



One College Hill Road, Newton, New Jersey 07860

BID SPECIFICATIONS AND PROPOSAL FORMS

SNOW REMOVAL SERVICES

BID # 23-08-0003

Documents included herein:

Notice to Bidders
Instructions to Bidders
Specification
Bid Form
Ownership Disclosure Certification
Equal Employment Opportunity Statement
Corporate Resolution
Non-Collusion Affidavit
NJ Business Registration Certificate – Sample
Disclosure of Investment Activities in Iran
Certification of Non-Involvement in Prohibited Activities In Russia or Belarus
Affirmative Action Compliance – Sample
Certificate of Insurance - Sample Company Information Questionnaire List
of Available Personnel
W-9 Form

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received at Sussex County Community College, One College Hill Road, Newton, NJ 07860 on Monday, August 21, 2023 at the following prevailing times in Building B, Room B300 for:

On-Call General Maintenance Contracting Bid # 23-08-0001, 1:00 p.m.

On-Call HVAC Contracting Bid # 23-08-0002, 1:30 p.m.

Snow Removal Services Bid # 23-08-0003, 2:00 p.m.

Vending Services Bid # 23-08-0004, 2:30 p.m.

Bid documents may be obtained by emailing bmormando@sussex.edu. All persons requesting bid documents will be required to provide the College with relevant contact information; name, company, address, phone, and fax if available.

Bid proposals must be submitted on the forms furnished by the College and may be hand delivered or mailed in a sealed envelope clearly marked with the Bid title and number to Sussex County Community College, Purchasing Department, One College Hill Road, Newton, NJ 07860 on or before the hour named on the date specified. No bid will be accepted after the designated time and date. Bids transmitted electronically will not be accepted. The College will not assume responsibility for bids forwarded by mail or delivery service. Bid proposals must also include the required forms as designated in the bid specifications. Bids may be rejected if the required documents are not included with the proposal.

By submitting a proposal, the bidder covenants and agrees that they have satisfied themselves from their own investigation of the conditions to be met, that they fully understand their obligations and that they will not make any claim for, or have right to cancellation or relief without penalty of the contract because of any misunderstanding or lack of information. If any discrepancies or omissions appear in the specifications, the bidder shall notify the College, in writing, of any such discrepancy or omission. Bidders are notified by this statement that all of the general terms and conditions applicable will be a part of any contract awarded as a result of this proposal as fully and to the same extent as if copied at the length therein.

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

The College Board of Trustees reserves the right to reject any or all bids and to waive any minor irregularities or informalities in the bids and to accept the bid, which in their judgment will best serve the interest of the College.

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

These Instructions to Bidders are in addition to any other specifications included in this bid packet and should be read in conjunction with the same. Unless specifically instructed otherwise in the General Terms and Conditions, General Specifications, Scope of Work, Technical Specifications, or Bid Proposal Form, the following terms and conditions will apply to all contracts or purchases made with the College.

SITE INSPECTION

Bidders should familiarize themselves with the job site before submitting their bid proposal. Bidders shall conduct their evaluation in a manner that is not disruptive to the function of the College. Bidders may schedule a site visit by contacting the Chief Operating Officer by email at jgaddy@sussex.edu.

INTERPRETATION OR CORRECTIONS OF BID DOCUMENTS-ADDENDA

Questions regarding interpretation, clarification, or changes in the bid specifications must be directed in writing to:

Barbara Mormando
Purchasing
Sussex County Community College
One College Hill Road
Newton, New Jersey 07860
Fax: 973-300-2189
Email: bmormando@sussex.edu

Corrections to bid documents will be issued in the form of a written Addenda to the specifications as specified below.

Addenda are written or graphic instruments issued by the College before the bid opening which modify the bid with additions, deletions, or corrections. Notice of an addendum will be published in the New Jersey Herald, and addenda information will be provided to all bid package holders electronically. All addenda, so issued, shall become part of the contract documents.

Failure of any Bidder to receive an addendum because of not having provided the proper email address and the responsible person to whom the addendum should be transmitted shall not relieve the Bidder from any obligation required by the addendum.

BID FORM

All bids must be made on the Bid Proposal Form attached hereto and shall be properly filled out and duly executed. All bids must be submitted in an opaque sealed envelope bearing the name and address of the bidder, addressed to the Purchasing Department, Sussex County Community College, One College Hill, Newton, New Jersey 07860, and clearly marked with the caption "Sealed Bid" and the bid title and number. Number of copies of the bid: **One original, one copy, and one electronic copy (submitted on a disk or flash drive/jump drive) of the bid must be submitted in the sealed envelope.**

If the bid is to be hand-delivered on the day of the bid opening, the bid must be in the designated bid opening location by the designated time and date. The College will not assume responsibility for bids forwarded by mail or delivery service, and no bid will be accepted after the time specified.

Bids may be withdrawn by the bidder before but not after the time fixed for the bid opening.

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

SIGNATURE ON BID

To be considered, a bid must be signed in ink by the bidder. In the submission of a proposal by a corporation, the proposal must be made in the name of the corporation and signed by an executive officer, and attested by a secretary of the corporation. If the corporation is the successful bidder, the contract involved must be in the name of the corporation, signed by an executive officer, and attested by a secretary of the corporation with the seal of the corporation affixed thereto.

BIDDER'S REPRESENTATIONS

By submitting a bid at the specified bid opening date and time, each bidder represents that the bidder has become familiar with the site and the conditions relating to the project and has prepared the bid based on the materials, equipment, and systems specified herein.

The failure or neglect of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to the submitted bid. The bidder shall examine the contents of the specifications and any drawings to be assured that all pages of the specifications, drawings, and other contract documents are included in the documents obtained for bidding purposes.

BID PRICES

All prices quoted shall remain firm and not subject to increases during the contract period. In case of an error in extension, the unit price will prevail.

The bidder shall determine that they can secure the necessary labor and equipment and that the materials they propose will comply with the requirements contained in the specifications and can be obtained by him in the quantities and at the time requested.

CONTRACT AMOUNT

Any estimated amount of contracted materials or services shall not be construed as either the maximum or minimum amount which the College shall be obliged to order as the result of this bid or any contract entered into as a result of this bid.

TRANSPORTATION

Prices bid shall include all transportation charges, fully prepaid and insured by the contractor F.O.B. Sussex County Community College, One College Hill, Newton, New Jersey 07860, inside delivery to the location on campus specified by the college unless otherwise noted within the bid specifications. C.O.D. terms are not acceptable as part of this bid proposal and will be cause for rejection of a bid.

The contractor shall assume all responsibility for delivering merchandise in good condition to the College's facility. Delivered equipment/products must be properly packaged. Damaged equipment/products will not be accepted, or if the damage is not readily apparent at the time of delivery, the equipment/ products shall be returned at no cost to the College. The College reserves the right to

**SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS**

inspect equipment/products at a reasonable time subsequent to the delivery where circumstances or conditions prevent effective inspection of the equipment/products at the time of delivery.

Under normal conditions, the college accepts deliveries on normal business days, Monday through Friday, 8:00 am to 4:00 pm. During summer months and holiday periods, hours may vary. If deliveries are agreed to be made outside the above-noted times or days, the college requires advance notice of three business days so that appropriate arrangements can be made.

Vendors are authorized to ship only those items and quantities indicated by the College. Payment will not be issued for any items not ordered by the College.

TAXES

The College is established under the authority of the State of New Jersey and is entitled to exemption from State, Federal, and local taxes, including New Jersey Sales Tax.

PAYMENT

Invoices for goods and services purchased by the College will only be made upon satisfactory receipt of said goods or services. All invoices must be itemized and include an invoice number and a College purchase order number.

Invoices for service projects shall contain actual material receipts, signed time/labor sheets, equipment expenses, and corresponding project estimates. Invoices shall be submitted upon completion of each project to Accounts Payable. Payment will not be issued until the completion of each project. The College will issue payment within thirty (30) days of receipt of the invoice. No payments will be made for unauthorized services.

Bidders are encouraged to offer cash discounts based on expedited payment by the College. The College will try to take advantage of discounts, but discounts will not be considered in determining the lowest bid.

BRAND NAMES

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

Any item may be quoted based on manufacturers specified or by other manufacturers where items are of equivalent or greater quality. Sussex County Community College will determine equivalent or greater quality. The decision of the College as to whether an alternate or substitute is, in fact, "equal" shall be final.

DOMESTIC PRODUCTS

American goods and products shall be used wherever available for the services or products required in this specification. However, the decision of the College, after consultation with the Vice President of Administration & Finance, shall be final where the price discrepancy favors foreign goods or products and said the decision does not conflict with the law.

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

RIGHT TO KNOW

All containers shipped or delivered to the College in connection with this bid shall bear a label indicating the chemical name(s) and chemical abstract service number(s) (CAS number(s)) of all hazardous substances in the container and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s), pursuant to N.J.A.C. 8:59-5.

“Container” means a receptacle to hold a liquid, solid, or gaseous substance such as bottles, bags, barrels, boxes, cans, cylinders, drums, and shipping cartons. (N.J.A.C. 8:59-1.3)

ASSIGNMENTS

The successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or their rights, title, or interest in, or to the same or any part thereof without consent in writing by the College. If the bidder, without previous written consent, assigns, transfers, conveys, sublets, or otherwise disposes of the contract, in whole or in part, or of title or interest therein, the contract may, at the option of the College, be canceled or terminated.

COMPLIANCE WITH LAWS

The successful bidder shall keep informed of and shall comply with all Federal, State, and local laws as may be applicable. Bidder acknowledges that this bid and the contract award are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25 et seq.

ACCIDENTS, INJURIES, DAMAGES

If it becomes necessary for the vendor, either as principal or by agent or employee, to enter upon the premise or property of the College to construct, erect, inspect, make delivery, or remove property hereunder, the vendor hereby covenants and agrees to take use, provide and make all proper necessary and sufficient precautions, safeguards and protections against the occurrence of happenings of any accidents, injuries, damages or hurt to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and hold harmless the College from the payment of all sums of money by reason of all, or any, such accidents, injuries, damages or hurt that may happen or occur upon or about such work and all fines, penalties, and loss incurred for or by reason of the violation of any City or Borough ordinance regulation, or the laws of the State or the United States, while the said work is in progress.

PROTECTION OF WORK AND PROPERTY

The successful bidder shall continuously maintain insurance or other security for adequate protection for all their work from damage and shall protect the owner's property from damage, injury, or loss arising in connection with the contract. They shall make good any such damage, injury, or loss. The successful bidder shall take all necessary precautions for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the work is being performed. They shall erect and properly maintain at all times, as required by the conditions and progress of the work, all necessary safeguards and protection of the workers and the public. The contractor agrees to provide personnel that have training requirements as required by the state of New Jersey, OSHA, and other applicable laws and regulations.

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

WORK RESTRICTIONS

The contractor will limit the use of premises to work in areas indicated and will not disturb portions of the site beyond the areas in which the work is indicated. Contractor shall:

1. Allow for owner occupancy of the site.
2. Perform work so as not to interfere with College operations. The schedule for coordination shall be agreeable to the owner.
3. Maintain existing buildings and grounds in a safe and useable condition throughout the contract period, repair damage caused by contracted operations, and protect the building and its occupants during the contract period, including maintaining exits.
4. Keep driveways and entrances serving premises clear and available to College, College's employees, and emergency vehicles at all times, and will not use these areas for parking or storing materials.
5. Schedule deliveries to minimize the use of driveways and entrances.

INSURANCE

The Contractor shall secure and maintain in force for the term of the contract liability insurance as provided herein. The Contractor shall provide the College with current certificates of insurance for all coverages and renewals thereof, naming the College as an Additional Insured and shall contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to Sussex County Community College, Purchasing Department, with the Bid reference number.

The insurance to be provided by the contractor shall be as follows:

- a. Comprehensive General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000.00 per occurrence as a combined single limit for bodily injury and property damage. The above-required Comprehensive General Liability Insurance policy or its equivalent shall name the College, its officers, and its employees as Additional Insureds. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed Comprehensive General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage,
- b. Automobile Liability Insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000.00 per occurrence as a combined single limit.
- c. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits not less than: \$1,000,000.00 bodily injury each occurrence, \$1,000,000.00 disease each employee, \$1,000,000.00 disease aggregate limit.

EQUAL EMPLOYMENT OPPORTUNITY AND LAW AGAINST DISCRIMINATION

Bidders must comply with the requirements of N.J.S.A. 10:2-1 et seq., the New Jersey Law Against Discriminations, N.J.S.A. 10:5-1 et seq., N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. (equal employment opportunity) and shall provide the required documentation. (Mandatory Equal Employment Opportunity Language and Affirmative Action Statement is provided in the specification set.)

BUSINESS REGISTRATION CERTIFICATE

Bidder must submit, before award, a valid copy of its New Jersey Business Registration Certificate.

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

“New Jersey Business Registration Requirements”

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 and suppliers or attest that none was used; and,
- 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 copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

NON-COLLUSION AFFIDAVIT

Bidder shall submit with the bid a properly executed non-collusion affidavit, notarized by a Notary Public. (Form is provided in the specification set.)

OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 provides that no corporation, partnership, or limited liability company shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation, partnership, or limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own ten percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein, or of all members in the limited liability company who own a ten percent or greater interest therein. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the ten percent ownership criteria established in said act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a ten percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchanges Commission or the foreign equivalent, and, if there is any person that holds a ten percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a ten percent or greater beneficial interest. (Form is provided in the specification set.)

PROHIBITED INVESTMENT ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-55 et seq., a person or entity listed on the Department of the Treasury's List

SUSSEX COUNTY COMMUNITY COLLEGE
INSTRUCTIONS TO BIDDERS

of Persons or Entities Engaging in Prohibited Investment Activities in Iran shall be ineligible to bid on, submit a proposal for, enter into or renew a contract with a State agency for goods or services.

Additionally, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract shall certify at the time the bid is submitted that the person or entity is not identified on the above-mentioned list as person or entity engaging in investment activities in Iran. (Disclosure of Investment in Iran form is included in the specification set.)

PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS In accordance with New Jersey P.L. 2022, c.3, persons or businesses that are engaged in prohibited activities in Russia or Belarus shall be ineligible enter into or renew a contract with a State agency “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. (Certification of Non-Involvement in Prohibited Activities in Russia or Belarus provided in this bid specification package).

CORPORATE RESOLUTION

In the submission of a proposal by a corporation, the proposal must be made in the name of the corporation and signed by an executive officer and attested by a secretary of the corporation, with the seal of the corporation affixed thereto, in which the secretary certified to the office held by the officer, signing the same, and that the seal was placed by such executive officer pursuant to the direction of the Board of Directors. (Form is provided in the specification set.)

W-9 FORM

Bidder must submit before award a copy of the Company’s current completed and signed W-9 form consistent with IRS standards.

REFERENCES/QUALIFICATIONS

Bidder shall submit with the bid at least three businesses and all applicable information as requested on the Contractor Qualifications Questionnaire when provided in the specification set. Business references provided must be current and active. Bidder’s references shall reflect similar services related to the Bid or similar services for an organization comparable to the College. (Form provided in the specification set.)

ADDITIONAL INFORMATION

The College reserves the right to request all information which may assist in making a contract award, including factors necessary to evaluate the bidder’s financial capabilities to perform the contract. Further, the College reserves the right to request a bidder to explain, in detail, how the bid price was determined.

CONSIDERATION OF BIDS

At the bid opening date and time specified herein, all bids received will be publicly opened and read aloud.

The College has the right to award a contract in whole or in part if deemed to be in the best interest of

SUSSEX COUNTY COMMUNITY COLLEGE INSTRUCTIONS TO BIDDERS

the College to do so. The contract will be awarded to the responsive and responsible bidder whose bid shall comply with all material conditions, who can furnish the goods and services required herein. The College reserves its rights to select the bids or particular alternates, or combinations of alternates, as may be in the best interest of the College. Determination of the apparent low bidder will be based on the base bid amount and the additions or deletions for those alternates, if any, selected by the College.

RIGHT TO REJECT

Sussex County Community College reserves the right to reject any or all bids, or to waive any minor irregularities or informalities in the bids if the best interest of the College will be served by such action. The College also reserves the right to reject the proposal of any bidder who fails to:

1. Return all pages of the specifications and proposal form on or before the time and location specified
2. Sign the proposal sheet
3. Complete all the enclosed forms as required in accordance with these instructions

TIME FOR CONTRACT AWARD

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the bids are opened. The contract, if awarded, shall be awarded to the lowest responsible bidder. Whenever two or more bids are equal, the Board has the absolute discretion to award the contract to the bidder whose bid is most advantageous to the College.

AVAILABILITY OF FUNDS

This contract is subject to the availability and annual appropriation of sufficient funds as may be required to meet the extended obligation. Therefore, this contract may be canceled at the end of the fiscal year if sufficient funds are not appropriated or available.

TERMINATION OF CONTRACT

Notwithstanding any provision or language in this contract to the contrary, the College may terminate at any time, in whole or in part, any contract entered into as a result of this bid for the convenience of the College upon no less than 30 days written notice to the contractor.

DAMAGES FOR BREACH

In case of default in the performance of the Contract by the successful bidder, the College may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby. The College shall notify the contractor, in writing, of its breach before securing the substituted performance necessary to complete the same.

INDEMNIFICATION

The contract shall provide that the successful bidders shall indemnify and hold the College harmless from any and all claims against the College of whatsoever nature arising from the successful bidder's performance or failure to perform the contract awarded pursuant to these bids and shall further indemnify and hold the College harmless from any and all loss, damage, and expense which the College might incur as a result of said performance or failure to perform including but not limited to attorney's fees and associated costs. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Suburban General Insurance Agency 21-00 Route 208 South Ste105 Fair Lawn NJ 07410		CONTACT NAME: Tina Johannemann PHONE (A/C, No, Ext): 201-225-9099 x126 E-MAIL ADDRESS: tjohannemann@suburbangeneral.com FAX (A/C, No): 201-225-0253	
License#: PC-1355346		INSURER(S) AFFORDING COVERAGE	
INSURER A: Evanston Insurance Co.		NAIC # 35378	
INSURER B: Preferred Mutual Ins. Co.		15024	
INSURER C: Wesco Insurance Company		25011	
INSURER D:			
INSURER E:			
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1958727447 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		MKLV1PBC003357	4/17/2023	4/17/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		PCA0100725333	12/12/2022	12/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		MKLV1EUL103964	4/17/2023	4/17/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WWC3644609	4/8/2023	4/8/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER NJ Office of the Attorney General Division of Consumer Affairs Regulated Business Section Home Improvement Unit 124 Halsey St Newark NJ 07102	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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SNOW REMOVAL SERVICES SPECIFICATION
BID # 23-08-0003

Sussex County Community College hereby requests bids for snow removal contracting on a time and material basis at the following campuses:

- Main Campus - One College Hill, Newton, New Jersey
- McGuire Campus – 41-47 Main Street, Newton, New Jersey

The awarded Contractor will provide snow removal services for Sussex County Community College. Contractors submitting a bid on this work are expected to have qualified personnel and suitable tools, equipment, and materials to perform the above work. All materials and equipment provided and labor performed shall comply with all local, county, state, and federal codes having jurisdiction.

All Bidders must familiarize themselves with the campus and all grounds to be included in this contract. Any bidder unfamiliar with the campus may schedule a site visit with the Chief Operating Officer by emailing jgaddy@sussex.edu.

This bid will be an open-ended contract. There is no minimum expenditure guaranteed expressed or implied.

SCOPE OF WORK:

1. The Contractor shall be responsible to be on 24-hour call to remove snow and ice, and to plow, and salt at the prices stated in the submitted bid, and to be on-site within **one (1) hour** after Sussex County Department of Public Works announces a snow removal event, or being called by the College (whoever makes the announcement first), to commence snow removal operations.
2. The Contractor shall be responsible for snow and ice removal on all campus roadways, parking lots, steps, sidewalks, and crosswalks unless otherwise instructed by the College.
3. The Contractor shall clean all snow and ice from catch basins.
4. The Contractor shall clear snow from all safety devices, including fire hydrants and emergency communication phones.
5. The Contractor will not commence operations (snow removal, salting) until a snow event has been called by the Sussex County Department of Public Works or notified by the College's Chief Operating Officer or his designee (whoever makes the announcement first).
6. The Contractor shall maintain a force of qualified workers sufficient to perform the work specified herein.
7. The Contractor will have a designated representative, approved by the College, sign all time tickets daily verifying time, material, and equipment, which will be reviewed by the Chief Operations Officer or his designee.
8. The Contractor shall not store any equipment or supplies on campus without the Chief Operating Officer's or his designee's express written consent. The College shall not be responsible for damage to Contractor's equipment and materials.
9. Damage from snow clearing operations shall be the Contractor's responsibility to repair.
10. The Contractor will be notified to commence snow and ice removal before roads and parking lots become unsafe due to inclement weather.
11. Sussex County Community College reserves the right to perform snowplowing activities on roadways using in-house and/or municipal or County personnel and equipment.

SNOW REMOVAL SERVICES SPECIFICATION
BID # 23-08-0003

12. The Contractor will use College furnished materials in conjunction with this contract.
 - a. Salt and/or salt-grit mix, when purchased by the College, is to be picked up by the Contractor at an off-site Sussex County Roads and Bridges Department location and placed by the Contractor using Contractor's vehicles at the hourly rate stated in the awarded contract.
13. Unless the College requests, non-corrosive concrete-safe ice melt, or similar product may be used on sidewalks. Deicers may be used on sidewalks only at the College's request.
14. All coordination of activities, including approval of invoices, will fall under the jurisdiction of the Chief Operating Officer or his designee.
15. End-of-Season Clean-Up: The Contractor is to remove remaining materials and sidewalk chemicals and clean up utilized areas at no additional charge upon the end of the snow season as determined by the Chief Operating Officer or his designee.

CONTRACT TERM

Sussex County Community College, upon approval by the Board of Trustees, intends to award the contract for (1) year commencing from the date of award, renewable at the option of the College for two (2) additional one-year terms. The College's obligation is contingent upon the availability of funds and may be canceled at any time if sufficient funds are unavailable.

CONDITIONS

1. If any person employed on a project by the Contractor shall appear to the College to be incompetent or act in a disorderly manner, such person shall be removed immediately on the request of the College and shall not be re-employed on the College's premises except on written consent by the College.
2. The College may, at its discretion, seek additional quotes for services or use other suppliers for non-emergency work.
3. Materials and equipment shall be ordered and received by the contractor unless otherwise directed by the College. The College assumes no responsibility for the purchase, receipt, storage, or supply of materials the Contractor orders. The awarded contractor shall furnish actual receipts for material showing markup/discount percentage and attach them to the invoice for each project.
4. Upon award of the contract, the College will issue a Purchase Order for each fiscal year subject to the availability and annual appropriation of funds. The Contractor shall submit an invoice upon completion of each project. All invoices must reference the current Purchase Order number.
5. Should additional work be required that falls under the subject of the awarded contract during the contract term, the College reserves the right to procure the individual requirements separately and subsequently request the contractor to submit a written proposal, and upon approval, a purchase order will be issued to authorize the work.
6. In the case of repeated default in the performance required by these bid specifications or material breach of the terms and conditions during the contract period by the Contractor, the College reserves the right to terminate the contract with 7-day written notice to the Contractor.

PLEASE REFER TO INSTRUCTIONS TO BIDDERS FOR ADDITIONAL REQUIREMENTS.

**SUSSEX COUNTY COMMUNITY COLLEGE
NON-COLLUSION AFFIDAVIT
SNOW REMOVAL SERVICES SPECIFICATION BID # 23-08-0003**

STATE OF NEW JERSEY
COUNTY OF BERGEN

I, Gina Garcia of the City of New Jersey

in the County of Bergen and the State of New Jersey of full age, being
duly sworn according to law on my oath depose and say that:

I am Edward Garcia of the firm GARME ENERGY SOLUTION INC the
bidder making the proposal for the above named project, and that I executed the said proposal with
full authority so to do: that said bidder has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free competitive bidding
in connection with the above project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the Sussex County Community
College relies upon the truth of the statements contained in said proposal and in the statements
contained in this affidavit in awarding the contract for the said project or item.

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

GARME ENERGY SOLUTION INC

Name of Contractor

Signature

EDWARD G. GARCIA VERA

Type or print name of affidavit under signature

Subscribed and Sworn to
before me this day:
August 21th, 2023

(Seal)

Notary Public of

My Commission expires Jan - 12 - 27

GINA GARCIA Commission # 50182162 Notary Public, State of New Jersey My Commission Expires January 12, 2027
--

THIS FORM MUST BE COMPLETED, NOTORIZED, AND SUBMITTED WITH THE BID PROPOSAL

CORPORATE RESOLUTION

Be it resolved that the following named officers:

EDWARD G. GARCIA VERA

JOSE V. MENA LOPEZ

be and are hereby authorized and empowered to sign and submit to Sussex County Community College the attached bid or proposal and further that said officers are authorized to execute the contract or any other agreement or bond or statement necessary for the fulfillment of obligations incurred by the acceptance of the bid or proposal by Sussex County Community College.

CERTIFICATION

I hereby certify that the above constitutes a true copy of a resolution passed and approved by the Board of Directors at a meeting held on August 18, 2023.



Secretary

GINA GARCIA
Commission # 50182162
Notary Public, State of New Jersey
My Commission Expires
January 12, 2027

RESOLUTION OF AUTHORIZATION MUST BE COMPLETED AND SUBMITTED WITH BID
IF BIDDER IS A CORPORATION

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

If awarded a contract, the bidder shall provide affirmative action evidence in the following form:

- ☐ Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the Public Agency and the Division.; **OR**
- ☐ A Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27 et seq.; **OR**
- ☒ Bidder shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the Public Agency.

Submitted by:

GARME ENERGY SOLUTION INC

Company Name



08/21/2023

Signature

Date

Edward Garcia

President - CEO

Name

Title

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: GARME ENERGY SOLUTION INC

Organization Address: 274 Summit Ave., Hackensack NJ 07601

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

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

Part II

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

OR

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

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

Name of Individual or Business Entity	Address
Edward Garcia	274 Summit Ave., Hackensack NJ 07601
Jose V. Mena	135 West Madisson Ave., Dumont NJ 07628

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

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

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

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address
Edward Garcia	274 Summit Ave., Hackensack NJ 07601
Jose V. Mena	135 West Madison Ave., Dumont NJ 07628

Part IV Certification

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

Full Name (Print):	Edward Gabriel Garcia Vera	Title:	President - CEO
Signature:		Date:	08/21/2023

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

**SUSSEX COUNTY COMMUNITY COLLEGE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

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 State of New Jersey, 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 Department of Treasury'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 Department of Treasury finds a person or entity to be in violation of this law, the Department of Treasury 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 below 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 below, or I am an officer or representative of the entity listed below 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 Departments 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 information below.

Please provide thorough answers to each question. If you need to make additional entries, use additional pages.

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

Certification: I being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that Sussex County Community College 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 College to notify the College 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 Sussex County Community College and that the College, at its option may, declare any contract(s) void and unenforceable.

Full Name (Print):	EDWARD G. GARCIA	Signature:	
Title:	President - CEO	Date:	08/21/2023



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: GARME ENERGY SOLUTION INC

Trade Name:

Address: 274 SUMMIT AVE
HACKENSACK, NJ 07601

Certificate Number: 2666236

Effective Date: December 15, 2021

Date of Issuance: August 21, 2023

For Office Use Only:

20230821112157899

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

ON-CALL CARPENTRY CONTRACTING SERVICES BID # 22-02-0128

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.3,¹ 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



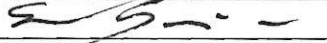
I, the undersigned am unable to certify above because the person or entity seeking to enter to or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the 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 90th 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 Authorized Representative	Date 08/21/2023
EDWARD GARCIA - President (CEO)	
Print Name and Title of Authorized Representative	
GARME ENERGY SOLUTIONS INC	
Vendor Name	

¹ 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.

SUSSEX COUNTY COMMUNITY COLLEGE

LIST OF AVAILABLE PERSONNEL

List availability of on-call personnel.

Company Name: GARME ENERGY SOLUTION INC

Provide Main Office Telephone Number: 2012774350

Provide on call information:

Name: Edward Garcia

Position: President CEO

Direct Contact Phone #: 201 362 0184

Name: Jose Mena

Position: Vicepresident

Direct Contact Phone #: 551 241 8751

Name: _____

Position: _____

Direct Contact Phone #: _____

Name: _____

Position: _____

Direct Contact Phone #: _____

Name: _____

Position: _____

Direct Contact Phone #: _____

TO BE SUBMITTED PRIOR TO AWARD OF CONTRACT

Dear Business Representative,

Thank you for your recent filing with the State of New Jersey. Following is a confirmation of your fee payment, please print a copy for your records.

Payment Type: Credit card transaction charge on 8/21/2023 12:32:41 PM

Submission ID:	154453
Payment Transaction ID:	238867
Effective Date:	08/21/2023
Paid Amount:	\$150.00
Convenience Fee:	\$3.95
Total Paid Amount:	\$153.95
Confirmation Number:	e394ca60-3601-4d1a-84c6-6d2b07053d36
Form Name:	Initial AA302
Form Description:	Employee Information Report (AA302 Initial)

Please allow at least one (1) business day for your payment to post to your account.

View Employee Information Report (AA302 Initial Form)

Section A - Company Identification

1. FID Number or SSN: **873333090** 2. Type of Business: **SERVICE** 3. Total NO. Employees in the Entire Company: **14**
4. Company Name: **GARME ENERGY SOLUTION INC**
5. Street: **274 Summit Ave.** City: **Hackensack** County: **BERGEN**
State: **NJ** Zip Code: **07601**
6. Name of Parent or Affiliated Company (if none, so indicate):
City: State: Zip Code:
7. Company Type: **Single-Establishmer** 8. State the Number of Establishments in NJ location: **0**
9. Total Number of employees at establishment which has been awarded the contract: **1**
10. Public Agency Awarding Contract: **Sussex County Community College** City: **Newton**
County: **SUSSEX** State: **NJ** Zip Code: **07860**

Section B - Employment Data

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

Job Categories	MALE Black	MALE Hispanic	MALE Amer. Indian	MALE Asian	MALE Non-MIN	MALE 2 or More Races	MALE TOTAL
Officials / Managers	0	1	0	0	0	1	2
Professionals	0	1	0	0	0	0	1
Technicians	0	0	0	0	0	1	1
Sales Workers	0	0	0	0	0	0	0
Office & Clerical	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	2	0	0	0	0	2
Laborers (Unskilled)	0	3	0	0	0	0	3
Service Workers	0	0	0	0	0	0	0
Temporary & Part-Time Employees	0	2	0	0	0	0	2
TOTAL	0	9	0	0	0	2	11

TOTAL MALE COUNT: 11

Job Categories	FEMALE Black	FEMALE Hispanic	FEMALE Amer. Indian	FEMALE Asian	FEMALE Non-MIN	FEMALE 2 or More Races	FEMALE TOTAL
Officials / Managers	0	0	0	0	0	0	0
Professionals	0	1	0	0	0	0	1
Technicians	0	0	0	0	0	0	0
Sales Workers	0	2	0	0	0	0	2
Office & Clerical	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0
Temporary & Part-Time Employees	0	0	0	0	0	0	0
TOTAL	0	3	0	0	0	0	3

TOTAL FEMALE COUNT: 3

12. How Was Information as to Race or Ethnic Group in Section B Obtained: **Other**
13. Date of Payroll Period Used From: **11/26/2021** To: **8/21/2023**

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Edward Garcia	
2 Business name/disregarded entity name, if different from above GARME ENERGY SOLUTION INC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 274 SUMMIT AVE	Requester's name and address (optional)
6 City, state, and ZIP code HACKENSACK NJ 07601	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
8	7	-	3	3	3	3	0	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► **08/21/2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SUSSEX COUNTY COMMUNITY COLLEGE

LIST OF AVAILABLE PERSONNEL

List availability of on-call personnel.

Company Name: GARME ENERGY SOLUTIONS INC

Provide Main Office Telephone Number: 201 277 4350

Provide on call information:

Name: Edward G. Garcia

Position: President - CEO

Direct Contact Phone #: 201 362 0184

Name: Jose V. Mena

Position: Vicepresident

Direct Contact Phone #: 551 241 8751

Name: STEPHEN DIFILIPPI

Position: FOREMAN

Direct Contact Phone #: 973-955-3330

Name: _____

Position: _____

Direct Contact Phone #: _____

Name: _____

Position: _____

Direct Contact Phone #: _____

TO BE SUBMITTED PRIOR TO AWARD OF CONTRACT

SUSSEX COUNTY COMMUNITY COLLEGE
COMPANY INFORMATION AND QUALIFICATIONS QUESTIONNAIRE

COMPANY INFORMATION

Company Name: **GARME ENERGY SOLUTIONS INC**
Company Address: **274 Summit Ave., Hackensack NJ 07601**
Remit to Address:
Phone: **201 277** Fax:
Email: **info@garmenergy.com** Website: **www.garmenergy.com**
List any parent, subsidiary, DBA or former company names:

Business Classification: (check all that apply) Small Bus.: ☒ Women Owned: ☐ Minority Owned: ☐

QUALIFICATIONS

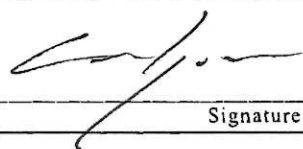
What is your organization's primary business?
How long have you been in business under the present name? **2 years 10 months**
Have you ever failed to complete any work awarded to you? **NO**
If so, give details:
Have any liens or lawsuits of any kind been filed against any of your contracts? **NO**
If so give details:

REFERENCES - list 3 projects of similar size and scope

1. Project Date & Description: **PLOWING HIGHWAY'S / SALTING**
Owner Name: **NJDOT**
Owner Address: **TRENTON NJ**
Contact Person:
Telephone Number: **609-588-6211** Email:
Total Contract Value: **TBD**
2. Project Date & Description: **HARRISON NJ - SNOW REMOVAL**
Owner Name: **TOWNSHIP OF HARRISON NJ**
Owner Address: **DPW HARRISON**
Contact Person:
Telephone Number: **973-268-2425** Email:
Total Contract Value: **TBD**
3. Project Date & Description: **PATERSON SNOW REMOVAL**
Owner Name: **CITY OF PATERSON**
Owner Address: **BROADWAY CITY OF PATERSON NJ.**
Contact Person:
Telephone Number: **973-381-1515** Email:
Total Contract Value: **TBD**

SIGNATURE

I HEREBY CERTIFY THIS COMPANY HAS THE FINANCIAL STRENGTH TO FULLY PERFORM, SERVICE, AND WARRANT THE WORK AND MATERIALS REQUIRED FOR THIS CONTRACT.


Signature

Printed Name: **Edward Garcia**
Title: **President - CEO**
Date: **08/21/2023**

**SNOW REMOVAL BID 23-07-0001
BID PROPOSAL SHEET**

Section A: Base Bid

Description	Minimum Units Required	Number of Units Available	Hourly Rate per unit FY2023/2024	Hourly Rate per unit FY2024/2025	Hourly Rate per unit FY2025/2026
1. 4WD vehicle with 8' snowplow	<u>5</u>	<u>9</u>	<u>\$85.25</u>	<u>\$85.25</u>	<u>\$85.25</u>
2. Tandem dump truck (for trucking snow)	<u>1</u>	<u>5</u>	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>
3. Bucket loader with 1 to 3 yard bucket	<u>1</u>	<u>3</u>	<u>\$110.00</u>	<u>\$110.00</u>	<u>\$110.00</u>
4. Salt/sanding vehicle (P/U)	<u>2</u>	<u>4</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
5. Snowblowing of sidewalks	<u>2</u>	<u>4</u>	<u>\$55.00</u>	<u>\$55.00</u>	<u>\$55.00</u>
6. Additional Personnel for shoveling sidewalks at the College's Request	<u>2</u>	<u>10 +</u>	<u>\$45.00</u>	<u>\$45.00</u>	<u>\$45.00</u>

Optional Materials:

		Price per Unit	Price per Unit	Price per Unit
7. Ice Melt (Magnesium Chloride)	50lb bag	<u>\$51.00</u>	<u>\$51.00</u>	<u>\$51.00</u>
8. Ice Melt (Calcium Chloride)	50lb bag	<u>\$60.50</u>	<u>\$60.50</u>	<u>\$60.50</u>
9. Sand/Grit Mix	Per ton	<u>\$125.00</u>	<u>\$125.00</u>	<u>\$125.00</u>
10. Salt	Per ton	<u>\$105.00</u>	<u>\$105.00</u>	<u>\$105.00</u>

Section B: Other Equipment

Description	Number of Units Available	Hourly Rate per unit FY2023/2024	Hourly Rate per unit FY2024/2025	Hourly Rate per unit FY2025/2026
1. Dump truck with 10' snow plow	<u>6</u>	<u>\$90.00</u>	<u>\$90.00</u>	<u>\$90.00</u>
2. Skid Steer w/loader bucket	<u>2</u>	<u>\$80.00</u>	<u>\$80.00</u>	<u>\$80.00</u>
3. Utility tractor with 8' plow				
4. Salt/Sanding vehicle (Single Axle)	<u>2</u>	<u>\$90.00</u>	<u>\$90.00</u>	<u>\$90.00</u>
5. Salt/Sanding vehicle (Tandem Axle)	<u>3</u>	<u>\$110.00</u>	<u>\$110.00</u>	<u>\$110.00</u>
<u>Please list any other available equipment</u>				
A. <u>ROLL OFF WITH 30YD SNOW REMOVAL</u>	<u>2</u>	<u>\$90.00</u>	<u>\$90.00</u>	<u>\$90.00</u>
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____

Included with this Bid Proposal are the following documents as required and indicated with an X.

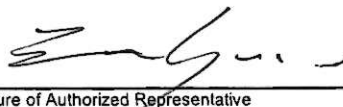
Required with Bid:

- ☒ Equal Employment Opportunity Statement
- ☒ Ownership Disclosure
- ☒ Disclosure of Investment Activities in Iran
- ☒ Corporate Resolution
- ☒ Non-Collusion Affidavit
- ☒ Company Information/Qualifications Questionnaire
- ☒ Certificate of Non-Involvement in Russia/Belarus

Required Prior to Award:

- ☒ New Jersey Business Registration Certificate
- ☒ W-9 Form
- ☒ Certificate of Insurance
- ☒ Affirmative Action Compliance Evidence

GARME ENERGY SOLUTION
Company Name


Signature of Authorized Representative

08/21/2023
Date

274 Summit Ave. NS07601
Address

Edward Garcia
Printed Name