



**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 2019.**

*Sealed proposals must be submitted to the Executive Director on or before November 27, 2018 at 9:00 a.m. Proposals 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 Flanbaum, 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.**