

REQUEST FOR PROPOSALS

CUSTODIAL SERVICES

Due: 8/27/20 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 proposals for custodial services. The services will be for a two-year period. It is the Housing Authority's desire to retain and employ a duly qualified and capable cleaning company. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

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

A) Oratam Court (Newman & Railroad)

Sweep stairways & mop (monthly)

- 1) Sweep all common areas daily
- 2) Mop all Common areas 3 times per week (Monday, Wednesday & Friday)
- 3) Buff all common area flooring two times per month
- 4) Strip and wax all common area flooring (twice yearly)
- 5) Clean laundry room (daily)
- 6) Clean common area glass monthly
- 7) Clean all commoner area roof platforms of debris weekly
- 8) Clean fingerprints and other stains off all common area walls, doors, mailboxes and other surfaces on a daily. Formally report all incidences of observed graffiti
- 9) Remove gum stains from concrete at all building entrances
- 10) Clean all stairs (treads & risers) and interior handrails on a weekly basis
- 11) Drop down light fixture lens to clean out bugs and stains on a weekly basis. Report all incidences of damaged and broken light fixtures.
- 12) Notify maintenance staff about the need for repairs.
- 13) The Keeling Manning Facility is included as part of Oratam Court (all areas used by the Boys & Girls Club). Buffing of Keeling Manning must be undertaken between the hours of 6:30 AM to 8:30 AM during the months of July and August.

**B) 65 First Street, 230 Central, Kansas Street, Beech Street,
Railroad Avenue (5 highrise structures)**

- 1) Buff all common area flooring two times per month
 - 2) Strip and wax all common area flooring
 - a. Senior Citizen Properties-Once per year
 - b. Family property (230 Central)-Twice per year
- C) All cleaning services must be accomplished in a professional manner and according to industry acceptable standards;
- D) All cleaning supplies, materials, tools and equipment shall be provided by the Housing Authority;
- E) Work shall be undertaken Monday to Friday, between the hours of 8:00 AM to 4:00 PM.
- F) A written schedule of all work shall be prepared by the vendor and approved by the Housing Authority. The schedule will be for an entire year and broken down to the daily functions. The maintenance staff will be required to signoff on all work performed weekly in order to verify that the contacted work is being completed.
- G) Payment for all services shall be made monthly upon receipt of an invoice and payment voucher.

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

Proposal Submission:

All persons interested in submitting a proposal for the Housing Authority's custodial services should submit a price based a flat fee for all work contained in the RFP and an hourly rate for all other services. The proposal must include the following:

- 1) Flat fee for all service outlined in the RFP.
- 2) Flat fee for cleaning a unit at turnover
- 3) 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) Copy of proposed work schedule detailing all items contained in the RFP.
- 7) An insurance certificate indicating that the firm has insurance.
- 8) Non-Collusive Affidavit

Proposals should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before August 27th, 2020 by 10:00 AM. The buildings are available for inspection between the hours of 9:30 AM to 3:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all proposals 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

PROPOSAL CHECKLIST

_____ Proposal Form (including Price)

_____ Copy of Vendor's Insurance Certificate

_____ Listing of References and Current Customers (include telephone numbers)

_____ NJ Business Registration Form

_____ 12-month work schedule

_____ Non-collusive Affidavit

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

Signature

Date:

PROPOSAL FOR CUSTODIAN 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 basic RFP services: \$ _____

Price for unit turnover cleaning: \$ _____

Price for cleanup of units with bodily fluids:
\$ _____

Hourly rates for other services: \$ _____

*Price for basic services includes all work outlined in the attached Request for Proposals.

Term: 24 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 of the attachments as stated in the "Proposal Submission" section of the R.F.P.

Legal Advertisement

REQUEST FOR PROPOSALS

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

"Custodial Services"

It is the Housing Authority's desire to retain duly qualified, competent and capable custodial service vendor. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

All persons interested in submitting a proposal for the custodial services should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before August 27th, 2020 by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals 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 CUSTODIAL 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 custodial services.

ARTICLE 2. - Time of Completion

The term of this contract shall be two (2) years commencing on October 1, 2020 and ending on September 30, 2022

ARTICLE 3. - Contract Price

The contractor shall be entitled to \$ _____ .00, annually paid in monthly installments of \$ _____ 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)

