

GEORGE R. DEMPSEY, JR.
Mayor

BOROUGH OF MANASQUAN
COUNTY OF MONMOUTH
NEW JERSEY 08736

BARBARA ILARIA
Municipal Clerk

JOSEPH R. DeLORIO
Municipal Administrator/
Chief Financial Officer

October 24, 2014

Dear Shade Tree Service Provider:

The Borough of Manasquan would like to afford you an opportunity to submit a quote for Shade Tree Elevation Services for Main Street/Business District area project.

Included with this cover sheet is a Request For Quote (RFQ) Packet. Please review the packet in its entirety.

All RFQs are due by Wednesday, November 5, 2014 at 2:00pm. They shall be faxed to 732-223-1300 or received by the Borough Hall Clerk's Office, 2nd floor, 201 East Main Street, Manasquan NJ 08736 no later than November 5, 2014 at 2:00pm to the attention of Joseph Delorio, Administrator/CFO.

Interest Vendors are encouraged to contact Ed Hyer, Manasquan Shade Tree Commission at 732-223-0544 ext. 254 for questions regarding the job specifications.

Thank you for your interest in the Borough of Manasquan.

Respectfully,



Joseph Delorio
Administrator/CFO

October 24, 2014

REQUEST FOR QUOTE PROPOSAL

RFQ # 2014 - ST003

The Borough of Manasquan is requesting a quote proposal for the following:
Quote Specifications For Manasquan Shade Tree 2014 Main Street/Business
District Tree Elevations:

LOCATIONS

<u>Order</u>	<u>Street/Municipal Site and Boundary</u>
Base Quote:	Both sides of Main Street from Route 71 west to South St.
Alternate # 1	Add both sides of Main Street from Route 71 east to Wyckoff Avenue
Alternate # 2:	Add both sides of Main St. from South Street west to Central Avenue

SPECIFICATIONS

1. All work must be done in coordination with the Borough Administration, Police Department, and Department of Public Works.
2. Work can only be done between 8:30 AM & 4:00 PM and only on Mondays, Tuesdays, & Wednesdays.
3. Main Street shall be divided into quadrants with the north side divided at Pearce Ave. and the south side divided at V. M Preston Way. Parking can only be prohibited in one quadrant at a time and work can only be done in one quadrant at a time. No more than two (2) quadrants may be closed in any one day.
4. Class II Hazard Reduction type pruning and elevation (crown raising) shall be done; except that dead branches one (1) inch or greater shall be removed. Pruning should keep the aesthetics of the tree in mind. Elevation height shall consist of approximately 14 feet on the road side and 10 feet on the sidewalk

side. ALSO, includes reduction of limbs encroaching a structures with clearance of less than 3 feet. Tree crowns shall be cut back to a maximum height of 30 feet.

5. All work shall have a New Jersey Certified Tree Expert on-site at all times.
6. All work should be performed in accordance with ANSI A300, ANSI Z133.1 safety standards, and ISA's Best Management Practices.
7. The successful vendor will be required to attend a meeting with Borough Officials to plan the work prior to the start of any actual work.
8. Completion deadline not later than Monday, 11/24/14.
9. Operations shall comply with applicable OSHA safety standards and any applicable Federal, State and Local regulations. It is the responsibility of the contractor to protect their employees and provide a safe work environment.
10. At least one experienced and responsible English speaking foreman shall be on site at all times during the performance of any work with a crew large enough to carry out all contract services. All crew members should be physically able to perform their assigned work.

AWARD PROCEDURES

Elevation listings are in priority order.

Each subsequent elevation after the base quote shall be considered an alternate quote. The borough reserves the right to select lowest responsive and responsible total base quote and subsequent alternate(s) based on budget availability.

Awarding of the quote will be made within 14 days of receipt of quotes dependent on amount and in compliance with the State of New Jersey Local Public Contracts Law.

The quote award will be subject to the availability of funds.

PLEASE SEND RFQ VIA THE FOLLOWING:

All Request For Quotes are due by Wednesday, November 5, 2014 at 2:00pm. They shall be faxed to 732-223-1300 or received by the Borough Hall Clerk's Office, 2nd floor, 201 East Main Street, Manasquan NJ 08736 no later than

November 5, 2014 at 2:00pm to the attention of Joseph Delorio, Administrator/CFO.

Pursuant to N.J.S.A 40A:11-6.1, proposals may be awarded in whole or in part, by item or category. Prices will be binding and in effect one year from the date of the award.

Sales to Manasquan Borough are exempt from taxation either state or municipal and also from federal taxation, including excise tax. The Borough of Manasquan does not pay late fees. No pre-payment clauses of any nature will be acceptable. Invoices must be submitted to the Finance Department for payment. Submission of a quote does not guarantee execution of a contract. Award of contract is subject to the laws of the State of New Jersey and policies and procedures of the Borough of Manasquan.

This is an open-ended contract with funds being encumbered at the time an order is placed. No minimum or maximum quantities are implied or guaranteed.

QUESTIONS

Any questions regarding this Request for Quotes can be forwarded to Ed Hyer, Manasquan Shade Tree Commission, at 732-223-0544 ext. 254 or fax # 732-223-1300.

By Order of
Joseph Delorio
Administrator/Chief Financial Officer/Qualified Purchasing Agent

REQUEST FOR QUOTE PROPOSAL - 2 PAGE REQUIRED SUBMITTAL

RFQ # 2014 - ST003

The Borough of Manasquan is requesting a quote proposal for the following:
Quote Specifications For Manasquan Shade Tree 2014 Main Street/Business
District Tree Elevations:

Order Locations/Boundaries:

Base Quote:

Both sides of Main St. from Route 71 west to South St. \$ _____

Alternate # 1:

Add both sides of Main St. from Route 71 east to Wyckoff Ave. \$ _____

Alternate # 2:

Add both sides of Main St. from South St. west to Central Ave. \$ _____

Total Project Quote Amount with all alternates(A) = \$ _____

Elevation listings are in priority order. Each subsequent elevation after the Base Quote shall be considered an alternate quote (A#). The borough reserves the right to select lowest responsive and responsible total base quote and subsequent alternate(s) based on budget availability.

Interest Vendors are encouraged to contact Ed Hyer, Manasquan Shade Tree Commission at 732-223-0544 ext. 254 for questions regarding the job specifications.

We the undersigned hereby declare that we have carefully examined the quote specifications for the Manasquan Shade Tree 2014 Main Street/Business District Tree Elevations. We propose to furnish the quote proposal according to the requirements of the specifications at a price exclusive of all taxes.

Pursuant to N.J.S.A 40A:11-6.1, proposals may be awarded in whole or in part, by item or category. Prices will be binding and in effect for 12 months from date of award.

SIGNATURE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ FAX _____

EMAIL: _____

2014
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, 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 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.

Additional Notes

Prevailing Wage Rates on Construction-Related Public Works Projects - General Information

The New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) establishes a prevailing wage level for workers engaged in public works in order to safeguard the workers efficiency and general well-being, and to protect them as well as their employers from the effects of serious and unfair competition resulting from wage levels that are detrimental to the efficiency and well-being of all concerned.

Public works projects subject to the Act are those funded in whole or in part with the funds of a public body. Contracts awarded directly by municipal government must be valued at \$14,187 or more to be covered by the Act.

Company _____

Signature _____

Title _____

Date _____

**Borough of Manasquan
BUSINESS REGISTRATION CERTIFICATE**

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE TRENTON, NJ 08646</small>
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/600	SEQUENCE NUMBER: D1075	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	<i>John S. Teally</i> Assistant Treasurer
<small>This Certificate is NOT assignable or transferable. It must be cancelled by employees at above address.</small>		

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1095907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

Reforms to the Business Registration Certificate Filing: **permits filing prior to award of contracts if not filed with bid.** Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed anytime prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. 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) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) 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 was used;
- 4) 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 for each day of violation, not to exceed \$50,000 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.