

## LEGAL ADVERTISEMENT

### REQUEST FOR PROPOSAL – CLEANING SERVICES

The Housing Authority of the City of Summit, New Jersey will accept proposals for Cleaning Services for the year 1-1-2012 to 12-31-2012.

#### SCOPE OF CLEANING SERVICES

The scope of cleaning services being requested will be as follows and will pertain to the Housing Authority property of 12 Chestnut Avenue, Summit, NJ, a 5-story senior building.

- (a) Vacuum lobby carpets and gathering areas and sweep floors on 1<sup>st</sup> floor (daily)
- (b) Mop entrance lobby and coffee shop (daily)
- (c) Clean five laundry rooms (daily)
- (d) Clean two public washrooms (daily)
- (e) Clean nine garbage rooms (daily)
- (f) Vacuum lobby carpets and gathering areas and sweep floors on 2<sup>nd</sup> through 5<sup>th</sup> floors (twice weekly)
- (g) Wash entrance windows and doors (twice weekly)
- (h) Clean glass in main lobby entrance (twice weekly)
- (i) Sweep four stairwells (weekly)
- (j) Dust windowsills and furniture in gathering areas (weekly)
- (k) Mop mechanical room floor (weekly)
- (l) Wash compactor room floor (weekly)
- (m) Empty garbage and vacuum nurse's office (weekly)
- (n) Clean handrails in four stairwells (bi-weekly) Mop stairways (monthly)
- (o) Wax hallway floors (quarterly)
- (p) Clean all common area furniture (quarterly)
- (q) Strip and wax all common area flooring (annually)
- (r) Steam clean all common area carpet (biannually)

- 1) All cleaning services must be accomplished in a professional manner and according to industry acceptable standards;
- 2) All cleaning supplies, materials, and tools shall be provided by the Housing Authority;
- 3) Work shall be undertaken Monday to Friday, between the hours of 8:00 AM to 4:30 PM;
- 4) 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 sign-off on all work performed weekly in order to verify that the contracted work is being completed;
- 5) Payment for all services shall be made monthly upon receipt of an invoice and payment voucher.

#### Proposal Submission:

All persons interested in submitting a proposal for the Housing Authority's cleaning 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.);
- 3) Listing of references and current customers;
- 4) Copy of the vendors NJ Business registration form;
- 5) Copy of proposed work schedule detailing all items contained in the RFP.

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.

Proposals should be delivered to the Housing Authority of the City of Summit New Jersey on or before 10:00 AM December 14, 2011. The buildings are available for inspection between the hours of 8:30 AM to 4:30 PM, Monday to Friday.

Louis A. Riccio  
Executive Director

Date: November 28, 2011