

TOWNSHIP OF COMMERCIAL

CUMBERLAND COUNTY

PUBLIC NOTICE

NOTICE OF REQUEST FOR BIDS FOR CLEANING SERVICES

PLEASE BE ADVISED that the Township of Commercial will be accepting bids for the following service for 2017 through 2019: BUILDING CLEANING SERVICES

To obtain a copy of the Bid specifications, contact Township Clerk, Hannah Nichols, telephone number (856) 785-3100, ext. 310 or visit our website at www.commercialtpw.com. All proposals submitted to the Township must be submitted pursuant to the said Bid Specifications..

To be considered, sealed bids for the above service must be received on or before TUESDAY, December 6, 2016, BY 10:00 A.M. Submit one (1) original copy of the proposal and three (3) copies.

Bid #2106-3, Attn: Hannah Nichols, Township Clerk must be clearly written on the outside of the envelope and the submissions shall be sent to the following address:

Township of Commercial
1768 Main St.
Port Norris, NJ 08349
Attention: Hannah Nichols, Municipal Clerk
BID #2016-3

Hannah Nichols, RMC
Township Clerk

BUILDING CLEANING SERVICES SPECIFICATIONS

Township of Commercial

Contract Period: January 1, 2017 to December 31, 2019 (Three Year Contract)

Insurance: Contractor shall provide a certificate of insurance for all employees who enter and work in township owned buildings.

KEY FOR CLEANING SCHEDULES AND FREQUENCY

CLEANING SCHEDULES:

- (A) Township Hall - Two visits per week (Wednesday and weekend)
- (B) Senior Center - Two visits per week (Wednesday and weekend)
- (C) Library - One visit per week (Wednesday or Sunday)

FREQUENCY:

V - Every Visit W - Weekly M - Monthly SM - Semi-monthly
 Q - Quarterly A - Annually** SA - Semi-Annually**

EXTENT OF SERVICE

CLEANING SCHEDULE AND CLEANING FREQUENCY

	(A)	(B)
I. ALL AREAS:		
1. Empty all wastebaskets, outside ashtrays And trash containers. Spot clean exterior of trash containers and ashtrays.	V	V
2. Replace liners in containers when soiled or damaged.	V	V
3. All trash shall be placed in outside storage containers. Flatten empty cartons. Surrounding area to be kept clean. Where recycling is in operation, recyclable materials to be placed in proper containers.	V	V
4. All trash shall be removed from location and disposed of as directed by the Buyer Representative, where dumpsters are not provided.	V	V

- | | | | |
|-----|--|---|---|
| 5. | Remove fingerprints from doors, frames, light switch areas, push plates, handles, glass, etc. | V | V |
| 6. | Replace defective starters and flickering or burned out tubes and bulbs in all fixtures and exit lights immediately. | V | V |
| 7. | Clean and polish all drinking fountains. | V | V |
| 8. | Sweep and maintain entrances free of debris and obstructions. | V | V |
| 9. | Maintain walk-off mats free of dirt and debris. Interior and exterior of building. | V | V |
| 10. | Dusting - windowsills, baseboards, partitions, top of file cabinets. | M | M |

II. OFFICE, CORRIDORS, FOYERS, TELEPHONE EQUIPMENT AREAS AND OTHER ROOMS:

- | | | | |
|----|--|----|----|
| 1. | Vacuum carpeting, runners, and mats. Remove spots on carpeting and mats, where required, using 3M (shampoo) method or approved equivalent. | V | V |
| 2. | Sweep & Damp mop all hard floors. Clean all spots or stains. Wet mopping of raised floors not permitted. | V | V |
| 3. | Strip & wax areas as specified by the Township Representative in charge. (shall be in June and December) | SA | SA |
| 4. | Shampoo rugs in offices, meeting and conference room once annually. | | |

III. RESTROOMS AND SERVICE ROOMS:

- | | | | |
|----|--|-----|-----|
| | | (A) | (B) |
| 1. | Clean and polish all vitreous (e.g. glass, china) fixtures and chrome fittings. Fixtures shall be free of stains. | V | V |
| 2. | Clean all flush rings, drains and overflow outlets. | V | V |
| 3. | Clean toilets and urinals with approved non-acid disinfectant cleaner. | V | V |
| 4. | Clean all glass, mirrors, and powder bar. | V | V |
| 5. | Dust and spot clean metal partitions. | V | V |
| 6. | Clean wall area and partitions adjacent to urinals and sinks. | V | V |
| 7. | Damp wipe and refill all dispensers to normal limit - soap, tissue, towel, toilet seat covers, etc. Remove build-up around nozzles and containers. | V | V |
| 8. | Mop ceramic tile floors with clean, hot water and detergent. | V | V |
| 9. | Wash wall tile and metal partitions. | Q | Q |

10. Machine scrub all floor tiles. Q Q

IV. KITCHEN:

- 1. Sweep floor with treated cloth and damp mop spills. Vacuum carpet areas and spot clean carpet. V V
- 2. Empty all trash. V V
- 3. Wipe down table & chair legs. M M

V. BUILDING PERIMETER:

- 1. Police areas between building and street frontage, all walkways and driveways, and areas immediately adjacent to walkways and driveways and remove any miscellaneous debris. (Entrance to curb - including curb) V V

VI. SUPPLIES/MATERIAL:

- 1. Contractor shall provide all approved supplies and tools required by this agreement, unless otherwise specified. Any item, which is necessary for the Contractor to fulfill its obligations under this agreement, is to be provided by the Contractor.
- 2. Paper products (hand towels and toilet paper) shall be made with recyclable materials and must conform to normal industrial standards.
- 3. All lighting (tubes, lamps, starters, etc.) must be of an energy efficient type and conform to existing lighting design.
- 4. All products used MUST meet with the approval of the Township. Deviations or items not covered by this agreement shall be submitted to the Township for approval prior to use.
- 5. All equipment, tools, implements, and supplies used for cleaning are to be stored in a neat, safe, and orderly manner in the areas/rooms designated by Buyer for such storage.
- 6. Gum or other foreign matter will be removed from floor surfaces using an approved non-solvent method.
- 7. At no time will any harsh abrasive or acids be used in the routine cleaning and maintenance of ceramic, porcelain, enameled or otherwise polished surfaces.
- 8. Buffing and/or stripping machines may not be plugged into ORANGE OUTLETS. Wall or column outlets are to be used at all times. If required, a three wire grounded extension of U.L. approved rating may be used.
- 9. All buffers, strippers, vacuums, etc., must be operated through a "Quik-Gard Ground Fault Circuit Interrupter" or approved equivalent. All units to be supplied by the Contractor.
- 10. All office floor sweeping to be performed with treated, disposable dust mops or treated cloths as applicable.
- 11. All tools and equipment shall be OSHA approved and maintained in a safe operating condition.
- 12. All bottles, cans and newspapers will be collected for recycling and placed in the proper container, which will be supplied by the Township.

VII. SPECIAL CONDITIONS:

1. The Contractor agrees that any complaints or work requests from the building tenants shall be dispatched by Contractor's on-duty supervisor as follows:

WORK REQUESTS OR COMPLAINTS

DISPOSITION

Routine cleaning or mop-up of leaks.

Contractor to have work performed.

Air conditioning, heating, or Township building maintenance problems unless otherwise covered in this agreement.

Contractor to refer to Clerk on 1-856-785-3100 ext 11.

Extra cleaning or service not covered in this contract shall be reported to the township clerk at 856-785-3100 ext.11.

2. All lights are to be extinguished at the completion of night cleaning operations except those designated as night-lights or security lights. All doors and windows shall be closed securely before leaving the premises. The Township representative in charge shall be notified immediately of trouble with locks, lighting, electrical equipment, heat or any other irregularities. The alarm shall be set before leaving premises.
3. Any unsafe or hazardous condition observed shall immediately be reported to the Township representative in charge of the building (day or night). A master list on who to call for emergencies will be provided.
4. Contractor shall furnish all labor necessary to meet all requirements of this agreement and be responsible for the general conduct of its employees and their acts of misconduct. A competent foreman or supervisor shall be assigned to ensure that all services are being carried out to the satisfaction of this agreement.
5. Contractor will keep an up-to-date list of employees working in the building and will ensure that each one has a current identification card. This I.D. card MUST be worn by all Contractor's employees on his/her outer garment while working on Township property. If an employee is terminated, the employee is no longer regularly assigned to work at a Buyer location or when this agreement is terminated.
6. If at any time the employee(s) regularly assigned to service the location, fail to report to duty, the Contractor shall provide thoroughly trained substitutes to service the location until such time as the regular employee reports back for duty.
7. An "Emergency List" is to be provided to the Township listing responsible persons to be contacted in cases of emergency.

8. Contractor shall provide a monthly summary invoice containing the following information:

- Contractor's Full Company Name
- Contractor's "Remit to" address
- Date of Invoice
- Invoice Number
- Agreement Number
- Purchase Order Number (to be assigned upon receipt of Contractor's first invoice)
- Type of Service
- Period of Service Provided (i.e. March 1 - March 31)
- Service Location Address
- Total Monthly Fee Per Location

9. Contractor shall submit a signed voucher with invoice detailing specific site locations to the following address:

Township of Commercial
1768 Main Street
Port Norris, NJ 08349
Attn: CFO

**Commercial Township
Cleaning Services Contract
Bid Form**

JANUARY 1, 2017 THROUGH DECEMBER 31, 2019

Proposal from:

Name: _____

Address: _____

Telephone #: _____

Municipal Building:
1768 Main St.
Port Norris, NJ 08349

Bid for 36 month contract: _____

Louis Moore Senior Center Building:
8879 Highland Street
Haleyville, NJ 08349

Bid for 36 month contract: _____

Robbinstown Library
Main St.
Port Norris, NJ 08349

Bid for 36 month contract: _____

Bids must be submitted no later than **10:00am, December 6, 2016** in a sealed envelop addressed to the Municipal Clerk's Office, envelop marked: Building Cleaning Service Bid.

Commercial Township is an equal opportunity employer. The Township Governing body has the right to accept or reject all bids.

No bid bond will be required.

Proposal Checklist

The following checklist is provided as assistance to the development of the Bid Response. It in no way supersedes or replaces the requirements of the Bid. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your Bid submission..

Acknowledgement of Receipt of Addenda	_____
Non-Collusion Affidavit	_____
Stockholder Disclosure	_____
Affirmative Action Mandatory Language	_____
Americans with Disabilities Act Mandatory Language	_____
Business Registration Certificate to be supplied with Bid	_____
Bid Form	_____

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
_____	_____
_____	_____

Signed: _____

Title: _____

Printed Name: _____

Date: _____

Company: _____

STATEMENT OF CORPORATE OWNERSHIP
(10% DISCLOSURE FORM)

The names and addresses of all stockholders or partners who hold more than 10% interest in the bidding entity are as follows:

Name _____ Address _____

Name of Firm or Person Submitting Bid

By: _____

Title: _____

Address: _____

Date: _____

SEAL:

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }

COUNTY OF } _____ SS: _____[PROJECT NAME]

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

I am employed by the firm of _____[NAME OF BIDDER] , the bidder submitting the Bid Proposal for the above named project, in the capacity of _____[TITLE OF AFFIANT] , and I have executed the Bid Proposal with full authority to do so. Further, the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or other wise take any action in restraint of free, competitive bidding in connection with the above named project. All statements contained in said Bid Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Township committee of the Township of Commercial rely upon the truth of the statements contained in this affidavit and in said bid Proposal 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 the _____ [NAME OF BIDDER] .

Sworn and subscribed before me this _____

Day of _____ 2013

Name of Firm or Individual Title

Notary Public of _____

My Commission expires on _____

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF NEW JERSEY }

COUNTY OF } _____ SS: _____[PROJECT NAME]

I, _____[NAME OF AFFIANT] , of the City of _____ in
the State _____[Commonwealth] of being of full age and duly sworn according to law,
on my oath depose and say that:

I am employed by the firm of _____[NAME OF BIDDER] , the bidder submitting the Bid
Proposal for the above named project, in the capacity of _____[TITLE OF
AFFIANT] , and I have executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the
provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law
1975, Chapter 127.

Procurement and Service Contract - Mandatory Language

P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be 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, sex, affectional or sexual orientation; 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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 procedures, if necessary, to assure that all personnel 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. 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, sex, affectional or sexual orientation, and conform with the applicable employment goals, 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 subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).