



**Mayor Marco DiBattista**

**Jessica Rafeh, Deputy Mayor**

**Vince Martinez, Township Committee**

**Patrick Olivo, Township Committee**

**Nicole Roberts, Township Committee**

**Tim Killion, Administrator**

**Elizabeth Peddicord, Chief Financial Officer**

**Katelyn Ubil, Purchasing Agent**

**TOWNSHIP OF PENNSAUKEN  
5605 NORTH CRESCENT BOULEVARD  
PENNSAUKEN, NJ 08110**

**Bid 24-07**

**2024 Lawn Maintenance at  
Various Township Owned Properties**

**Due Tuesday, March 12, 2024 at  
11:00 a.m.**

TOWNSHIP OF PENNSAUKEN  
CAMDEN COUNTY, NEW JERSEY  
NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Township of Pennsauken on **Tuesday, March 12, 2024 at 11:00 AM** prevailing time at the Pennsauken Municipal Building, 5605 North Crescent Blvd. Pennsauken, NJ 08109 at which time and place proposals will be opened and read in public for:

**Bid 24-05:** The Township of Pennsauken is seeking proposals for Lawn Maintenance. Award shall be made for an initial one (1) year base term with one (1) optional one (1) year extension.

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and Bid #24-07, Bid Title and Respondent Name on the outside, addressed to Katelyn Ubil, Purchasing Agent at the address above.

Specifications and Proposal forms are on file in the office of the Township Clerk and may be obtained during regular hours from 8:30 am and 4:30 pm Monday through Friday. Cost is \$20.00 (\$25.00 if mailed) and is non-refundable. **They may also be downloaded from the Township's website free of charge at [www.twp.pennsauken.nj.us](http://www.twp.pennsauken.nj.us)** .

Pursuant to N.J.S.A 40A:11-23c, Addenda may be issued for the bids. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement. If bidders obtain a bid from the website, it is their responsibility to check the website and purchasing department prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Township Website or will be faxed or sent via U.S. Mail to all registered vendors, bidders who pick up bid specifications from the Municipal Building or receive specifications from the Municipal Building or receive specifications by mail will automatically receive copies of addenda.

A proposal form which is included with the specifications is to be completed and returned with the bid.

The signed proposal forms must be delivered to the place on or before the hour named above. Bidders name, address and bid packet number must appear on the outside of a sealed envelope. The right is reserved to reject any or all proposals, in whole or in part, or to make awards to such bidder or bidders who, in the judgment of the Township Committee makes the most advantageous bid and to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

By order of the Township Committee of the Township of Pennsauken, in the County of Camden and the State of New Jersey.

---

Elizabeth Peddicord, QPA

DATED: February 23, 2024

# **Township of Pennsauken**

## **Instructions to Bidders**

### **2024 Lawn Maintenance**

---

Bid proposals will be opened and read aloud at the Municipal Building on Tuesday, March 12, 2024 at 11:00. Bidders bear sole responsibility for ensuring that their bids are received by the Township prior to the time stated for receipt of bids, and that the bidders are responsible for ensuring the accuracy completeness and accessibility by the Township. **Electronic submission of Bids will not be accepted.**

#### **1. Submission of Bid**

- a. Bids must be made on the Township's proposal form and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project (**2024 Lawn Maintenance**) and number of Bid **24-07** on the outside addressed to the Township of Pennsauken, Office of the Township Clerk, 5605 North Crescent Boulevard, Pennsauken, New Jersey 08110.
- b. Clearly Marked Bid with the name of the item(s) being answered. Provides one (1) Original & two (2) copies of the response.
- c. Multiple Proposals Not Accepted-More than one bid from and individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

#### **2. Stockholder Disclosure**

all bidders must complete and forward with the bid a non-collusion affidavit and a corporate disclosure statements setting forth the name and address of all stockholders or partners owning 10% or more stock or interest of the bidder in a corporation or partnership.

3. The Township Committee intends to award the contract within 60 days from the receipt of bids and reserves the right to reject any or all bids as may be in the best interest of the Township of Pennsauken
4. If the bidder's specifications for furnishing products or equipment are, in any respect, not the equivalent of the detailed Township specifications, this discrepancy must specifically be called to the attention of the Township in the bidder's proposal

5. The award shall not be binding upon the Township until the contract has been executed by the Township, nor shall any work be performed on account of the proposed contract until the contract has been duly executed and delivered.
6. All bidders shall comply with the requirements of N.J.S.A. 10:5-30 through 38 and P.L. 1975, C. 127 (N.J.A.C. 17:27). An executed copy of "Exhibit A" Mandatory Affirmative Action Language" must be submitted with the bid proposal.
7. **Non-payment of penal ties and interest on overdue bills**  
Public funds may be used to pay only for goods delivered or services rendered. The Township will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Township to pay additional fees.
8. **Payment**  
Payment will be made after a properly executed Township voucher has been received and formally approved on the voucher list by the Township Committee at its subsequent regular meeting. The voucher will be certified correct by the department head who received the goods or services.
9. The contract shall be in effect for One (1) year, with one (1) optional one (1) year extension.
10. All bids shall comply with the requirements of N.J.S.A. 40A:11-1 et seq.
11. It is the intent of this specification to provide the Township of Pennsauken with a supplier of uniform requirements as outlined below for Pennsauken.

## **12. INSURANCE AND INDEMNIFICATION**

### **A. INSURANCE REQUIREMENTS**

#### **1. Worker's Compensation Insurance**

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

#### **2. General Liability Insurance**

General liability insurance shall be provided with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$2,000,000.00 aggregate for property damage, and shall be maintained in full force during the life of the contract.

#### **3. Automotive Liability Insurance**

Automotive liability insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and each accident for property damage, combined shall be maintained in full force during the life of the contract.

#### 4. Other Forms Of Insurance Required

### B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the owner as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

## **13. STATUTORY AND OTHER REQUIREMENTS**

### A. PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each contractor submit proof of business registration with the proposal. Proof of registration shall be a copy of the contractors 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](http://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 was 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 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.

## B. PAY TO PLAY

Starting in January, 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

SAMPLE BUSINESS REGISTRATION CERTIFICATE:

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		

*John S. Tully*  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	



# **TECHNICAL SPECIFICATIONS**

## **GENERAL SPECIFICATIONS**

### **1.0 SCOPE OF THE WORK**

- a. It is the intent of this specification to provide for regular maintenance of the lawn/natural areas at various Township owned properties.
- b. The Contractor is responsible for furnishing all materials, equipment, supplies, transportation and labor, as necessary, to accomplish the work at each location as specified herein. The Contractor acknowledges that he has satisfied himself as to the nature of the work, the general and local conditions under which the work will be performed, and the character of equipment and facilities needed preliminary to and during the execution of the work. Any failure by the Contractor to acquaint himself with the nature and scope of the work will not relieve him from the responsibility of properly estimating the difficulty of the work or the cost of successfully performing the work. The scope of work will be **strictly** enforced.

### **2.0 Contract Duration / Period of Coverage**

The maintenance of all sites shall commence coincident with or immediately following the awarding of the contract and shall continue through the month of October in the contract year, unless otherwise directed by the Township.

There is a proposed cutting schedule included as **Attachment 2**.

### **3.0 SITE LOCATIONS AND INVESTIGATIONS**

- a. The Contractor is responsible for performing inspections of each work location as he deems necessary to understand the scope of work.
- b. The maps of the Township-owned properties to be maintained per this specification are included as **Attachment 1**. These maps are intended to make you familiar with the location. It is strongly encouraged to inspect each location.

### **4.0 LICENSES**

- a. Vendor must be licensed to work in the Township of Pennsauken.
- b. Vendor shall maintain all N.J.D.E.P. and other applicable applications licenses for weed control and fertilizer application to grounds throughout the contract period.

## **5.0 SUBCONTRACTORS**

The work included in this quote is to be performed by the vendor and shall not be subcontracted to another person, firm or business. The vendor acknowledges that, in submitting a quote for this work, his/her firm is capable of performing all the work contained herein without recourse to subcontractors.

## **6.0 SAFETY PRECAUTIONS AND MAINTENANCE OF TRAFFIC**

- a. The Contractor is responsible for the safety of his workers, vehicles, and pedestrians at each work location. The Contractor shall provide construction signs, barricades, lights, temporary fencing, and any other devices as the Contractor deems necessary in order to provide said protection.
- b. If, in the opinion of the Pennsauken Police Department, the work is being performed in an unsafe manner for vehicular traffic, pedestrians or the Contractor's workers, the Contractor shall be notified and provided the opportunity to correct the situation.
- c. Equipment or stockpiled material should not be left at a work location overnight. If it is unavoidable, the equipment must be locked and protected by means of barricades, lights, or other means to insure the safety of pedestrians and vehicles. Stockpiled material shall not be placed in the traveled lane(s) of any street. Warning lights shall be used if necessary to safely guide traffic through the work area.

## **7.0 PERMISSIBLE CHANGES AND VARIATIONS IN THE WORK**

- a. Should it be deemed necessary in the execution of the work, to make any minor variation necessary for the safety, economy or betterment of the work, the Contractor shall, with prior approval of the Township, make such minor variations. If such minor variations increase or decrease the quantity of work specified at a particular location, the value of the work actually performed shall be determined and payments made to the Contractor.
- b. Any extra work not originally contemplated under this contract and not covered by the quote prices, shall be performed by the Contractor if so directed by the Township and agreed to by the Contractor. Extra work shall be subject to payment under the contract with a subsidiary agreement or a change order identifying the work, fixing the prices and method of payment for the work.
- c. The Township reserves the right to increase or decrease the number of cuts.

## **8.0 TIME FOR COMPLETION**

- a. The Contractor acknowledges that the Spring Cleanup phase of the work must be initiated immediately upon award and execution of the contract. In submitting a quote for this work, the Contractor acknowledges that he is prepared with manpower and equipment to start the work immediately or in such time as mutually agreed between the Township and the Contractor.
- b. Contractor shall notify Township of lawn maintenance performed weekly. Contractor must notify Joe Scavuzzo, Director of Public Works.
- c. **Notification is to be made by email to indicate work performed at each location and date work was performed. Emails to be sent to [jscavuzzo@pennsauken.gov](mailto:jscavuzzo@pennsauken.gov)**

## **9.0 Township Contacts and Correspondence**

- a. Katelyn Ubil: Township Purchasing Agent
  - a. [kubil@pennsauken.gov](mailto:kubil@pennsauken.gov)
  - b. (856)-665-1000 ext. 161
- b. Joe Scavuzzo: Director, Dept. of Public Works
  - a. [jscavuzzo@pennsauken.gov](mailto:jscavuzzo@pennsauken.gov)
  - b. (856)-304-2591
- c. Juan Vazquez: Director, Parks & Recreation
  - a. [jvazquez@pennsauken.gov](mailto:jvazquez@pennsauken.gov)
  - b. (856)-665-1000 ext. 151

## **10.0 SUSPENSION OF WORK AND TERMINATION OF CONTRACT**

- a. The Township may order the Contractor to suspend all or any part of the work for such period of time as may be determined to be necessary or desirable for the convenience of the Township. Unless such suspension unreasonably delays the progress of the work and causes additional expense to the Contractor, no increase in contract price will be allowed. Said notification to suspend the work shall be provided to the Contractor in writing.
- b. If the Contractor fails to fulfill the obligations under this contract in a timely manner, or shall violate the requirements of this contract, the Township shall have the right to terminate this contract upon giving written notice of intent to terminate and specifying the effective date of the termination.

#### **11.0 INSPECTION, APPROVAL AND ACCEPTANCE OF THE WORK**

- a. The work is subject to inspection by the Township or its designee to insure compliance with the terms of the specifications. If work is deemed unsatisfactory by the Township, this will be brought to the attention of the Contractor and the defective and/or deficient work shall be corrected.
- b. At the completion of the Spring Cleanup phase of the work, the Township will inspect the work and, if found to be satisfactory and in accordance with the specifications of the contract, the Township will accept the work as complete. Said acceptance is prerequisite to the making of final payment.

#### **12.0 PAYMENTS**

Payments are approved at the public meeting on the fourth (4<sup>th</sup>) Thursday of every month. Invoices need to be provided to the Township a minimum of two (2) weeks prior to said public meeting in order to be considered for payment at that meeting. Invoices shall be emailed to [kubil@pennsauken.gov](mailto:kubil@pennsauken.gov)

#### **13.0 FAILURE TO PERFORM WORK**

Weather shall not be considered an acceptable reason for non-performance of work.

#### **14.0 DEDUCTION FOR NON PERFORMANCE**

Failure of the contractor to perform any work as specified by the contract shall result in a deduction for the work not performed based on the quote price for that location.

**On the proposal form vendor shall supply pricing for spring clean-up, routine lawn maintenance and optional locations separately.**

**Spring Clean Up is an OPTION and shall be awarded in whole or in part by location on a line-item basis only at the Township's discretion.**

**Additional locations (listed as locations 19-29) is an OPTION and shall be awarded in whole or in part by location on a line-item basis only at the Township's discretion.**

#### **15.0 Spring Clean Up**

A Spring cleanup shall be provided to remove debris accumulated during the winter to the three (3) below locations:

- 1) 9/11 Memorial Monument Site at Route 130 and Merchantville Avenue
  - 2) Nine (9) Islands along Camden Avenue and Hillcrest Avenue
  - 3) Welcome Wall flower bed at corner of Maple Avenue and Haddonfield Road
- a. Work shall be provided which includes the cutting and trimming of all grass areas; weed removal in landscaping beds (hand weed); re-define existing bed areas and re-mulch with black dye mulch; apply granular pre-emergent weed control; pruning of trees and shrubs, as necessary; and litter pickup and removal, as necessary. A list of any plants, shrubs or flowers that have died are to be reported to the listed Township contacts.
  - b. The Spring Cleanup shall be performed immediately upon contract execution in order to not miss the Spring growing season.
  - c. The contractor shall provide notice to listed Township contacts at the completion of each location's Spring clean-up.

#### **16.0 Lawn Care at all locations (Routine Maintenance)**

All turf areas shall be policed prior to mowing to remove all trash/litter as determined by Contractor and consented by the Township. This material can be bagged or placed in on-site Township litter containers.

Turf shall be cut at a height of 2.5 inches to 3 inches as conditions dictate. Mowing shall be completed as specified. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Mowing services beyond the established contract duration will be performed only upon written request by the Township and billed accordingly as an additional service at the same contracted

price as submitted in this proposal. Lawn care area shall include all lands within the block and lot parameters as indicated in Attachment 1.

Pursuant to Township Ordinance all grass clippings must be kept from the street due to Storm Sewer Regulations and from all walkways for aesthetic purposes.

Grass clippings are to be discharged away from softball infields, volleyball courts and playground mulch/sand areas to reduce undesired weed growth.

**17.0 Edging of Walks and Curbs at all locations (Routine Maintenance)**

- a. Edging performed during the Spring Clean Up shall be maintained each visit.
- b. Edging performed by DPW personnel prior to the execution of this contract shall be maintained by the contractor, each visit.
- c. All concrete sidewalks and curbs will be edged.
- d. Edging will be done with a power stick edger/walk behind edger using a steel blade.
- e. Asphalt paths, gravel paths and parking areas will be edged with a line trimmer.
- f. The intersection of the road surface and the face of the curb (gutter) shall be maintained free from weed/grass growth.
- g. Line trimmers shall be used to prevent overgrowth against bare fence lines, playground barriers, benches, trees and other typical structures found at the various locations.

**18.0 Fence Lines at all locations (Routine Maintenance)**

All Township-owned fence lines shall be maintained using the appropriate means necessary as to inhibit vegetation from growing within the fence (i.e. chain link fencing). If pesticides are used, proper licensing, usage and documentation shall be provided to the Township, when used.

**19.0 Litter at all locations (Routine Maintenance)**

- a. Litter/trash/garbage found on-site is to be policed by the contractor before cutting, collected and properly disposed of in an on-site trash receptacle.
- b. Any construction debris or illegal dumping activity found is to be promptly reported to the listed Township contacts.

**20.0 Tree Debris at all locations (Routine Maintenance)**

Any and all tree branches/twigs/sticks/limbs shall be collected prior to cutting and stacked neatly at the location's curb for Township DPW personnel to collect. Notice shall be given to J. Scavuzzo of these locations.

**21.0 Flowers**

The successful vendor shall furnish and plant annuals at the Welcome Wall in the Spring (full sun and little water-flower type approval must be given prior to planting) and remove and replace with Fall annuals in September (winter pansies).

**22.0 Playground Areas at all locations (Routine Maintenance)**

- a. The mulch inside of the playground area shall be maintained each visit, by hand weeding, to be free of weeds following the specified removal of any weeds present during the Spring Clean Up.
- b. Weeding performed by Pennsauken DPW personnel prior to the execution of this contract shall be maintained each visit.
- c. Exceptions (if any) to this specification will be determined at the time of contract award to assess if certain playgrounds will receive work (Township installation of new mulch/new equipment/etc.)

**23.0 FOR EVALUATION PURPOSES ONLY** the bid will be awarded based on spring clean-up of (#7) 9/11 Monument Site, (#1) Islands at Camden Avenue and Hillcrest Avenue, (#11) Welcome Wall; and twenty (26) weeks of lawn maintenance of all properties. (This number is an estimate)



**TOWNSHIP OF PENNSAUKEN**  
**LAWN MAINTENANCE AT VARIOUS TOWNSHIP OWNED PROPERTIES**

**LIST OF PROPERTIES**

<b><u>Location #:</u></b>	<b><u>Location</u></b>	<b><u>Block / Lot</u></b>
1	Islands at Camden Ave and Hillcrest Ave	9 Islands
2	Jackson Park (47 <sup>th</sup> Street & Jackson Avenue)	4601 / Lots 20, 21, 28, 29
3	Yost Park (45 <sup>th</sup> St. and Madison Avenue)	4608 / Lots 15, 16, 33 & 34
4	Golfview Drive & Browning Road	6201 / 17
5	Lena Skelly Park (Clayton Ave & Horner Ave)	5415 / 1
6	Tennis Court Park (Browning Rd & Chestnut Ave)	5105 / 13
7	9/11 Memorial Park (Merchantville Ave & Rt. 130)	5117 / 1
8	Collins Tract Park (Githens Ave & Sherman Ave)	3005 / 1 3006 / 1
9	Johnson Park (Between Norwood and Bethel Aves) and (Between Park and Marion Aves)	3108 / 3
10	Stockton Park ( Along Stockton Ave, across from Herbert Ave)	3904 / 8
11	Welcome Wall (Maple Ave & Haddonfield Rd)	4301 / 5
12	Frank Krimmel Park (Herbert Ave & NJ Ave)	3805 / 1 & 2
13	St. Martin's Park (St. Martins Ave off of Park Ave)	3814 / 12
14	Burrough-Dover House (9021 Burrough Dover Lane)	2602 / 3
15	Griffith-Morgan House (243 Griffith Morgan Lane)	1701 / 5
16	Delair Park (Between Eden and Sheppard Aves) and (Between Union Ave and June Road)	1513 / 5
17	Adams Ave Park (Adams Ave & Engard Ave)	1204 / 1
18	Herman Blank Park (Harris & Chandler Aves)	6605 / 1

**TOWNSHIP OF PENNSAUKEN**  
**LAWN MAINTENANCE AT VARIOUS TOWNSHIP OWNED PROPERTIES**

**LIST OF PROPERTIES (CONTINUED)**

<b><u>Location #:</u></b>	<b><u>Location</u></b>	<b><u>Block / Lot</u></b>
19	East & West Zimmerman Ave. (Along RR) (From Derausse Ave to Curtis Ave)	7001, Lot 1 (Partial)
20	Union Ave Railroad Crossing Lots (At Collins Lane, Broad St.) (Cut Volney to Burling Ave)	7005 / 2
21	E. Pennsauken Ballfield (Haddonfield Rd & Orchard Ave)	3802 / 33
22	Iron Rock Park (Maryland Ave & Rudderrow Ave)	4401 / 37
23	Madison Park (38 <sup>th</sup> & Madison Ave)	4504 / 1,2 4503 / 13
24	Chestnut Ave Walk Trail (Cove Road to Norwood Ave + extension of trail to fence)	7005 / 1

**LAWN MAINTENANCE**  
**AT VARIOUS TOWNSHIP OWNED PROPERTIES**

**NOTE: THE TOWNSHIP RESERVES THE RIGHT TO INCREASE OR DECREASE THE NUMBER OF CUTS**

***Spring Clean Up***

Location #	Property Location	Price Per Clean-Up	Written in Words
1	Islands at Camden Ave and Hillcrest Ave	\$_____.	
7	9/11 Memorial Park	\$_____.	
11	Welcome Wall	\$_____.	

***Routine Maintenance***

Location #	Property Location	Price Per Cut	Written in Words
1	Islands at Camden Ave and Hillcrest Ave	\$_____.	
2	Jackson Park (47 <sup>th</sup> Street & Jackson Avenue)	\$_____.	
3	Yost Park (45 <sup>th</sup> St. and Madison Avenue)	\$_____.	
4	Golfview Drive & Browning Road	\$_____.	
5	Lena Skelly Park (Clayton Ave & Horner Ave)	\$_____.	
6	Tennis Court Park (Browning Rd & Chestnut Ave)	\$_____.	
7	9/11 Memorial Park (Merchantville Ave & Rt. 130)	\$_____.	
8	Collins Tract Park (Githens Ave & Sherman Ave)	\$_____.	
9	Johnson Park (Between Norwood and Bethel Aves off of Park Ave)	\$_____.	
10	Stockton Park ( Along Stockton Ave, across from Herbert Ave)	\$_____.	
11	Welcome Wall (Maple Ave & Haddonfield Rd)	\$_____.	
12	Frank Krimmel Park (Herbert Ave & NJ Ave)	\$_____.	
13	St. Martin's Park (St. Martins Ave off of Park Ave)	\$_____.	
14	Burrough-Dover House (9021 Burrough Dover Lane)	\$_____.	
15	Griffith-Morgan House (243 Griffith Morgan Lane)	\$_____.	
16	Delair Park (Between Eden and Sheppard Aves. Off of Union)	\$_____.	
17	Adams Ave Park (Adams Ave & Engard Ave)	\$_____.	
18	Herman Blank Park (Harris & Chandler Aves)	\$_____.	

**LAWN MAINTENANCE**  
**(CONTINUED)**

***Routine Maintenance***

<b>Location #</b>	<b>Property Location</b>	<b>Price Per Cut</b>	<b>Written in Words</b>
19	East & West Zimmerman Ave. (Along RR) (From Derosse Ave to Curtis Ave)	\$_____.	
20	Union Ave Railroad Crossing Lots (At Collins Lane, Broad St.) (Cut Volney to Burling Ave)	\$_____.	
21	E. Pennsauken Ballfield (Haddonfield Rd & Orchard Ave)	\$_____.	
22	Iron Rock Park (Maryland Ave & Rudderow Ave)	\$_____.	
23	Madison Park (38 <sup>th</sup> & Madison Ave)	\$_____.	
24	Chestnut Ave Walk Trail (Cove Road to Norwood Ave + extension of trail to fence)	\$_____.	

### BID DOCUMENT CHECKLIST\*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	Disclosure of Investments in Iran	
<input checked="" type="checkbox"/>	Certification of Non-Involvement in Russia or Belarus Pursuant	
<input checked="" type="checkbox"/>	Acknowledgment Receipt of Addenda	
<input checked="" type="checkbox"/>	Equipment List	
	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)	
	Public Works Contractor Certificate	
	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Copy of W-9	
<input checked="" type="checkbox"/>	One Original Complete Bid and Two (2) Complete Copies of the Bid	

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership           | <input type="checkbox"/> Limited Liability Corporation |  |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Subchapter S Corporation      |  |

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

**Stockholders:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

\_\_\_\_\_  
(Corporate Seal)

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)  
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,  
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project; and that all statements contained in said proposal and in  
this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_  
\_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)  
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 \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

## FORM OF PROPOSAL

In compliance with the foregoing invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, after having carefully examined the specifications, if this bid be accepted within a reasonable time from the date of the opening, to furnish any or all the items upon which prices are quoted, in accordance with the specifications applying, at the price set opposite each item.

The Legal Advertisement, Instructions to Bidders & General Specifications and Specifications and Plans applying form a part of this proposal.

Delivery, to destination as shown, on any or all of the items, to be completed within \_\_\_\_\_ days from receipt of order.

**IMPORTANT:**                    **AS DELIVERY MAY BE A DECIDING FACTOR IN THE AWARD OF AN ORDER OF CONTRACT, IT IS IMPORTANT THAT BIDDERS FURNISH THE INFORMATION REQUESTED ABOVE.**

Partnership (   )

The undersigned is a Corporation (   )

Individual (   )                    under the laws of the State

Of \_\_\_\_\_ having principal offices at:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature(s) and title(s) of person(s) authorized to sign.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:**                    **A MEMBER OF FIRM OR A PERSON AUTHORIZED TO SIGN BIDS FOR A CORPORATION MUST SIGN PROPOSAL.**



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

Quote Number: \_\_\_\_\_

Bidder/ Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

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

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

**PLEASE CHECK THE APPROPRIATE BOX:**

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

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

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offerer Contact Name _____	Contact Phone Number _____
<div style="border: 1px solid black; padding: 2px; display: inline-block;">ADD AN ADDITIONAL ACTIVITIES ENTRY</div>	

**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): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

CONTRACT / BID SOLICITATION TITLE \_\_\_\_\_

CONTRACT / BID SOLICITATION No. \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

☐

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

☐

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

---

---

---

---

---

*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Phone Number

\_\_\_\_\_  
Vendor Address (Street Address)

\_\_\_\_\_  
Vendor Fax Number

\_\_\_\_\_  
Vendor Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor Email Address for Authorized Representative

Precluded Entities List <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**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.**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) 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**

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

**OR**

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her 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. 17:27-1 et seq.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

The contractor and the Township of Pennsauken, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 there unto, 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 the 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.

**TOWNSHIP OF PENNSAUKEN**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF EQUIPMENT  
OWNED OR CONTROLLED BY CONTRACTOR**

<b>Type of Equipment</b>	<b>Number</b>	<b>Make</b>	<b>Model</b>	<b>Age</b>
--------------------------	---------------	-------------	--------------	------------



## **VENDOR CONTACT INFORMATION**

Vendor must submit name of supervisor to be assigned with contract administration and a 24-hour emergency contact number of identified employee. This information must be submitted with project proposal form.

Supervisor- contract administration- Name\_\_\_\_\_

Phone#\_\_\_\_\_ Fax\_\_\_\_\_

Email\_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Title\_\_\_\_\_

Phone#\_\_\_\_\_ Fax\_\_\_\_\_

Email\_\_\_\_\_

List of employee personnel- please attach additional sheet(s) if necessary

---

---

---

---

---

---

---

---

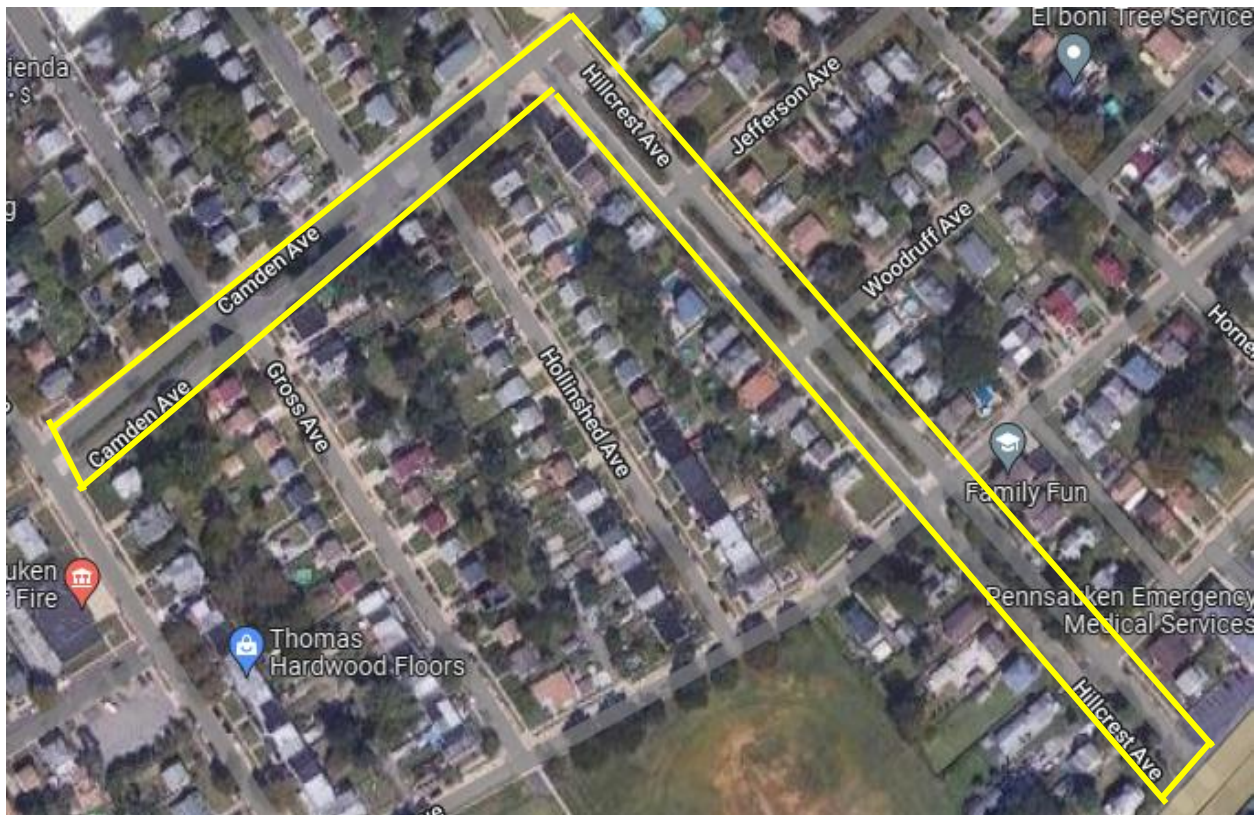
---

---

## **ATTACHMENT 1**

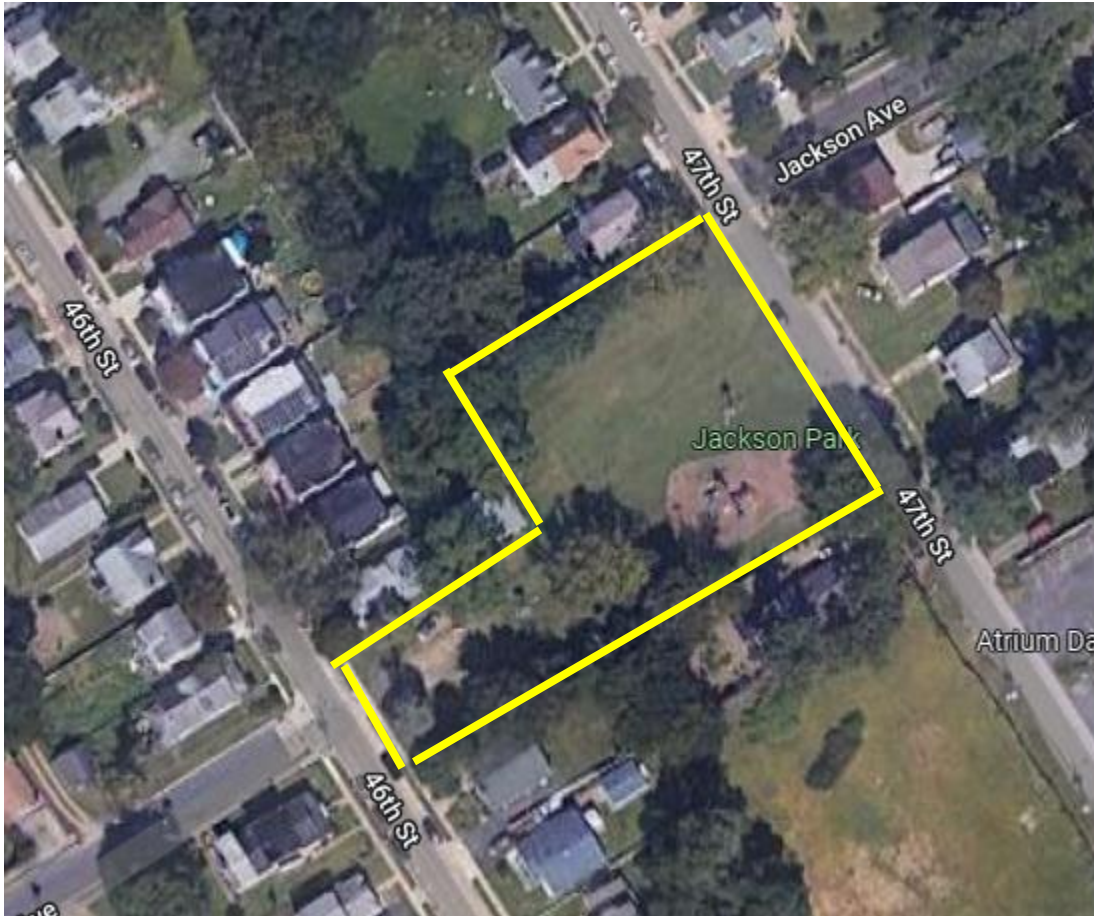
**The below maps are provided to give you a parameter of location. It is strongly encouraged to visit each location to familiarize yourself with the properties.**

**Location #1: ISLANDS AT CAMDEN AVE & HILLCREST AVE**



- Three (3) islands along Camden Avenue
- Six (6) islands along Hillcrest Avenue

**Location #2: Jackson Park**  
(47<sup>th</sup> Street & Jackson Avenue)





**Location #3: Yost Park**  
(45<sup>th</sup> St. and Madison Avenue)



**Location #4: Golfview Drive & Browning Road**  
Basin & Surrounding Property

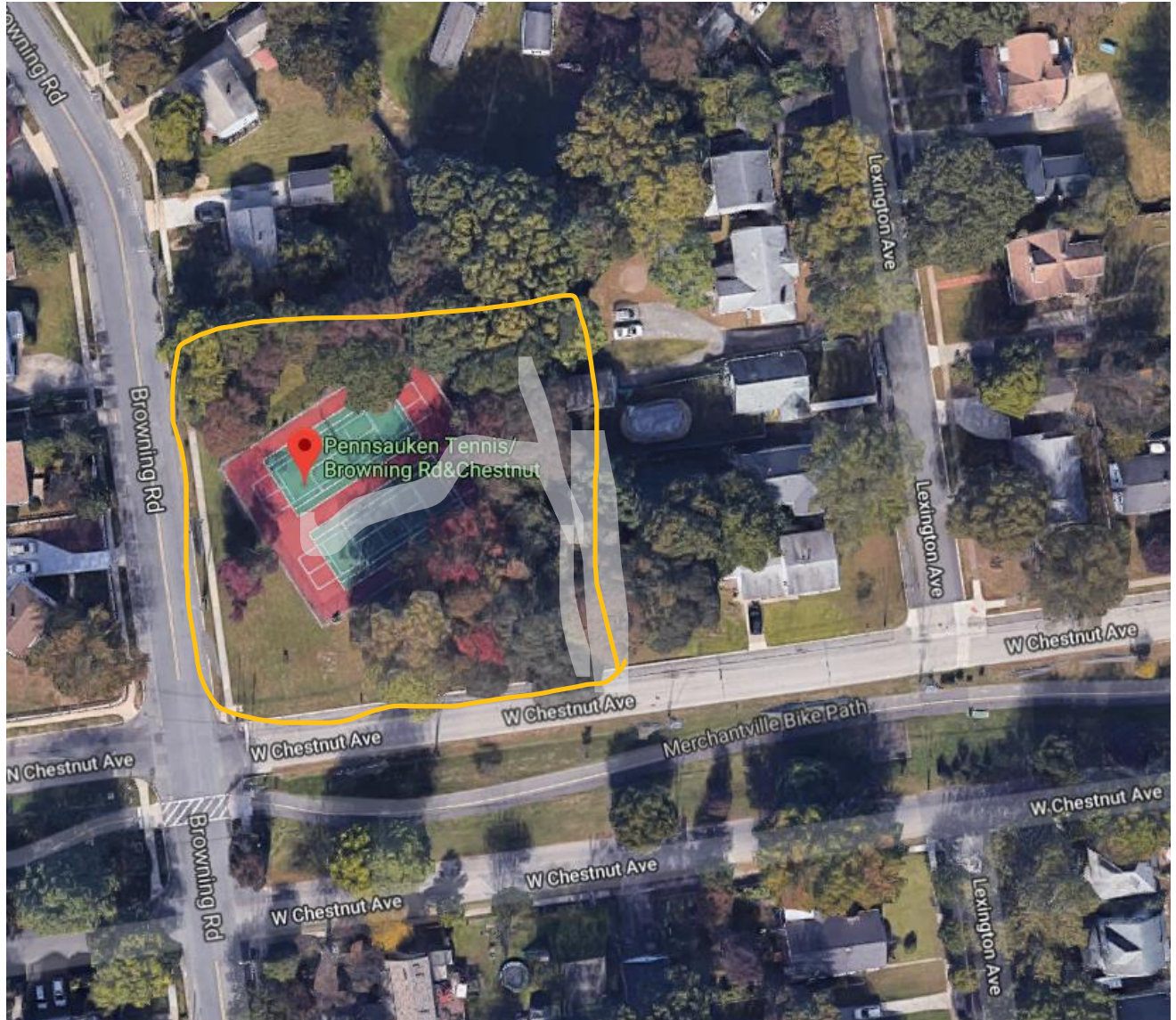


**Location #5: Lena Skelly Park**  
(Clayton Avenue & Horner Avenue)





**Location #6 Tennis Court Park**  
(Browning Road & Chestnut Avenue)





**Location #7: 9/11 Memorial Park**  
(Merchantville Ave & Rt. 130)



**Location #10: Collins Tract Park**  
(Githens & Sherman Avenues)





**Location #9: Johnson Park**  
(Between Norwood & Bethel Avenues off of Park Ave)

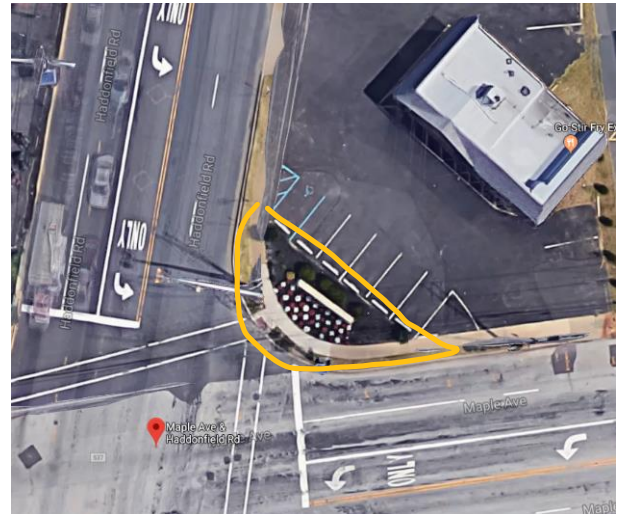


**Location #10 Stockton Park:**  
(Herbert Ave & Stockton Avenue)





**Location #11: Welcome Wall**  
(Maple Avenue & Haddonfield Road)



**Location #12: Frank Krimmel Park**  
(New Jersey Ave. between Herbert Ave. & Osler Ave.)



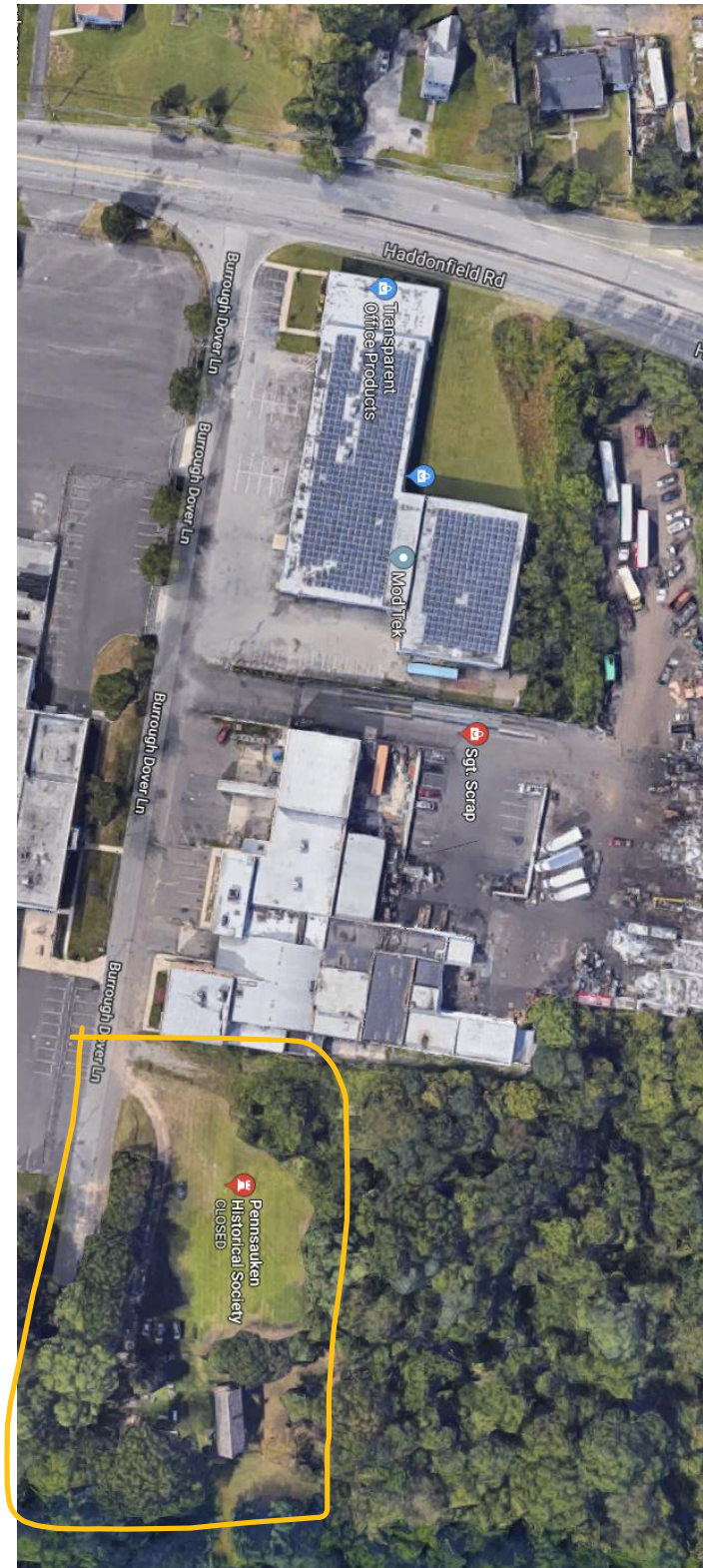
\*Cutting area includes Block 3805 Lots 1 & 2 (including fenceline)



**Location #13: St. Martin's Park**  
(St. Martins Avenue off of Park Avenue)

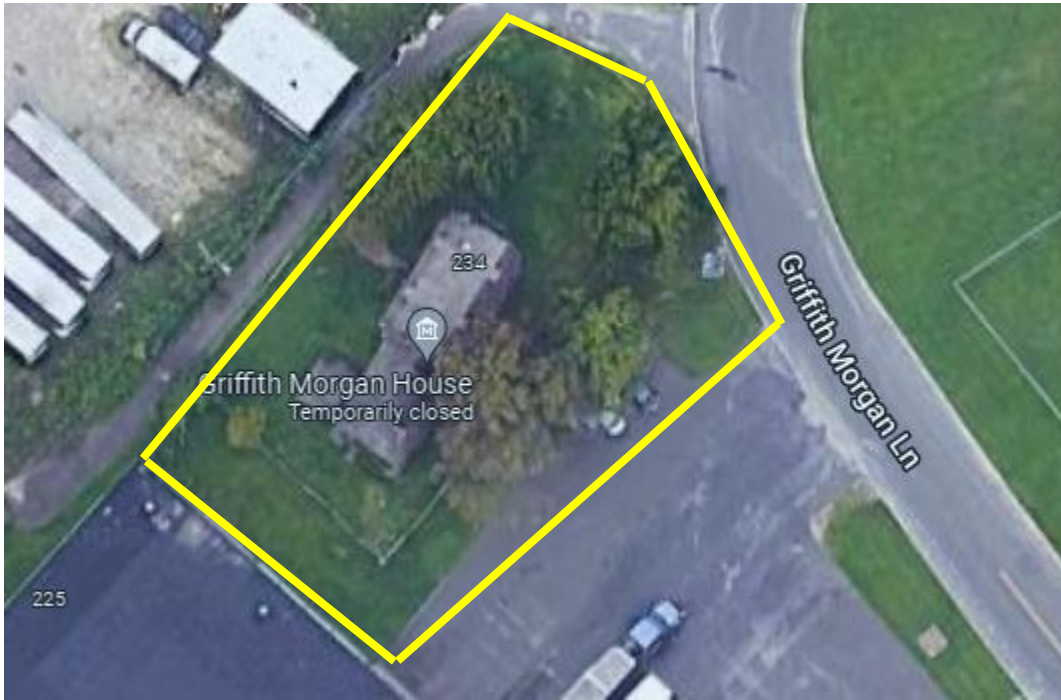


**Location #14: Burrough-Dover House**  
(9021 Burrough Dover Lane)





**#15 Griffith Morgan House**  
(243 Griffith Morgan Lane)



**Location #16: Delair Park**

(Between Eden and Sheppard Avenues) and (Between Union Avenue & June Road)



**Location #17: Adams Ave Park**

(Located on Adams Ave, between Engard Ave and Velde Ave)



**Location #18: Herman Blank Park**  
(Located at Harris Ave and Chandler Ave)





**Location #19: East and West Zimmerman Ave (Along Railroad Tracks)**  
(From Deraussee Ave to Curtis Ave)



**Location #20: Union Ave Railroad Crossing Lots (At Collins Ave)**  
(Along Collins Lane and Broad Street, Volney to Burling Ave)



Broad Street Portion: Maintain grass from curb to railroad ditch  
Collins Lane (Volney Ave Side): Maintain grass from asphalt road to railroad ditch –  
weed whack between trees only where cleared by Pennsauken DPW.

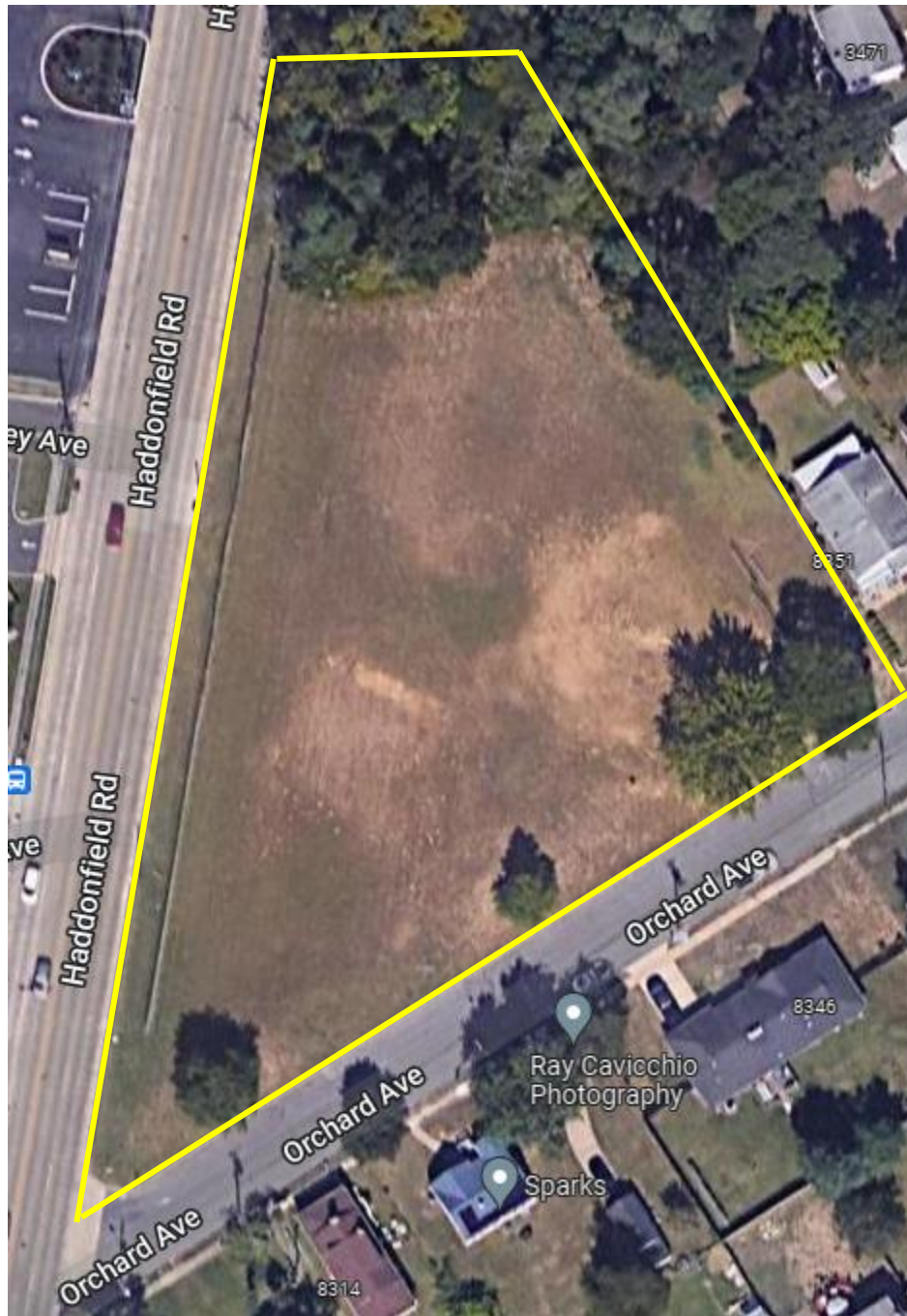
-----



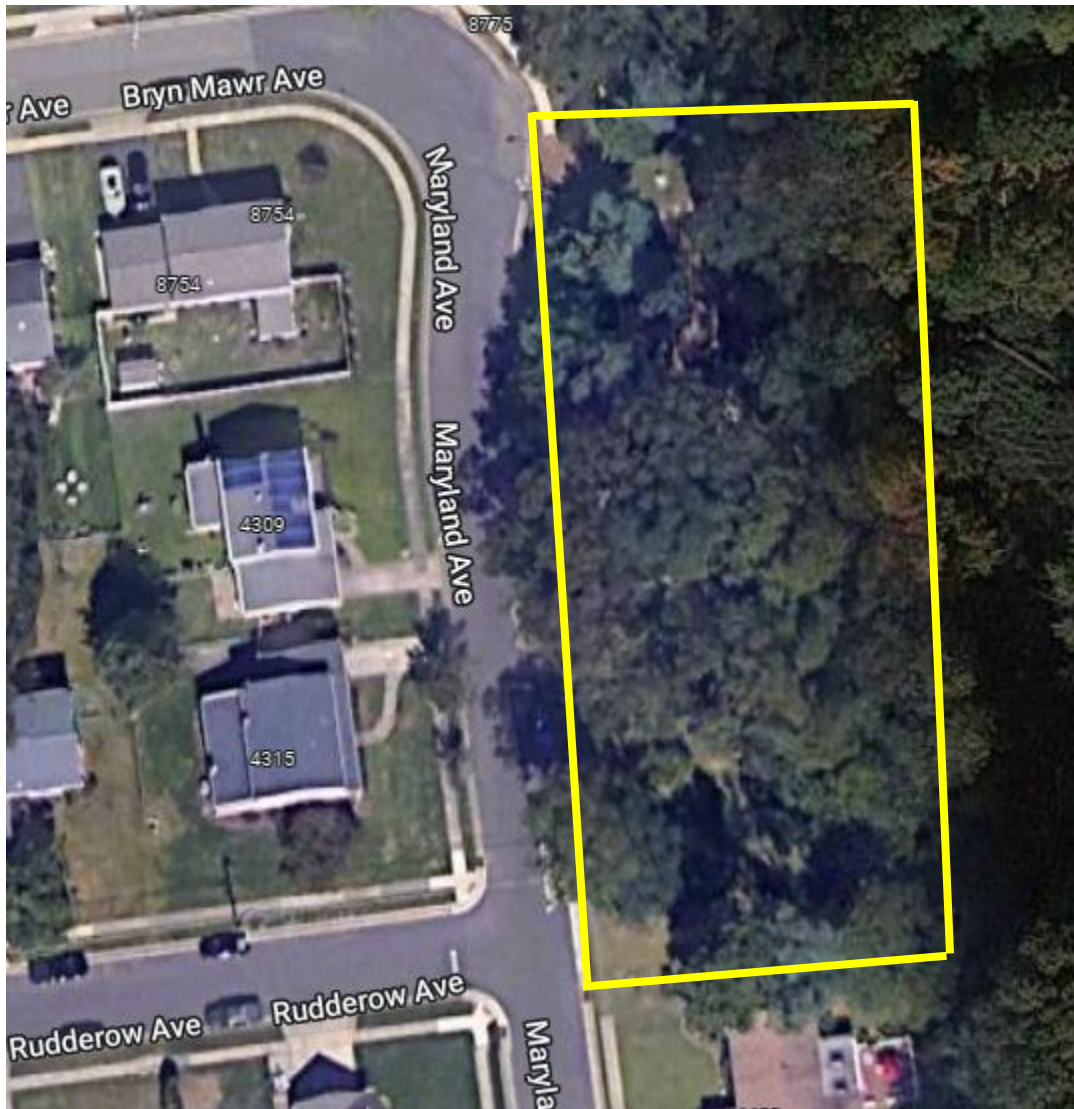
Collins Lane (Opposite of Broad St): Maintain from railroad ditch to adjacent property  
line (fence & hardscaping bed is property line)  
Collins Lane (Burling Ave Side): Maintain from asphalt road to railroad ditch



**Location #21: E. Pennsauken Ballfield**  
(Haddonfield Road & Orchard Ave)



**Location #22: Iron Rock Park**  
(Maryland Avenue & Rudderow Avenue)





**Location #23: Madison Park**  
(38<sup>th</sup> St & Madison Avenue)



**Location #24: Chestnut Ave Walk Trail**

(Cove Road to Norwood Avenue, plus extension of trail to fence)



# ATTACHMENT 2

## Proposed Lawn Maintenance Schedule

2024

### JULY

S	M	T	W	T	F	S
	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			

### APRIL

S	M	T	W	T	F	S
	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				

### AUGUST

S	M	T	W	T	F	S
				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

### MAY

S	M	T	W	T	F	S
			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	

### SEPTEMBER

S	M	T	W	T	F	S
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					

### JUNE

S	M	T	W	T	F	S
						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						

### OCTOBER

S	M	T	W	T	F	S
		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		