

PUBLIC NOTICE

**TOWNSHIP OF MONROE
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

**NOTICE OF SOLICITATION FOR QUALIFICATIONS/PROPOSALS FOR
CLEANING SERVICES FOR THE YEAR 2024**

Notice is hereby given that the Township of Monroe in the County of Gloucester, State of New Jersey, seeks to engage firms to provide cleaning services for the Township for the year 2024. The contracts will be awarded through a fair and open process pursuant to the provisions of N.J.S.A. 40A:11-5 et seq. and N.J.S.A. 19:44A-20.5 et seq. (New Jersey Pay to Play Law).

Sealed qualifications/proposals for cleaning services must be received by the Municipal Clerk of the Township of Monroe no later than 2:00 PM prevailing time on Tuesday, December 26, 2023, at the Monroe Municipal Building Clerk's Office, 125 Virginia Avenue, Williamstown, NJ 08094, at which time they will be publicly opened. No RFPs/RFQs will be accepted after the due date and time noted. Each sealed envelope containing a proposal must be clearly marked "RFQ/RFP for Cleaning Services – Fair and Open Process for 2024."

Qualifications/Proposals for the following professional service will be accepted:

- **Cleaning Services**
to include:
General Office Cleaning
Floor and Carpet Care
Restroom Maintenance
Trash Removal
Other cleaning related services

Qualifications/Proposals must include the following:

- Cover Letter detailing the position being submitted
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked "ORIGINAL"

Each submission to be considered shall comport to the criteria set forth herein:

- 1) The applicant should have a minimum of two (2) years of experience in providing cleaning services.
- 2) The applicant shall submit evidence of any relevant certifications or professional training in the field of cleaning and maintenance.
- 3) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
 - (a) Full name and business address.
 - (b) A listing of all relevant experience and past contracts, especially with public entities.

- (c) A listing of any professional affiliations or memberships relevant to cleaning services.
- (d) The number of employees and a brief overview of their qualifications and experience.
- (e) Current fee schedule, in addition to confirmation that the professional is amenable to compensation based on a monthly billing cycle.
- (f) Attestation by professional in agreement that said services will be for a period of one year, commencing January 1, 2024 and ending on December 31, 2024.

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by law or Ordinance.

The successful and unsuccessful applicants may be requested to submit electronic versions (PDF) of their respective submissions upon the request of the Township.

Township of Monroe
Aileen Chiselko, RMC
Municipal Clerk