

# REQUEST FOR BIDS

## COVID 19 CLEANING SERVICES

Due: 9/3/20 by 10:00 AM



*Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
201 342-4280*

## REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept public sealed bids for COVID 19 Cleaning services. The services will be for a term not to exceed 12 months. It is the Housing Authority's desire to regularly disinfect its building to prevent the spread of COVID 19. All services must be in accordance with the existing Center for Disease Control (CDC), guidance, directives, regulations and recommendations governing apartment complexes.

It is the Housing Authority's goal to keep its' building in a clean and COVID 19 safe condition. The services that are requested to meet its goal, will be as follows and will encompass all the Housing Authority's properties:

- 1) Six (6) Properties

### ***Ostrowski Court***

***230 Central Avenue***

***Hackensack, New Jersey 07601***

Number of units: 50 (6-1 bedrooms, 18-2 bedrooms, 25- Three Bedrooms, 1-4 bedrooms)

Stories: Seven

Elevators: One conveying (Otis)

### ***Oratam Court***

***170 Sussex Street***

***Hackensack, New Jersey 07601***

Number of Buildings: 12 (8-3 story residential buildings, 1-1 story maintenance shop, 1-1 story storage building)

Number of Units: 144 (12-1 bedroom, 84-2 bedroom, 36-3 bedrooms, 12-4 bedrooms)

Elevators: None

### ***Widnall Towers***

***65 First Street***

***Hackensack, New Jersey 07601***

Number of Units: 100 (20-1 bedrooms, 80 studios)

Stories: 13

Elevators: Two Conveying

**Barsalona Court**  
**164 Beech Street**  
**Hackensack, New Jersey 07601**

Number of Units: 46  
Elevators: 1 Conveyer  
Laundry Room

**Dizenzo Court**  
**175 West Railroad Avenue**  
**Hackensack, New Jersey**

Number of Units: 60 (48-1 bedroom, 12-0 Bedroom)  
Stories: 7  
Elevator: One

**Harry Berkie Gardens**  
**60 Kansas Street**  
**Hackensack, New Jersey 07601**

Number of Units: 100 (70-0 Bedrooms, 26-1 Bedrooms, 4-2  
Bedrooms)  
Stories: 10  
Elevators: 2 Conveyer  
Laundry Room

2) The following area should be disinfected according to CDC  
guidelines:

- a. All building Interior doorknobs, including apartments  
(exterior side only)
- b. Elevators
- c. Railings
- d. All exterior egress doors
- e. Community Room Doors
- f. Laundry Rooms (wipe all equipment)
- g. Nurse's Offices (65 First Street & 164 Railroad Avenue)
- h. Main Office (65 First Street)
- i. Main Maintenance Shop (170 Sussex Street)

3) All cleaning services must be accomplished in a professional  
manner and according to industry acceptable standards and guidance

provided by the CDC.

4) All cleaning supplies, materials and cleaning products should be on the CDC's recommended list.

5) Work shall be undertaken Monday to Friday, between the hours of 9:00 AM to 3:00 PM.

6) The cleaning schedule shall be approved by management prior to each cleaning. It is anticipated that the cleaning will be a minimum of once monthly. However, management reserves the right to increase or decrease frequency based the status of the virus at any individual building.

7) Payment for all services shall be made monthly upon receipt of an invoice and payment voucher. The total amount of the contract shall not exceed \$50,000.00 without prior written approval from the Housing Authority.

Qualifications:

1) Should be in the Custodial/Maintenance service a minimum of three years.

2) Must be approvable by the U.S. Department of Housing and Urban Development to provide these services.

3) Must have valid insurance

Bid Submission:

All persons interested in submitting a bid for the Housing Authority's disinfecting services should submit a price based a flat fee for all work contained in the RFP. The proposal must include the following:

1) Flat fee for all service outlined in the RFP.

2) Copy of the vendor's insurance certificate (including

workers comp.).

- 4) Listing of references and current customers.
- 5) Copy of the vendors NJ Business registration form.
- 6) Non-Collusive Affidavit

Sealed bids should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before September 3rd, 2020 by 10:00 AM. Bids packages should contain an original and one copy. The sealed bid package should clearly indicate on the sealed envelope: " Bid for Disinfecting Services." The buildings are available for inspection between the hours of 10:00 AM to 2:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq.

ANTHONY FEORENZO  
Executive Director

**BID CHECKLIST**

\_\_\_\_\_ Bid Form (including Price)

\_\_\_\_\_ Copy of Vendor's Insurance Certificate

\_\_\_\_\_ Listing of References and Current Customers (include  
telephone numbers)

\_\_\_\_\_ NJ Business Registration Form

\_\_\_\_\_ Non-collusive Affidavit

\_\_\_\_\_ Bid Checklist

Please check off each item that is being submitted with the bid and include this sheet with the bid. Failure to include these items with the bid will result in rejection of the bid.

\_\_\_\_\_  
Signature

Date:

**BID FOR DISINFECTING SERVICES**

Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
(201) 342-4280

Submitted by:

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

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

Telephone Number: \_\_\_\_\_

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

Price for Disinfecting Services (per cleaning):

- 1) Ostrowski Court \$ \_\_\_\_\_
- 2) Oratam Court \$ \_\_\_\_\_
- 3) Widnall Towers \$ \_\_\_\_\_
- 4) Barcelona Court \$ \_\_\_\_\_
- 5) DiZenno Court \$ \_\_\_\_\_
- 6) Harry Berkie Gardens \$ \_\_\_\_\_

Total for all site (per cleaning) \$ \_\_\_\_\_

Hourly rates for other services: \$ \_\_\_\_\_

\*Price for basic services includes all work outlined in the attached Request for Proposals. Annual amount shall not exceed \$50,000 without prior written approval from the Housing Authority.

Term: 12 Months

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

\_\_\_\_\_  
Contractor's Signature

The Housing Authority reserves the right to reject any and all proposals received in response to its R.F.P. The proposal must contain all the attachments as stated in the "Proposal Submission" section of the R.F.P.

Legal Advertisement  
**REQUEST FOR BIDS**

The Housing Authority of the City of Hackensack, New Jersey will accept sealed bids for the following services:

"COVID 19 Cleaning Services"

It is the Housing Authority's desire to retain duly qualified, competent and capable disinfecting company. All services must be in accordance with the Center for Disease Control (CDC), guidance, directives, regulations and recommendations governing apartment complexes.

All vendors interested in submitting a bid for these services should contact the Housing Authority of the City of Hackensack to receive a copy of the formal Request for Bids (RFB). The RFB specifies the scope of the services and the requirements for submitting a bid.

All bids must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before September 3rd, 2020 by 10:00 AM. Bids should be sealed and clearly labeled: "Bid for Disinfecting Services."

The Housing Authority reserves the right to reject any and all bids received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq.

ANTHONY FEORENZO

Executive Director



**AGREEMENT FOR DISINFECTING SERVICES**

THIS AGREEMENT made on October 1st, 2020, by and between \_\_\_\_\_, New Jersey, (the "Contractor") and the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey (the "Authority").

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

ARTICLE 1. - Statement of Work

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

ARTICLE 2. - Time of Completion

The term of this contract shall be for 12 months commencing on \_\_\_\_\_ 1, 2020 and ending on \_\_\_\_\_, 2022

ARTICLE 3. - Contract Price

The contractor shall be entitled to \$ \_\_\_\_\_ .00, per cleaning per month. All billing will be accomplished via an invoice and shall be billed after completion of the month (February work shall be invoiced in March)

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

\_\_\_\_\_  
ANTHONY FEORENZO-Executive Director

Date:

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

**NON-COLLUSION AFFIDAVIT**

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

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant)

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

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

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

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

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

\_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)

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

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

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
(Type or print name of affiant under signature)

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

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

(Seal)

