

TOWNSHIP OF WEST CALDWELL

ESSEX COUNTY, NEW JERSEY



ADVERTISEMENT

REQUEST FOR PROPOSALS

FORM OF PROPOSAL

TECHNICAL SPECIFICATIONS

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

Jock Watkins
Township Administrator
January 2013

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

**TOWNSHIP OF WEST CALDWELL
NOTICE TO BIDDERS**

Sealed bid proposals will be received by the Township Clerk for the Mayor and Council of the Township of West Caldwell, on Wednesday, January 23, 2013 at 10:00 AM, prevailing time, or as soon after as the matter can be reached, in the Conference Room, Municipal Building, 30 Clinton Road, West Caldwell, New Jersey, for **CLEANING SERVICES FOR TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS, all in accordance with the Township's Request for Proposals and Technical Specifications.** Bid Packages prepared by the Township Clerk, containing the Township's Request for Proposals, Technical Specifications and Form of Proposal, are on file in the office of the Clerk, Municipal Building, 30 Clinton Road, West Caldwell, New Jersey, where same may be inspected and copies obtained.

Each bid proposal must be enclosed in a sealed envelope bearing the name and address of the bidder on the face of the envelope and clearly marked with the name of the contract being bid. Bids must be submitted at the time and place above specified and will be opened and read immediately thereafter. Bids will be accepted by mail or in person at the time specified. No bid proposal, either by mail or in person, will be accepted after the date and hour specified. In the case of mailed bids, the Township assumes no responsibility for bid proposals received after the date and time specified. Bids must be submitted on the Township's standard Form of Proposal.

The Mayor and Council reserve the right to waive any informalities and reject any and all bids. Bidders shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

BY ORDER OF THE MAYOR AND COUNCIL OF THE TOWNSHIP OF WEST CALDWELL.

Jock H. Watkins, Township Clerk

The Progress
January 10, 2013

INSTRUCTIONS TO BIDDERS

1. PROPOSALS RECEIVED

The TOWNSHIP OF WEST CALDWELL, ESSEX COUNTY, NEW JERSEY (hereinafter called the "TOWNSHIP") will receive proposals for **CLEANING SERVICES FOR TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS** at the time and place and under the conditions stated in the NOTICE TO BIDDERS.

2. WORK INCLUDED

The work generally consists of **CLEANING SERVICES FOR TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**. There are two (2) options in this solicitation. Bidders are invited to bid on any one or more option. However, to be responsive, bidders are required to bid on all items and alternates within an option.

1. Option 1 – Principle on Premises – 1 Year Term
2. Option 2 – Supervisor on Premises – 1 Year Term

3. PROPOSAL

The Bid Documents shall include the Notice to Bidders, Request for Proposals, Technical Specifications and Form of Proposal, including any modifications and/or addenda thereof incorporated in any of the documents before execution of the Contract. (Collectively the "Bid Documents").

Bidders must submit one (1) complete ORIGINAL and three (3) copies of the enclosed Form of Proposal.

It is the bidder's responsibility that bids are presented to the Township at the time and place designated above. Bids will be accepted by U.S. Postal Service or overnight courier or in person. Bidders are cautioned to allow adequate delivery time to ensure timely receipt of bid proposals. The Township shall not be responsible for Bids received after the designated date and time for receipt of bids. Bids received after the designated time and date will not be accepted and will be returned unopened.

Sealed bids shall be submitted in a sealed envelope bearing the name and address of the bidder written on the face of the envelope and clearly marked "BID" with the contract title of the contract being bid.

Sealed bids may be withdrawn upon written request received from the bidder prior to the time fixed for bid opening. The written request shall be signed by an authorized representative of the bidder.

Once bids have been opened, all bids shall remain firm for a period of sixty (60) calendar days.

Each bid proposal must be made upon forms contained in the Form of Proposal. **The failure to complete and submit any of the required forms and/or information included in the Form of Proposal shall result in the bid being rejected as nonresponsive.** The blank

spaces in the Form of Proposal must be filled correctly where indicated for each and every item and the bidder must state, both in words and numerals printed in ink or preferably typewritten, the prices for which he proposes to do each item of the work contemplated. In case of discrepancy between the words and numerals, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. All corrections, changes, or whiteouts shall be initialed by the authorized representative signing the bid proposal for the bidder.

The bidder shall sign the bid proposal correctly. If the bid proposal is made by an individual, his name and post office address must be shown. If made by a firm or partnership or by a corporation, the bid proposal must be signed by an official of the firm, partnership or corporation authorized to sign contracts, and must also show the post office address of the firm, partnership or corporation.

In submitting a bid proposal, the bidder understands and agrees that its bid shall be submitted in strict accordance with the Bid Documents. Bidders shall carefully examine the Bid Documents and observe all their requirements. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the Bid Documents, attachment of additional information not required by the Bid Documents, or irregularities of any kind, may be rejected by the Township.

Bidders may not assign, sell, transfer or otherwise dispose of the bid or any portion thereof or any right or interest therein without the consent of the Township.

4. COMMUNICATIONS AND ADDENDA

All communications and addenda shall be made by the Township in writing and shall be noticed by the Township. Any addenda issued will constitute part of the Bid Documents and all bids shall be prepared with full consideration of any communications and addenda issued. The Bidder shall complete and submit the Acknowledgement of Receipt of Addenda Form attached at Exhibit C in the Form of Proposal.

If any person contemplating submitting bids for the proposed work is in doubt as to the true meaning of any part of these proposed contract documents, he may submit to the Township Administrator – Jock H. Watkins, 30 Clinton Road, West Caldwell, New Jersey 07006, a written request for an interpretation thereof. Any interpretation of such document will be made only in writing and copy of each interpretation will be mailed or delivered to each person receiving a set of said documents. The Township will not be responsible for any other explanations or interpretations of such documents which anyone presumes to make on behalf of the Township before expiration of the time set for the receipt of bids.

5. COMPETENCY OF BIDDERS

Bidders shall be experienced in the kind of work to be performed and shall have the necessary equipment therefore and sufficient capital to properly execute the work within the time allowed.

6. FAMILIARITY WITH THE WORK

Bidders are advised to carefully examine the Technical Specifications and to have a thorough understanding of the services to be provided at each project location. The Township assumes no responsibility whatsoever with respect to ascertaining for the bidder such facts concerning physical characteristics at any project location. In submitting a bid proposal, the bidder agrees that he will make no claim for, and has no right to, additional payment because of any misinterpretation or misunderstanding on his part of this solicitation or because of any failure on his part to fully acquaint himself with all conditions relating to the work.

7. IRREGULAR PROPOSALS

Bid proposals may be rejected if they show any omissions, alterations of form, additions not called for, conditional or alternate bids, or irregularities of any kind. Bids which are considered to be unbalanced or unreasonable as to the amount bid for any lump sum or unit price item may be rejected. The Township reserves the right to waive any informality in proposals as submitted.

8. REJECTION OF BIDS

The Township shall not be obligated by the issuance of this solicitation to make an award and reserves the right in its sole and absolute discretion to reject any bid not prepared and submitted in accordance with the provisions hereof and to reject all bids.

9. AWARD OF CONTRACT

The Township reserves the right to award the contract to the bidder whose aggregate price for the selected option, based on any combination of items and/or alternates, is the lowest responsible bidder.

The Township shall award the Contract or reject all bids within the time specified in the invitation to bid, but in no case more than sixty (60) days, except that the bids of any bidders who consent thereto may, at the request of the Township, be held for consideration for such longer period as may be agreed.

The form of contract which the successful bidder shall be required to execute shall be the Township's form contract, which includes the Township's standard indemnification and insurance provisions.

10. BID BOND

Not required in connection with this RFP.

11. CONSENT OF SURETY

Not required in connection with this RFP.

12. SIGNATURE PAGE

Bidders shall complete and execute the signatory page attached as in the Form of Proposal at Exhibit A, which shall be signed by an authorized representative of the bidder and evidence the bidder's acceptance of the terms and conditions of this RFP.

13. BIDDER AFFIDAVIT

Bidder shall also complete and execute the Bidder Affidavit attached in the Form of Proposal as Exhibit B.

14. SCHEDULE OF PRICES

Bidders shall complete and submit the Schedule of Prices included at Exhibit D in the Form of Proposal. There are two (2) options in this solicitation. Bidders are invited to bid on any one or more option. However, to be responsive, bidders are required to bid on all items and alternates within an option.

The Township reserves the right to award the contract to the bidder whose aggregate price for the selected option, based on any combination of items and/or alternates, is the lowest responsible bidder.

15. STATEMENT OF BIDDER'S RESPONSIBILITY

Bids shall be accompanied by a Statement of Bidder's Responsibility on the form provided at Exhibit E in the Form of Proposal covering the experience of the bidder in the performance of similar work as well as the bidder's financial responsibility. Bidders shall be experienced in the satisfactory performance of work of the nature and extent to be performed under the Contract and shall have sufficient capital to properly execute the work within the time allowed, as well as sufficient equipment therefore.

16. PERFORMANCE BOND

The successful bidder at the time of the execution of the Contract must deposit with the Township a properly executed Performance Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the Township for the satisfactory completion of the work in an amount equal to the cost of one month's services.

The Performance Bond shall be completed on the form provided in the Form of Proposal at Exhibit F.

17. FIDELITY BOND

The successful bidder must furnish a fidelity bond guaranteeing the honest and safe performance of the services to be provided covering all of successful bidder's personnel in the amount of \$50,000 for each loss. Such bonds shall be issued by a surety licensed and authorized to do business in the State of New Jersey.

18. INSURANCE REQUIREMENTS

The successful bidder shall procure and furnish and at all times keep in force, a policy of Worker's Compensation Insurance to insure and indemnify any employees against personal injury sustained in the course of contract work. The successful bidder further shall at its sole cost and expense provide and maintain in force insurance policies of the types and in the minimum amounts listed below to be written by an insurance company(ies) of financial responsibility licensed to do business in the State of New Jersey, with a minimum A.M. Best rating of A-, naming the successful bidder as named insured and the Township as additional insureds on all liability policies, providing coverage for liability of the Township arising from the services to be provided by the successful bidder, and for the liability assumed by successful bidder under the indemnity and other provisions of the Contract, and meeting the requirements of all Federal, State and local regulatory bodies having jurisdiction over the business and operations of the successful bidder. The policies may not contain any exclusions for injuries to the successful bidder's or any subcontractor's employees, agents, representatives, or guests.

The successful bidder shall provide all insurance referred to herein so that all policies act and respond to any loss on a primary and non-contributory basis. The successful bidder shall furnish to the Township original, properly executed Certificates of Insurance issued by its insurer or insurance broker a minimum of ten (10) days after the award of contract by the Township, evidencing: (i) insurer(s) affording coverage; (ii) effective and expiration dates of policies; (iii) that the Township and the Township Engineer will be given thirty (30) days notice of any cancellation, non-renewal, or material change in any coverage; (iv) that a contractual liability endorsement has been included in the commercial general liability policy; (v) any deductible; (vi) any exclusion to policies which are not part of the standard form; and (vii) naming the Township as additional insured.

The amounts of said insurance policies shall be fixed and determined by the Township of West Caldwell, as set forth in the Contract.

19. INDEMNIFICATION

The successful bidder shall agree to waive, release, hold harmless, defend and indemnify the Township, its elected officials, employees, volunteers, servants and agents, as well as any of its agencies, departments, divisions, bureaus or offices (collectively referred to as the "West Caldwell Officials or Agencies") from and against any and all past, present and future actions, causes of action, claims, counterclaims, injunctive or declaratory relief, and any and all other liabilities of any kind or nature or description whatsoever, brought by any natural person or corporation or other business entity, whether arising at law or in equity, whether known or unknown, asserted or unasserted, express or implied, foreseen or unforeseen, suspected or unsuspected relating to or arising out of the services to be provided pursuant to this solicitation, provided that the Township reserves the right to receive prompt notice of any such action and the right to participate in same if any principle of governmental or public law is involved.

Nothing herein shall be construed to waive or otherwise relinquish any claim, defense, or immunity available to the Township pursuant to law, including but not limited to those claims, defenses and immunities set forth in the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.

20. NON-COLLUSION AFFIDAVIT

The bidder shall properly execute and submit with its proposal, the Non-Collusion Affidavit certifying that the bid has been arrived at independently and without collusion with any other bidder. The Non-Collusion Affidavit shall be completed on the form provided at Exhibit G.

21. OWNERSHIP DISCLOSURE FORM

The bidder must complete the Ownership Disclosure Form (Exhibit H) setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein.

22. AFFIRMATIVE ACTION

All 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. as supplemented and amended.

Bidder shall properly execute and submit with its bid the Affirmative Action Affidavit. (Exhibit I).

The mandatory construction contract language for construction bid specifications and contracts pursuant to N.J.A.C. 17:27-3.5, and the mandatory bid specification and contract language for employment goal compliance for construction contracts at N.J.A.C. 17:27-3.7 is included at Appendix A (to Exhibit I) and Section 26 – AFFIRMATIVE ACTION PROVISIONS of the General Conditions of Contract.

After notification of award but prior to the execution of the Contract, the successful bidder shall submit an initial project workforce report (Form AA201).

23. AMERICANS WITH DISABILITIES ACT OF 1990

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 Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. See Exhibit J.

24. BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, bidder shall submit proof of registration to conduct business in the State of New Jersey. Such proof of registration shall be in the form of the Bidder’s Business Registration Certificate, interim certificate or application for registration from the New Jersey Division of Revenue as proof of registration to conduct business in the State of New Jersey.

N.J.S.A. 52:32-44 also imposes the following requirements on the successful bidder (contractor) 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 the Township, a contractor must submit to the Township 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.

25. BUY AMERICAN PROVISIONS

Wherever available, the successful bidder agrees that preference will be given to products or items manufactured in the United States of America.

26. PAY TO PLAY

The successful bidder is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the successful bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the successful bidder's responsibility to determine if filing is necessary. (Exhibit K)

27. EXECUTION OF CONTRACT

A bidder to whom the Contract is awarded shall execute and deliver the Contract within ten (10) days after the Contract is presented to the bidder for execution. If the bidder shall fail to do so, the bidder shall be deemed to have abandoned the Contract and thereupon the proposal and its acceptance may be declared null and void by the Township.

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

FORM OF PROPOSAL



TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

SIGNATURE PAGE

Exhibit A

TO TOWNSHIP OF WEST CALDWELL

The undersigned having carefully examined the Bid Documents together with any addenda issued thereto, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform all services required in connection with the CONTRACT FOR CLEANING SERVICES FOR TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS, in strict accordance with the Bid Documents and to the full and entire satisfaction of the Township. The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: _____

NAME OF AUTHORIZED SIGNATORY: _____

AUTHORIZED SIGNATORY SIGNATURE: _____

DATE: _____

CONTACT ADDRESS:

PHONE #: _____

E-MAIL ADDRESS: _____

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

BIDDER'S AFFIDAVIT
Exhibit B

State of New Jersey
County of _____

ss:

_____, being of full age and being duly sworn, upon his
oath deposes and says:

1. I reside at
_____.

2. I am _____ of the firm of

(Name of Bidder)

3. I am the person who signed the foregoing Bid and I was duly authorized to execute such Bid. The Bid is a true offer of the Bidder. If the Bidder has a seal, then such seal is affixed to the Bid. All of the statements and declarations contained in the Bid are true to the best of my knowledge and belief.

_____(Seal)
(Signature)

Subscribed and sworn to

before me this ____ day

of _____, 20__.

Notary Public of the State
of New Jersey

My Commission expires _____
(Notary Seal)

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA
Exhibit C

The undersigned hereby acknowledges that he has received, reviewed and complied with the following issued Addenda.

<u>ADDENDUM NUMBER</u>	<u>DATE</u>
_____	_____
_____	_____
_____	_____
_____	_____

Name of Bidder

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

SCHEDULE OF PRICES

Exhibit D

NOTE: ALL WORK (EXCEPT POLICE HEADQUARTERS) SHALL BE PERFORMED DURING HOURS WHEN BUILDINGS ARE NORMALLY CLOSED. THE MUNICIPAL BUILDING IS OPEN FROM 9 AM TO 7 PM ON MONDAYS. CLEANING WORK SHALL NOT INTERFERE WITH THESE OPERATIONS. PLEASE NOTE THAT THE LIBRARY IS OPEN AT LEAST 3 NIGHTS A WEEK UNTIL 9 PM.

NOTE: BIDDERS MUST ATTEND A MANDATORY PRE-BID CONFERENCE AS SPECIFIED IN THE NOTICE TO BIDDERS

OPTION 1 - PRINCIPAL ON PREMISES - 1 YEAR TERM

<u>ITEM NO.</u>	<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION AND UNIT PRICE TOTAL</u>	<u>EXTENDED</u>
1.	12 Months	Cleaning Program, Fire Department Building. @ \$ _____ per month _____ (Monthly Price – Amount in Words)	\$ _____
2.	12 Months	Cleaning Program, Municipal Building, Second Floor. @ \$ _____ per month _____ (Monthly Price – Amount in Words)	\$ _____
3.	12 months	Cleaning Program, Public Library. @ \$ _____ per month _____ (Monthly Price – Amount in Words)	\$ _____

ITEM _NO.	ESTIMATED QUANTITY	DESCRIPTION AND UNIT PRICE	EXTENDED TOTAL
4.	12 months	Cleaning Program, Police Department Building, 6 days per week. @ \$_____per month	\$_____
_____ (Monthly Price – Amount in Words)			
5.	12 months	Cleaning Program, Recreation Building, First Floor only. @ \$_____per month	\$_____
_____ (Monthly Price – Amount in Words)			
6.	12 months	Cleaning Program, Civic Center, All Areas and Rooms. @ \$_____per month	\$_____
_____ (Monthly Price – Amount in Words)			
7.	12 months	Cleaning Program, Public Works Building, Excluding Garage Areas. @ \$_____per month	\$_____
_____ (Monthly Price – Amount in Words)			

OPTION 1 - ALTERNATES

8A.	Per Cleaning / Lump Sum	Shampoo all Carpets - Municipal Building 2nd Floor @ \$_____per cleaning	
_____ (Per Cleaning – Amount in Words)			
8B.	Per Cleaning / Lump Sum	Shampoo All Carpets - Library. @ \$_____per cleaning	

(Per Cleaning – Amount in Words)

9. Per Extra
Cleaning Day

For Each Additional Saturday Cleaning
In The Public Library Over and Above
Those Specified in Item 3, ADD the
Following Amount.

@ \$_____ per extra cleaning day

(Per Extra Cleaning Day – Amount in Words)

(TOTAL - add ITEM 3 and ITEM 9)

10.

For Increasing the Cleaning Program
From 2 Days Per Week to 3 DAYS
Per Week at the Fire Department
Building, ADD the Following Amount
to the Bid Price in ITEM 1.

@ \$_____ additional per month

(Additional Monthly Price – Amount in Words)

(TOTAL - add ITEM 1 and ITEM 10)

OPTION 2 – SUPERVISOR ON PREMISES - 1 YEAR TERM

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION AND UNIT PRICE	EXTENDED TOTAL
1.	12 Months	Cleaning Program, Fire Department Building. @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	
2.	12 Months	Cleaning Program, Municipal Building, Second Floor. @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	
3.	12 months	Cleaning Program, Public Library. @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	
4.	12 months	Cleaning Program, Police Department Building, 6 days per week. @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	
5.	12 months	Cleaning Program, Recreation Building, First Floor only. @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	
6.	12 months	Cleaning Program, Civic Center, All Areas and Rooms @ \$ _____ per month	\$ _____
		_____ (Monthly Price – Amount in Words)	

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION AND UNIT PRICE	EXTENDED TOTAL
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7.	12 months	Cleaning Program, Public Works Building, Excluding Garage Areas. @ \$_____per month	\$_____
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(Monthly Price – Amount in Words)

OPTION 2 - ALTERNATES

8A.	Per Cleaning / Lump Sum	Shampoo all Carpets - Municipal Building 2nd Floor. @ \$_____per cleaning	
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(Per Cleaning – Amount in Words)

8B.	Per Cleaning / Lump Sum	Shampoo All Carpets - Library. @ \$_____per cleaning	
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(Per Cleaning – Amount in Words)

9.	Per Extra Cleaning Day	For Each Additional Saturday Cleaning In The Public Library Over and Above Those Specified in Item 3, ADD the Following Amount. @ \$_____per cleaning	
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(Additional Monthly Price – Amount in Words)

(TOTAL - add ITEM 3 and ITEM 9)

10.

For Increasing the Cleaning Program
From 2 Days Per Week to 3 DAYS
Per Week at the Fire Department
Building, ADD the Following Amount
To the Bid Price in ITEM 1. (That is,
If we select 3 day per week cleaning,
The monthly price will be the sum of
ITEM 1 and ITEM 10).

@ \$ _____ additional per month

(Additional Monthly Price – Amount in Words)

(TOTAL - add ITEM 1 and ITEM 10)

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

STATEMENT OF BIDDER RESPONSIBILITY

Exhibit E

1. Previous work of a similar nature completed within the past five years.

A. Owner _____

Phone No. _____

Business Address of Owner _____

Type of Work _____

Contract Price \$ _____

Extra Work Required \$ _____

Approx. Date of Contract _____

Name, Address and Phone No. of Contact Person _____

B. Owner _____
Phone No. _____
Business Address of Owner _____

Type of Work _____
Contract Price \$ _____
Extra Work Required \$ _____
Approx. Date of Contract _____
Name, Address and Phone No. of Contact Person _____

C. Owner _____
Phone No. _____
Business Address of Owner _____

Type of Work _____
Contract Price \$ _____
Extra Work Required \$ _____
Approx. Date of Contract _____
Name, Address and Phone No. of Contact Person _____

2. Total approximate volume of work of similar nature completed within the past five years

\$ _____

3. General Business Reference (List three.)

Name Title, Business Address, Phone No.

A. _____

B. _____

C. _____

4. Bank Reference

Name Address Phone No.

5. Insurance Company

Name Address Phone No.

6. Number of Permanently employed persons in your organization. _____

7. Number of additional employees contemplated for this work. _____

Bidder's Signature

Date _____

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

PERFORMANCE BOND

Exhibit F

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____, as Principal, and _____, incorporated under the laws of the State of New Jersey, having an office at _____, and duly authorized to transact business in the State of New Jersey, as Surety, are hereby held and firmly bound unto _____ in the penal sum of _____ dollars, for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this _____ day of _____, 20____.

THE CONDITION OF THE ABOVE-NAMED OBLIGATION IS SUCH THAT, WHEREAS, the above-named Principal did on the _____ day of _____, 2012, enter into a contract with the TOWNSHIP OF WEST CALDWELL, for CONTRACT CLEANING SERVICES FOR TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS, which said contract is made a part of this the bond the same as though set forth herein;

NOW, if the said Principal shall well and faithfully do and perform the things agreed to be done and performed according to the terms of said contract, and shall pay all lawful claims of beneficiaries as defined by N.J.S.A. 2A:44-143 for labor performed or materials, provisions, provender or other supplies or teams, fuels, oils, implements or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we agreeing and assenting that this undertaking shall be for the benefit of any beneficiary as defined in N.J.S.A. 2A:44-143 having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the said contract or in or to the plans or specifications therefor shall in anywise affect the obligation of said surety on its bond.

This bond is given in compliance with the requirements of the statutes of the State of New Jersey in respect to bonds of contractors on public works, revised Statutes of New Jersey, 1937 sections 2A:44-143 to 2A:44-147, and amendments thereof. Recovery of any claimant under this bond shall be subject to the conditions and provisions of the New Jersey Statutes Annotated 2A:44-143 to 2A:44-147.

WITNESS:

(If individual or Firm)

Principal

ATTEST:

(If Corporation)

Principal

Authorized Agent of Surety

Attorney In Fact

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

NON-COLLUSION AFFIDAVIT

Exhibit G

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)

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

OWNERSHIP DISCLOSURE CERTIFICATION
Exhibit H

Name of Business

- 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.
- OR**
- 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

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____
Home Address: _____

Subscribed and sworn before me this ____ day
of _____, 2____.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission Expires

(Corporate Seal)

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

AFFIRMATIVE ACTION AFFIDAVIT

Exhibit I

State of New Jersey

County of _____

ss:

I, _____ of the (City, Town, Borough) of _____ in the County of _____, State of _____, of full age being duly sworn according to law on my oath depose and say that:

1. I am (President, partner, owner, member) of the firm of _____ a contractor of the State of New Jersey, County of Essex, Township of West Caldwell.

2. I am familiar with the affirmative action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

3. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey pursuant thereto.

4. I am aware that if _____ does not comply with P.L. 1975, c. 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of Essex, Township of West Caldwell, until an affirmative action plan is approved. I am also aware that the contract may be terminated and that _____ may be debarred from all public contracts for a period of up to five (5) years.

5. I am aware that _____ is required to submit one of the following three documents to the Township of West Caldwell along with the signed contract for goods or services: 1) a copy of a letter from the Office of Federal Contract Compliance Programs evidencing federal affirmative action plan approval; 2) a copy of a Certificate of Employee Information Report issued by the State of New Jersey; or 3) a completed Initial Affirmative Action Employee Information Report (Form AA302).

6. If I am submitting an Initial Affirmative Action Employee Information Report (Form AA302), in compliance with paragraph 5 above, I do hereby certify that I have never before applied for a certificate of employee information report in accordance with rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time; and I agree to submit immediately to the Division a Copy of the Employee Information Report.

Subscribed and Sworn to
Before me this ____ day
of _____ 20__.

Signature of Authorized Representative

Appendix A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

Each 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:

Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;

*A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4;
or*

An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

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 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or

workers' representative of the contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **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, labor unions, that it does not discriminate on the basis of age, 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 procedure, if necessary, to assure that all personal 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, 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 and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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.**

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

AMERICANS WITH DISABILITIES ACT OF 1990
Exhibit J

The contractor and the Township of West Caldwell, (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. 12101 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.

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

DISCLOSURE OF CONTRIBUTIONS (Pay-to-Play)
Exhibit K

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**

DOCUMENT CHECKLIST*

Required	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Proposal	
<input checked="" type="checkbox"/>	Bidder Affidavit	
<input checked="" type="checkbox"/>	Ownership Disclosure Certification	
<input checked="" type="checkbox"/>	Affidavit of Non-Collusion	
<input checked="" type="checkbox"/>	Business Registration Certificate	
<input checked="" type="checkbox"/>	Acknowledgment of Receipt of Addenda	
<input checked="" type="checkbox"/>	Statement of Bidder Responsibility	
<input checked="" type="checkbox"/>	Affirmative Action Affidavit/Program Information	
<input checked="" type="checkbox"/>	Performance Bond	With Contract
<input checked="" type="checkbox"/>	Fidelity Bond	With Contract
<input checked="" type="checkbox"/>	Proof of Insurance	With Contract

*This form should be submitted with the bid proposal.

**CONTRACT CLEANING SERVICES FOR
TOWNSHIP OF WEST CALDWELL PUBLIC BUILDINGS**



TECHNICAL SPECIFICATIONS

General Requirements

The successful bidder shall supply sufficient labor and equipment to thoroughly clean all areas specified. Cleaning activities shall be conducted during hours when buildings are normally closed. Since the Municipal Building often has evening activities, it should be scheduled last, or between the hours of 5:30 PM and 7:00 PM. If work is performed while meetings are taking place, the bidder shall make every effort to work around these activities. The Township of West Caldwell will provide two (2) commercial quality vacuum cleaners with HEPA filtration systems for the Bidders use. **IT IS THE RESPONSIBILITY OF THE BIDDER TO MAINTAIN THIS EQUIPMENT IN STRICT CONFORMITY WITH THE MANUFACTURERS' REQUIREMENTS, INCLUDING THE COST OF ALL FILTER REPLACEMENT.**

VACUUMS SHALL BE EMPTIED (EITHER BAG OR BAGLESS) OUTSIDE THE BUILDINGS ONLY. VACUUM CLEANERS SHALL NOT BE ROLLED ON ASPHALT PAVEMENT, THEY MUST BE CARRIED.

Work at Police Headquarters shall be scheduled in conformance with Police requirements. The Court Administrators office, located within Police Headquarters, must be cleaned **DURING NORMAL WORKING HOURS** with a Court employee present. That area need only be cleaned **5 DAYS/WEEK**.

All Contractor employees shall be registered and fingerprinted with the West Caldwell Police Department, who will conduct background investigations on all employees.

The Contractor shall maintain sign-in and sign-out logs at all sites for security purposes. He/she shall also provide inspector report check lists to the Township.

All cleaning products used shall be approved by the appropriate State and/or Federal agencies.

The Contractor shall provide a list of all cleaning chemicals that will be used along with Material Safety Data Sheets (MSDS) for all chemicals.

All bidders will be required to establish a successful history of Contract Cleaning in an environment similar to ours, and must establish the ability to properly supervise and secure all areas at all times during cleaning operations.

BUILDING SECURITY

OPTION 1 - PRINCIPAL ON PREMISES

The contract cleaning requirements include cleaning at 6 different municipal locations, and include access to secured governmental facilities without supervision of a municipal employee. As such, provisions to maximize building security are essential.

Under this Alternate, all prospective bidders must comply with the following requirements:

- A. A principal of the contracting firm, owning no less than 25% of the stock of said company, or 25% of any partnership, **MUST BE IN ATTENDANCE AT THE SITE OF CLEANING ACTIVITIES AT ALL TIMES**. Said individual shall have been a principal of the company for no less than 1 year prior to the bid date.
- B. All employees of the company that will initially be working at the Site shall have been in the employ of the bidder for no less than 1 year prior to the bid date.

During the course of the contract, the Bidder may replace employees. However, in no case shall less than 75% of all employees at the Site have less than 1 year of employment with the bidder. Any employee with less than 1 year experience may only work under the direct supervision and in the same building area with a principal of the firm.

- C. The Bidder must submit within 7 days of the bid opening, a list of all principals of the company and all employees that will work on the Site, with the following information:

NAME
ADDRESS
DATE OF BIRTH
DRIVERS LICENSE NUMBER
SOCIAL SECURITY NUMBER

A full law enforcement background check will be performed on all individuals. All principals and employees may also be fingerprinted by the West Caldwell Police Department.

OPTION 2 - ESTABLISHED SUPERVISOR ON PREMISES

The contract cleaning requirements include cleaning at 6 different municipal locations, and include access to secured governmental facilities without supervision of a municipal employee. As such, provisions to maximize building security are essential.

Under this Alternate, prospective bidders must comply with the following requirements:

- A. The bidder must provide an on-site supervisor who shall have been in the employ of the Bidder for no less than three years and who shall have a proven ability in environments with

similar security requirements. The Bidder shall also assure that the Supervisor is present at the work site of the crew; the Bidder may not have separate crews working simultaneously at multiple sites with a single supervisor. If separate crews are used then a Supervisor, meeting the criteria of these specifications, shall be present at each location.

- B. A narrative explanation of the management system you will use to safeguard municipal and personal property, security of documents and records, etc.
- C. All employees of the company that will initially be working at the Site shall have been in the employ of the bidder for no less than 1 year prior to the bid date.
- D. The Bidder must submit within 7 days of the bid opening, a list of all principals of the company and all employees that will work on the Site, with the following information:

NAME
ADDRESS
DATE OF BIRTH
DRIVERS LICENSE NUMBER
SOCIAL SECURITY NUMBER

A full law enforcement background check will be performed on all individuals. All principals and employees may also be fingerprinted by the West Caldwell Police Department.

ITEM 1
FIRE DEPARTMENT BUILDING

CLEANING PROGRAM TWO DAYS PER WEEK - MONDAY & FRIDAY:

TWICE PER WEEK

1. Empty and wash all waste receptacles.
2. Polish tops of all obstructions, desks, chairs, tables, counters, etc.
3. Dust window sills, baseboards, radiator covers and corners.
4. Sweep and/or dust mop all 1st floor tile floor areas.
5. Wash/clean 1st floor men's, ladies', and shower room sinks, bowls, fixtures, floors, etc. using manufacturer's recommended cleaner and disinfectant. Use manufacturer's recommended products for tile floors, walls, and countertops.

NOTE: Kitchen floor requires special attention on a regular basis.

6. Replace toiletries when necessary. (Supplied by Municipality)

MONTHLY

1. Sweep and/or dust mop all basement and 2nd floor tile floor areas.
2. Wash/clean 2nd floor shower room sinks, bowls, fixtures, floors, etc. using manufacturer's recommended cleaner and disinfectant. Use manufacturer's recommended products for tile floors, walls, and countertops.
3. Wet mop all 1st floor tile floors.
4. Clean basement and 2nd floor steps.

TWICE PER YEAR

1. Wash windows (all) inside and out.

ANNUALLY

1. Strip and wax all 1st floor and basement tile floors in spring, following snow season, using approved non-skid products.
2. Clean/wax (and strip when necessary) all 2nd floor tile floors, using approved non-skid products.

ITEM 2
MUNICIPAL BUILDING, SECOND FLOOR

CLEANING PROGRAM FIVE (5) DAYS PER WEEK

DAILY

1. Empty and wash all waste receptacles.
2. Remove all debris to proper outside disposable units. (Note: West Caldwell recycles office paper and aluminum cans - No need to remove these.)
3. Dust and/or wash tops of all obstructions, desks, counter, tables, chairs and window sills. Clean granite countertops with Windex and a terry cloth towel.
4. Dust mop with chemically treated dusting tool, all tile floor areas, including first and second floor entrance and exit hallways.
5. Vacuum all carpet and entrance mats, and remove spots and stains on all carpeted areas using damp sponge and Windex. **DO NOT USE CHEMICAL SPOT REMOVERS WITHOUT PRIOR AUTHORIZATION.**
6. Wash clean men's and ladies' room sinks, bowls, and floors with manufacturer's recommended cleaner and disinfectant. Refill toiletries when necessary. (Supplied by Municipality.)
7. Clean all entrance door glass, glass partitions, and elevator interior.
8. Check for and wash finger smudges from and around light switches and door knobs.

WEEKLY

1. Dust and/or wash baseboards, door trim, window sills, moldings, heating vents, ceiling and wall obstructions.
2. In-depth cleaning of men's and ladies' room sinks, bowls, floors, plus partitions, fixtures and wall tiles, also change any deodorizing units or refills. Use manufacturer's recommended products for tile and counter surfaces. Special attention shall be given to cleaning floor tiles.
3. Wash all glass partitions.
4. Dust and/or wash bottoms of all obstructions, desks, chairs, tables, etc.

MONTHLY

1. Dust all walls and panels with chemically treated dusting tools, also wash painted area (if washable material has been used.)
2. Thoroughly clean (strip when necessary) and wax all tile floors, with approved non-skid products.
3. Treat all stainless steel with lemon oil to prevent spotting.

TWICE PER YEAR

1. Wash windows inside and out.

ITEM 3
PUBLIC LIBRARY and COMMUNITY MEETING ROOM

CLEANING PROGRAM - ALL AREAS AND ROOMS

SIX DAYS PER WEEK - LABOR DAY THROUGH 3RD WEEK OF JUNE

FIVE DAYS PER WEEK - 3RD WEEK OF JUNE THROUGH LABOR DAY

DAILY

1. Wash/polish all and clean glass on entrance and interior (front & back) doors and glass partitions inside and out.
2. Sweep and/or wash red quarry stone floor in Library's main entrance and granite floors in lobby and hallway.
3. Empty, wash and polish if necessary all waste and recycling receptacles.
4. Remove debris and trash to proper outside disposable unit. This includes all cardboard for recycling.
5. Dust/polish tops and bases of all furniture, tables, chairs, desks, bow window and counters.
6. Wash all drinking fountains.
7. Replace all furniture.
8. Wash counters, sink, tables and floor in kitchen area.
9. Wash and clean men's and ladies' room sinks, bowls, and floors with manufacturer's recommended cleaner and disinfectant.
10. In men's and women's rooms refill all toiletries when needed - soap, paper, automatic freshener, etc. (Supplied by Municipality)
11. Vacuum all carpet (including mats in entrances) with supplied vacuum, moving and replacing chairs. This includes mats in all entrances.
12. Daily spot cleaning (so as not to settle in carpet) any spilled stains using appropriate stain removal product. **DO NOT USE CHEMICAL SPOT CLEANERS WITHOUT PRIOR APPROVAL.**
13. Doors and lights to be locked and turned off, except those designed as night lights, and alarm systems to be activated.
14. Vacuum / sweep track around the front entrance automatic sliding glass door.

WEEKLY

1. Dusting of visible book shelves, canopy tops, tops of shelves in children's area, bottoms of furniture, window sills and baseboards.
2. In men's and ladies room, wash down the stall walls

MONTHLY

1. Clean and wax (strip when necessary) all tile floors using approved and appropriate non-skid products.
2. Move all obstructions on all areas, clean thoroughly behind obstructions, then replace.
3. Spot check the walls and light switches for smudges/dirt and clean.
4. Clean janitor's closet.

TWICE PER YEAR

1. Wash all windows inside and out - Spring and Fall.

The Public Library will be open the following Holidays and cleaning **IS** required in the Public Library on those days:

Columbus Day
Day After Thanksgiving
Martin Luther King Jr. Day
Lincoln's Birthday
Veteran's Day

ITEM 4
POLICE DEPARTMENT BUILDING

CLEANING PROGRAM SIX (6) DAYS PER WEEK

DAILY

NOTE: A SEPARATE MOP MUST BE USED FOR THE STONE FLOORING IN THE LOBBY PER THE FLOORING MANUFACTURERS RECOMMENDATIONS. THE MOP MUST ALWAYS BE CLEANED BEFORE EVERY USE.

THE MOPS USED FOR THE TILE FLOOR THROUGHOUT THE REST OF THE BUILDING MUST BE CLEANED AND SANITIZED WITH EACH USE, AND MUST BE REPLACED ON A REGULAR BASIS.

1. Empty and wash all waste receptacles.
2. Remove all debris to proper outside disposable unit.
3. Dust and/or wash tops of all obstructions, desks, counter, tables, etc.
4. Sweep and dust and/or damp mop all tile floors, including stairway to lower level.
5. Vacuum all carpet or mats, spot clean where and when necessary. Vacuuming in Dispatch area must be done during times of least phone activity and must be suspended during telephone and radio calls.
6. Wash clean men's and ladies' room (3) first floor, (1) bathroom and locker room lower level, sinks, bowls, and floors with manufacturer's recommended cleaner and disinfectant, and also refill toilet supplies when needed. (Supplied by Municipality.)
7. Clean entrance door glass and wash drinking fountains.
8. Wash walls around light switches and door knobs.

WEEKLY (Saturdays preferred)

1. Dust and/or wash baseboards, door trims, window sills, moldings, heating vents, ceiling and wall obstructions (such as camera, pictures, shelves, sprinklers) and corners for cobwebs.
2. In-depth cleaning of bathrooms, sinks, bowls, floors-plus partitions, wall tile and fixtures.
3. Change any deodorizing units or refills.

4. Wash all glass partitions.
5. Dust and/or wash bottoms of all obstructions, desks, chairs, tables, etc.
6. Wash and/or spray and re-polish by machine all tile floors.
7. Wash cells with Lysol and cleansing powder - bowls, sinks, floors, etc.

MONTHLY

1. Clean and wax (strip when necessary) all tile floors with approved non-skid products.
2. Dust walls and/or area, and wash washable material.

TWICE PER YEAR

1. Wash windows inside and out.

ITEM 5
RECREATION DEPARTMENT BUILDING
FIRST FLOOR ONLY
(EXCLUDING KITCHEN)

CLEANING PROGRAM FIVE (5) DAYS PER WEEK

DAILY

1. Empty and wipe waste baskets.
2. Dust/polish tops of all obstructions (furniture), visible tops of desks, cabinets, tables, chairs, etc.
3. Dust, sweep and clean all polyurethane finished wood floors with appropriate cleaner; vacuum carpet in entrance hall, and spot clean as required.
4. Wash clean bathroom, first floor bowls, sinks, fixtures, etc., with manufacturer's recommended cleaner and disinfectant. Refill paper supplies when needed (supplied by Municipality.)

WEEKLY

1. In depth cleaning of bathroom, wall, floors, tile, partitions, etc.
2. Dust panel walls and spot wash other walls where possible for finger marks.
3. Dust bottoms of all obstructions, chairs, tables, desks, etc., window sills and baseboards.

TWICE YEARLY

1. In depth cleaning in the fall and the spring of all wood floors including full waxing with "low luster non-skid wax".
2. Wash all windows (first floor) inside and out.

ITEM 6
CIVIC CENTER

CLEANING PROGRAM-TWO (2) DAYS PER WEEK-ALL AREAS AND ROOMS

TWICE PER WEEK

1. Sweep and/or dust mop with chemically treated dust tool, all tile floor areas, including first and second floor entrance hallways.
2. Empty and wash all waste receptacles.
3. Remove all debris to proper outside disposable units.
4. Dust and/or wash tops of all obstructions, desks, counter, tables and chairs.
5. Vacuum all carpet and entrance mats, also clean any stains from shoe grease or drippings (if able to be removed.)
6. Wash clean men's and ladies' rooms sinks, bowls, and floors with manufacturer's recommended cleaner and disinfectant solution. Refill toiletries when necessary. (Supplied by Municipality.)
7. Entrance door glass and glass partitions washed.
8. Check for and wash finger smudges from and around light switches and door knobs.

EVERY OTHER MONTH

1. Clean and wax (strip when necessary) all tile floors, using approved non-skid wax.

ITEM 7
PUBLIC WORKS BUILDING
EXCLUDING GARAGE AREAS

CLEANING PROGRAM - ONCE PER WEEK - ALL AREAS AND ROOMS

ONCE PER WEEK

1. Empty and wash all waste receptacles.
2. Remove all debris to proper outside disposal units.
3. Dust and/or wash tops of all obstructions, desks, counters, tables, chairs, windowsills and baseboards.
4. Vacuum all floor mats.
5. Sweep and dust and/or damp mop all floors.
6. Wash clean men's and ladies' room sink, bowl, fixtures and floors, etc. using manufacturer's recommended cleaner and disinfectant. Refill toiletries when necessary (supplied by Municipality).

ONCE PER MONTH

1. In-depth cleaning of men's and ladies' bathroom, sinks, bowl, fixtures and walls, also change any deodorizing refills.
2. Thoroughly clean (and strip when necessary) and wax all tile floors, with approved non-skid products.

TWICE PER YEAR

1. Wash all windows inside and out.

Revised 01/03/2013