

## RESOLUTION R:292-2023

### RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE AUTHORIZING THE REQUEST FOR PROPOSALS (RFP) FOR CLEANING SERVICES FOR TOWNSHIP MUNICIPAL BUILDINGS FOR THE YEAR 2024

**WHEREAS**, the Monroe Township Municipal Building and the Monroe Township Police Department, located at 125 Virginia Avenue, Williamstown, New Jersey, require regular, professional cleaning services to maintain a hygienic and orderly environment; and

**WHEREAS**, the Township recognizes the need to engage a qualified cleaning service provider to undertake these tasks; and

**WHEREAS**, it is in the best interest of the Township and its residents to solicit proposals from capable service providers to ensure the highest standards of cleanliness and maintenance are upheld; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Monroe as follows:

- 1. Approval of RFP Issuance:** The Township Council hereby approves the issuance of a Request for Proposals (RFP) for cleaning services at the Monroe Township Municipal Building and the Monroe Township Police Department.
- 2. Scope of Services:** The RFP will encompass the following services: cleaning of all horizontal surfaces and workstations, sanitizing high-touch points and glass doors, dusting, cleaning and maintenance of bathrooms and break rooms, vacuuming, sweeping, mopping, and trash removal. The Township reserves the right to amend said services based on its needs.
- 3. Contract Period:** The services shall be contracted for a period of one year, commencing January 1, 2024, and ending on December 31, 2024.
- 4. Billing and Payment:** The selected service provider will be compensated on a monthly billing cycle, as detailed in the RFP.
- 5. Proposal Evaluation:** Proposals received in response to the RFP will be evaluated on the basis of cost-effectiveness, experience, compliance with service requirements, and quality of references.
- 6. Authority to Execute:** The Township Clerk and other appropriate officials are hereby authorized and directed to take all steps necessary to issue the RFP and to conduct all procedures related to the selection of a service provider.
- 7.** If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
- 8.** This Resolution shall take effect immediately and a copy shall be made available for public inspection at the offices of the Township Clerk.

**RESOLUTION R:292-2023**

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE  
AUTHORIZING THE REQUEST FOR PROPOSALS (RFP) FOR  
CLEANING SERVICES FOR TOWNSHIP MUNICIPAL BUILDINGS  
FOR THE YEAR 2024**

**ADOPTED** at a meeting of the Township Council of the Township of Monroe on November 27, 2023.

**TOWNSHIP OF MONROE**

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**CNCL. PRES. CAROLANN FOX**

**ATTEST:**

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**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

**CERTIFICATION OF CLERK**

The foregoing Resolution was duly adopted at a meeting of the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey, held on the 27<sup>th</sup> day of November 2023 in the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

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**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

**ROLL CALL VOTE**

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Cncl. Adams</b>				
<b>Cncl. Garbowski</b>				
<b>Cncl. Heverly</b>				
<b>Cncl. McKinney</b>				
<b>Cncl. O'Reilly</b>				
<b>Cncl. Valcourt</b>				
<b>Cncl. Pres. Fox</b>				
<b>Tally:</b>				