

# **REQUEST FOR PROPOSALS**



## **Landscaping Services**

**Due: Wednesday, October 8th , 2025, by 10:00 AM**

**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860  
Telephone: 973 383-5191**

## REQUEST FOR PROPOSALS

The Newton Housing Authority is accepting proposals for landscaping services at the Housing Authority's properties. The term of the contract shall be two (2) years commencing on January 1, 2026. All services must be in accordance with all rules, regulations, codes, laws, and other directives concerning these types of services.

The requested services shall be for Liberty Towers, 32 Liberty Street, Newton, New Jersey 07860. This is an 80-unit senior citizen complex.

The scope of work shall be as follows:

The general appearance of the housing authority's landscaping shall be neatly manicured at all times. The grass and garden areas shall be free from weeds, crab grass and other unwanted growth.

1. Spring clean-up shall include:

- A. Pick up and remove all the leaves, branches, rubbish, etc.
- B. Apply weed killer (dandelions, crab grass, etc.)
- C. Place mulch in all bedded areas.

All chemicals shall be applied in accordance with the manufacturer's schedule and application instructions.

- 2. Cut all the grass once a week.
- 3. Edge all sidewalks & curbs weekly.
- 4. Keep flower beds free of weeds.
- 5. Trim shrubs.
- 6. Fall clean up, all leaves & branches picked up and disposed of.

If any chemicals are used, they must be of a biodegradable nature, harmless to humans as well as animals.

All grass cuttings are to be removed from lawns, sidewalks, and driveways are to be swept clean of cuttings.

Grass & weeds growing between sidewalk sections shall be removed by mechanical or chemical means using vegetation control.

The contractor shall furnish all labor and material, services, and equipment necessary to perform and complete the contract.

All contractor billing shall be accompanied with an itemization of the scope and the days that the work was undertaken.

**Term**

The term of the contract shall be two (2) years commencing on January 1<sup>st</sup>, 2026.  
Payments shall be made in equal monthly installments.

**Proposal Submission**

Interested contractors must submit their proposal to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey 07860 due Wednesday, October 8th, 2025, by 10:00 AM.

The following must be submitted with the proposal:

- 1) Proposal Submission Form.
- 2) Copy of the vendor's insurance certificate (including workers comp.)
- 3) Listing of references.
- 4) Copy of your NJ Business registration form.
- 5) Non-Collusion Affidavit
- 6) Federal non-debarment form

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

The Newton Housing Authority reserves the right to reject any and all proposals and to waive any informality in the RFP process.

**Newton Housing Authority**  
**32 Liberty Street**  
**Newton, New Jersey 07860**  
**Telephone: 973 383-5191**

**LANDSCAPING CONTRACT**  
**PROPOSAL SUBMISSION SHEET**

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Price for: 2026

Weekly Mowing \_\_\_\_\_  
Mulch \_\_\_\_\_  
Weed Killer (per application) \_\_\_\_\_  
Spring Cleanup \_\_\_\_\_  
Fall Cleanup \_\_\_\_\_  
Other (provide itemization) \_\_\_\_\_

2027

Weekly Mowing \_\_\_\_\_  
Mulch \_\_\_\_\_  
Spring Cleanup \_\_\_\_\_  
Fall Cleanup \_\_\_\_\_  
Weed Killer (per application) \_\_\_\_\_  
Other (provide itemization) \_\_\_\_\_

5) The contractor will be using subcontractors: \_\_\_\_yes \_\_\_\_no  
(Attach a list if necessary)

6) A listing of references has been attached to the proposals documenting the experience requirement: \_\_\_\_yes \_\_\_\_no

7) Attach a copy of the contractor's New Jersey Business Registration form.

8) Attach a copy of the contractor's insurance certificate.

\_\_\_\_\_  
Vendor's Signature

Date \_\_\_\_\_

## AGREEMENT FOR LANDSCAPING SERVICES

THIS AGREEMENT was made on the 1<sup>st</sup> of January 2026, by and between \_\_\_\_\_, \_\_\_\_\_, New Jersey, (the "Contractor") and the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

### ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Bids relating to painting services.

### ARTICLE 2. - Time of Completion

As per Request for Bids (attached)

### ARTICLE 3. - Contract Price

The contractor shall be entitled to \$\_\_\_\_\_ -weekly mowing, \$\_\_\_\_\_ for mulch, \$\_\_\_\_\_ per gallon for weed killer, \_\_\_\_\_ Spring Cleanup and \$\_\_\_\_\_ for Fall Cleanups

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

\_\_\_\_\_  
WILLIAM F. SNYDER Executive Director

Date:


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

<b>STANDARD BID DOCUMENT REFERENCE</b>	
	<b>Reference: VII-D</b>
<b>Name of Form:</b>	<b>BUSINESS REGISTRATION CERTIFICATE</b>
<b>Statutory Reference:</b>	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
<b>Instructions Reference</b>	Statutory and Other Requirements VII-D
<b>Description:</b>	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at [www.nj.gov/dca/lgs/lpcl](http://www.nj.gov/dca/lgs/lpcl). These resources and a Frequently Asked Questions resource should be consulted when questions arise.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 212 TRENTON, NJ 08646-0212
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107230	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE TRENTON NJ 08611	07/14/04	
EFFECTIVE DATE:		
01/01/01		
FORM BRC(07-04)	<i>John S. Tully</i> Act. Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

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

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-H
Name of Form:	<b>NON-COLLUSION AFFIDAVIT</b>
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.



## NON-COLLUSION AFFIDAVIT

State of New Jersey

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

ss:

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

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

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

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

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

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

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

(Type or print name of affiant under signature)

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

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

(Seal)

<b>STANDARD BID DOCUMENT REFERENCE</b>	
Name of Form:	<b>FEDERAL NON-DEBARMENT CERTIFICATION</b>
Statutory Reference:	N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)
Description:	Meets statutory criteria for certification of non-debarment by a federal government agency.

**Summary of the Certification Requirements under N.J.S.A. 52:32-44.1**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

**CERTIFICATION OF NON-DEBARMENT**

**FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

☐Sole Proprietorship (skip Parts III and IV) ☐Non-Profit Corporation (skip Parts III and IV)

☐For-Profit Corporation (any type) ☐Limited Liability Company (LLC) ☐Partnership

☐Limited Partnership

☐Limited Liability Partnership (LLP)

☐Other (be specific): \_\_\_\_\_

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>&lt;name of contracting unit&gt;</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>&lt;type of contracting unit&gt;</b> to notify the <b>&lt;type of contracting unit&gt;</b> 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 <b>&lt;type of contracting unit&gt;</b> , permitting the <b>&lt;type of contracting unit&gt;</b> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50
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Percent of Organization	
Section A (Check the Box that applies)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Physical Address	
OR	
<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
Section C – Part III Certification	

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; 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 date of contract award **<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 **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address
**Add additional sheets if necessary**	
OR	
<input type="checkbox"/>	The <b>Organization listed above in Part I</b> does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>		Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Physical Address	
** Add additional Sheets if necessary**			
OR			
<input type="checkbox"/>		No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	
Section C – Part IV Certification			
<p>I hereby certify that the <b>Organization listed above in Part I</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>&lt;name of contracting unit&gt;</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>&lt;type of contracting unit&gt;</b> to notify the <b>&lt;type of contracting unit&gt;</b> 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 <b>&lt;type of contracting unit&gt;</b>, permitting the <b>&lt;type of contracting unit&gt;</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):			Title:
Signature:			Date: