

## Request for Proposals for Cleaning Services Summary

The Cedar Grove Public Library is seeking proposals from qualified firms to provide general cleaning services for the library. The service provider will arrange a daily cleaning (Monday – Friday) of the entire interior of the library building following all scope requirements. The library will enter into a one year contract with the chosen service provider.

Proposals shall be submitted, in writing, to Kathleen R. Stutz, Township Clerk, Township of Cedar Grove, 525 Pompton Avenue, Cedar Grove NJ, 07009 no later than 10:00 a.m., prevailing time on November 9, 2021 at which time they will be opened in public.

### Building Information

- The library was built in 1965 and is 9,175 square feet.
- The building features laminate tables and counters, porcelain sink bowls; glass doors, walls, interior windows; carpet tiles, tile; and commercial grade fabrics and furniture.
- The library operates within the following hours: Mon, Tues and Thurs 9-8, Fri and Wed 9-5, and Sat 9-1.

### Scope of Work and Requirements

- Daily cleaning of the bathrooms, staff work areas, staff kitchen, stacks and public spaces. Vendor will be supplied with access keys and will be responsible for unlocking the building and securing premises upon completion of cleaning if performed outside of normal library operating hours. All non-emergency lights must be turned off and the building left neat and orderly. Library should be locked while cleaning is done. No admittance shall be allowed of others except vendor, employees or subcontractor
- Daily tasks include but are not limited to: vacuuming, sweeping, and mopping all floor types; sanitizing counters, desk and tabletops, sinks, toilets, hand dryers, door handles, phone handsets; replacing toilet paper; dry/wet dusting all flat surfaces, ledges, cleaning mirrors, vacuuming/damp cleaning furniture as appropriate. All trash cans inside the library should be emptied and liners replaced on a nightly basis.
- Dusting of library materials and shelving should be done on a rotating daily schedule for three sections (Children's room, Adult section, free standing bookcases).
- The service provider should supply their own cleaning tools, products, and equipment such as a vacuum, janitor cart, mop and bucket, dusters, spray bottles, etc.
- The library will provide trash can liners, specialty cleaners, toilet paper rolls, paper towel rolls, and hand soap.
- Green products preferred. Cleaning instructions will be given, if needed, for all surfaces and should be maintained per manufacturer guidelines.
- Insurance requirement: The service provider must annually submit a certificate of insurance, naming the library as an additional insured.

Site Tour: The library requires a facility tour before submitting a proposal. Please contact Catherine Wolverson at [wolverson@palsplus.org](mailto:wolverson@palsplus.org) or 973-239-1447 to schedule your tour.

Contracts will be awarded as provided by law at a public meeting. Prospective providers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27. Additionally, prospective providers are required to comply with P.L. 2001, C. 134 (C.52:32-44 et al) by submitting a copy of their Business Registration Certificate (BRC) with their proposal. THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.