

TOWNSHIP OF EVESHAM
BURLINGTON COUNTY, NEW JERSEY

NOTICE TO BID

SEALED BIDS WILL BE RECEIVED BY THE TOWNSHIP OF EVESHAM FOR:

2026 FLEET MAINTENANCE AND REPAIR SERVICES

And will be opened and read in public at the Municipal Complex, 984 Tuckerton Road, Marlton, New Jersey on September 3, 2026 at 11:00 AM prevailing time in Conference Room "A".

Bid specifications and proposal forms may be obtained from the Township of Evesham, Department of Finance, Municipal Complex, 984 Tuckerton Road, Marlton, New Jersey, Monday through Thursday 8:00 a.m. - 5:30 p.m.

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 on the outside addressed to the Township of Evesham, Office of the Township Clerk, Municipal Complex, 984 Tuckerton Road, Marlton, New Jersey 08053. Bids shall be accepted no later than 11:00 AM at the Township Clerk's office, Room 201. The Township will not assume responsibility for bids mailed in. **The bidder shall also provide an exact copy of the bid documents on a USB flash drive in the bid envelope.**

The Township reserves the right to accept or reject any or all bids, to waive technical defects and make the award to the bidder most competent to serve the Township's requirements.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., N.J.S.A. 17:27 (Affirmative Action), and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et.seq.).

Rebecca Andrews
TOWNSHIP CLERK

Township of Evesham

Instructions to Bidders for

2026 FLEET MAINTENANCE AND REPAIR SERVICES

Sealed bids will be received by the Township of Evesham at 11:00 AM on September 3, 2026, in Conference Room "A" of the Township Municipal Complex, 984 Tuckerton Road, Marlton, New Jersey 08053, at which time said bids will be publicly opened and read aloud for the provision of **“FLEET MAINTENANCE AND REPAIR SERVICES”** as set forth in the specifications attached hereto.

1. Bids must be on the proposal sheet furnished by the Township and shall be enclosed in sealed envelope addressed to the Township Clerk, 984 Tuckerton Road, Marlton, NJ 08053 with the front of the envelope marked with the name and address of the bidder and the words **“BID ENCLOSED-FLEET MAINTENANCE AND REPAIR SERVICES”**.
2. All bidders must complete and forward with the bid a non-collusion affidavit and a corporate disclosure statement 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. **The bidder shall also provide an exact copy of the bid documents on a USB flash drive in the bid envelope.**
3. The Township Council intends to award the contract within 60 days form 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 Evesham.
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. Bidders are required to indicate a guaranteed delivery date on the Form of Proposal.
6. Unless otherwise specified, the cost of the bid shown shall be the cost to the Township at the delivery point designated which shall be the Township of Evesham Public Works Dept., 501 Evesboro-Medford Road, Marlton, New Jersey 08053.
7. 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.

8. 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.
9. Only manufactured and farm products of the United States, wherever available shall be used.
10. Within ten (10) days of the date that the Township notifies the successful bidder or bidders of acceptance of the bid, the successful bidder shall execute the contract.
11. All bids shall comply with the requirements of N.J.S.A. 40A:11-1 et seq.
12. If there are any questions, please contact the Dave Pfeiffer. at (856) 983-2798.
13. The duration of the contract shall be for one (1) year from the date of award with an option to renew for one additional year at the Township's request. The Township reserves the right to cancel the contract, without penalty, within 30 days of providing written notice to the contractor.

Township of Evesham
BID DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
☒	Stockholder Disclosure Certification (For - Profit)	
☒	Non-Collusion Affidavit	
☒	Bid Proposal Form	
☐	References	
☒	Garage Keeper's Insurance Certificate	
☒	Exact Copy of Bid Documents on USB Flash Drive	
☐	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)	
☒	Mandatory Affirmative Action Language (Read Only)	
☒	Americans with Disabilities Act of 1990 Language (Read Only)	
☒	Proof of Business Registration	
☒	W-9	
☒	Investment in Iran, Russia and Belarus Disclosure Forms	

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A 52:25-24.2 (P.L. 1977 c33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection

Legal Name of Bidder: _____

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

Check the box that represents the type of business organization:

- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership
☐ Subchapter S Corporation

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

Business Address:

Street Address	City	State	Zip
Telephone #		Fax #	

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who owns ten (10) percent or greater interest therein. 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: _____

Subscribed and sworn before me this ____ day of _____, 20__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)
(Corporate Seal)

NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____ 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 _____
the vendor making the Proposal for the above named project, and that I executed the said
Proposal with full authority so to do; that said vendor 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 Township relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for
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 of understanding for a commission,
percentage, brokerage or contingent fee, except bonafide employees or bonafide established
commercial or selling agencies maintained by _____
(Name of Contractor) (N.J.S.A. § 52:34-15).

Print name of affiant under signature

Subscribed and sworn to before me
this ____ day of _____, 20____.

Notary Public of

My commission expires _____

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.

The undersigned is a Partnership ()
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.

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 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.

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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

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

The contractor and the Township of Evesham, (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. S121 01 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.

PROOF OF BUSINESS REGISTRATION: N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's 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 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 were 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) 292-9292. A sample of acceptable forms of business registration certificates is provided with these specifications.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

☐

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

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

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Specifications for Maintenance & Repair, Towing and Road Service on Light, Medium and Heavy-Duty Vehicles and Equipment.

Intent

The intent of the bid and the specifications is to acquire a single vendor to supply certified maintenance & repair, towing and road service, as needed, for the vehicles and equipment in the Evesham Township's fleet of passenger vehicles up to class 8 trucks. Any and all parts necessary to properly complete the maintenance and repair services will be provided by the vendor. It is recommended that bidders familiarize themselves with the types of vehicles in the fleet before bidding. The vendor must be capable of providing the service work as well as supplying any and all parts associated with, but not limited to, Mack, Freightliner, Western Star, Sterling, Ford, International and Peterbilt. Service on these units is to be performed by ASE certified technicians.

It is understood that the complete vehicle or unit is an automotive or truck chassis with the associated body, hydraulic and electrical systems and other components. All of which must be serviced and or repaired as part of the vehicle. Use of sub-contractors is acceptable with proper approval, from the Superintendent of Public Works or the designee, prior to any work being performed. The Township reserves the right to waive any informality in, or to reject any or all bids in accordance with N.J.S.A. 40:A-11-13.2, and to award contracts in whole or in part, if deemed in the best interest of the Township to do so.

COMPLY WITH SPECIFICATIONS IN THIS SECTION	YES	or	NO
LIST ANY DEVIATIONS			

Parts

Parts shall be of the highest quality from a nationally recognized manufacturer and/or supplier. All parts must meet or exceed all applicable US manufacturing standards. OEM must be used either when specifically requested or when it is beneficial to use based on the type of repair.

It is important to understand that this contract involves items which are necessary for the continuation of ongoing services that are critical to the residents of Evesham Township. Any delay in delivery of these items would disrupt Township services and force the Township to immediately seek, without penalty, alternative sources of supply on an emergency basis. Parts are to be received within 48 hours of the time of the order. Any extension of this time must be noted and have prior approval of the Public Works Superintendent or his designee.

COMPLY WITH SPECIFICATIONS IN THIS SECTION	YES	or	NO
LIST ANY DEVIATIONS			

Parts Guarantee

Parts and accessories used shall be guaranteed for a minimum of one (1) year or for the duration of the manufacturer's warranty, whichever is greater.

COMPLY WITH SPECIFICATIONS IN THIS SECTION	YES	or	NO
LIST ANY DEVIATIONS			

Scope of Work

General

Service work shall include any and all preventative maintenance and repairs related to the chassis and body, including but not limited to, DPF system, engine, fuel, electrical, hydraulic, suspension, exhaust, transmission and associated equipment. Any and all parts necessary to properly complete the maintenance and repair services will be provided by the vendor. It is recommended that bidders familiarize themselves with the types of vehicles in the fleet before bidding. The vendor must be capable of providing the service work as well as supplying any and all parts associated with, but not limited to, Mack, Freightliner, Western Star, Sterling, Ford, International and Peterbilt. It is understood that the complete unit is a truck chassis with the associated body, hydraulic and electrical systems and other components. All of which must be serviced and or repaired as part of the vehicle. Use of sub-contractors is acceptable with proper approval, from the Superintendent of Public Works or the designee, prior to any work being performed. Bidders must be ASE Certified. If requested, bidders must provide supporting documentation that they meet the ASE Certification requirement.

Emission Testing

The vendor and/or facility must be licensed to perform NJMVC required diesel emission testing. If requested, vendors must provide proof of current licensing.

Road Service

Vendor must provide "road service" for light, medium and heavy-duty vehicles. Required road service area shall consist of southern New Jersey and southeastern Pennsylvania within a 40-mile radius of the Evesham Public Works facility. "Road Service" shall be described as a maintenance or repair service done on-site or on location where the vehicle is located.

Towing

Vendor shall be capable of providing a 24-7 towing service for light, medium and heavy-duty vehicles. Required towing service area shall consist of southern New Jersey and southeastern Pennsylvania within a 40-mile radius of the Evesham Public Works facility. It shall be understood that some highways do have special requirements and guidelines for towing and will be handled separately outside of this contract. When towing services are required, the bidding vendor shall be the sole contact to coordinate the service.

The bid contract does not have a guaranteed amount of work, there is no minimum quantities. All work is on an as-needed basis. The contract also does not guarantee the vendor will be receiving all of the township's vehicle maintenance and repair work.

Service facility must be located within 30 miles of the Evesham Public Works Facility.

COMPLY WITH SPECIFICATIONS IN THIS SECTION	YES	or	NO
LIST ANY DEVIATIONS			

Pricing and Invoicing

There are no minimum or maximum quantities of parts or service to be purchased within this bid. All purchases will be on an as needed basis. Award of bid will be best price based on a percentage off list price for parts, an hourly rate for service work, rates for road service and rates for towing services.

Bidders shall bid a firm, fixed percent (%) discount or markup off Manufacturer's Suggested Retail Price, (MSRP), or list price by entering the percentage and stating whether it is a discount or markup on the proposal page. Failure to submit all required information may result in the bid being considered non-responsive.

Shop Service work will be based on an hourly rate. The price shall be one hourly rate which includes all labor and shop costs related to the service work. Parts shall not be included in the service rate.

Road Service will be based on an hourly rate. The price shall be one hourly rate which includes all labor and shop costs related to the service work. Parts shall not be included in the service rate.

Towing pricing (rates) shall use the format provided on the proposal page. Base rates shall include use of wrecker, cost per mile and road service charges associated to the towing.

Invoices submitted to Evesham Twp. shall describe in detail any diagnostics work, actual repair completed and any related information to the specific job. Invoices shall only include labor and parts costs which must be itemized on the invoice. Notification of any and all costs outside of labor and parts must have prior approval before invoicing.

COMPLY WITH SPECIFICATIONS IN THIS SECTION YES or NO
LIST ANY DEVIATIONS _____

Duration of Contract/Transitional Period

The duration of the contract shall be for one (1) year from the date of award with an option to renew for one additional year at the Township's request. The Township reserves the right to cancel the contract, without penalty, within 30 days of providing written notice to the contractor.

In the event services are terminated due to the expiration of the contract, the contractor shall continue all terms and conditions of said contract for a period not to exceed thirty (30) days at the Township's request.

COMPLY WITH SPECIFICATIONS IN THIS SECTION YES or NO
LIST ANY DEVIATIONS _____

Direct Primary Garage Keeper's Liability Insurance

Bidder shall be able to provide garage keeper's liability insurance in an amount not less than \$500,000.00 per location. Such coverage shall be with acceptable insurance companies operating on an admitted basis 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.

COMPLY WITH SPECIFICATIONS IN THIS SECTION YES or NO
LIST ANY DEVIATIONS _____

**Proposal page for Maintenance & Repair Services
on Light, Medium and Heavy-Duty Vehicles and Equipment.**

Bidder's Contact Information:

Vendor name: _____

Contact person: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Any exceptions taken to specifications: **YES** or **NO**

Parts NON-OEM only

% +/- Off MSRP (List price)

NON-OEM Parts, Components and Accessories
for the Evesham Township's Fleet. (per bid specifications)

_____ %

Parts OEM only

% +/- Off MSRP (List price)

OEM Parts, Components and Accessories
for the Evesham Township's Fleet. (per bid specifications)

_____ %

Shop Service rate

Hourly rate for ASE Certified service work
(Includes misc. shop expenses)

\$ _____ per hour

Describe any additional charges or pricing structure _____

Road Service rate

Hourly rate for Road Service work
(Includes misc. shop expenses)

\$ _____ per hour

Describe any additional charges or pricing structure _____

Towing Service rates

Wrecker (Truck) rate

\$ _____

Mileage rate

\$ _____

Service charges

\$ _____

Flatbed rate

\$ _____

Describe any additional charges or pricing structure _____

Comments:

