

NOTICE TO BIDDERS

Notice is hereby given that quotes will be received by the Borough Clerk, for the Borough of Butler, County of Morris, State of New Jersey **on or before** January 25th, 2023 by 4PM, at Butler Borough Hall, One Ace Road, Butler, NJ 07405 for:

JANITORIAL SERVICES FOR BOROUGH BUILDINGS

All quotes will be presented on forms supplied by the Borough. Any quotes not returned on the proper form will not be considered. Specifications and other bid information may be obtained at the office of the Borough Clerk during regular business hours 8:30 A.M. to 4:30 P.M.

Quotes shall be plainly marked on the outside of the envelope JANITORIAL SERVICES FOR BOROUGH BUILDINGS. The Borough assumes no responsibility for quotes returned by mail.

Bidder must supply proof of Workers Compensation Insurance and Liability insurance of at least \$500,000.

Bidder must be bonded with a minimum bond of \$50,000.

The Borough shall not entertain any quotes covering less than the contract period.

Bidder must present proof of Registration as a business with the State of New Jersey.

Prices submitted shall be fixed and without a separate discount or allowance. Bills for payment shall be submitted on Borough vouchers furnished with Purchase Orders Ten (10) days prior to the regular monthly meetings of the Council, in order to be considered for payment in that month.

In the event of duplicate quotes, the Council reserves the right to make the award to the bidder it believes would best serve the needs of the Borough.

The Council reserves the right to waive informalities and to reject any and all quotes, provided the best interest of the Borough is served thereby.

During the performance of this contract, bidders shall comply with the requirements of P.L. 1975, c.127, dealing with Affirmative Action.

Brandi Greco
Butler Borough Clerk

**BOROUGH OF BUTLER
SPECIFICATIONS
JANITORIAL SERVICES**

CONTRACT PERIOD: March 1, 2023 – February 28, 2025

Description of Work Required: It shall be the responsibility of the Contractor to maintain the interior areas of the Butler Municipal Buildings to provide a neat, clean, and sanitary appearance. The buildings to be cleaned are the Municipal Building, including the Library, the Public Works Garage (upstairs), the Police Station, the Community Center at the Police Station and the Electric Department Office building located on Belleview Ave.

Materials: The Borough shall provide all towels, plastic waste bags and disposable rest room supplies as may be required. The Contractor shall provide all cleaning and polishing materials and equipment necessary to provide proper service as determined by the Borough of Butler.

Hours of Work: The Contractor shall not begin work before 4:30 p.m. at the Municipal Building and will be expected to schedule his/her activities around public meetings and other limiting factors. The Borough will provide the Contractor with the normal meeting schedules at the Municipal Building. Work at the Public Works Garage and Electric Department Offices shall not begin before 3:30 P.M.

Work Schedule: The Contractor shall provide services each week, with recognized Borough holidays as the only exceptions to the normal schedule. The Municipal Building, including the Library shall be cleaned on Tuesday and Friday. The Public Works Garage and the Electric Department Offices shall be cleaned on Monday and Thursday. Police Headquarters shall be cleaned on Monday, Wednesday and Friday. Alternate days will be entertained if it makes the schedule more efficient.

Daily Security Procedure: Upon completion of daily cleaning, Contractor shall turn off all lights except those to be left on, close windows, lock all doors, and set alarm system as necessary.

Method of Payment: The Contractor shall invoice the Borough monthly for services provided on a lump sum monthly charge, which shall be 1/12 of the total yearly bid price for Janitorial Services.

Supplies: All materials and equipment shall be provided by the contractor. These shall include wet mops, dust mops, brooms, dust cloths, mop buckets, floor pads, disinfectants, furniture polish, window cleaner, metal polish, scouring pads, bowl cleaners, wipers, vacuum cleaners and waste collectors. Paper products, including toilet tissue, urinal odor blocks, paper towels, plastic trash liners, sanitary napkins and hand soap shall be provided by the Borough.

Work Required: The following sets forth the minimum service routines, which **must** be followed:

MUNICIPAL BUILDING (One Ace Road)

Library, Health Department, Recreation Office and All Bathrooms in the Building are Included

NOT Included: PRBRSA and Emergency Management Office

I. CORRIDORS

1. Vacuum and/or dust mop corridors
2. Empty trash receptacles and reline
3. Dust all furniture, counters and displays
4. Dust corridor ceiling, lights
5. Remove scuffmarks off lobby and corridor wall covering.
6. Vacuum and mop the lobby at Borough Hall monthly

II. OFFICES, CONFERENCE ROOM, COUNCIL CHAMBERS

1. Empty and reline wastebaskets.
2. Vacuum all carpeting
3. Dust desks, all counter tops and tables
4. Dust all horizontal surfaces including shelving, molding, ledges, and sills.
5. Remove scuffmarks off all painted walls and wall coverings
6. Spot clean all carpeting
7. Dust mop the Council Chamber floor and wet mop as needed

III. EATING AREA - LUNCHROOM

1. Empty, clean, sanitize and reline trash receptacles
2. Damp clean, sanitize tabletops, chairs
3. Damp clean all appliance exteriors
4. Spot clean doors, frames, walls, cabinets

IV. REST ROOMS

1. Scour, wash and disinfect all basins, bowls and urinals.
2. Wash and disinfect all toilet seats.
3. Spot clean all partitions and tile walls.
4. Sweep and wash all floors using proper disinfectant.
5. Empty paper towel and other waste receptacles and transport waste to designated area.
6. Replenish expendable rest room supplies into proper dispensers.
7. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces.
8. Replace deodorant cakes in urinals as needed.

POLICE DEPARTMENT - 10 High Street

I. WAITING ROOM, DISPATCH ROOM, CORRIDORS

1. Clean lobby foyer and foyer glass doors, inside and out.
2. Vacuum all carpeting and/or dust mop corridors
3. Clean and sanitize drinking fountains
4. Dust, damp clean all waiting room furniture
5. Dust dispatch consoles
6. Remove Scuffmarks off all painted walls and wall coverings.
7. Remove dust and cobwebs from corridor ceiling lights
8. Mop all hard surface floors

II. OFFICES, MEETING ROOM, LUNCH ROOM

1. Empty and reline wastebaskets.
2. Vacuum all carpeting
3. Sweep, damp mop hard surface flooring
4. Dust desks, counter tops
5. Clean and sanitize telephones
6. Dust all horizontal surfaces including shelving, molding, ledges, and sills.
7. Lunchroom Area - Damp clean counter-tops, all appliance exteriors
8. Remove scuffmarks off all painted walls and wall coverings
9. Spot clean all carpeting
10. Clean office window glass
11. Spot clean furniture
12. Vacuum furniture, dust vertical blinds as needed.

III. REST ROOMS

1. Scour, wash and disinfect all basins, bowls and urinals.
2. Wash and disinfect all toilet seats.
3. Spot clean all partitions and tile walls.
4. Sweep and wash all floors using proper disinfectant
5. Empty paper towel and other waste receptacles and transport waste to designated area.
6. Replenish expendable rest room supplies into proper dispensers
7. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces

IV. LOCKER ROOMS, MALE AND FEMALE

1. Clean and sanitize all surfaces, toilets, urinals, sinks, faucets
2. Clean all glass and mirrors
3. Spot clean all ceramic tile walls, floors, partitions
4. Sweep, wet mop and sanitize ceramic tile floor
5. Damp clean, sanitize walls, partitions
6. Dust locker tops, partitions, sills
7. Clean, remove soap scum, and sanitize shower stalls.

V. GARAGE - Sweep floor at least one time per month

VI. DOORS & DOOR JAMB - Wipe down one time per month.

VII. ON CALL 24 HOURS, 7 DAYS A WEEK - to clean up after prisoners in cell, or areas throughout the building. (Example blood, vomit, etc.)

VIII. CELL AREA - Cleaned every day the building is cleaned, wipe down bunks, toilets, floors, etc.

PUBLIC WORKS GARAGE/ ELECTRIC DEPARTMENT OFFICES
Bellevue Ave.

I. CORRIDORS

1. Sweep, damp mop vinyl tile flooring
2. Clean entrance door glass, inside and out
3. Remove scuffmarks off corridor wall covering
4. Empty trash receptacles
5. Clean and sanitize drinking fountain
6. Damp clean all tabletops, appliance exteriors
7. Remove dust and cobwebs from corridor ceiling, lights

II. REST ROOM

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Clean all glass and mirrors
3. Spot clean all ceramic tile walls, floors partitions
4. Damp clean, sanitize walls, partitions
5. Sweep, wet mop and sanitize ceramic tile floor

III. OFFICES, MEETING ROOM, LUNCH ROOM

1. Empty and reline wastebaskets.
2. Vacuum all carpeting
3. Sweep, damp mop tile flooring
4. Dust desks, counter tops
5. Clean and sanitize telephones
6. Dust all horizontal surfaces including shelving, molding, ledges, and sills.
7. Lunchroom Area - Damp clean counter-tops, all appliance exteriors
8. Remove scuffmarks off all painted walls and wall coverings
9. Spot clean all carpeting
10. Clean office window glass
11. Spot clean furniture
12. Dust vertical blinds as required

FLOOR CARE

I. TILE FLOORING

At the beginning of the contract period, contractor shall strip all designated tile flooring areas of existing finish with a commercial stripping agent, thoroughly clean and re-coat all floor areas with an approved high gloss hard finish. Finish shall consist of two coats of sealer, followed by two coats of a high gloss top finish.

Contractor shall power buff all waxed floor areas once quarterly, for a total of eight (8) buffings during the contract period.

The schedule for stripping, re-coating and buffing of tile flooring shall be arranged with and approved by the owner. As a minimum, this shall be performed once annually.

II. CARPETING (includes **all** carpeted areas)

Vacuuming of the carpet shall be required on a weekly basis as a minimum. Spot cleaning of the carpet shall be as necessary. If a general cleaning of the carpets is required, that shall be arranged with the Owner and the cost of such cleaning will be paid **outside of this contract**. Assistance in preparing for the cleaning (i.e. vacuuming, etc.) shall be provided by the contractor as part of this contract.

COST OF ALL FLOOR CARE FOR TILE AND CARPETING AS SPECIFIED ABOVE IS TO BE INCLUDED UNDER BASE BID PRICE.

_____ (company Hereinafter called "Bidder"), organized and existing under, the laws of the State of New Jersey, and doing Business as a(an) _____(corporation, partnership, or individual).

The party above named, as Bidder, declares that the only persons or parties interested in this Proposal as principals are named above; that this Proposal is made without any connection with any other person, firm, or corporation making a Proposal for the same purpose; that the Proposal is in all respects fair and with-out collusion or fraud, and that no officer or employee of the Owner is, shall be, or will become, directly or indirectly, interested as a contracting party, partner, stockholder, surety or otherwise, in the performance of the contract, or in the supplies, work or business to which is relates, or in any portion of the profits thereof; that he/she has examined the sites of the work, the Contract Documents and the Drawings therein referred to, and has read the Instructions to Bidders hereto attached; and he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Owner, in the form of Contract hereto attached, to necessary to perform all work specified in the Contract Documents in the manner and time therein specified, for the following price; to wit:

PROPOSAL

To the Borough of Butler, (hereinafter called "Owner").

For the Cleaning and Maintenance of the Borough's Municipal Buildings in accordance with the Contract Documents.

BY _____

(Name, address and telephone)

For the Cleaning and Maintenance of the Borough's Municipal Buildings, in accordance with the Contract Documents;

The lump sum of \$_____ per year (Note this is a 2 year contract)

(Annual Lump Sum Price in Words)

The hourly rate of \$_____per hour for callouts outside of normal cleaning hours for work in excess of this contract.

**CONTRACT FOR SERVICES
WITH THE BOROUGH OF BUTLER**

THIS CONTRACT, made this ____day of March, in the year 2023, by and between:

BOROUGH OF BUTLER

(Hereinafter, "Owner")

with offices at One Ace Road, Butler New Jersey 07405

AND

(Hereinafter, "Contractor")

with offices at

W I T N E S S E T H:

In consideration of the undertakings, covenants and payments herein contained, it is mutually agreed as follows:

1. The Contractor will deliver the services in the specifications and will not subcontract any portion of this contract without written approval from the Owner. Subcontracting the entire contract may result in termination of this contract.

2. The Contractor will furnish all of the cleaning supplies, tools, equipment, labor and all things necessary for the delivery of their services in an expeditious, substantial and workmanlike manner, to the satisfaction of the Owner.

3. The Contractor agrees to perform the services listed in their proposal for the prices specified in their proposal through February 28, 2025.

4. The Contractor agrees to perform all of the work and comply with all the terms and conditions set forth in this Contract for the price set forth in Contractor's Proposal and as adopted by the Borough of Butler. Said price shall be full compensation for the work performed and shall include all expenses incurred by or in consequence of the work.

5. The Owner will make payment to the Contractor in the manner and at such time as set forth in the Contract documents and in such amount as is required by the Contract.

6. The term "contract documents" means and will consist of the Proposal, this Contract, and any Addenda that may be required. The Contract documents are hereby made a part of this Contract as though they were physically attached hereto and, by execution of this Contract, the Contractor acknowledges that the Contractor has examined and is familiar with the contents of all said documents.

7. This Contract shall be binding upon all parties hereto as well as their respective heirs, executors, administrators, successors and assigns.

8. The Contractor herein represents that neither the Contractor nor any person owning five percent (5%) or more of the stock or equity interest in the Contractor's business has been convicted of an offense under N.J.S.A. 2C:27-2, 2C:27-4, 2C:27-6 or 2C:29-4 subsequent to September 13, 1977. This representation is made pursuant to P.L. 1977, Chapter 214.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their proper corporate officers and their proper corporate seals to be affixed hereto the day and year as indicated in the acknowledgements attached hereto and made a part hereof.

ATTEST:

Borough of Butler

, Clerk

By: _____
, Mayor

ATTEST:

(Company)

By: _____
, Owner