

BERGEN COUNTY UTILITIES AUTHORITY
LITTLE FERRY, NEW JERSEY

NO. 82444-10
MOBILE ON-SITE SHREDDING PROGRAM

PROCUREMENT FORMS

This quote is submitted to: the Purchasing Department
Bergen County Utilities Authority
Foot of Mehrhof Road, P. O. Box 9
Little Ferry, New Jersey 07643

By:

Name of Vendor: _____

Business Name: _____

Address: _____

Telephone No.: _____ Fax No : _____

Contact: _____

1. The undersigned Vendor proposes and agrees, if this bid is accepted, to enter into an agreement with Owner in the form a Purchase Order to furnish and deliver goods and special services as specified herein, for the Price and within the Timeframe indicated, in accordance with the Documents.

The estimated quantities of goods to be furnished and delivered under the agreement are set forth in the Purchase Order. Those quantities are to be considered as minimums and are given solely for the comparison of Bids. The Owner does not expressly or by implication agree that the actual will correspond therewith, but reserves the right to increase or decrease the amount of any item or portion of this work that may be deemed necessary by the Engineer. Total value of goods under the contract shall not exceed \$29,000.00 in accordance with local public contract law. The Contractor shall at no time make a claim for anticipated profit or loss of profits because of any difference between the quantities of goods actually furnished, and the estimated quantities.

Vendor agrees that goods and special services will be furnished and delivered within _____ consecutive days after the receipt of a purchase order.

The following documents are attached to and made a condition of this bid when applicable:

- A. Affirmative Action Affidavit.
- B. Prevailing Wage Statement.
- C. Business Registration Certificate

Bidder must show price for the item written in or typewritten, both in words and in figures, and carry out and add extensions.

The terms used in this Bid have the meanings assigned to them in the General Conditions.

The Bidder shall furnish and deliver the items listed on this Bid to the Bergen County Utilities Authority, Foot of Empire Boulevard, Moonachie, New Jersey 07074, for a one year period from the effective date of the Procurement Agreement for all expenses incurred in the performance of the work, for all risks and liabilities in connection with the work, and in accordance with all the terms of the procurement documents for the unit prices as shown below.

The Vendor will furnish and deliver goods, **in accordance with specifications contained herein**, for the following prices:

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>LUMP SUM</u>
1.	250 hours	Mobile On-Site Shredding Program for approximately 50 Bergen County Municipalities as per specifications	\$ _____	\$ _____

Total Amount Bid Price: \$ _____

Write Total Amount Bid : _____

Submitted by: _____

Title: _____

Signature: _____ Date: _____

00426 – NJ STATE BUSINESS ORGANIZATION REGISTRATION

As of September 1, 2004, the Bergen County Utilities Authority must have proof of a business organization's registration with the Department of Treasury before a contract can be awarded. A business organization is defined as an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof.

There are no exceptions for any vendor, including out-of-state vendors, and as indicated by the law, failure to include a copy of the certificate in any bid or RFP submitted will be deemed a fatal, non-curable defect.

Should you have any questions concerning Business Registration Certificates, please contact the New Jersey Department of Treasury at (609) 292-1730, or you can register online at: <http://www.nj.gov/treasury/revenue/taxreg.htm>.

00440 - AFFIRMATIVE ACTION REQUIREMENTS

Revised 9/07

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

PREVAILING WAGE STATEMENT

Effective February 18, 1992 Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56-25 et. seq. requires that certified payroll records must be submitted to the public body for each employee on the project. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

Municipal Mobil On-Site Shred Program

Program Description

The Bergen County Utilities Authority (BCUA) will arrange for the services of a mobile, on-site paper shredding company for Bergen County municipalities.

The BCUA will pay for one (1) recycling event in each participating municipality. There are fifty (50) Bergen County municipalities signed up for the mobile shred event program in 2010.

Municipal event hours will be from 9:00AM - 1:00PM rain or shine.

Events will be held on weekday and weekend dates.

These recycling events are intended for residents only and all received documents must be handled in a secure manner. Residents will be provided the opportunity to observe their documents being shredded on-site.

Vendor Responsibilities

1. Provide mobile paper shredding truck(s) capable of holding a minimum of 10,000 pounds of shredded paper.
2. Coordinate shred event date and location with participating municipalities.
3. Weekday and weekend dates are available on a first come first serve basis.
4. Vendor must have the capability to service, at a minimum, two (2) separate municipal events on the same date.
5. Vendor is responsible for shredding confidential/personal documents with or without paper clips, staples and paperboard binder covers. Hardcover books, magazines, newspapers, photographs and x-rays are not accepted at shred events.
6. A minimum of two (2) functional 96 gallon totes are to be made available for use at each event.
7. Mobile paper shredding truck must have a fully functional camera system that allows participants to observe the shredding operation.
8. Provide qualified/experienced mobile paper shredding truck driver/operator.
9. Vendor and its employees must be bonded and insured.
10. Be at the designated shred event site for a minimum four (4) hours.

BCUA Responsibilities

1. The BCUA will provide the vendor with listing of participating municipalities along with contact name and phone number.
2. Arrange for the services of a mobile, on-site paper shredding company.
3. Provide vendor supplied recycling certification of weight of shredded paper to host municipality.
4. Pay the vendor in accordance with the BCUA Purchase Order.

Municipal Responsibilities

1. Coordinate shred event date and location with vendor. Weekday and weekend dates are to be made available.
2. Confirm requested date and location of event with paper shredding company.
3. Provide at a minimum one (1) person at the shred event to coordinate and assist (unload residents vehicles) the qualified mobile paper shredding employee in processing the paper received.
4. Responsible for advertising the shred program within their town.

Schedule and Payment

1. Shred truck must arrive at each event in time to set-up and be ready to accept resident's paper at 9:00 AM promptly. If the shred truck arrives late at an event so that shredding does not start at 9:00 AM a deduction for each quarter hour late based on the hourly rate, will be made from that events bill.
2. Vendor must have a contingency plan for both mechanical breakdown and if the shred truck reaches capacity before the end of the four (4) hours. In the case of mechanical breakdown, the time between the malfunction and arrival/startup of the second truck shall be deducted from billable time for that shred event at the proportionate hourly rate. If the shred truck reaches capacity a second truck must be made available to finish the shred event.
3. Prior to payment, vendor must provide a recycling certification to the BCUA by municipality for the total amount of paper shredded in pounds for each municipal event.
4. Under no circumstances is shred event paper to be disposed as solid waste.
5. Vendor will be paid a 4 hour minimum for each event except if deductions applied as indicated above). Travel time to arrive at the beginning and return to home facility at the conclusion of the event will not be included. The BCUA will pay the maximum of 1 hour after the event conclusion to shed received paper. The BCUA will not pay in excessive of five (5) hours for any reason for any event.