and will pay any judgement which may be obtained against the City of Jersey City, its officers, agents, servants, and employees as their interest may appear, in such suit.

The cost of such indemnification shall be included in the prices bid for the various scheduled items in the Proposal. So much money due to the Contractor under and by virtue of the Contract as shall be considered necessary by the City may be retained by the City and held until such suits, actions, claims or amounts shall have been settled and suitable evidence to that effect furnished to the City.

Proof of Business Registration - N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal or prior to the contract award. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at 609-292-1730. **N.J.S.A. 52:32-44** imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services

for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
3. During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling 609-292-1730.

Termination for Convenience

During the term of the contract, the City's Business Administrator shall have the right to terminate the contract for convenience by providing thirty (30) days' written notice prior to the effective date of termination. If the contract is terminated, the Contractor shall be paid for all obligations incurred and services rendered to the date of termination.

TO: ALL BIDDERS

FROM: RAQUEL TOSADO , ACTING PURCHASING AGENT

SUBJECT: BID RESPONSE FORM

In keeping with our policy of evaluating and updating our bidding procedures, we are requesting that all bid recipients who do not bid; return this form stating the reason(s).

Thank you in advance for your cooperation.

BID SUBJECT: GRASS CUTTING AND MAINTENANCE OF
VARIOUS PARKS

REASON(S) FOR NOT SUBMITTING A BID _____

Name: _____

Signature: _____

Title: _____

Date: _____

Please return this form to:

Raquel Tosado
 Acting Purchasing Agent
 394 Central Ave., 3rd Floor
 Jersey City, N.J. 07306

BID PROPOSAL/DOCUMENTS**GRASS CUTTING AND PARK MAINTENANCE OF VARIOUS PARKS****DPW/DIVISION OF PARK MAINTENANCE****INFORMATION TO BIDDERS**

Each bidder represents that its proposal is based upon the specifications described in the bidding documents.

Where a trade name or manufacturer's model or catalog number, the named product, describes items shall be construed to read "or equivalent". If a bidder substitutes any item other than that named in these specifications, the substituted items shall be the responsibility of the Contractor. All information necessary to prove equivalency of the substituted item must be included with the proposal submitted at the bid reception. Proposed substitutions shall satisfy all design conditions including performance and physical properties, which will be reviewed prior to approving the substitute.

If after review of all submitted materials, the substitution is deemed "not an equivalent" the bid will be rejected.

All items shall be accompanied by manufacturer's instructions pertaining to installation, use and maintenance as applicable, so as to be suitable for the intended purpose or service in the proposed methods of operation. All items shall be used in strict accordance with manufacturer's instructions, which will include instructions for appropriate reconditioning of existing or previously applied parts in a manner that will provide conditions to ensure satisfactory completed work.

SCOPE OF WORK

The Contractor agrees to maintain the parks listed on page 18 of these specifications in an aesthetically pleasing condition throughout the spring, summer, winter and fall seasons. Aesthetically pleasing shall include cutting; trimming and removing clippings from all sidewalks, basketball courts, and any other paved surface; the removal of heavy cuttings and trimmings from grass and lawn areas; and cutting in such a manner that does not direct trimmings into landscaped areas. The Contractor's maintenance responsibilities for City parks shall begin the week of April 1, 2020 and continue to March 31, 2021. Each park shall be maintained on a weekly cycle, and completed within a four (4) day period. The City requires that all cuts take place on Monday, Wednesday, and Friday based on weather conditions and shall be completed on the same day. Maintenance of the specified parks in the second year of the contract, if the contract is renewed, shall begin during the week of April 1, 2021 and continue to March 31, 2022.

The scope of work consists of the complete landscaping, and specialty maintenance of parks, walkways, sports fields, and facilities within the designated parks. The work consists of complete turf maintenance, fertilizer of all grassy areas, weeding and edging of ground cover, preventing and controlling of weeds in turf, planters and hardscape, trimming of shrubs, application of pesticides / herbicides, cleaning and maintenance of restrooms, hardscape areas, litter collection and disposal, leaf blowing / collection throughout the year, snow clearing of paved surfaces and other activities normally associated with full service maintenance of municipal parks, recreational facilities and landscaped areas. This bid specification is for routine, reoccurring maintenance only. The City reserves the right to award other contracts for any and all work which requires a separate bid process based upon the nature of the work and its anticipated costs. The awarding contractor is responsible for emptying barrels /garbage receptacles and also replacing of plastic bags into each barrel.

This specification includes sidewalk snow and ice removal services for the parks from November 15th through April 15th. The contractor will be required to perform the sidewalk snow and ice removal services as set forth in this section. The Director of Park Maintenance or his designee shall determine whether services will be performed as weather conditions warrant and transportation conditions permit. The City reserves the right to award a contract that may or may not include snow removal services.

A complete list of addresses has been provided on the proposal sheet at the end of this bid specification. Bidders are encouraged to inspect each park before bidding to familiarize themselves with all parks.

1. Removal of Snowfall

Contractors will remove all snowfall accumulation from assigned sidewalks. Contractors will use whatever method it determines, in its sole and absolute discretion, to be the most appropriate method to clear any snow and ice from sidewalks and interior walkways. Contractors will be required to clear the sidewalk of snow and ice to the full width of the sidewalk and clear all crosswalks and approaches onto City streets so as to maintain a passable sidewalk and crosswalk. Contractors will be responsible to remove snow from crosswalks and approaches after City plows have made snow removal passes during snow events.

2. Icy Conditions

Contractors shall treat icy conditions using appropriate and industry standard chemical applications as

necessary. Contractor must use only calcium chloride or environmental friendly deicer on sidewalks when designated.

Quality

The Director of Public Works / Director of Park Maintenance, or his/her designated representative, shall be the sole judge as to the adequacy and quality of maintenance. Where the Director of Public Works / Director of Park Maintenance, or his/her designated representative is mentioned in these General Provisions, it shall be noted that his designated representative may act in his behalf regarding administration of the contract. To insure consistent quality of the work being performed, the City representative may inspect all areas covered by this contract within 24 hours after work is scheduled to be performed for the month. Any deficiencies shall be recorded on the Performance Deficiency Notification form, and submitted to the Contractor for review and corrective action. After the correction period allowed in the Performance Deficiency Notification form has passed, the City representative shall re-inspect the deficient work and complete and submit a Performance Deficiency Status Memo to the Contractor.

1. EMERGENCY CALLS

The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working days and during hours outside of normal working hours. Calls of an emergency nature by the City may be referred to the Contractor for immediate response.

Contractor shall respond to emergency calls within two (2) hours from time of notification and shall notify the City Representative upon completion of the call out and the work performed. Contractor will be given a six (6) hours advance notice of an emergency and the designated start time.

Contractor shall designate a person(s) who shall be available to respond to emergency calls 24 hours per day. Contractor shall submit telephone number(s) to the City that can be used to obtain emergency service on a 24-hour basis.

Upon arriving at the site of an emergency, it shall be the responsibility of the Contractor to eliminate all unsafe conditions, which would adversely affect the health, safety or welfare of the public or notify the City Representative if that, is not possible. A failure to respond to an emergency at any level shall subject the Contractor to any primary or secondary costs arising from the emergency and may result in the termination of the contract.

2. Experience

Prior to contract award, the bidder who is being recommended for the award of this contract shall be required to demonstrate to the City that he/she can successfully perform maintenance work of the type involved in this contract and possesses suitable equipment to perform the work.

3. Licenses and Permits

The Bidder shall, prior to submitting its bid and during the contract period, possess all licenses and permits required for the performance of the work required by this contract. Contractor must possess a business license for pest control and must possess or employ person(s) possessing a valid pest control adviser's license. In addition, all persons performing pest control and handling pesticides / herbicides shall possess a valid qualified applicator's certificate in the appropriate category.

Subcontractors

No subcontractors shall be engaged by the Contractor to perform any of the contract work unless approve by the

Director or by his/ her designee. All persons engaged in the contract work shall be employees of the Contractor, and the Contractor shall be held directly responsible for their work, and performance. Equipment will be inspected on a bi- weekly basis by the Director of Public Works or his/her designee.

Personnel

The Contractor shall furnish sufficient employees at all times, to complete all work required under this contract during the regular and prescribed Hours. All such personnel shall be physically able to do their assigned work. The Contractor and his employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public. They shall be fully clothed in suitable company uniforms, with the name of the company and the employee clearly visible. The City may require the Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interests of the City. All personnel working on the City contract must be capable of communicating effectively with the City Representative and with the public.

Supervision

The Contractor shall assign adequate supervisory personnel to be on site each working day, working regular workhours, and during hours outside of normal working hours to include holidays and weekends for the duration of this contract. The Contractor and the supervisor shall have expertise and experience in comprehensive maintenance of a wide range of municipal facilities, including but not limited to: plant care, irrigation management, pest control, soils, fertilizers, and plant identification. The supervisors must be able to communicate effectively with the City Representative, the public and subordinate staff of Director of Parks and Forestry or his/her designee.

VEHICLE RESTRICTIONS

Trucks shall not drive on landscaped areas or walkways areas unless directed to do so by the Director of Park Maintenance or his / her designee.

PROTECTION AND PRESERVATION OF PROPERTY

The Contractor shall be responsible for the preservation of all public and private property along and adjacent to the work area, and shall be required to exercise due caution to prevent any damage or injury, thereto, as a consequence of his/her operation. All trees, shrubs, ground covers, fences, warning signals, street signs, walks, walls, structures, delineators, bike racks, vehicles, stairways or other property shall be adequately protected and should not be removed or disturbed without permission from the City. Any damages resulting from the Contractor's negligence shall be repaired/replaced at the Contractor's own expense.

The Contractor shall be responsible for repairing/replacing any existing plant material or irrigation systems in public or private landscapes damaged during maintenance operations, to their original condition at the Contractor's expense. Any damage to landscape areas shall be reported to the City's Director of Parks and Forestry or his/her designee no less than 24 hours.

PESTICIDE /HERBICIDE USE SPECIFICATIONS

GENERAL

The City's Department of Public Works encourages the use of effective pest control measures. Contractor shall have extensive knowledge and experience developing and implementing Integrated Pest Management Programs (IPM) and shall develop, implement and adjust an IPM program for all sites included in this contract.

All pesticide applications are to be made by or under the supervision of a person or persons with appropriate valid licenses, permits or certificates issued pursuant to all applicable Federal, State or local laws or regulations. Said person or company is to be currently registered to conduct a pest control business in the State of New Jersey.

Pesticide applications are to be made in strict compliance with the product label directions, restrictions, and precautions as well as with any other requirements deemed necessary by any county, state or federal regulatory agency, or the City's Department of Public Works.

Within thirty days of the award of contract, and/or prior to the actual start of work, Contractor shall supply to the City a list of all chemicals proposed to be used in the fulfillment of said contract. No "generic" chemicals shall be allowed for substitution purposes, unless approved by the City's Director of Park Maintenance or his/her designee. The most current specimen labels and Material Safety Data Sheets for all listed chemicals shall be supplied at this time and copies of the Qualified Applicator Licenses or Qualified Applicator Certificates issued by E.P.A., shall be submitted, as well as documentation of County registration. All above-mentioned items shall be resubmitted in January of each year that the Contract is in effect.

The City shall be notified in writing of any changes or deviations from the above list. Application of deviated materials shall not be made prior to approval by the City's Director of Park Maintenance or his/her designee.

A five working day notice in writing shall be given to the City prior to any pesticide application. Notice shall include: name of chemical, area to be treated, rate of chemical, method of application, date and time of day application is to be performed.

LANDSCAPE MAINTENANCE (All landscaped areas)

Shrub Maintenance:

Pruning: All shrubs to be trimmed in a rounded natural shape and proportion once every two weeks, and shall be trimmed so as not to interfere with vehicular and pedestrian clearance, visibility and access, unless otherwise directed by the City's Director of the Park Maintenance or his/her designee.

Prune shrubs to encourage healthy growth habits, natural form and proportion, symmetrical appearance and proper vertical and horizontal clearance. Pruning shall be performed as frequently as necessary to maintain shrubs at a height determined by the City's Director of Park Maintenance or his/her designee, but not less than monthly during periods of active growth.

Shearing: Only those plants specifically designated by the Director of Park Maintenance may be sheared to maintain a healthy look and condition. No square, decorative, 'poodle cuts', bonsai or other unnatural shapes shall be permitted.

Shearing of plants not designated by the City Representative shall result in the replacement of the plant with a 15 gallon-size plant of the same genus and species at the Contractor's expense.

Ground Cover Maintenance

Trimming: All ground cover is to be trimmed so as not to interfere with irrigation operation or to encroach onto private property, hardscape or the right-of-way. All ground cover areas shall be pruned to maintain neat edges. All ground cover is to be kept a minimum of 6" from, but not limited to, all trees, shrubs, walls and fences unless otherwise directed by City's Director of Park Maintenance or his/her designee.

Apply pre-emergent and post-emergent weed control to all ground cover and shrub beds at the maximum allowable rate per the manufacturer's label. Contractor may apply pre-emergent herbicide on a more frequent interval or when requested to manage weed populations at an acceptable level at no additional cost to the City.

This section does not authorize the Contractor to ignore any other required maintenance activity as stated in this specification. If there is a conflict in specifications, the higher level or more frequent maintenance requirement shall apply.

Turf Maintenance

Mowing

The Contractor shall mow and mulch all turf grass with properly sharpened and maintained equipment in a manner that ensures a smooth surface without ridges, depressions or scalping. Mowing patterns shall be alternated monthly.

Frequency Turfgrass and utility fields shall be mowed twice a week during the months of April through November.

Clippings

All clippings shall be efficiently mulched to leave no visible trace or picked up and removed to a disposal site. At no time shall unsightly clippings be left or removed following mowing operation. Failure to remove excessive clippings on the same day shall result in the issuance of a deficiency notice and possible reduction in payment.

Edging

All edges of turf shall be mechanically edged. Turf grass edging and trimming shall be performed at the time of mowing. All clippings shall be removed before vacating the site. All edging shall be done with a power edger equipped with a steel blade. In certain situations where a string trimmer may be more effective, the City may allow its use.

String Trimming

String trimming shall be performed at the same frequency as mowing. Mechanically trim growth using string trimmers around buildings, valve boxes, lamp fixtures, walls and signage, or other items located within turf areas. Extreme care shall be exercised with regard to use of string trimmers to prevent damage to improvements and/or plant material. The Contractor shall be responsible for any and all damages caused by the use of string trimmers. String trimmers may not be used around trees. Where trees and shrubs occur in the turf areas, all grass shall be trimmed at a level equal to the mow height. Complete removal of grass may be allowed around the base of trees, but shall not exceed more than 18" from the trunk of the tree and away from the dripline of shrubs.

Weeds

All turf grass areas shall be kept free of weeds at all times. Weed removal shall consist of complete removal of all weeds including top growth and roots from sidewalks.

Turf Reseeding And Restoration Of Bare Areas

Contractor shall over seed all damaged or bare areas of turf to re-establish turf to an acceptable quality on a continual basis. This task shall be performed at no additional cost to the City. Reseeded areas shall receive supplemental water by hand or portable sprinkler as needed to establish turf. Top dress seed and application rate shall be as approved by the City's Director of Park Maintenance or his/her designee.

SPORTS TURF MAINTENANCE

General The Contractor shall be responsible for removal of all litter and debris prior to mowing of any and all turf areas. All debris or litter caused by or worsened by the mowing operation shall be removed prior to the Contractor leaving the site. Failure to do so shall result in the issuing of a deficiency notice and a deduction from the monthly payment of the cost to clean up the debris.

Mowing Equipment

All sports fields, shall be mowed with a rotary or flail-type mower. All mower blades shall be sharp and adjusted properly to provide a clean, even cut at the specified height. All mowers must be thoroughly clean prior to arrival on the site. This is to prevent transportation and introduction of noxious weeds into the sports turf. The Contractor shall schedule sharpening of reels, back lapping of reels and reel adjustments, on a quarterly basis.

Height of Cut

The City's Director of Park Maintenance has determined that the height of cut of grass during the season will be an inch and half and will be done twice a week..If the height of cut changes, it will be determined by the Director of Park Maintenance and the Contractor will be notified in advance.

Disposal of Clippings

Clippings shall be collected and removed at the end of each mowing. No excess clippings shall be left to accumulate on top of any turf areas. Failure to remove excessive clippings on the same day shall result in the issuance of a deficiency notice and possible reduction in payment. Mulching mowers may be used upon prior approval by the City's Director of Park Maintenance.

String Trimming

String trimming shall be performed at the same frequency as the mowing operations, Mechanically trim turf growth using string trimmers around buildings, valve boxes, lamp fixtures, walls and signage. Extreme care shall be exercised with regard to use of string trimmers to prevent damage to improvements and/or plant material. The Contractor shall be responsible for any and all damages caused by the use of string trimmers. String trimmers may not be used around trees. Where trees and shrubs occur in the turf areas, all grass shall be trimmed at a level equal

to the mow height, if complete removal of grass is allowed it shall not exceed more than 18" from trunks of the trees and away from the dripline of shrubs. String trimming should not result in the turf being removed to the soil. If such damage occurs, the Contractor shall be responsible for re-seeding, topdressing and manually watering those areas until turf is re-established at no additional cost to the City.

General Terms and Conditions.

The Contractor shall submit a monthly invoice for work performed. Invoices will be presented for approval at the next available City Council meeting during the contract period.

If at any time during the contract period, the City sells, leases or disposes of any or all of the sites set forth in this bid specification, the Contractor shall adjust the contract by the amount stated in the bid for that site.

Failure of the City to enforce any of the provisions of the contract or any of its rights with respect thereto, or to exercise any election herein provided, shall in no way be considered a waiver of such provisions, rights or elections, or in any way affect the validity of the contract.

The exercise by the City of any of its rights or any of its elections under the terms or conditions of the contract shall not preclude or prejudice the City from exercising the same or any other right it may have under the contract.

The Contractor shall furnish all materials, equipment, labor and licenses to complete the work required within this bid specification. Work shall be performed professionally by skilled laborers. Bidders are to provide the best price available with any applicable discounts applied. Bidders will not have the opportunity to resubmit new pricing schedules. Bidders will be notified of the contract award as soon as the Council of the City of Jersey City approves a resolution awarding the contract. In addition, the City of Jersey City will conduct a preliminary check on all equipment owned by the Contractor.

Any written statements agreed upon by both parties, including the bid specifications, will become part of the contract. Any addenda issued by the City to the original bid specifications will become part of the contract. The City's bid specifications shall be incorporated into the contract.

Bidders responding to the bid specification are encouraged to visit each site prior to submitting their bids. Bid proposals will be due not later than 11:00 a.m. -----2020, with or without visits to the site.

All Bidders must have a valid Business Registration Certificate (BRC) issued by the State of New Jersey.

List of City Parks

<u>Park Name</u>	<u>Address</u>	<u>Acreage</u>	<u>Approximately Acreage to be Mowed</u>
Berry Lane Park (Site 1)	1000 Garfield Avenue	17.5	10.0
Hamilton Park (Site 2)	25 West Hamilton Place	5.57	3.0
Leonard Gordon Park (Site 3)	3305-3365 JFK Blvd.	5.58	3.0
Audubon Park (Site 4)	18 Audubon Avenue	4.56	3.0

Note:

This contract will be awarded to the lowest responsible bidder(s) based upon either the Total Bid Price for each park, or Unit Prices based on totals for each park (if awarded to multiple Bidders). The City reserves the right to award contracts to the three (3) lowest responsive and responsible bidders on a per unit basis if in the best interests of the City.

All bid quotations must be typewritten or in ink. Pencil quotations will automatically render the bid informal.

The term of the contract shall be one year commencing *thirty days* (30) days after the contract award by the City Council.

Pursuant to N.J.S.A. 40A:11-15, the City shall have option to renew the contract for an additional one-year term. The City shall notify the Contractor whether or not it will be renewing the contract 45 days before the expiration date of the contract. If the City exercises its option to renew the contract, the Contractor must accept the contract renewal. The renewal contract price shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the Index Rate for the twelve (12) months preceding the most recent quarterly calculation available at the time that the contract is renewed. The Index Rate means the rate of annual percentage increase, rounded to the nearest half-percent, in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services, computed and Published quarterly by the United States Department of Commerce, Bureau of Economic Analysis.

(I) FEE PROPOSAL FOR SNOW CLEARING (SIDEWALKS ONLY) WHICH IS AN OPEN – END CONTRACT WITH A MINIMUM OF ONE (1) INCH AND A MAXIMUM OF THIRTY (30) INCHES OF SNOW.

NAME OF PARK	UNIT COST PER ONE INCH	EXTENDED AMOUNT
BERRY LANE	1800.00	
HAMILTON	1200.00	
LEONARD GORDON	1200.00	
AUDUBON	1200.00	

Bidders shall use the maximum quantity for the purpose of calculating the bid amounts.

TOTAL COST OF SNOW CLEARING FOR ALL FOUR (4) PARKS.

fifty four hundred dollars per inch includes Calcium
 (In Writing)

5400.00 per inch includes Calcium
 (In figures)

A Bidder shall submit bid prices for either Option A or Option B, or a Bidder may submit bid prices for both Option A and Option B.

BID PRICES

Option A (Park Maintenance)

Bidder shall submit a lump sum bid price for one or more sites. Bid prices shall exclude the cost of snow removal.

Site 1: three hundred eight thousand includes all chemicals
 Site 2: one hundred sixty two thousand four hundred includes all chemicals
 Site 3: one hundred sixty four thousand includes all chemicals
 Site 4: one hundred sixty two thousand includes all chemicals
 (In Writing)

Site 1:	308,000.00	includes all chemicals
Site 2:	172,400.00	includes all chemicals
Site 3:	172,400.00	includes all chemicals
Site 4:	142,000.00	includes all chemicals

(In figures)

Option B (Park Maintenance):

Bidder shall submit a lump sum bid price for all four sites. Bid prices shall exclude the cost of snow removal.

Total Lump Sum: seven hundred ninety four thousand seven hundred seventy seven dollars (Sites 1 thru 4)
(In Writing)

Total Lump Sum: 794,777.00 (Sites 1 thru 4)
(In Figures)

A Bidder shall submit bid prices for either Option C or Option D, or a bidder may submit bid prices for both Option C and Option D.

Option C (Park Maintenance):

Bidder shall submit a lump sum bid price for one or more sites. Bid prices shall include the cost of snow removal.

Site 1:	three hundred eighty thousand	includes all chemicals
Site 2:	one hundred seventy two thousand four hundred	includes all chemicals
Site 3:	one hundred seventy two thousand four hundred	includes all chemicals
Site 4:	one hundred forty two thousand	includes all chemicals

(In Writing)

Site 1:	308,000.00
Site 2:	172,400.00
Site 3:	172,400.00
Site 4:	142,000.00

(In figures)

Option D (Park Maintenance) :

Bidder shall submit a lump sum bid price for all four sites. Bid price shall include the cost of snow removal.

Site 1: _____

Site 2: _____

Site 3: _____

Site 4: _____

(In Writing)

Site 1: _____

Site 2: _____

Site 3: _____

Site 4: _____

(In figures)

The City reserves the right to make the contract award based on the lowest lump sum price for Option B or to make partial contract awards based on the lowest lump sum prices for Option A.

The City reserves the right to award the contract with or without snow removal services included.

Total Bid Amount for option A : _____
(In Writing)

Total Bid Amount for option A: _____
(In Figures)

Total Bid Amount for option B : _____
(In Writing)

Total Bid Amount for option B: _____
(In Figures)

Total Bid Amount for option C : _____
(In Writing)

Total Bid Amount for option C: _____
(In Figures)

Total Bid Amount for option D : _____
(In Writing)

Total Bid Amount for option D: _____
(In Figures)

NOTE:

- 1. ALL BIDDERS ARE REQUIRED TO SUBMIT A BID BOND OR CERTIFIED CHECK IN THE AMOUNT OF \$5,000.00.**

*All Quotations Must Be Typewritten Or Written In Ink. Pencil Quotations Will Automatically Render Bid Informal. This Bid Must Be Accompanied by a Bid Bond Or Certified Check in the amount of \$5,000.00. Bond must be from a surety company authorized to do business in the State of New Jersey.
(This Proposal Form Not Transferrable)*

COMPANY NAME: <i>Genes Landscaping Inc</i>	NAME: <i>EUGENE FOX</i>
ADDRESS: <i>13 Edgebrook Ln</i>	ADDRESS: <i>Airmont Ny 10952</i>
DATE: <i>5/9/20</i>	

SCHEDULE OF SUBMITTALS BY BIDDER

<u>SUBMITTAL ITEM</u>	<u>TIME OF SUBMISSION</u>	<u>CONSEQUENCES OF NON COMPLIANCE</u>
1. Bidder's Acknowledgement of Addendum	With Bid Proposal	Bid Rejected
2. Bid Proposal	Time and Date of Bid Reception	Bid Rejected
3. Bid Guarantee	With Bid Proposal	Bill Rejected
4. Insurance Certificates	Prior to Execution of Contract by the Authority	Forfeiture of Bid Security
5. Non- Collusion Affidavit	With Bid Proposal or within 24 hours of Bid Reception	Bid May Be Rejected
6. Statement of Ownership Disclosure	With Bid Proposal	Bid Rejected
7. Mandatory Equal Employment Opportunity Language	With Bid Proposal or within 24 Hours of Bid Opening	Bid May Be Rejected
8. Disclosure of Investment Activities in Iran	With Bid Proposal or within 24 Hours of Bid Opening	Bid May Be Rejected
9. If first time doing business with Jersey City, submit copy of the completed & signed Certificate of Employee Information Report (AA-302 Form). If not the first time, submit the actual Certificate of Employee Information Report or Letter of Federal Approval	With Bid Proposal or within 24 Hours of Bid Opening	Bid May Be Rejected
10. Americans with Disabilities Act	With Bid Proposal or within 24 Hours of Bid Opening	Bid May Be Rejected
11. Supplier Diversity Bidder Questionnaire	With Bid Proposal or within 24 Hours of Bid Opening	Bid May Be Rejected
12. New Jersey Business Registration Certificate	With Bid Proposal or prior to the Contract award	Bid May Be Rejected
13. Execution of Contract Agreement	Within 10 days of Authority Notice of Contract Award	Forfeiture of Bid Security

The Contractor shall provide all submittals required under this contract whether or not listed above.

**CITY OF JERSEY CITY
ADDENDUM ACKNOWLEDGEMENT FORM
GOODS AND GENERAL SERVICES CONTRACTS**

The undersigned acknowledges receipt of the following addenda to the bidding document:

**THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM SHOULD BE
RETURNED WITH BID RESPONSE PACKAGE: NOT TO BE SENT SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda will cause the bid to be considered non-responsive, and the bid will be rejected. Acknowledged receipt of each addendum must be clearly established and included with the bid pursuant to N.J.S.A. 40A:11-23.2 (e).

Addendum No. 1 -Dated 3/9/20
Addendum No. 2 -Dated 3/16/20
Addendum No. 3 -Dated 4/6/20
Addendum No. 4 -Dated 5/8/20

Name of Bidder: Eugene Fox Green Landscaping Inc
Street Address: 13 Edgebrook Ln
City, State, Zip Almond NY 10922
Authorized Signature: [Signature]
Date: 5/6/20

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

SS:

COUNTY OF HUDSON)

I, Eugen Fox of the City of Almont, in the County of Rockland and the State of New York, of full age, being duly sworn according to law, upon my oath depose and say that:

I am Eugen Fox of the firm of Genes Landscaping Inc 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 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 City of Jersey City relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

Genes Landscaping Inc

(Name of Contractor

Eugen Fox

(Also type or print name of affiant Under signature)

ATTEST:

Secretary

(Affix Corporate Seal)

Sworn and subscribed to before me
This 11th day of March, 2020

James LeDe
NOTARY PUBLIC

My commission expires on 10/14/2020

JAMES LEDE
Notary Public
State of New Jersey
My Commission Expires Oct. 14, 2020
I.D.# 2334819

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

(An individual)
The undersigned is (a corporation) under the laws
(a partnership)

Of the State of New Jersey having offices

At 50 Linden Ave Closter N.J. 07624

Signed [Signature]

Name Eugen Fox

Title President

Company Genes Landscaping Inc

Address 13 Edgemoor Ln Park Ridge NY 10952

Phone (201) 538-8481

Fax () _____

(Seal if Bid by a Corporation)

[Signature] March 17th, 2020

JAMES LEDE
Notary Public
State of New Jersey
My Commission Expires Oct. 14, 2020
I.D.# 2334819

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: Gene's Landscaping Inc

Organization Address: 13 Edgebrook Ln Airmont NY 10912

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

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

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

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

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
LISA FOX	13 Edgebrook Ln Airmont NY 10912
EUGENE FOX	13 Edgebrook Ln Airmont NY 10912

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

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

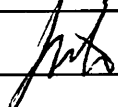
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

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

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

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the City of Jersey City is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with City of Jersey City to notify the City of Jersey City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the City of Jersey City to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Eugene Fox	Title:	President
Signature:		Date:	3/24/20

SIGNATURE: James LeDe

TITLE: Notary

SUBSCRIBED AND SWORN TO
BEFORE ME THIS 17th DAY OF March OF 20 20

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20__

JAMES LEDE
Notary Public
State of New Jersey
My Commission Expires Oct. 14, 2020
I.D.# 2334819

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)/
AFFIRMATIVE ACTION (AA) REQUIREMENTS
FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

**Questions in reference to EEO/AA requirements for Goods,
Professional Service and General Service Contracts should be
directed to:**

**Jeana F. Abuan
Public Agency Compliance Officer (P.A.C.O.)
Department of Administration
Office of Tax Abatement & Compliance
13-15 Linden Avenue, 2nd Floor
Jersey City NJ 07305
Tel. # 201-547-4538
E-Mail Address: abuanj@jcnj.org**

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, 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 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 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, national origin or sex.

non-discrimination clause.

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

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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
EXHIBIT A
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

(REVISED 4/13)

EXHIBIT A (Continuation)

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 Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

**EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Services Contracts
(Mandatory Affirmative Action Language)**

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's 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.

Representative's Name/Title (Print): Eugen Fox Perch
Representative's Signature: [Signature]
Name of Company: Gene Landscapes Inc
Tel. No.: 201-535-8457 Date: 3/20/20

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

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, 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 its 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.

Representative's Name/Title Printed: E. Ujevic, President
Representative's Signature: [Signature]
Name of Company: Green Landscaping, Inc.
Tel. No.: 908-555-8411 Date: 5/24/20



**CITY OF JERSEY CITY
DEPARTMENT OF BUSINESS ADMINISTRATION
OFFICE OF DIVERSITY AND INCLUSION**



SUPPLIER DIVERSITY DEFINITIONS

Minority Owned- a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan Native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa.

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Owned- a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

Veteran Owned- a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a person or persons who are veterans.

"Veteran" means any citizen and resident of this State now or hereafter honorably discharged or released under honorable circumstances who served in any branch of the Armed Forces of the United States or a Reserve component thereof for at least 90 days and shall include disabled veterans.

Disability Owned- a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a person or persons with a disability.

Lesbian, Gay, Bisexual, Transgender Owned- a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by an LGBT person or persons.

THE CITY OF JERSEY CITY IS AN AFFIRMATIVE ACTION & EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS IN EMPLOYMENT AND CONTRACTING.

Sample Letter of Federally Approved Affirmative Action Plan

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract Compliance Programs
Newark Area Office
124 Evergreen Place, Fourth Floor
East Orange, NJ 07103



<Date>

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on <date>.

We found no apparent deficiencies or violations of Executive Order 11266, as amended, Section 503 of the Rehabilitation Act of 1973 or 38 USC 2012 (the Vietnam Era Veterans Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director

Sample Certificate of Employee Information Report

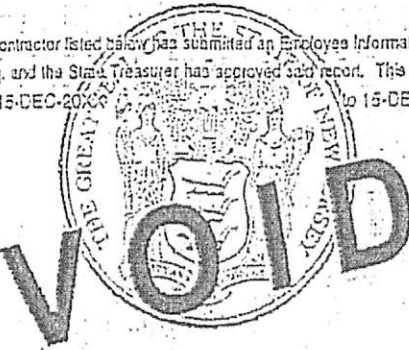
Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625



State Treasurer

Sample Employee Information Report Form AA-302

FORM AA-302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE FORM FORM AND TO SIGN THE REQUIRED STATEMENT MAY DELAY ISSUANCE OF YOUR CONTRACT. DO NOT SIGN THIS REPORT FOR SECTION B, ITEM 11, FOR SIGNATURE ON COMPLETING THE REPORT TO THE BIDDING OFFICE OR TO THE CONTRACT COMPLIANCE OFFICE.

SECTION A - COMPANY IDENTIFICATION

1. BID, NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MANUFACTURING <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY IF NONE SO INDICATE	CITY	STATE ZIP CODE
7. CHECK ONE IN THE COMPANY: <input type="checkbox"/> SINGLE ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTIPLE ESTABLISHMENT EMPLOYER		
8. IF MULTIPLE ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT (IF MORE THAN ONE, INDICATE WHICH CONTRACT)		
CITY COUNTY STATE ZIP CODE		
10. (Official Use Only)	DATE RECEIVED	INTEGRITY
		CONTRACT IDENTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures in all items and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in substantial minority categories in columns 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT EMPLOYEES (NON-MINORITY EMPLOYEES EXCLUDED)																
	COL. 1 TOTAL (COL. 2+3)	COL. 2 MALE	COL. 3 FEMALE	MALE						FEMALE										
				BLACK	HISPANIC	INDIAN	ASIAN	MIN.	OTHER	BLACK	HISPANIC	INDIAN	ASIAN	MIN.	OTHER					
Officials/Managers																				
Professionals																				
Technicians																				
Workers																				
Office & Clerical																				
Craftworkers (Skilled)																				
Operatives (Semi-skilled)																				
Laborers (Unskilled)																				
Service Workers																				
TOTAL																				
Total employment from previous Report (If any)																				
Temporary & Part-time Employees	This line below shall NOT be included in the figures for the appropriate categories above																			

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual survey <input type="checkbox"/> 2. Direct inquiry <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted?	13. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
14. DATE OF PAYROLL PERIOD ENDING To: 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (PRINT TYPE)	SIGNATURE	TITLE	DATE MO. DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE AREA CODE NO. (IN TELEPHONE)

Sample Employee Information Report Form AA-302 Instructions

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA-302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominant one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominant one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or "N/A".

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 7, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 14 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT, AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEES ARE NON-REFUNDABLE) TO:

NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance and Audit Unit
EEO Monitoring Program
P.O. Box 205

Tranton, New Jersey 08625-0205

Telephone No. (609) 792-5473

Sample Duplicate Certificate of Employee Information Report Request

PrintForm

Form Duplicate Cert
Rev. 11/11



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
Division of Purchase & Property, Contract Compliance & Audit Unit
EEO Monitoring Program

DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT REQUEST

IMPORTANT - FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$75.00 FEE (Non-Refundable) MAY DELAY ISSUANCE OF YOUR DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

SECTION A - COMPANY IDENTIFICATION

1. FED. NO. OR SOCIAL SECURITY	2. ASSIGNED CERTIFICATE NUMBER	ISSUE DATE	EXPIRATION DATE

3. COMPANY NAME

4. STREET	CITY	COUNTY	STATE	ZIP CODE

5. REASON FOR REQUEST OF DUPLICATE CERTIFICATE:
 1. Lost Certificate 2. Damaged 3. Other (Specify)

[Large empty box for specifying other reasons]

SECTION B - SIGNATURE AND IDENTIFICATION

6. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR		
7. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO. & EXTENSION)

I certify that the information on this form is true and correct.

SECTION C - OFFICIAL USE ONLY

RECEIVED DATE	DIVISION OF REVENUE DIN #

INSTRUCTIONS FOR COMPLETING DUPLICATE CERTIFICATE REQUEST

- ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2 - Enter the Certificate Number that was assigned to your company along with the Issue Date and Expiration Date (if available).
- ITEM 3 - Enter the name by which the company is identified.
- ITEM 4 - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 5 - Enter the reason for requesting a Duplicate Certificate of Employee Information Report.
- ITEM 6 - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 7 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

RETAIN A COPY OF THIS REQUEST FOR THE VENDOR'S OWN FILES AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$75.00 (Non-Refundable Fee) PAYABLE TO "THE TREASURER, STATE OF NEW JERSEY" TO:

NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance & Audit
Unit EEO Monitoring Program
PO Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING THE DUPLICATE CERTIFICATE

**RENEWAL PACKAGE
FOR CERTIFICATE OF
EMPLOYEE
INFORMATION REPORT**



State of New Jersey

DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY
 CONTRACT COMPLIANCE & AUDIT UNIT
 EEO MONITORING PROGRAM
 33 WEST STATE STREET
 P. O. BOX 206
 TRENTON, NEW JERSEY 08625-0206

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUONO
State Treasurer

MAURICE A. GRIFFIN
Acting Director

RENEWAL NOTICE

The Certificate of Employee Information Report (hereinafter referred to as the "State Certificate") issued by this Division is due to expire within the next 90 days. In order for your firm to continue to provide a current State Certificate for public contract awards, you must apply for renewal by properly completing the following renewal documents:

1. The Employee Information Report Form AA-302 for the facility indicated on the "State Certificate" and any additional New Jersey facilities, with a check in the amount of \$150.00 payable to "the Treasurer, State of New Jersey" (fee is non-refundable) and
2. The Vendor Activity Summary Report forms, one for each of the four (4) personnel activities noted (new hires, promotions, transfers and terminations etc.) for the previous "State Certificate" period, or
3. If you are operating under a federally approved affirmative action plan, a photocopy of the letter of Federal Approval issued by the US Department of Labor, Office of Federal Contract Compliance Programs, not greater than one year old, may be submitted to the awarding agency in lieu of the State Certificate. Please do not submit an EEO-1 Report as it will not be accepted.

All goods, service and professional service vendors are encouraged to complete and file these renewal documents electronically by accessing the Division's website at www.state.nj.us/treasury/contract_compliance. This website provides access to the forms in electronic format or on-line internet submission registration via the internet. You may also call the Division at (609) 292-5473 and a representative will assist you. Please have your State Certificate number ready when calling. Your State Certificate number is noted at the end of your company name on your mailing label.

Upon receipt of the above-referenced documents, the Division will approve or reject your application within sixty (60) days of submission. If your application is approved, the Division will issue a State Certificate provided your firm meets the standards of good faith compliance with the Affirmative Action Regulations set forth in N.J.A.C. 17:27-1.1 et seq. Periodic reviews may be conducted and additional information may be requested, as required by the Division. In all instances, however, a copy of the State Certificate must be presented to the public agency awarding the contract, prior to the award of the contract.

Rev. 4-18

Form AA302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchases & Property
Contract Compliance Audit Unit
BEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to http://www.state.nj.us/treasury/contract_compliance/bidwatch.html

SECTION A - COMPANY IDENTIFICATION

1. FED. NO. OR SOCIAL SECURITY <i>22-2789904</i>	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input checked="" type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY <i>6</i>
4. COMPANY NAME <i>Gene's Landscaping Inc</i>		
5. STREET <i>13 Edgebrook Ln</i>	CITY <i>Rishton</i>	COUNTY <i>Rockland</i>
STATE <i>Ny</i>	ZIP CODE <i>10982</i>	
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) <i>None</i>		
7. CHECK ONE IN THIS CATEGORY: <input checked="" type="checkbox"/> SINGLE ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IN MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NY		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT, IN PUBLIC AGENCY AWARDED CONTRACT		
CITY	COUNTY	STATE
		ZIP CODE
Official Use Only	DATE RECEIVED	DATE
		ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT AN EEO-1 REPORT.

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2-3)	COL. 2 MALES	COL. 3 FEMALES	BLACK		HISPANIC		INDIAN		ASIAN		NON-MIN.	
				BLACK	HISPANIC	INDIAN	ASIAN	NON-MIN.	BLACK	HISPANIC	INDIAN	ASIAN	NON-MIN.
Officials/Managers			1										
Professionals					1								
Technicians													
Sales Workers													
Office & Clerical			1										
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers		4			4								
TOTAL		4	2		5								
Total employment from previous Report (if any) Temporary & Part-Time Employees	This data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input checked="" type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Submission Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input checked="" type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR <i>2 1 2020</i>
13. DATES OF PAYROLL PERIOD USED From <i>3/1/20</i> To <i>3/30/20</i>		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) <i>Eugen Fox</i>	SIGNATURE <i>[Signature]</i>	TITLE <i>Proprietor</i>	DATE MO. DAY YEAR <i>3 20 20</i>
17. ADDRESS NO. & STREET <i>13 Edgebrook Ln</i>	CITY <i>Rishton</i>	COUNTY <i>Ny</i>	STATE <i>Ny</i>
		ZIP CODE (AREA CODE, NO. EXTENSION) <i>10982</i>	

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$180.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 80% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in Item 7, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.
Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 14 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$180.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (SEE IS NON-REFUNDABLE) TO:

NJ Department of the Treasury
 Division of Purchase & Property
 Contract Compliance Audit Unit
 EEO Monitoring Program
 P.O. Box 288

Trenton, New Jersey 08625-0288

Telephone No. (609) 292-8473

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY
Division of Purchase & Property Contract Compliance Audit Unit EEO Monitoring Program
VENDOR ACTIVITY SUMMARY REPORT

NEW HIRES PROMOTIONS TRANSFERS TERMINATIONS (CHECK (X) APPROPRIATE ACTIVITY)

CERTIFICATE NO. 58930 DATES OF PAYROLL PERIOD USED: FROM 3/1/20 TO 3/20/20

NAME OF FACILITY:
Genes Landscaping Inc
 STREET CITY STATE ZIP CODE
13 Edgebrook Ln Rockland NJ 10822

JOB CATEGORIES	Total	MALE					FEMALE						
		Black	Hispanic	AM. Indian	Asian	Non-Min.	Total	Black	Hispanic	AM. Indian	Asian	Non-Min.	
OFFICIALS & MANAGERS													1
PROFESSIONALS			1										8
TECHNICIANS													
SALES WORKERS	1												
OFFICE & CLERICAL													
CRAFTWORKERS													
OPERATIVES													
LABORERS			4										
SERVICE WORKERS													
TOTAL			5										1

I certify that the information on this form is true and correct.
 NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE DATE SUBMITTED
 FOR EUGEN W [Signature] 3/20/20
 LAST FIRST MI
 ADDRESS (NO. & STREET) (CITY) (STATE) (ZIP) PHONE (AREA CODE, NO., EXTENSION)
13 Edgebrook Ln Rockland NJ 10822

INSTRUCTIONS**VENDOR ACTIVITY SUMMARY REPORTS**

1. You should complete 4 blank Vendor Activity Summary Reports with your AA-302, Employee Information Report Renewal Application package. These 4 Reports are to be completed for new hires, promotions, transfers and terminations that took place between the time you received your Certificate of Employee Information Report (hereafter referred to as "Certificate") and the date of your Renewal Application.

2. The Vendor Activity Summary Reports must be completed to show your firm's total personnel actions for the previous Certificate period. For example, if your firm renews its Certificate every 3 years, one of the reports should indicate the total number of people hired during the entire 3-year period during which you held the Certificate. Another report should indicate the total number of people terminated during that 3-year period. The third report should indicate the total number of people transferred during that 3-year period and the final report should indicate the total number of people promoted during that 3-year period. Please note, there is no need to re-state the information provided on the AA-302 form.

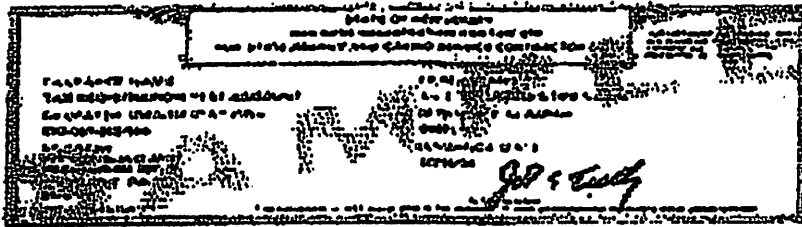
**"New Jersey Business Registration Certificate Requirements"
For Goods, Professional Service and General Service Contracts**

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [NJ.SA 52:32-44(g) (3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5: 12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency."



**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Trade Name	NEW JERSEY STATE
Trade Name	
Address	107 N. JERSEY ST NEW YORK, NY 10002
Telephone Number	212-607-1234
Registered Secretary	John D. Doe
Permitting Authority	
Contract Number	

CITY OF JERSEY CITY, NEW JERSEY 07307
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

COMPANY NAME:

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.state.nj.us/treasury/purchase/bid/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, she 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"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.
- OR**
- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

Name _____	Relationship to Bidder/Officer _____
Description of Activities _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Officer Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the 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 also constitute a 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): Eugene Fox Signature: [Signature]
 Title: President Date: 3/30/20



CITY OF JERSEY CITY
DEPARTMENT OF BUSINESS ADMINISTRATION
OFFICE OF DIVERSITY AND INCLUSION



SUPPLIER DIVERSITY BIDDER QUESTIONNAIRE

The City of Jersey City is committed to ensuring that its utilization of vendors reflects the diversity of its community. Please complete this form to assist us with monitoring our supplier diversity performance.

Business Name: Genes Landscaping Inc
Address: 13 Edgebrook W Airmont Ny 10912
Phone: 201-538-8451
Email: ewfox20@Icloud.com
Contact Name: Eugen Fox

Please indicate if your business qualifies as any of the following: (See definitions for clarification)

- Minority Owned
- Woman Owned
- Veteran Owned
- Disability Owned
- Lesbian, Gay, Bisexual, Transgender Owned
- None

Please indicate if your business is currently certified by an authorized certifying body as any of the following:

- Minority Business Enterprise
- Woman Business Enterprise
- Veteran Business Enterprise
- Disability Owned Business Enterprise
- Lesbian, Gay, Bisexual, Transgender Business Enterprise
- Disadvantaged Business Enterprise
- Small Business Enterprise
- None

THE CITY OF JERSEY CITY IS AN AFFIRMATIVE ACTION & EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS IN EMPLOYMENT AND CONTRACTING.



CITY OF JERSEY CITY DIVISION OF PURCHASING

394 CENTRAL AVENUE, 2ND FLOOR | JERSEY CITY, NJ 07307
P: 201 547 5155/5156 | F: 201 547 6585



STEVEN M. FULOP
MAYOR OF JERSEY CITY

PETER FOLGADO
DIRECTOR OF PURCHASING, Q.P.A., R.P.P.O.

CERTIFICATION REGARDING SUSPENSION/DEBARMENT

I am Eugene Fox of the firm of Gene Landscaping Inc
the Contractor who submitted the lowest responsible bid for the project known as

I executed the Proposal submitted to the City of Jersey City with the full authority to do so. As of the date of execution of this Certification on this 17 day of April, 2020 the firm of Gene Landscaping Inc has not been suspended or debarred from submitting bid proposals by the United States of America, its departments, divisions, and agencies or by the State of New Jersey, its departments, divisions, and agencies.

I certify that the foregoing statements are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Gene Landscaping Inc
(Name of Contractor)

Signed By: [Signature]

Dated: 3/17/20

Title: President

Sworn and subscribed to before me
This 17th day of April, 2020

[Signature]

JAMES LEDE
Notary Public
State of New Jersey
My Commission Expires Oct. 14, 2020
I.D.# 2334819

*Must be notarized and returned with bid only if total bid amount exceeds \$100,000.00

WWW.JERSEYCITYNJ.GOV

Question and Answers for Bid #PARKS 2020 - GRASS CUTTING AND PARK MAINTENANCE

Overall Bid Questions

Question 1

Under scope of work 2nd paragraph midway way down it lists "cleaning & maintenance of restrooms, hardscape areas ,litter collection & disposal . The question is How often is cleaning & maintaining of the restrooms required? Is this once per week 3 x's per week ,5 x"s per week please clarify. (Submitted: Mar 9, 2020 11:03:36 AM EDT)

Answer

- Maintenance of the restrooms would be on a daily basis, at any time the restroom may develop garbage/debris, and as directed from the Director of Park Maintenance. (Answered: Mar 11, 2020 11:11:16 AM EDT)

Question 2

Who is responsible for the garbage bags for the receptacles? Is the contractor to include in Bid or will the city provide the bags? (Submitted: Mar 9, 2020 11:06:36 AM EDT)

Answer

- Potential Contractor would be responsible for providing garbage bags for each respective Park. (Answered: Mar 11, 2020 11:13:00 AM EDT)

Question 3

What are the prescribed Hours? Are we required to have personnel on site during hoildays that are during the normal work week? (Submitted: Mar 9, 2020 11:10:37 AM EDT)

Answer

- In order to ensure that Parks are in satisfactory condition, it is preferred that personnel be stationed within the respective Parks during Holidays that fall during the normal work week. (Answered: Mar 11, 2020 11:15:05 AM EDT)

Question 4

Are the sports fields the only fields we are required to bag the grass clippings? On the other turf(non sports fields) areas are we allowed to use a recycling deck mower? (Submitted: Mar 9, 2020 11:13:05 AM EDT)

Answer

- Recycling deck mowers are not preferred, unless otherwise directed by the Director of Park Maintenance. (Answered: Mar 11, 2020 11:18:55 AM EDT)

Question 5

The grass areas that are bagged/collected is the city providing a area for the contractor to dispose of clippings? Or is the contractor responsible for disposing at there own cost? (Submitted: Mar 9, 2020 11:15:15 AM EDT)

Answer

- The Department of Public works will assist with disposal needs by providing a dumpster and/or garbage truck to each site on a routine basis. (Answered: Mar 11, 2020 11:20:18 AM EDT)

Question 6

On Pages 19-23 Can you please clarify what each option(Park Maintenance) is for ,So the appropriate figures are put in the right place for each of those options. (Submitted: Mar 9, 2020 11:18:42 AM EDT)

Answer

- Option A and B are the formulas strictly for park maintenance only (no snow removal)
* Option A " " bid for park maintenance on 1 or more parks (can select certain parks)

- * Option B " bid for park maintenance on all 4 parks (must bid on all 4)
- * Option C and D are the formulas for park maintenance including snow removal
- * Option C " bid for park maintenance and snow removal on 1 or more parks (can select certain parks)
- * Option D " bid for park maintenance and snow removal on all 4 parks (must bid on all 4) (Answered: Mar 11, 2020 11:31:08 AM EDT)

Question 7

On Page 15 Turf maintenance

Mowing- "Frequency turf grass and utility fields shall be mowed twice a week during the months of April through November"

Mean while on page 11 under scope of work first paragraph it reads "The city requires that all cuts take place on Monday, Wednesday, and Friday based on weather conditions and shall be completed on the same day.

The question is Which of these are we to follow? Please clarify (Submitted: Mar 9, 2020 11:25:50 AM EDT)

Answer

- The preferred frequency of mowing is Three (3) times per week or at the discretion of the contractor with the approval of the Director of Park Maintenance. (Answered: Mar 11, 2020 11:35:40 AM EDT)

Question 8

page 16- Turf Reseeding & Restoration of bare areas.

The question for this line item is there a limit on how much topdressing & reseeded is to be done by the contractor?

Can the city please provide a provide maximum sq ft to be done per year so that all bidders have the same understanding?

Or can the city possibly put a number of approximate lbs of seed to be used and approximate amount of soil to be applied? (Submitted: Mar 9, 2020 11:30:47 AM EDT)

Answer

- Due to unforeseen events such as (but not limited to) acts of nature or vandalism, The City would not be able to provide square footage or approximate pounds of seeds or soil needed in the event of any repairs needed. We would highly recommend that you view page 18 of the bid specification and view the "Acreage" and "Approximate Acreage to be Mowed" chart on the upper right hand corner to possibly assist with any projections. (Answered: Mar 11, 2020 11:37:40 AM EDT)

Question 9

Is there a minimum amount of man power the city would like to see at the park locations or a minimum amount of man hours the city would like to see at each location? (Submitted: Mar 9, 2020 11:34:24 AM EDT)

Answer

- We recommend a minimum of a Three (3) person Team for a standard 8 hour work day (emergencies aside), unless otherwise directed by the Director of Park Maintenance. (Answered: Mar 11, 2020 11:38:46 AM EDT)

Question 10

In the bid spec on page 11 under Removal of Snowfall

it reads "Contractors will remove all snowfall accumulation from assigned sidewalks."

The question is Is there a map or sq ft per location of the assigned sidewalks where the snow removal is required? (Submitted: Mar 11, 2020 12:06:27 PM EDT)

Answer

- The acreage of each Park can be found on Page 18. The outer walkways, as well as the inner pathways, should be cleared of snow during snow removal. (Answered: Mar 11, 2020 6:17:51 PM EDT)

Question 11

We have noticed a second addendum has been issued would like to confirm the date for Q&A please of April 30, 2020. or was this a mistake ?

Previous End Date: Mar 19, 2020 11:00:00 AM EDT

New End Date: Apr 7, 2020 11:00:00 AM EDT

Previous Q & A End Date: Mar 12, 2020 4:00:00 PM EDT

New Q & A End Date: Apr 30, 2020 4:00:00 PM EDT (Submitted: Mar 16, 2020 1:09:34 PM EDT)

Answer

- It was a mistake; the correct Q&A deadline date is March 31, 2020 @ 4 p.m. (Answered: Mar 16, 2020 2:18:35

PM EDT)

Question 12

Is the last change for the new date for Q&A made to this bid considered a addendum? (Submitted: Mar 16, 2020 2:50:14 PM EDT)

Answer

- No it is not an addendum. (Answered: Mar 16, 2020 2:52:13 PM EDT)

Question 13

Will the DPW giving us a location in town to get rid of the full trash bags from the parks and restrooms?
(Submitted: Apr 29, 2020 7:18:18 AM EDT)

Answer

- The Department of Public works will assist with disposal needs by providing a dumpster and/or garbage truck to each site on a routine basis. (Answered: May 5, 2020 8:41:37 AM EDT)

Question Deadline: May 7, 2020 4:00:00 PM EDT

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ELECTRICIAN'S
OR PLUMBER'S
LICENSE

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Home Improvement Contractors

HAS REGISTERED

GENE'S LANDSCAPING INC.
Eugene Fox
15 Edgebrook Lane
Monsey NY 10952

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

02/05/2020 TO 03/31/2021
VALID

13VH05755100
LICENSE/REGISTRATION/CERTIFICATION #

Paul Rodriguez
ACTING DIRECTOR

Signature of Licensee/Registrant/Certificate Holder

OR PLUMBERS LICENSE

SIGNATURE

NOT AN ELECTRICIAN'S
02/05/2020 TO 03/31/2021
VALID

13VH05755100
License/Registration/Certificate #

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Home Improvement Contractors
HAS REGISTERED
GENE'S LANDSCAPING INC.
Home Improvement Contractor

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:

Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PLEASE DETACH HERE

06000092



PNC Bank, National Association
New Jersey

No. 3580820

CASHIER'S CHECK

DATE MAY 11, 2020

PAY TO THE ORDER OF CITY OF JERSEY CITY N.J

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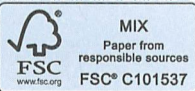
5,000.00

FIVE THOUSAND AND 00 / 100***** DOLLARS

GENES LANDSCAPING INC

REMITTER

PNC Bank, National Association



[Handwritten Signature]
OFFICIAL SIGNATURE

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