



BOROUGH OF HAWTHORNE

OFFICE OF THE BOROUGH ADMINISTRATOR

445 LAFAYETTE AVENUE, HAWTHORNE, NEW JERSEY 07506-2551

(TEL) 973-427-1168

(FAX) 973-427-2320

REQUEST FOR PROPOSALS with Addendum (at end of Technical Specifications)

2018 Custodial Services

The Borough of Hawthorne requests proposals for custodial services contractors for cleaning the Municipal Building. These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

The complete Request for Proposals is available from the Borough Clerk's Office, 445 Lafayette Avenue, Hawthorne, NJ, 07506, or online at www.hawthornenj.org/bids.cfm.

Sealed Proposals should be in writing as described below and submitted to Borough Administrator Eric Maurer, 445 Lafayette Avenue, Hawthorne, NJ 07506, no later than **11:00 am, Tuesday, March 13, 2018** at which time all proposals received will be publicly opened. Envelopes shall be clearly marked "**2018 Custodial Services.**"

A building walk-through for prospective bidders has been scheduled for 10:00 a.m. on Tuesday, March 6, 2018.

GENERAL

Payment:

Payment will be made within 30 days of submission of an invoice for the actual quantities of service provided accompanied by a municipal payment voucher upon completion of the work, based on the unit price bid in the proposal, which price shall include the cost of labor, all tools, equipment and materials, signage, and all else necessary therefore and incidental thereto.

Regulatory requirements:

The vendor must have and supply with the proposal a current New Jersey Business Registration Certificate issued by the New Jersey Treasury Department. See www.nj.gov/treasury/revenue/taxreg.htm.

Term of Contract:

The contract(s) awarded pursuant to this RFP will be for the period beginning April 1, 2018 and ending March 31, 2019. The Borough reserves the right to renew the contract under the same terms and conditions for another twelve (12) months through March 31, 2020, at its sole

discretion. The Borough reserves the right to cancel the contract for inadequate performance of services, or if funds are not appropriated in a subsequent year.

Insurance:

The Contractor shall maintain the following insurance coverage in companies acceptable to the Borough of Hawthorne, which will protect him from claims for damages which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them:

Workers Compensation -- statutory limit; an Employer's Liability Insurance limit of not less than \$1,000,000.00. The policy to include a provision that the insurer agrees to waive all rights of subrogation against the Borough of Hawthorne, its employees or agents;

Comprehensive automobile liability coverage for protection against all claims for injury to any and all persons and damage to property of others arising from the use of each automobile, truck, vehicle, or other equipment used in the performance of the within Contract. The liability limits shall not be less than the following: 1) Bodily Injury -- \$1,000,000.00 Per Person; 2) Property Damage - \$1,000,000.00 Each Occurrence; or 3) A Combined Single Limit of \$1,000,000.00.

Comprehensive General Liability (Occurrence Form) Coverage for protection against all claims arising from injuries to any or all persons (including death resulting (there from) and damage to property (including loss of use thereof) arising out of any act or omission of the Contractor, his agents and employees. The limits of liability shall not be less than \$1,000,000 each occurrence and aggregate where applicable.

All of the aforementioned policies with the exception of Workers Compensation shall name Borough as an additional insured and copies of such policies or certificates of insurance shall be delivered to the Borough as a pre-condition to commencement of the furnishing of work, labor or services hereunder.

TECHNICAL SPECIFICATIONS

SCOPE OF WORK

Borough of Hawthorne Municipal Building

- All Administrative Offices, including Police, *with exceptions as noted below:*
 - *Second Floor: Board of Education Offices*

There will be a walk-through of the building for prospective bidders on Tuesday, March 6, 2018, at 10:00 am. Questions about the scope for work will be answered at that time.

SUPERVISION

The Cleaning Company shall provide the name and cell phone number of a supervisor who shall be available for Borough to contact during the work-day or evening.

The Cleaning Company shall provide a written weekly checklist, no later than Monday of the following week, in a form to be approved by the Borough, that shows the work performed each day during that week.

Cleaning personnel shall leave the building in a safe, clean and secure condition upon completion of each day's work. Office doors shall not be left unlocked.

Cleaning Company shall be responsible for the cost of repairing any damage done to municipal property by its employees.

STAFFING AND HOURS

- Cleaning Company shall provide sufficient numbers of trained personnel to complete the specified work in a timely fashion. Staffing plan shall be provided as part of proposal.
- Cleaning personnel must be able to communicate in English, both written and oral, with Borough personnel.
- Cleaning to be done daily, Monday through Friday.
- Start time shall be at 4:00 pm (except as noted in the "Schedule of Tasks" where an earlier start time is required), with start location at the Police Department and Records Clerk Office, with completion by 6:00 am the following day.
- Cleaning Company's hours and daily work plan shall be flexible in order to work around evening meetings and Court sessions in various rooms. The Public Works Administrative Coordinator shall provide a schedule of such meetings.
- Cleaning personnel shall check in with Police upon arrival, and check out with Police upon departure.
- All cleaning personnel, while in the building, shall be identified as employees of the Cleaning Company by the wearing of an identifying shirt, jacket or name tag.
- All employees of the Cleaning Company working in the building are subject to police background checks and shall be replaced by the Cleaning Company at the discretion of the Chief of Police.

CLEANING SUPPLIES & EQUIPMENT

- All cleaning products to be supplied by the contractor.
- Paper products and restroom supplies (toilet paper, paper towel [hard-wound and single-fold], soap, air fresheners, urinal blocks, toilet seat covers and trash can liners) shall be supplied by the Borough. These supplies will be kept on-site in a location accessible to the Contractor.
- The Cleaning Company will provide a HEPA grade vacuum cleaner, which can be stored on site. The Cleaning Company shall be responsible for supplying all other tools and equipment necessary for performing this work.

REPORTING REQUIREMENTS

The contractor will be provided with the Borough's check list of the daily, weekly, semi-monthly, and quarterly work items listed below. The checklist is to be filled out at the completion of the work, every day that the building is serviced. The completed check list sheet is to be handed to the police at the police desk before the contractor leaves the site.

Failure to supply the completed checklist will result in a pro-rata deduction of the monthly service fee.

SCHEDULE OF TASKS

JOB TASK:	FREQUENCY
Empty & re-line TRASH receptacles (cans) : (excludes in the Finance Dept. Office)	

Empty under all desks into Big Garbage Bag to be disposed of at end of night.	5x week
Empty trash in Police Dept. kitchenette & breakroom into big bag to be disposed of at end of night.	5x week
Clerk's office: empty also the trash & recycling from behind the big counters; as well as under desks	5x week
Empty & re-line RECYCLING BLUE receptacles : (excludes in the Finance Dept. Office)	
Empty all Blue recycling SMALL containers under all DESKS and compile into the Big Blue container in each office.	5x week
Empty Shredding in offices if needed	-
AT THE END OF THE NIGHT: Place all trash & rubbish out of offices, combined with the 1st floor hallway garbage cans & the garbage outside the building doors - Garbage to be dumped into the dumpster behind the Police Dept. at the end of the night.	5x week
BATHROOMS (All Building including Police Department / locker rooms)	
Empty & re-line trash recetacles	5x week
Clean Tile walls & toilet partitions w/ germicidal cleaner	5x week
Clean behind urinals & toilets w/ disinfectant cleaner	5x week
Clean & disinfect sinks, toilets & urinals	5x week
Clean & Polish metal dispensers, fixtures & WINDEX MIRRORS	5x week
Empty & disinfect sanitary napkin dispensers (if needed)	-
Sweep floors	5x week
Damp mop hard-flooring w/ a disinfectant cleaner	5x week
Re-STOCK all paper products (toilet paper & paper towels)	5x week
Check Soap dispensers (re-stock if needed)	5x week
Pour Water down floor drains (Friday's)	1x week
GENERAL AREAS / ENTRANCE LOBBY	
GLASS: Clean all entry glass doors (inside/ outside) & all inside glass partitions (WINDEX)	3x week
Includes: Glass outside clerks office facing the hall; Police Dept. 2 glass windows & Court Office hallway window	3x week
FLOORS: Dust mop hard-floor areas, vacuum if necessary first, to remove dust & debris	3x week
Damp mop hard-flooring with a neutral floor cleaner.	3x week
Vacuum carpeted areas and entrance mats	3x week
Kitchenette / breakroom Area:	
Restock paper towels & soap products	3x week
Clean & disinfect kitchen counters, tables, chairs & sinks (as needed)	3x week
Scour & polish sink & bright work (as needed)	3x week
Clean exterior surfaces of refrigerator & microwave (as needed)	3x week

Vacuum floor and/or sweep floor (as needed)	3x week
Damp mop hard flooring w/neutral diinfectant cleaner (as needed)	3x week
Clean & Sanitize inside of empty microwave ovens	3x week
General Cleaning	
Dust Picture frames & similar wall hangings	1x week
Desks that are cleared off will be cleaned	1x week
Damp Wipe telephones using a germicidal cleaner	1x week
Court Room OFFICE - to be vacuumed before 4 pm (one day per week), Please let Maureen know which day you will be here before 4 to do this task.	1x week
DPW office to be vaccumed before 4 pm (one day per week), the same day you decide to come in early to vacuum / clean in court room office will be this same day each week.	1x week
Clean & sanitize all water coolers	1x week
Empty Shredding in offices if needed	1x week
Floor Maintenance	
Vacuum or sweep stairways and landings (& wash down with wet mop)	1x week
General Cleaning: Dust ceiling vents, fans & light fixtures	1x month
General Cleaning: High Dust partition tops, tops of filing cabinets & office furniture	1x month
General Clenaing: Dust window sills blinds, and baseboards	1x month
Kitchenette & breakroom areas: Dust Ceiling Vents, fans & light fixtures	1x month
Buff tile floors on first floor lobby area	Quarterly
Passenger Elevator	
Spot clean all inside walls, interior stainless steel surface walls & doors as well as outside surfaces door & frame	1x week
Vacuum, spot clean & edge carpeted floor (as needed)	1x week
Clean & polish elevator tracks as needed	1x week
Closing Instructions (as you exit each office area):	
Turn off lights as instructed	5x week
Lock doors as instructed	5x week
NOTE: Court Room & Court Room Office is CLOSED / OFF LIMITS for cleaning on Thursdays.	

CONTENTS OF PROPOSAL

Signed proposal form (attached) including:

- Name and address of company, and contact information for company representative.
- Proposed unit prices.

Copy of current NJ Business Registration.

No fewer than three (3) references, with organization name, contact name, address and telephone number, for whom similar work has been performed in the past twelve (12) months.

Staffing Plan

Signed Statement of Ownership form (attached)

Signed Non-collusion affidavit (attached)

Itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken.

All of the above items shall be placed together in a sealed envelope with the words “2018 Custodial Services” and the name of the company making the proposal on the outside thereof, and delivered to the Borough Clerk no later than **11:00 am, Tuesday, March 13th, 2018.**

BASIS OF AWARD

The Borough expects to award this contract to the entity proposing the lowest price, provided that all of the listed requirements are met; the proposer has presented a reasonable staffing plan, and references check out so as to indicate ability to perform. The Borough reserves the right to waive requirements at its discretion.

ADDENDUM TO REQUEST FOR PROPOSALS

Any revisions made to this Request for Proposals prior to the opening date will be made via posting an addendum on the Borough’s website at <http://www.hawthornenj.org/bids.cfm> no less than 3 days prior to the date set for opening the proposals. Prospective contractors are responsible for checking there to see if an addendum has been posted. Proposers will not be granted a waiver of any requirement in an addendum due to failure to check.

ADDENDUM #1

On holidays, only the Police Department and downstairs restrooms need to be cleaned. Holidays include: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving and Christmas.

PROPOSAL PRICE SUMMARY
Borough of Hawthorne
2018 Custodial Services

We, the undersigned company, agree to furnish to the Borough of Hawthorne, County of Passaic, New Jersey, the following items in accordance with the attached Request for Proposal.

In addition, the undersigned has read the technical specifications which are attached and made a part hereof, and agrees to furnish such service at the price(s), as shown below, in the manner as indicated in the technical specifications. It is understood that the award of the bid will be based upon the lowest price bid, after analysis for compliance of the bids submitted.

Municipal Building –Monthly Charge \$ _____

Annual Charge equals Monthly Charge X 12 = \$ _____

In words: _____

Are any exceptions taken to the specifications or other provisions if this RFP? Yes ___ No ___
If “Yes,” please enclose a complete list of any and all exceptions. The Borough reserves the right to accept or reject any proposal with exceptions.

Authorized Signature of Bidder: _____

Name of Signatory: _____

Title: _____

Name of Bidder: _____

Address: _____

Telephone #: _____

Fax #: _____

Email Address _____

Federal EIN _____

Date: _____

Include with proposal: a) references (no fewer than 3); b) copy of NJ Business Registration Certificate; c) no less than three (3) references; d) Statement of Ownership; e) Non-Collusion Affidavit; f) Iran Investment Disclosure Form; g) a staffing plan; and h) itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken. Submit in sealed envelope clearly marked “Custodial Services.”

STOCKHOLDER STATEMENT OF OWNERSHIP

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, County, Municipal or School District Contract for purposes of any work or the furnishing of any materials or supplies unless prior to the receipt of the bid (or accompanying the bid) of said corporation or partnership there is submitted a statement which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent of its stock of any class or all of its individual partners in the partnership who own a ten (10) percent or greater interest therein.

Date _____, 2018

Legal Name of Bidder _____

Incorporated _____

Business Address:

Street _____

City _____ State & Zip Code _____

Telephone _____

Listed below are the names and addresses of the 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.

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

[] We have no one person who owns ten (10) percent or more of the corporation or partnership.

Signed _____ Title _____

(If extra space is required, add sheets as necessary.)

NOTE: THIS CORPORATION OR PARTNERSHIP STATEMENT IS MADE A PART OF THE CONTRACT AND MUST BE RETURNED WITH BID.

NON-COLLUSION AFFIDAVIT

STATE OF }
 } ss:
COUNTY OF }

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

I am _____ of the firm of _____ the bidder
making the Proposal for the above named project, and that I executed the said Proposal with
full authority so to do; 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 project; and that all statements contained in
said Proposal and in this affidavit are true and correct, and made with **full** knowledge that the
Borough of Hawthorne relies upon the truth of the statements contained in said Proposal 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 _____ (Name of Contractor) in
accordance with N.J.S.A. 52:34-15.

Sworn and subscribed to before me this

_____ day of _____, 2018

Signature: _____

Notary Public in the State of New Jersey

(Name) _____

My commission expires on _____, 20__

(Seal)

STATE OF NEW JERSEY --
DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	Relationship to Bidder/Offeror
Description of Activities	
Duration of Engagement	Anticipated Cessation
Date Bidder/Offeror Contact Name	Contact Phone Number

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

Title:

Date: