



REQUEST FOR QUOTES
RECREATION CENTER CLEANING SERVICES
RFQ #2021-01

April 22, 2021

Re: Request for Written Quotation – Recreation Center Cleaning Services (this is not an order)

Please provide a signed quote for the following:

The Borough of Middlesex is seeking quotations for cleaning services at the Recreation Center located at 1400 Mountain Avenue, Middlesex, NJ 08846. Duration of contract is for the term of 12 months (July 1, 2021 – July 1, 2022).

Scope of Work:

Daily:

- Garbage taken out (from all offices, bathrooms, hallways)
- Bathrooms cleaned: sinks disinfected, mirrors wiped, toilets sanitized, floors mopped, etc.
- Main room floor and kitchen to be mopped *after events*.
- In all restrooms refill soap, tissue and paper towels (supplied by borough)
- Clean all entrance and exit glass doors

Every Other Day:

- Mop the big room and vestibules; during the winter front vestibule needs to be mopped daily.

1 time per Week:

- Wipe down/sanitize tables and chairs
- Wipe down windows and doors
- Vacuum offices (once a week or as needed)
- Mop Kitchen Floor
- Wipe down all counters, sinks, stove and refrigerator in kitchen
- Clean windowsills/ledges

Bi-Weekly:

- Dust

1 time per Month:

- Deep cleaning of grout.

Additional Information:

- Square footage of the building is approximately 4500 square feet.
- Site visit, while not required, can be made by contacting the Director of Recreation at (732) 356-7400 ext. 277. Questions will be not be answered during the site visit. All questions must be submitted in writing no later than the day after the site visit, via email to the Purchasing Agent at cmodica@middlesexboro-nj.gov.
- Deadline to submit any/all questions prior to submittal date is **May 5, 2021**.
- Cleaning services to be performed 5 days a week.
- Cleaning time to be performed Monday thru Friday when building and offices are open to the public 8:30am-4:00pm. Additionally, programming occur during the hours of 8:00am-10:00pm. Ideally, cleaning should happen before or after the hours of usage for the building (after the monthly luncheons, and any other events, the building needs an extra thorough cleaning).
- Contractor will supply all equipment (including but not limited to employee protective gear such as gloves or masks), labor and cleaning products (such as floor cleaner, glass cleaner, bathroom cleaner, disinfecting wipes, air freshener)
- The Borough will supply paper products (paper towels, toilet paper, tissue, garbage liners and hand soap). In the event that said products are not available, contractor shall advise the Director of Recreation and supply said products and bill the owner.
- All workers will be required to wear proper uniform with a picture ID.
- All workers will be required to properly wear personal protective equipment (face masks and gloves)
- Reports of any damage will be reported to the Borough within twenty-four (24) hours.
- Contractor is to inform the Purchasing Agent of supplies needed at least 2 weeks prior to use.

Perspective vendors are to submit the attached Proposal Form along with a copy of NJ Business Registration Certificate (NJBRC) no later than **11:00am, May 14, 2021** via email to Carmen Modica, Purchasing Agent at cmodica@middlesexboro-nj.gov or via FedEx or UPS prevailing time, clearly marked "**Recreation Center Cleaning Services Quote**". Mail to: Purchasing Agent, 1200 Mountain Avenue, Middlesex, NJ 08846. The Borough is not responsible for late submission sent via regular mail. It is the bidder's responsibility to see that bids are presented to the Purchasing Agent prior to or at the time and at the place designated.

Quotes received after the designated time and date will be considered unresponsive and will not be considered for said services.

Any Addenda will be issued on the Borough's website and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested vendors should check the website from now through submittal date. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Do they want to remain on the list for future quotes?

Thank you,

Carmen Modica
Purchasing Agent

**BOROUGH OF MIDDLESEX
REQUEST FOR QUOTATION
RFQ #2021-01
Recreation Center Cleaning Services
2021-2022
PROPOSAL PAGE**

ALL PRICES ARE TO BE FOB TO: 1200 Mountain Avenue, Middlesex, NJ 08846

Price for cleaning services as per specifications:

Hourly Rate: \$ _____

Amount in words: _____

Exceptions _____

Quote valid through June 14, 2021.

NJ –BRC required – Please submit with quote

Name and title of person providing quote:

_____ (name) _____ (title)

_____ (Signature)

_____ (e-mail)

Company Name: _____

Date: _____