



**LAKEWOOD TOWNSHIP**  
**MUNICIPAL UTILITIES AUTHORITY**

**REQUEST FOR PROPOSALS**

**PLEASE TAKE NOTICE** that the Lakewood Township Municipal Utilities Authority (Authority) hereby solicits proposals for **Cleaning Services for calendar year 2020.**

*Sealed proposals must be submitted to the Executive Director on or before November 22, 2019 at 10:00A.M. or may be submitted in person at the Authority's office located at 390 New Hampshire Ave., Lakewood, NJ, or sealed proposals may be **mailed in advance to the attention of Justin Flancabaum, Executive Director, 390 New Hampshire Ave., Lakewood, NJ 08701. All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "sealed proposal."***

Anyone requesting additional information should contact Robyn Gaynor, Office Administrator, at (732) 363-4422 Ext. 120, or at 390 New Hampshire Ave., Lakewood, NJ.

Proposals for the below listed services are being solicited through a fair and open process in accordance with N.J.S.A.19:44A-20.5 et. seq. The following criteria will be used in the awarding of contracts for services:

1. Experience and knowledge in the field.
2. Availability to attend any meetings of the LTMUA and to service the needs of the Authority as requested by the Commissioners, Executive Director and staff.
3. Compensation proposal.
4. Any other factors deemed to be in the best interest of the Authority as detailed in the scope of services below.

In addition, the LTMUA reserves the right to consider the following other factors:

1. Does the vendor's proposal indicate a clear understanding of the scope of work and related objectives?
2. Is the vendor's proposal complete and responsive to the public notice and specifications?
3. Does the vendor have a record of honesty and moral integrity?
4. Does the vendor have a record of reliability?
5. Vendor's past performance to the Authority, and willingness to document same.
6. Vendor's past performance of similar services, and willingness to document same.
7. Does the vendor have an experienced, qualified staff to assist him in completing the Authority's assignments?
8. Are the vendor's resources, i.e. personnel, facilities etc. in reasonable proximity to Lakewood, New Jersey?
9. Will the vendor provide a timely, fully explained billing for his goods/services, including a comprehensive breakdown of specific tasks?

10. Is the vendor financially stable and strong?

**Scope of Service:**

Vendor shall provide all necessary labor, material, & products to complete a cleaning program for the Authority as follows:

**Locations:**

Complex at 390 New Hampshire Ave including:

- Administration Building
- Operations Building

**Work to be performed:**

All work will be performed to keep and maintain a clean and sanitary environment in the (2) buildings specified above. Specific work to be performed as follows:

- A) **Three times per week not before 6:00PM in the administration building and during work hours in the operations building**
  - 1) **Empty all trash pails throughout buildings in both private offices and in common areas; trash and recyclables will be disposed of separately**
  - 2) **Dust windowsills and ledges, sweep, mop, and vacuum**
  - 3) **Kitchen table, counters, sink, microwave will be cleaned with a disinfecting product**
  - 4) **Toilets, bathroom sinks, and floors will be cleaned and disinfected**
  
- B) **Weekly Maintenance at both locations**
  - 1) **Clean conference room table with approved wood cleaner**
  - 2) **Wipe off visible signs of dust and dirt from conference room chairs**
  - 3) **Dust off coffee table and chairs in waiting area (Admin Bldg. only)**
  - 4) **Remove all items from the refrigerator, wipe down and disinfect the inside of the refrigerator and freezer. Place all items back into refrigerator**
  
- C) **Yearly Spring Maintenance as follows**
  - 1) **Window washing inside and outside**
  - 2) **Carpet cleaning (Admin bldg. only)**

**Both the Administration Building and the Operations Building should be free of any visible signs of dust and or dirt.**

- A Disclosure of Investment Activities in Iran must be completed and submitted together with this proposal

- A current NJ Business Registration Certificate must be submitted together with this proposal

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 Executive 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.

**COMPLETE THE INFORMATION IN THE BOX BELOW TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH A SEPARATE SHEET WITH THE INFORMATION REQUESTED IN THE BOX BELOW FOR EACH ADDITIONAL ENTREE.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Lakewood Township Municipal Utilities Authority (“Authority”) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_