

**TOWNSHIP OF EAST HANOVER, MORRIS COUNTY, NEW JERSEY  
NOTICE TO REQUEST FOR PROPOSALS RFP # R25-01  
FOR THE LEAF REMOVAL SERVICES FOR THE 2025 FALL SEASON**

**NOTICE TO CONTRACTORS** is hereby given that sealed proposals will be received by the Township of East Hanover, County of Morris, State of New Jersey, in the Council Meeting Room, 2<sup>nd</sup> Floor, Municipal Building, 411 Ridgedale Avenue, East Hanover, New Jersey on Wednesday, October 1<sup>st</sup>, 2025 at 9:30 AM, prevailing time, and at that time will be publicly opened and read for the Leaf Removal Services for the 2025 Fall Season. Proposal prices shall remain firm for a period of sixty (60) days.

Proposals must be hand-delivered when called for at the time and place above mentioned or be delivered via package delivery service such as Federal Express, which can provide full tracking data including the time of delivery. Proposals must comply in all respects with the specifications, be submitted on the forms provided by the Township, properly executed and must be enclosed in a sealed envelope indicating on the exterior the name and address of the contractor and with the designation "TOWNSHIP OF EAST HANOVER, SEALED PROPOSAL, LEAF REMOVAL R25-01".

Proposal documents and specifications are available at the Townships Clerk's Office, 411 Ridgedale Avenue, East Hanover, NJ from 9:00AM – 4:00 PM, Monday-Friday, EMAIL: [kennyh@easthanovertownship.com](mailto:kennyh@easthanovertownship.com). All proposals must also be accompanied by all forms, documents or certificates as set forth in the specifications.

Contractors are required to be registered by the New Jersey Department of the Treasury, Division of Revenue at the time proposals are received by the project owner pursuant to the Business Registration Act (P.L. 2004, c. 57; N.J.S. 52:32-44).

Any questions regarding this Request for Proposal shall be addressed to Kenneth Huelbig, CFO/QPA, Township of East Hanover Finance Department, 411 Ridgedale Avenue, East Hanover, NJ 07936, Telephone (973) 888-6004. Please contact the Superintendent of Public Works to schedule a walkthrough of the job site at Ph#973-888-6080.

Kenneth Huelbig  
Township CFO/QPA

**TOWNSHIP OF EAST HANOVER REQUEST FOR QUOTATION ~**  
**LEAF REMOVAL SERVICES POSTED ON SEPTEMBER 12, 2025**

**INVITATION**

Vendors are invited to submit a proposal on the items listed below in accordance with the Quote Specifications and the standard Township terms and conditions.

**GENERAL TERMS**

Vendor is to deliver all specified services under the direction of the Superintendent of Public Works, and to assist in placing in service all services, materials and equipment contracted for the Township. The Township specifically reserves the right to inspect, at its convenience, all services, materials, and equipment delivered and to run what acceptance tests it may deem appropriate.

Upon award of work, the Contractor shall supply the Township with a NJ Business Registration Certificate.

**INSURANCE REQUIREMENTS**

1. Commercial General Liability (CGL)
  - \$1M each occurrence
  - \$2M General Aggregate
  - CGL Policy must contain Garage Liability: Garage Liability Insurance — insurance covering the legal liability of franchised and non-franchised automobile, truck, truck-tractor, motorcycle, recreational vehicle, and trailer dealers for claims of bodily injury (BI) and property damage (PD) arising out of business operations. It shall include two separate insuring agreements, "who is an insured" provisions, and "limit of insurance" provisions—one dealing with garage operations involving the ownership, maintenance, or use of autos and the other dealing with all other garage operations.
  - The Township of East Hanover must be named as an additional insured on this policy
2. Auto Liability
  - Combined Single Limit of \$1M with Under Insured Motorist at a minimum of \$100K
3. Worker's Compensation MUST meet NJ Statutory Limits.
4. Excess Liability
  - \$1M per Occurrence
  - \$1M Aggregate
  - The township of East Hanover must be named as an addition insured on this policy

**DELIVER**

Services and materials shall be delivered as provided in the detailed requirements.

## **TERM OF SERVICE AND LENGTH OF CONTRACT**

Services shall be rendered during the contract period beginning October 1, 2025, to April 30, 2026.

## **QUALITY**

The Township requires quality service, material, and equipment. When delivered, if the service, materials, and equipment do not meet the Township quality standards, or where the materials and equipment delivered are incomplete or damaged, the Township reserves the right to refuse delivery and the right to return the unsatisfactory item and cancel the service.

## **TAXES**

The Owner is exempt from any local, state, or federal sales, use or excise tax.  
Township Tax ID # 22-6001763

## SPECIFICATIONS FOR THE LOADING, REMOVAL, AND RECYCLING OF UNCOMPOSTED LEAVES

### SCOPE OF SERVICES:

In accordance with the Specifications, the successful contractor will be responsible for loading, transporting, and recycling all un-composted leaves at the East Hanover Recycling Center located at 8 Melanie Lane. The contractor shall remove and recycle leaves at a composting facility approved by and registered with the State of New Jersey Department of Environmental Protection or the environmental protection agency of the state where the facility is located.

During the temporary storage period for the leaves, the Department of Public Works (DPW) will create windrow piles not higher than 6 feet or wider than 10 feet, or they will place the leaves in storage containers. All leaves brought to the East Hanover Township Recycling Center must be removed within three (3) calendar days of arrival. If weather conditions prohibit the removal within three (3) days, the leaves will be removed as soon as possible thereafter. **Under no circumstances will leaves have a detention time greater than seven (7) days at the Recycling Center. Should the vendor who is awarded the agreement fail to meet this requirement, the Township may, at its sole discretion, declare the contract null and void, and enter into a contract for the unexpired term of the agreement with the second lowest responsive and responsible vendor that submitted a proposal.**

**Optional:** If odors develop during the temporary storage period, the Department of Public Works will break the windrows apart and apply lime with water to the surface to minimize the odor. If, despite these actions the odor persists, the Township reserves the right to request that the vendor take one or more of the following actions:

- Provide containers for the temporary storage of leaves.
- Remove all leaves collected on a daily basis.
- Remove leaves during timeframes when the impact on receptors would be minimal (e.g., Sunday).
- Remove leaves during high wind conditions and/or when the wind direction is such that receptor exposure will be minimal.

**All leaf removal and any of the above actions deemed necessary shall be coordinated with the Superintendent of the Department of Public Works or his designee. The successful vendor shall be required to call the Department of Public Works at (973) 888-6080 every three (3) days as of October 1, 2025 to determine if removal is required. All leaves shall be removed “as is”, and shall not be ground prior to removal. The vendor must tightly pack leaves when loading them prior to removal from the recycling center.**

### CONTRACTOR RESPONSIBILITIES:

- A. Providing a loader or other equipment sufficient to load the Township's leaves into the Contractors' transportation vehicles.
- B. Providing an operator for the Contractors' loader at all times at which leaves are to be

removed from the site.

C. Using reasonable diligence in the loading process to observe foreign objects that may be located in the leaves.

D. Providing a sufficient number of transportation vehicles to remove all of the Township's leaves from the Recycling Center.

E. Removal of the leaves from the Township's Recycling Center and recycling them at an **approved compost facility duly registered, authorized, licensed, and permitted by the NJDEP.**

F. The Contractor will maintain its NJDEP permits and abide, obey and comply with Federal, state, and municipal laws and regulations now or in the future applicable to this compost facility.

G. The Contractor will obtain the permission and consent of the owner of the land on which the compost facility is located to conduct such an operation as herein represented.

H. The Contractor will not bring any materials of any nature onto the Township's Recycling Center site, other than those that are deemed reasonably necessary for the performance of their work, and that any and all of said materials, if any, will be removed from the Recycling Center before the Township issues the general release or certificate of completion.

I. Abiding by any and all Federal, State, and municipal laws, rules, and regulations during the processing, transportation, and recycling of the Township's leaves, including the observance of applicable vehicle weight limits.

J. The loading and trucking of leaves shall be done between **7:00 a.m. and 3:30 p.m.,**

**Monday through Friday.** The Contractor and the Township shall mutually agree to have all equipment and operators required under the contract available for operation during this period of time. Upon the transfer of the leaves into the Contractor's vehicles, the leaves shall become the property of the Contractor, who shall be solely responsible for their disposal.

K. The Township and the successful Contractor shall be required to load only seasonally fresh, loose leaves into its transportation vehicles. If said leaves are commingled with leaves that are more than one season old, brush, logs, construction debris, rocks, or other foreign materials, the Township shall be responsible in removing all of the materials of which the Township is reasonably aware, from the leaves. Furthermore, this will be accomplished at the Township's own cost and expense.

L. The Township will not collect and deliver to its Recycling Center, any hazardous waste material, whether mixed into the loose leaves or separately. The Township shall not permit the Contractor to remove any hazardous waste materials that may be mixed in to the loose leaves or separately, as said waste materials are defined by any Federal, state, or other governmental agency having jurisdiction over the matter, during the removal of leaves.

M. The Township shall permit the Contractor access to the Recycling Center site, which site shall be reasonably clean, level, and free of any and all debris in all areas in which work under the contract is to be performed. During the term of the contract, the Recycling Center shall be maintained, including any areas of ingress and egress to allow the Contractor to provide the services specified herein. The Township will collect and transport fresh, current season's leaves to the Recycling Center, and will keep this material separate from other material located within the Recycling Center.

N. In addition to the proposal, each contractor may be required to submit a statement of his/her qualifications, financial ability, and a non-collusion affidavit.

**ESTIMATED VOLUME:**

It is estimated that there will be a total of approximately 16,000 cubic yards of leaves collected during the 2025 Leaf Collection Season.

**QUOTE PROPOSALS:**

Quotes must be submitted on a cost per cubic yard basis. The cost per cubic yard need not specify, but must incorporate, all costs associated with removal and recycling of the leaves, including loading, labor, equipment, transportation, and recycling at a state registered mulching or composting facility. A separate quote shall be submitted for providing temporary storage containers for the leaves, if the Township deems it necessary at any point to store leaves in containers.

**VERIFICATION OF VALID PERMITS FOR RECYCLING FACILITIES:**

All proposals must include a list of all facilities to be used for recycling leaves during the 2025 collection season. Proposals must also include copies of current state permits for each facility listed to provide verification of a current and valid DEP or out-of-state registration for each site.

**VERIFICATION OF LOAD CAPACITY OF VENDORS' TRUCKS:**

All vehicles provided by the successful vendor for the removal of leaves shall be subject to inspection by the Department of Public Works personnel upon arrival at the Recycling Center for purposes of verifying cubic yard capacity of vehicle prior to loading. **After loading vehicle, a Department of Public Works employee must sign the ticket for each vehicle to verify the amount loaded.**

**DISPOSITION OF LEAVES REMOVED FROM THE TOWNSHIP RECYCLING CENTER:**

**It shall be the responsibility of the successful vendor to ensure that leaves removed from the Township's Recycling Center are properly recycled at the state permitted facilities the successful vendor listed in his or her proposal.** To document that leaves are being properly recycled at a State approved facility, the successful vendor will be required to submit receipts to the Township's Superintendent of Public Works, on a weekly basis from the facility receiving and recycling the leaves. If the successful vendor at any time during the length of the contract fails to provide receipts from the receiving facility, or disposes the leaves at a facility that was not included in the vendor's proposal, the contract between the Township and the vendor shall be deemed "null and void", and terminated immediately. The Township shall then enter into an agreement with the second lowest responsive and responsible vendor that submitted a quote proposal.

The successful contractor must supply a Certified Affidavit to the Township associated with an approved facility for the recycling of the Township leaves.

**PAYMENT FOR SERVICES RENDERED:**

In order to guarantee full and proper payment to the Township, it shall be the responsibility of the Contractor to document its services in full on the Township's Purchase Order/Vouchers. When requesting payment, the Contractor shall provide their invoice and complete the Township of Hanover Purchase Order/Voucher describing the nature of the work performed, including the total weight of the un-composted leaves removed from the Recycling Center at the per cubic yard rate awarded.

Payment will be rendered in installments within thirty (30) calendar days after receipt of vouchers that have been properly executed by the Contractor and documentation of the quantity of leaves recycled.

Signed and fully completed Purchase Order/Vouchers must be submitted to the Superintendent of Public Works for review, approval and verification that quantities of un-composted leaves listed on the voucher have been removed and hauled to the satisfaction of the Township.

The method of requesting payment, mentioned herein, shall comply with the Local Fiscal Affairs Law, N.J.S.A. 40A:5-16, which prohibits the governing body of any local unit from paying out any of its moneys "unless the person claiming or receiving the same shall first present a detailed bill of items or demand specifying particularly how the bill or demand is made up, with the Certification of the party claiming payment that it is correct." Also required is a "Certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by or the services rendered to the local unit."

**DOCUMENTATION OF TOTAL RECYCLED VOLUME:**

If requested, the successful contractor shall submit a letter to the Township's Recycling Coordinator to document the total quantity of leaves recycled for the 2025 Leaf Collection Season.

**QUOTE SUBMITTAL SHEET**  
**2025-2026 LEAF REMOVAL SERVICES**

The undersigned, having carefully examined both the general and technical specifications and with full understating thereof, **according to the specifications, all labor, tools, and equipment necessary for the loading, removal, and recycling of approximately 16,000 cubic yards of un-composted leaves from the Melanie Lane Recycling Center for the price of:**

16,000 Cubic Yards ..... \$ \_\_\_\_\_ per cubic yard  
Price in numerals

**To furnish, according to the specifications, on as needed basis, provide 30 cubic yard container for temporary storage of leaves price of:**

30 Cubic Yard Container ..... \$ \_\_\_\_\_ per container  
Price in numerals

It is understood that the attached specifications are an integral part of the proposal. The undersigned vendor agrees to provide the services quoted upon in accord with said specifications. The respondent's signature on this proposal attests to the fact that he/she/they can and will provide the required services. The respondent's signature further attests to his/her/their agreement to comply with all requirements of the specifications as well as the requirements of vendors conducting business with the Township of East Hanover.

\_\_\_\_\_  
**Signature of Authorized Agent**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Print name of Company**

\_\_\_\_\_  
**Municipality, State, Zip Code**

\_\_\_\_\_  
**Title of person whose signature appears above**

\_\_\_\_\_  
**Date**

**REQUIREMENTS OF VENDORS OF VENDORS CONDUCTING BUSINESS WITH THE  
TOWNSHIP OF EAST HANOVER**

**PURCHASING POLICY:**

1. No official, employee or agent of the Township of East Hanover is permitted to accept gifts from vendors or others conducting business with the Township of East Hanover.
2. All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the East Hanover Ship To destination on the Purchase Order.
3. Packages must be marked plainly with shipper's name and Township's delivery destination.
4. Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
5. The Township of East Hanover when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
6. All materials, supplies, equipment and vehicles shall be shipped F.O.B. destination, unloaded, and delivered inside. Deliveries shall be made between 8:30 and 3:30 p.m. Monday through Friday at the location indicated on the ship to address on the purchase order.
7. The Township can only purchase materials, supplies, services, equipment and vehicles via a fully executed Township of East Hanover Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of East Hanover.
8. All materials and supplies purchase must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A. 34:5-1 et. Seq. Specifically, 34:5A-30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
9. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
10. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
11. All vendors must submit a completed W-9 Form Request for the Taxpayer ID# and Certification.
12. The vendor shall pay prevailing wage rates where applicable for public work.
13. Only the conditions of the Municipal Purchase Order will govern this transaction. The vendor shall not attach any other conditions.

**PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS:**

1. Vendor must sign the Township of East Hanover voucher (White copy of the Purchase Order), certifying that their claim for payment is correct and the vendor accepts the terms and conditions as set forth herein.
2. The East Hanover Department Head who received the item(s) or service (s) is required to sign the Purchase Order, certifying all items were received in full as listed on the Purchase Order.
3. Payments are approved by the Township Council at its business meetings held on the first Monday of each month. Completed and signed Township vouchers must be submitted to the Finance Department at least one (1) week prior to the aforementioned meeting dates for payment consideration.
4. Vendors may receive payment via ACH Electronic Funds Transfer after completing and filing the EFT Payment Authorization Form available under Finance Forms on the East Hanover Township Website [www.easthanovertownship.com](http://www.easthanovertownship.com).
5. The Township of East Hanover does not pay any late fees or interest charges.
6. The Township of East Hanover is tax-exempt from Federal or State taxes under the provision of the New Jersey Sales & Use Tax Act (Chapter 30, Laws of 1960).
7. The Townships Tax ID No. is 22-6001763.

**HOLD HARMLESS AGREEMENT**

By and between the Township of East Hanover, a municipal corporation with its principal offices at 411 Ridgedale Avenue, East Hanover, NJ, 07936, (hereinafter the Township) and

\_\_\_\_\_ (hereinafter the Contractor)  
(Contractor)

Witnesseth:

1. Contractor agrees to release, indemnify and hold harmless the Township from and against any loss, damage or liability, including attorney fees and expenses incurred by the latter entities and their respective employees, agents, residents or guests, arising out of or in any manner relating to the performance of the work authorized by the Contract of which this agreement is a part.
2. Contractor has furnished/will furnish the required Certificate(s) of Insurance with the limits of liability described below and for the amounts required in the Instructions & Specifications: (Fill in carrier and amount of insurance for each category)

Worker Compensation/Employer Liability: \_\_\_\_\_

General Liability: \_\_\_\_\_

Automobile Liability: \_\_\_\_\_

Umbrella Liability: \_\_\_\_\_

Other (indicate risk): \_\_\_\_\_

A true copy of the Certificate(s) of Insurance is/are attached indicating the Township of East Hanover named as additional insured on all liability policies.

\_\_\_\_\_  
Contractor

Sworn and subscribed to

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_, \_\_\_\_\_

**RECYCLING FACILITIES AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (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; do hereby certify that the following are recycling facilities that I may utilize for the recycling of leaves during the Bid Contract as specified in these Bid Specifications. I further understand and certify that if none of the Recycling Facilities listed herein have valid permits or are able to receive the leaves pursuant to the Bid Specifications, my Proposal will be deemed unresponsive.

**RECYCLING FACILITIES**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

By Authorized Representative:

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