

Attachment A

**TEMPORARY LABOR BID SPECIFICIATIONS**

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The intent of this bid request is to obtain prices for the provision of temporary labor to assist in the various operations in which the Borough of Merchantville requires additional manpower. The job categories are listed on the bid sheet. Temporary laborers will be required to arrive “safety equipped” including but not limited to: safety glasses, safety vest, safety belts for back support, safety gloves, steel tipped safety boots; and pick up trash, brush and/or leaves and/or recycling material throughout Borough of Merchantville and deposit it into a rear loading compactor trash truck, dump truck and/or pick-up truck. A copy of the specifications are listed on the website [www.merchantville.com](http://www.merchantville.com) or call 856-662-2474 ext 103.

All bids are to be returned to:

Borough of Merchantville  
One West Maple Avenue  
Merchantville, New Jersey 08109

With “Temporary Help Bid” marked on the outside of the envelope by 10:00 A.M., Wednesday, February 10, 2010. Any questions please call Dan Beckett, Supervisor of Public Works (***need contact #856-662-0590***)

## **SPECIFICATIONS**

The intent of this bid request is to obtain hourly rates for temporary labor as specified herein for one year from February 1, 2010.

Interested agencies shall bid their hourly rates for each of the categories specified herein on the BID PROPOSAL. The total estimated man-hours required for the term of the Contract period is 500 hours. Rates shall be all inclusive.

Term of this contract shall be February 1, 2010 through January 31, 2011. Rates shall not change during this period of time. Agency shall include with their bid their complete job description for the job categories specified therein, including any restrictions.

Agencies must have insurance coverage, which shall include liability for bodily injury, property damage, comprehensive general liability, worker's compensation and primary commercial blanket bond. Bidders shall include with their bid the insurance coverage and limits for the coverage per the attached as well as agreement to the Hold Harmless language per the attached.

All vendors must obtain a Business Registration Certificate (BRC) from the State of New Jersey, Department of the Treasury, Division of Revenue prior to conducting business with the Borough of Merchantville and must submit proof of same with the bid proposal.

The Borough of Merchantville reserves the right to reject any personnel sent by the agency, which, in the Borough of Merchantville's opinion, are not satisfactory to meet the Borough of Merchantville's needs. The successful bidders shall be required to supply the requested personnel within four (4) hours of the request. However, it is understood that in today's economy, temporary help agencies may on occasion experience some difficulty in supplying the ordered personnel within the specified four (4) hour time frame. Therefore, in order to assure the procurement of the proper personnel in the time frame as specified herein the Borough of Merchantville may make primary, secondary and tertiary awards for this bid. Orders will be requested in the order of award (i.e. primary, secondary, tertiary). All personnel supplied by the agency must remain on the job until that day's route/assigned workload is completed. All three awarded agencies shall hold their bid pricing for the term of this contract.

It is the intention of the Borough of Merchantville to award this bid to the lowest qualified bidders. However, it shall be clearly understood that the low priced proposal shall not be the sole criteria upon which said Borough of Merchantville will predicate its selection.

The Borough of Merchantville reserves the right to award this bid in its entirety or reject all bids as deemed in its best interest.

The contractor shall furnish the Borough of Merchantville with proof of insurance by providing a Certificate of Insurance from his authorized agent. The Borough of Merchantville shall be named as an additional insured. The contractor shall give the Borough of Merchantville thirty (30) days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

General Liability – minimum \$1,000,000.00 each occurrence & aggregate (Bodily injury and property damage combined)

Workers' Compensation – Statutory

Commercial Blanket Bond

(Fidelity Insurance) \$1,000,000.00

### **HOLD HARMLESS**

The contractor agrees to indemnify and hold harmless the Borough of Merchantville and all its employees from and against any and all claims, damages, losses, suits, injury, liability and expenses (including attorney's fees) or other costs of any nature whatsoever which they may suffer, directly or indirectly in the connection with the negligent acts or omissions of the contractor, its agents, employees or subcontractors, and the agents, employees or any of them or anyone directly or indirectly employed by the contractor in connection with the carrying out of the contractor's obligations under this contract, and without limiting the generality of the foregoing, the same shall include injury or death to any person or persons and damage to any tangible property (including the loss of use resulting therefrom), including that of the Borough of Merchantville.

## **JOB DESCRIPTION**

### **LABOR, MANNING VEHICLES:**

Under direction, performs varied types of manual and unskilled laboring work primarily, and does related work as required.

Loads, lifts and moves trash, brush, grass, leaves, and/or recyclable material into a rear loading compactor truck, dump truck and/or pick-up truck.

Knowledgeable and familiar with all safety procedures in connection with refuse collecting vehicles.

### **TRUCK DRIVER WITH CLASS B CDL:**

Under direction, operates, adjusts, and maintains the machinery used in shredding, baling, crushing, and/or compacting solid waste material.

Operates heavy truck compactor truck or separator truck to collect, transport, and discharge some types of recycled products, grass and/or leaves.

Ensures that equipment is ready for operation at all times by inspecting and lubricating moving parts, inspecting tires for proper inflation, checking brake hydraulic reservoir level and oil level, and making general inspections of the equipment for any obvious deficiencies.

Reads instructional and operational manuals to learn correct lubrication, adjustment, and repair procedures for equipment.

Performs a variety of manual unskilled laboring tasks and work assignments when not engaged in operation of equipment.

Receives assignments either in writing or orally explaining the work to be done and the equipment to be used to know the specifics of the assigned tasks.

Knowledgeable and familiar with all safety procedures in connection with refuse collecting vehicles.

**BID PROPOSAL**

Furnishing the temporary labor in accordance with the foregoing specifications.

**TO:** Borough of Merchantville  
One West Maple Avenue  
Merchantville, New Jersey 08109

Borough Council:

The undersigned has carefully examined the foregoing specifications and agrees to supply the temporary labor requested for the price given below.

<u><b>Job Category</b></u>	<u><b>Hourly Rate</b></u>
Laborer, Manning Vehicles	_____
Truck Driver with Class B Commercial Drivers (CDL) License	_____

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_