

**POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY**

500 MT. PISGAH AVENUE  
P.O. BOX 587  
OXFORD, NEW JERSEY 07863-0587

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December 12, 2008

The Pollution Control Financing Authority of Warren County (PCFAWC) is soliciting quotations from qualified janitorial services to provide cleaning services at the PCFAWC Administration Building, Maintenance Building and Scale House. Contract Period: January 15, 2009 – December 31, 2009 with the possibility of two (2) one (1) year contract extensions.

PCFAWC will focus on quotations receiving favorable review based on references, which demonstrate experience from other similar facilities. Prices are to remain in effect for one year and the provider is to furnish all labor, cleaning materials and equipment to perform the services as per the attached specifications. Please note that all refuse must be disposed of at the PCFA's convenience center.

In order to insure that the interested bidders fully understand the nature of the Authority's needs, an optional site visit has been scheduled for Tuesday, December 16, 2008 at 10:00 A.M.

Enclosed are the following documents:

1. Specifications for Janitorial Services
2. Proposal Sheet
3. Reference Sheet

All quotes must be completed and returned by Monday, January 5, 2009 no later than 10:00 am.

## **SPECIFICATIONS FOR JANITORIAL SERVICES**

It is the desire of the PCFAWC to contract with a provider of janitorial services to provide such services at the PCFAWC Administration Building, Maintenance Building and Scale House located at 500 Mt. Pisgah Avenue, Oxford, New Jersey for a period of one year commencing on January 15, 2009 and ending on December 31, 2009 with the possibility of two (2) one (1) year contract extensions.

We expect the provider to furnish all labor, cleaning materials and equipment to perform the following services.

These services will be performed after 4:30 P.M. during the workweek.

### **Administration Building (Upper and Lower Levels)**

#### **Twice per week (Tuesday-Friday)**

1. Empty all waste receptacles and replace liners as needed.
2. Empty ashtrays and damp wipe (located outside entrances).
3. Clean receptionists' counters in entrance area.
4. Clean all glass in entrance areas inside and out.
5. Wipe down handrails in foyer.

#### **Once per week (Tuesday or Friday)**

1. Dust all office furniture including desks, chairs and tables.
2. Dust all exposed cabinets, bookcases and shelves.
3. Dust all office equipment (DO NOT TOUCH COMPUTER EQUIPMENT).
4. Low dust all horizontal surfaces including windowsills, ledges, door moldings, baseboard heaters and picture frames.
5. Spot clean doorframes and light switches as needed.
6. Spot clean all interior glass panels. This does not include exterior windows.
7. Clean desks and cabinets when clear.
8. Clean work counter in upper level hall (where fax machine is located).
9. Polish tabletops in conference rooms.
10. Clean and polish all bright work (chrome) to prevent oxidizing.

## **Kitchen (2)**

Once per week (Tuesday or Friday)

1. Wipe down tables and chairs.
2. Empty waste receptacles.
3. Clean counter tops and sinks with disinfectant.

## **Washrooms (4)**

Twice per week (Tuesday-Friday)

1. Scour and disinfect toilet seats and bowls.
2. Clean and sanitize all washbasins.
3. Clean and polish glass mirrors.
4. Empty all containers and disposals, inserting new liners.
5. Remove spots and splashes from walls adjacent to sinks.
6. Replenish paper and soap products as needed.
7. Wash all lavatory floors thoroughly using disinfectant in water.

As needed (Tuesday or Friday)

1. Clean/disinfect shower stalls in lower level washrooms.

## **Floor Care Service**

Twice per week (Tuesday-Friday)

1. Sweep and damp mop all tile floors. Do not use any spray wax on floors (to prevent accidents).
2. Vacuum all carpeted areas.
3. Sweep and mop stairwell.

## **Bi-monthly Service (Tuesday or Friday)**

1. High dust above the normal height all horizontal surfaces including shelves, moldings, ceiling areas and corners.
2. Clean all tile work in washrooms from floor to ceiling.

## **Maintenance Building**

Twice per week (Tuesday-Friday)

1. Sweep and mop all floors with disinfectant in water.
2. Clean and Sanitize washrooms, toilets, sinks and showers with disinfectant in water.
3. Clean sink, countertop and table in break room.
4. Clean office areas where possible.
5. Empty trash receptacles.
6. Replenish paper and soap products as needed.

## **Scale House**

Once per week (Tuesday or Friday)

1. Sweep and mop all floors with disinfectant in water.
2. Clean and sanitize washroom thoroughly with disinfectant in water.
3. Clean sink and countertop with disinfectant.
4. Clean work station where possible. (DO NOT TOUCH COMPUTER EQUIPMENT)
5. Empty trash receptacles.
6. Replenish paper and soap products, as needed.

## **Insurance Requirements**

### **1. Workers' Compensation and Employer's Liability Insurance**

Vendor shall provide proof of Workers' Compensation Insurance and be in compliance with the Compensation Law of the State of New Jersey. In the event any work is sublet, the Vendor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Vendor's Workers' Compensation Insurance with a \$1,000,000 minimum limit.

## **2. General Liability Insurance**

The Vendor shall provide Comprehensive General Liability Insurance with a combined single limit of \$1,000,000/\$2,000,000 aggregate or a \$5,000,000 combined single limit for bodily injury and property damage. A "claims made" policy is not acceptable unless tail coverage is provided. This insurance shall indicate on the Certificate of Insurance the following coverages:

- Premises
- Operations
- Use of Independent Contractors and Subcontractors
- Products and Completed Operations
- Broad Form Contractual
- Broad Form Property Endorsement
- Fire Legal Liability, \$50,000

The insurance required under this section shall protect the Vendor and his subcontractor(s), respectively, against damage claims which may arise from operations under this Contract whether such operations be by the Insured or by anyone directly or indirectly employed by the Vendor and also against any of the special hazards which may be encountered in the performance of this contract. When such special hazards are encountered, the above coverages shall be provided with the elimination of the XCU exclusion from the policy or otherwise submit proof that XCU is covered.

## **3. Automobile Liability**

The Vendor shall provide Automobile Liability Insurance, with a combined single limit of liability per occurrence of a minimum of \$1,000,000 for bodily injury, property damage.

This insurance shall include bodily injury and property damage with the following coverage:

- Owned Automobiles
- Hired Automobiles
- Non-owned Automobiles.

#### **4. Additional Insurance Requirements**

All policies and certificates of insurance shall be approved by the PCFA of Warren County prior to the inception of any work and shall contain the following:

- Insurers shall have no right of recovery or subrogation against the PCFA of Warren County, including its agents and agencies, it being the intention of the parties that the insurance policies so effected shall protect the parties and provide primary coverage for any and all losses covered by the above-described insurance.
- The insurance companies issuing the policy or policies shall have no recourse against the PCFA of Warren County, including its agents and agencies as aforesaid, for payment of any premiums or for assessments under any form of policy.
- The Vendor shall assume all responsibility for loss or damage to Vendor's materials, equipment and machinery involved under the Contract.
- The Vendor shall assume all responsibility to save the PCFA of Warren County harmless from any loss or damage to all materials, equipment and machinery involved under this contract.
- All certificates of insurance shall state that the PCFA of Warren County is carried as "additional insured" for the purposes of the contract.

#### **Indemnification**

Vendor agrees to indemnify, save and hold harmless the Authority from all costs, claims, losses, lawsuits, judgments, arising out of vendors negligent or wrongful acts or omissions relating to this Agreement, Vendors breach of this Agreement, or the Vendors breach of any law, regulation or other requirement of a governmental entity pursuant to this Agreement.

The PCFAWC reserves the right to award all or part or none of this contract.

## PROPOSAL SHEET

I (We) the undersigned propose to supply the following:

Janitorial Services at the Pollution Control Financing Authority of Warren County  
Administration Building, Maintenance Building & Scale House (as specified) for a period of one  
year, commencing on January 15, 2009 and ending on December 31, 2009 with the possibility of  
two (2) one (1) year contract extentions.

		Yearly Total
	(January 15, 2009 – December 31, 2009)	\$ _____
Optional	(January 1, 2010 – December 31, 2010)	\$ _____
Optional	(January 1, 2011 – December 31, 2011)	\$ _____

(Note: Yearly total payment to be divided into 12 equal monthly payments)

<b>Cleaning Supplies:</b>	<u>2009</u>	Optional <u>2010</u>	Optional <u>2011</u>
C-Fold Towels	\$ _____	\$ _____	\$ _____
Toilet Paper (2 Ply)	\$ _____	\$ _____	\$ _____
Trash Bags (3 sizes)			
10 Gallon	\$ _____	\$ _____	\$ _____
15 Gallon	\$ _____	\$ _____	\$ _____
40 Gallon	\$ _____	\$ _____	\$ _____
Liquid Hand Soap	\$ _____	\$ _____	\$ _____

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

(Print Name & Title)

\_\_\_\_\_

Company Name

## OPTIONAL ALTERNATE PROPOSAL

Please provide rates for the following services, which we may require. These services will not be made part of the contract. They may be ordered on an as needed basis.

1. Shampoo and steam clean carpets.
2. Shampoo and steam clean upholstered furniture.
3. Strip, seal, wax and buff tile floors.
4. Clean windows inside and out.

Services to be performed at our discretion on an as needed basis:

	<u>Optional 2009</u>	<u>Optional 2010</u>	<u>Optional 2011</u>
Shampoo & steam clean carpets (minimum of twice a year - Spring & Fall)	\$ _____	\$ _____	\$ _____
Shampoo & steam clean upholstered furniture (minimum of twice a year - Spring & Fall)	\$ _____	\$ _____	\$ _____
Wash Windows inside & out (minimum of twice a year - Spring & Fall)	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
Company Name

The PCFAWC reserves the right to award all or part or none of this contract.

**(Must Supply Three References)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: (if company name listed above)

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: (if company name listed above)

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: (if company name listed above)

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