

TOWNSHIP OF WANTAGE NOTICE TO QUOTERS

NOTICE IS HEREBY GIVEN, that Quotes for the following service:

Recreation Field Maintenance Program

shall be received no later than the date of February 5, 2015 at 4:00 p.m. prevailing time. Quotes will be received by the Administrator/Clerk of the Township of Wantage, Sussex County, New Jersey, at the Wantage Township Hall, 888 Route 23, Wantage, New Jersey.

Copies of the Quote Specification Page and Proposal Form may be obtained from the office of the Administrator/Clerk, within the Township Hall building, during normal business hours.

Quotes must be submitted in standard proposal form. The Township shall not be responsible for late mail deliveries, and no quotes shall be accepted after the time stipulated in the NOTICE TO QUOTERS.

The Township Committee reserves the right to award a contract in its sole discretion, and further reserves the right to reject any and all quotes, or to waive irregularities, decide as to the responsibility of the quoters, and if applicable, to make award on a lump sum or individual item basis.

The Township of Wantage recognizes and complies with the requirements of the Americans With Disabilities Act of 1990. As such, the Township of Wantage endorses nondiscrimination on the basis of disability in every public service provided through municipal departments, programs and contractors. It is a requirement and an expectation that all vendors who do business with the Township shall likewise endorse the philosophy of this act, and shall strive to meet the requirements of it in conducting its business affairs.

James R. Doherty
TOWNSHIP OF WANTAGE
888 Route 23
Wantage, N.J. 07461

INFORMATION FOR QUOTERS

1. The price quoted shall be the price of the service delivered to the Township of Wantage.
2. The Township reserves the right to reject any one or all of the Quotes submitted, or to waive any irregularities and immaterial variances therein, if in its judgment the best interests of the municipality will be served thereby.
3. The price quoted shall hold firm for the term of the Contract period, as per specifications.
4. All items furnished shall conform to the applicable specifications included.
5. The quantities used for each item are approximate and are to be used to establish a basis for comparing Quotes. These quantities represent an estimate of the total quantities of each service, to be purchased by the Township. The actual purchase quantity for the service may vary.
6. The Township of Wantage is exempt from any State Sales Tax or Federal Excise Tax.
7. Payments will be made upon the approval of vouchers submitted by the successful Quoter(s) in accordance with the requirements of the Township of Wantage and subject to the Township's customary purchasing procedures.

GENERAL QUOTE CONDITIONS

1. Quoters must use the Quote proposal form furnished by the Township of Wantage when submitting their Quote.
2. Each Quote must be signed in ink or ballpoint pen by person(s) authorized to do so.
3. In case of default by the successful contractor, the Township of Wantage may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
4. It is to be understood by the Quoter that this Quote is submitted on the basis of specifications prepared by the Township of Wantage, and the fact that the Quoter is not familiar with these specifications or conditions shall not be accepted as an excuse for non-performance under the terms of this Contract.
5. For purpose of evaluation where an equivalent product is being furnished, Quoter must indicate any variation to Township specifications no matter how slight. If no variations are indicated, the Township shall construe that the Quote fully complies with said specifications.
6. Quoter shall insert prices for furnishing all of the materials described or required. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the quoter F.O.B. destination and placement at locations specified by the Township of Wantage. No additional charges shall be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.
7. Any questions with respect to this quotation must be submitted in writing to the Township Administrator, at least 24 hours prior to the deadline date for submission of quotations.
8. Successful Quoters must have at least three years' experience in performing municipal field maintenance contracts or equivalent public field maintenance contracts.
9. Quoter must comply with the provisions of P.L. 2005 c.57 (N.J.S.A. 52:32-44) and submit proof that the Quoter is registered with the New Jersey Department of the Treasury, Division of Revenue, by including a copy of the Business Registration Certificate issued to the Quoter by the Division of Revenue.

QUOTE SPECIFICATIONS AND PROPOSAL PAGE

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**To The Mayor and Committee of
The Township of Wantage
Sussex County, New Jersey**

Name of Company Making Proposal: _____

Business and Mailing Address: _____

hereby makes this **PROPOSAL** for providing a Recreation Field Maintenance Program for the Wantage Township Recreation Commission, as described below, on behalf of the Township of Wantage, Sussex County, New Jersey. We hereby certify that we are the only persons interested in this Quote, and that it is made without collusion with any person, firm or corporation making another Quote for the same contract. The Quote is fair in all respects and no officer of the Township of Wantage or any person employed with the Township is directly or indirectly interested in this Quote or in the supplies or work to which it relates or in the profits or any portions thereof. We further declare that we have carefully examined the NOTICE TO QUOTERS, the terms and conditions of the SPECIFICATIONS, the GENERAL QUOTE CONDITIONS and the INFORMATION TO QUOTERS. Attached is our Quote proposal in standard form, as prescribed by the specifications outlined in this document. Award of contract will be based on the lowest lump sum total Quote price received by a responsible Quoter for the service being sought.

Fields to be serviced:

<u>Name</u>	<u>Area</u>
Ryan Road Field	1.50 acres
Woodbourne Park – Ball Field 1	1.00 acre
Woodbourne Park – Ball Field 2	1.25 acres
Woodbourne Park – Soccer Field 3	1.50 acres
Woodbourne Park – Ball Field 4	1.50 acres
Woodbourne Park – Soccer Field 5&6	3.00 acres
Woodbourne Park – Football Field 7	1.00 acres
Woodbourne Park – Football Field 8	1.00 acres
Woodbourne Park - Common Area	1.50 acres
Lott Road Park – Field 1 Baseball	1.00 acres
Lott Road Park – Field 2 Baseball	1.25 acres
Lott Road Park – Field 3 Baseball, Soccer	1.50 acres

QUOTE PROPOSAL FORM

Service Schedule:

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Fertilize each field as follows:

Ryan Road Field	Spring, Late Summer, Late Fall
Woodbourne Park –Field 1 & 2	Spring, Late Summer, Late Fall
Woodbourne Park – Soccer Field 3	Spring, Late Summer, Late Fall
Woodbourne Park – Ball Field 4	Spring, Late Summer, Late Fall
Woodbourne Park – Soccer Field 5&6	Spring, Late Summer, Late Fall
Woodbourne Park – Football Field 7 & 8	Spring, Late Summer, Late Fall
Lott Road Park – Field 1, 2 & 3	Spring, Late Summer, Late Fall

Spring Fertilization applications shall be made at 0.75 lbs Nitrogen per thousand and at least 50% of nitrogen shall be slow release; summer and fall fertilization applications shall be made at 1 lb Nitrogen per 1000 sq ft. At least 30% of nitrogen shall be slow release.

Aerate each field as follows:

Ryan Road Field	August
Woodbourne Park –Field 1 & 2	August
Woodbourne Park – Soccer Field 3	August
Woodbourne Park – Ball Field 4	August
Woodbourne Park – Soccer Field 5&6	Spring
Woodbourne Park – Football Field 7 & 8	Spring
Lott Road Park – Field 1, 2 and 3	August

Seeding: 4lbs per 1000 sq ft of approved athletic field mix to be applied to all fields; to be done with Aeration

Broadleaf Weed Control applications, to include control of dandelions and all broad leaf weeds shall be made for each field as follows:

Ryan Road Field	once in the Spring, once in the fall
Woodbourne Park –Field #1 & 2	once in the Spring, once in the fall
Woodbourne Park – Soccer Field #3	once in the Spring, once in the fall
Woodbourne Park – Ball Field 4	once in the Spring, once in the fall
Woodbourne Park – Soccer Field 5&6	once in the Spring, once in the fall
Woodbourne Park – Football Field 7 & 8	once in the Spring, once in the fall
Lott Road Park – Field 1, 2 & 3	once in the Spring, once in the fall

Preventative Grub Control applications, to include control of grubs shall be made for each field as follows:

Woodbourne Park – All Fields and common area once in the Spring

All Fields shall be monitored for Grub activity

Crabgrass Control applications shall be made for each field as follows:

Ryan Road Field	once in the Spring
Woodbourne Park –Field #1 & 2	once in the Spring
Woodbourne Park – Soccer Field #3	once in the Spring
Woodbourne Park – Ball Field 4	once in the Spring
Woodbourne Park – Soccer Field 5&6	once in the Spring
Woodbourne Park – Football Field 7 & 8	once in the Spring
Lott Road Park – Field 1, 2 & 3	once in the Spring

QUOTE:

Base Quote (in numbers): \$ _____

Base Quote (in words): _____

Name of Quoter: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Quoter's Authorized Agent (print): _____

Signature: _____

Date: _____

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

STATE OF NEW JERSEY; COUNTY OF _____ SS:

I, _____(name), am the _____(title) of the
_____(company), and being duly sworn, I depose and say:

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.
2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the Township of Wantage to award to my company, the contract for the Field Maintenance Program of Wantage Township in the event said company is the lowest responsible Quoter on the basis of the proposal which is submitted herewith.
3. I understand and agree that The Township of Wantage will rely upon the information provided in the Questionnaire in determining the lowest, responsible Quoter to be awarded the contract.
4. I also understand and agree that the Township of Wantage may reject the proposal in the event that the answer to any of the foregoing questions is false.
5. I do hereby authorize The Township of Wantage, or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish The Township of Wantage with any information necessary to verify the answers given.

Name of Firm or Individual Title

Signature Date

Subscribed and sworn to before me this
_____ day of _____, 2015.

Notary Public of
My Commission expires on

Note: A partnership must specify the partnership name and the names of all partners. A corporation must give full corporate name and signature of appropriate official, and the corporate seal affixed. A limited liability company must give the company name and signature of the managing member, as well as the names of all members.

QUESTIONNAIRE

This questionnaire must be filled out and submitted as part of the Proposal for the Field Maintenance Program for The Township of Wantage. Failure to complete this form or to provide any of the information required herein shall result in rejection of the Proposal. Answers should be typewritten or printed neatly in black or blue ink. Answers must be legible. Any answer that is illegible or unreadable will be considered incomplete. If additional space is required, the Quoter shall add additional sheets and identify clearly the question being answered.

How many years has the company been in business as a contractor under its present name? _____

List any other names under which the company, its partners or officers have conducted business in the past five years. _____

Has the company failed to perform any contract awarded to it by the Township of Wantage under its current or any past name in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required. _____

Has any officer or partner of the business ever failed to perform any contract that was awarded to him/her as an individual by the Township of Wantage in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required. _____

List all public entity contracts which the company or its partners is now performing or for which contracts have been signed, but work not begun. Give the name of the municipality or owner, the amount of the contract and the number of years the contract covers. _____

List all municipal field maintenance program contracts that the bidder has completed within the last five years. Give detailed answers to questions below relating to this subject.

- a) Name of contracting unit
- b) Approximate population of contracting unit
- c) Term of contract: from/to
- d) Name and telephone number of official in charge of the program.

(authorized signature)

(type or print name)

Dated: _____ 2015