

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
201-392-2027

Request For Proposals
**CLEANING AND MAINTENANCE SERVICES OF
SEVEN (7) TOWNSHIP BUILDINGS
RFP #NB2011-06**

PLEASE TAKE NOTICE, the Township of North Bergen requests proposals for cleaning and maintenance services of seven (7) Township buildings.

Sealed Proposals must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope.**

Scope of Services:

Services shall include the cleaning and maintenance of seven (7) Township buildings. Descriptions, locations and details as to the specific cleaning and maintenance services to be performed and when such services are to be performed within each building are contained herein and are referred to as Exhibit "A" to RFP#NB2011-06.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Compensation proposal;
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will be awarded for 1 year, beginning March 2, 2011 and ending February 28, 2012. The Township of North Bergen reserves the right to reject any and or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, February 24, 2011 at 11:00am. Any questions regarding the scope of services should be directed to Joe Rotondi, Buildings and Grounds Supervisor, at (201) 424-0531.

RFP # NB2011-06

Robert J. Pittfield
Chief Financial Officer

EXHIBIT "A"

2011

61ST STREET MUNICIPAL COMPLEX

CLEANING / MAINTENANCE

SPECIFICATION

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TOWNSHIP OF NORTH BERGEN

2011 CLEANING SPECIFICATION

DEPARTMENT OF TRAFFIC

THE DEPARTMENT OF TRAFFIC CONSISTS OF (11) ELEVEN LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 8 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOVED:

- 1) A **MONDAY TO FRIDAY** SCHEDULE.
- 2) BUILDING IS **OPEN 9:00AM TO 4:00PM**, CLOSING FOR LUNCH FROM 12:00PM TO 1:00PM. CLEANING SHALL BE DONE WITHIN THOSE HOURS OF OPERATION.
- 3) **MONDAY TO FRIDAY** CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOVED:

A) BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

- B) EMPTYING OF WASTE PAPER BASKETS & DISPOSING IN ALL ROOMS

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) **MONDAY, WEDNESDAY AND FRIDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) VACUUMING OF:

- A) LOCKER ROOM
- B) MAIN ROOM
- C) HALL WAY
- D) BOTH BACK OFFICES

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

- 5) **TUESDAY AND THURSDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) SWEEPING AND MOPING OF:

- A) COMMERCIAL & RUBBERIZED TILE ENTRANCE, WALKWAY AND STAIRS.
- B) COMMERCIAL TILES AND STAIRS / TONNELLE AVENUE ENTRANCE

TOTAL # 3 TO # 5 MONTHLY PRICE \$ _____

6) **FRIDAY'S** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

- A) SMALL REFRIGERATOR, MICROWAVE & WATER COOLER MAIN ROOM
- B) WATER COOLER BACK ROOM
- C) SMALL REFRIGERATOR / TRAFFIC COMMANDER OFFICE

B) THE POLISHING OF:

- A) DESKS - MAIN ROOM, TRAFFIC COMMANDER OFFICE
TWO OFFICES LOCATED IN BACK

TOTAL #3 TO # 6 MONTHLY PRICE \$ _____

7) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF CEILING AND WALL VENTS ALL ROOMS AND HALLWAYS.

TOTAL # 7 \$ _____

8) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES
- B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.
- C) COMMERCIAL SCRUBBING OF CERAMIC TILE FLOORS.
- D) CARPETS STEAM CLEANED

TOTAL # 8 \$ _____

TOTAL PRICE: \$ _____

TRAFFIC DEPARTMENT

1) FRONT HALLWAY - APPROXIMATELY 475 SQ FT

- A) SWEEP & MOP RUBBERIZED FLOOR
- B) CLEAN VENTS
- C) STRIP & WAX COMMERCIAL TILE FLOOR

2) BATHROOM - APPROXIMATELY 32 SQ FT

- A) CLEAN VENT
- B) CLEAN SINK & MIRROR
- C) CLEAN TOILET & FIXTURES
- D) CLEAN HAND RAILS
- E) CLEAN DISPENSERS
- F) SWEEP & MOP TILE FLOOR
- G) CHECK & REPLACE TOILET PAPER & NAPKINS AS NEEDED
- H) BUFF SCRUB TILE FLOOR
- I) EMPTY WASTE PAPER BASKETS
- J) CLEAN CERAMIC TILE WALL

3) LOCKER ROOM - APPROXIMATELY 196 SQ FT

- A) VACUUM CARPET
- B) CLEAN (2) VENTS
- C) CLEAN ONE WINDOW
- D) STEAM CLEAN CARPET

4) COPY ROOM - APPROXIMATELY 121 SQ FT

- A) CLEAN VENT
- B) VACUUM CARPET
- C) STEAM CLEAN CARPET
- D) EMPTY WASTE PAPER BASKETS

5) MAIN ROOM - APPROXIMATELY 475 SQ FT

- A) CLEAN (6) VENTS
- B) VACUUM RUG
- C) CLEAN MICROWAVE
- D) CLEAN WATER COOLER
- E) CLEAN REFRIGERATOR
- F) CLEAN (5) DESKS
- G) CLEAN (7) FABRIC CHAIRS
- H) CLEAN TWO WINDOWS & BLINDS
- I) STEAM CLEAN CARPET
- J) EMPTY WASTE PAPER BASKETS

6) TRAFFIC COMMANDER OFFICE - APPROXIMATELY 191 SQ FT

- A) CLEAN DESK
- B) CLEAN (5) LEATHER CHAIRS
- C) CLEAN ONE WINDOW & BLIND
- D) CLEAN SMALL REFRIGERATOR
- E) CLEAN ONE VENT
- F) VACUUM CARPET
- G) STEAM CLEAN CARPET
- H) EMPTY WASTE PAPER BASKET

7) HALLWAY - APPROXIMATELY - 100 SQ FT

- A) VACUUM CARPET
- B) STEAM CLEAN CARPET

8) TONNELE AVE ENTRANCE - APPROXIMATELY 90FT

- A) SWEEP & MOP COMMERCIAL TILE FLOOR
- B) CLEAN GLASS DOOR & SIDE GLASS
- C) SWEEP & MOP STAIRS
- D) STRIP & WAX COMMERCIAL TILE FLOOR

9) MENS BATHROOM - APPROXIMATELY 48 SQ FT

- A) CLEAN URINAL
- B) CLEAN TOILET & FIXTURES
- C) CLEAN RAILS
- D) CLEAN SINK & MIRROR
- E) CLEAN ONE VENT
- F) SWEEP, MOP OR SCRUB CERAMIC TILE FLOOR
- G) CHECK & REPLACE TOILET PAPER & NAPKINS AS NEEDED
- H) BUFF SCRUB CERAMIC TILE FLOOR
- I) CLEAN CERAMIC TILE WALLS
- J) EMPTY WASTE PAPER BASKETS

10) WOMENS BATHROOM - APPROXIMATELY 48 SQ FT

- A) CLEAN TOILET & FIXTURES
- B) CLEAN RAILS
- C) CLEAN SINK & MIRROR
- D) CLEAN ONE VENT
- E) SWEEP, MOP OR SCRUB CERAMIC TILE FLOOR
- F) CHECK & REPLACE TOILET PAPER & NAPKINS AS NEEDED
- G) BUFF SCRUB CERAMIC TILE FLOOR
- H) CLEAN CERAMIC TILE WALLS
- I) EMPTY WASTE PAPER BASKET

11) BACK ROOM - APPROXIMATELY 375 SQ FT

- A) VACUUM CARPET
- B) CLEAN (3) DESKS
- C) CLEAN (6) FABRIC CHAIRS
- D) CLEAN (1) LEATHER CHAIR
- E) CLEAN WATER COOLER
- F) CLEAN ONE VENT
- G) CLEAN ONE WINDOW / BLIND
- H) STEAM CLEAN CARPET
- I) EMPTY WASTE PAPER BASKETS

TOWNSHIP OF NORTH BERGEN

**2011 CLEANING SPECIFICATION
SUBSTATION**

THE DEPARTMENT OF TRAFFIC CONSISTS OF (9) NINE LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 8 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A MONDAY TO SUNDAY SCHEDULE.
- 2) BUILDING IS OPEN SEVEN DAYS A WEEK, 24 HRS A DAY. 8:30AM CLEAN TIME IS REQUIRED.
- 3) MONDAY TO SUNDAY CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) MENS & WOMENS LOCKER ROOM BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

B) EMPTYING OF WASTE PAPER BASKETS & DISPOSING IN ALL ROOMS

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) MONDAY, WEDNESDAY AND FRIDAY CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) SWEEP & MOPING OF:

- A) FRONT ENTRANCE
- B) HALLWAY
- C) ROLL CALL ROOM
- D) MENS & WOMENS LOCKER ROOM

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

- 5) TUESDAY AND THURSDAY CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) VACUUMING OF:

- A) CAPTAINS OFFICE.
- B) EMERGENCY SERVICE UNIT
- C) TRAINING ROOM
- D) OFFICERS LOUNGE

TOTAL # 3 TO # 5 MONTHLY PRICE \$ _____

6) **SUNDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

- A) DOOR GLASS TO ALL OFFICES
- B) WATER FOUNTAIN HALLWAY
- C) SMALL REFRIGERATOR / TRAFFIC COMMANDER OFFICE
- D) ALL PHONES
- E) TROPHY & SLIDING GLASS HALLWAY
- F) MENS & WOMENS SHOWERS
- G) WATER COOLERS
- H) MICROWAVE & TOASTER

B) THE POLISHING OF:

- A) DESKS - MAIN ROOM, TRAFFIC COMMANDER OFFICE
TWO OFFICES LOCATED IN BACK

TOTAL # 3 TO # 6 MONTHLY PRICE \$ _____

7) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF CEILING AND WALL VENTS ALL ROOMS AND HALLWAYS.

TOTAL # 7 \$ _____

8) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES
- B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.
- C) COMMERCIAL SCRUBBING OF CERAMIC TILE FLOORS.
- D) CARPETS STEAM CLEANED

TOTAL # 8 \$ _____

TOTAL PRICE: \$ _____

SUBSTATION

1) ROLL CALL ROOM - APPROXIMATELY 760 SQ FT

- A) CLEANING (5) CEILING VENTS
- B) CLEANING OF GLASS / UPPER SOUTH WALL
- C) CLEANING OF GLASS / ABOVE SOUTH DOOR
- D) CLEANING OF GLASS & DOOR / NORTH SIDE
- E) SWEAPING & MOPING OF COMMERCIAL TILE FLOOR
- F) CLEANING OF (8) TRAINING TABLES / MAIN ROOM
- G) CLEANING OF (1) DESK / NORTH SIDE ROOM
- H) CLEANING OF COMPUTER TABLE / SOUTH WALL
- I) CLEANING OF TV & RACK / NORTH EAST CORNER
- J) CLEANING OF (2) WOOD CABINETS / NORTH WEST CORNER
- K) EMPTYING OF WASTE PAPER BASKETS
- L) CLEAN PHONE
- M) STRIP & WAX COMMERCIAL FLOOR

2) CAPTAIN HOVANS OFFICE - APPROXIMATELY 195 SQ FT

- A) CLEANING OF TWO VENTS
- B) CLEANING OF TWO WINDOWS
- C) CLEANING OF UPPER WALL GLASS
- D) CLEANING OF DOOR & GLASS
- E) CLEANING OF SMALL REFRIGERATOR
- F) VACUUMING OF CARPET
- G) EMPTYING OF WASTE PAPER BASKETS
- H) CLEAN PHONE
- I) STEAM CLEAN CARPET

3) EMERGENCY SERVICE UNIT - APPROXIMATELY 196 FT

- A) CLEANING OF TWO VENTS
- B) CLEANING OF TWO WINDOWS
- C) CLEANING OF DOOR & GLASS
- D) VACUUMING OF CARPET
- E) CLEANING OF TWO DESKS
- F) EMPTYING OF WASTE PAPER BASKETS
- G) CLEAN PHONES
- H) STEAM CLEAN CARPET

4) TRAINING ROOM - APPROXIMATELY 300 SQ FT

- A) CLEANING OF THREE VENTS
- B) CLEANING OF TWO WINDOWS
- C) CLEANING OF WATER COOLER
- D) VACUUMING OF CARPET
- E) CLEANING OF (6) TRAINING TABLES
- F) CLEANING OF COUNTER TOP
- G) CLEANING OF REFRIGERATOR
- H) EMPTYING WASTE PAPER BASKETS & REPLACEMENT OF BAGS
- G) CLEAN PHONE
- H) STEAM CLEAN CARPET

5) FRONT ENTRANCE - APPROXIMATELY 50 SQ FT

- A) CLEANING OF (2) GLASS DOOR
- B) CLEANING OF WINDOWS
- C) SWEAPING & MOPING OF RUBBER FLOOR
- D) STRIP & WAX COMMERCIAL TILE FLOOR

6) HALLWAY - APPROXIMATELY 300 SQ FT

- A) CLEANING OF THREE VENTS
- B) CLEANING OF SLIDING GLASS / WEST WALL
- C) CLEANING OF GLASS TROPHIE CASE
- E) CLEANING OF WATER FOUNTAIN
- F) SWEAPING & MOPING OF COMMERCIAL TILE FLOOR
- G) CLEANING OF COUNTER TOP / FRONT ENTRANCE AREA
- H) CLEANING OF WINDOW
- I) STRIP & WAX COMMERCIAL TILE FLOOR

7) WOMENS LOCKER ROOM

- A) LOCKER ROOM - APPROXIMATELY 90 SQ FT
 - A) CLEANING OF (2) VENTS
 - B) CLEANING OF (1) SHOWER
 - C) CLEANING OF TOP LOCKERS
 - D) SWEAPING / SCRUBBING & MOPING OF CERAMIC TILE FLOOR
 - E) BUFF SCRUB CERAMIC TILE FLOOR
- B) BATHROOM - APPROXIMATELY 40 SQ FT
 - A) CLEANING OF TWO VENTS
 - B) CLEANING OF TOILET & FIXTURES
 - C) CLEANING OF PAPER TOWEL DISPENSER
 - D) CLEANING OF SINK & MIRROR
 - E) SWEAPING / SCRUBBING & MOPING OF CERAMIC TILE FLOOR
 - F) REPLACEMENT OF TOILET PAPER & PAPER TOWELS WHEN NEEDED
 - G) EMPTYING OF WASTE PAPER & REPLACEMENT OF BAGS
 - H) CHECKING & REPLACEMENT OF SOAP IN DISPENSER
 - I) CLEANING OF DOOR
 - J) CLEANING OF CERAMIC WALLS
 - K) BUFF SCRUB CERAMIC TILE FLOOR

8) OFFICERS LOUNGE - APPROXIMATELY 235 SQ FT

- A) CLEANING OF TWO VENTS
- B) CLEANING OF (3) WINDOWS
- C) CLEANING OF EXIT DOOR & WINDOW ABOVE
- D) CLEANING OF ENTRANCE GLASS & DOOR
- E) CLEAN VENDING MACHINES
- F) CLEAN REFRIGERATOR, TOASTER & MICROWAVE
- G) VACUUM CARPET
- H) EMPTYING OF WASTE PAPER & REPLACEMENT OF BAGS
- I) STEAM CLEAN CARPET

9) MENS LOCKER ROOM

- A) BATHROOM - APPROXIMATELY 192 SQ FT
 - A) CLEANING OF (2) VENTS
 - B) CLEANING OF (3) SHOWERS
 - C) CLEANING OF (2) STAHLs
 - D) CLEANING OF (2) TOILETS & FIXTURES
 - E) CLEANING OF (1) URINAL
 - F) CLEANING OF (3) SINKS & MIRROR
 - G) CLEANING OF PAPER TOWEL DISPENSER
 - H) SWEAPING / SCRUBBING & MOPING OF CERAMIC TILE FLOOR
 - I) CHECKING & REPLACEMENT OF TOILET PAPER & PAPER TOWELS WHEN NEEDED
 - J) CHECKING & REPLACEMENT OF SOAP IN DISPENSER
 - K) EMPTYING OF WASTE PAPER & REPLACEMENT OF BAGS
 - L) BUFF SCRUB CERAMIC TILE FLOOR
- B) LOCKER ROOM - APPROXIMATELY 459 SQ FT
 - A) CLEANING OF (3) WINDOWS
 - B) CLEANING OF (1) WINDOW ABOVE DOOR
 - C) CLEANING OF TOP LOCKERS
 - D) SWEAPING AND MOPING OF LINOLEUM TILE FLOOR
 - K) EMPTYING OF WASTE PAPER, GARBAGE CAN & REPLACEMENT OF BAGS

TOWNSHIP OF NORTH BERGEN

2011 CLEANING SPECIFICATION

DEPARTMENT OF PUBLIC WORKS

THE DEPARTMENT OF TRAFFIC CONSISTS OF (8) EIGHT LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 7 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A **MONDAY TO FRIDAY** SCHEDULE.
- 2) BUILDING IS **OPEN 9:00AM TO 4:00PM.**
CLEANING SHALL BE DONE WITHIN THOSE HOURS OF OPERATION.
- 3) **MONDAY TO FRIDAY** CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

B) EMPTYING OF WASTE PAPER BASKETS & DISPOSING IN ALL ROOMS

C) KITCHEN

- A) COUNTER TOP
- B) TOP OF STOVE
- C) SINK
- D) CLEANING OFF APPLIANCES

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) **MONDAY, WEDNESDAY AND FRIDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) SWEEPING AND MOPING OF:

- A) SUPERVISORS OFFICE
- B) HALLWAY
- C) KITCHEN
- D) SUPERVISOR OFFICE
- E) DISPATCH ROOM
- F) SUPERINTENDENT OFFICE

B) VACUUMING OF RUNNERS

C) ALL GLASS DOORS & INTERIOR GLASS

TOTAL # 3 TO # 4 MONTHLY PRICE \$ _____

5) **FRIDAY'S** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

- A) REFRIGERATOR, MICROWAVE, TOASTER & COFFEE MAKER.
- B) WATER COOLER
- C) ALL PHONES

B) THE POLISHING OF:

- A) DESKS - SUPERVISORS, DISPATCH & SUPERINTENDENTS OFFICE
- B) DRESSERS & BOOK CASINGS IN SUPERINTENDENTS OFFICE
- C) LEATHER CHAIRS IN DISPATCH & SUPERINTENDENTS OFFICE

TOTAL # 3 TO # 5 MONTHLY PRICE \$ _____

6) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF CEILING AND WALL VENTS ALL ROOMS AND HALLWAYS.
- B) CLEANING OF CEILING FANS

TOTAL # 6 \$ _____

7) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES
- B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.
- C) COMMERCIAL SCRUBBING OF CERAMIC TILE FLOORS.
- D) CARPETS STEAM CLEANED

TOTAL # 7 \$ _____

TOTAL PRICE: \$ _____

DEPARTMENT OF PUBLIC WORKS

1) SUPERVISORS OFFICE - APPROXIMATELY 378 SQ FT

- A) CLEANING OF THREE VENTS
- B) CLEANING OF THREE DESKS
- C) VACUUM ONE RUNNER
- D) SWEEP & MOP COMMERCIAL TILE FLOOR
- E) EMPTY WASTE PAPER BASKET
- F) CLEAN PHONES
- G) STRIP & WAX COMMERCIAL TILE FLOOR

2) HALLWAY - APPROXIMATELY 221 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN WATER FOUNTAIN
- C) VACUUM TWO RUNNERS
- D) SWEEP & MOP COMMERCIAL TILE FLOOR
- E) STRIP & WAX COMMERCIAL TILE FLOOR

3) KITCHEN - APPROXIMATELY 56 SQ FT

- A) CLEAN TWO VENTS
- B) CLEAN COUNTER TOP
- C) CLEAN STOVE
- D) CLEAN MICROWAVE, COFFEE MAKER AND TOASTERS
- E) CLEAN SINK
- F) EMPTY WASTE PAPER BASKET
- G) SWEEP & MOP COMMERCIAL TILE FLOOR
- H) CLEAN REFRIGERATOR
- I) STRIP & WAX COMMERCIAL TILE FLOOR

4) WOMENS ROOM - APPROXIMATELY 64 SQ FT

- A) CLEAN SINK AND MIRRORS
- B) CLEAN VENT
- C) CLEAN TOILET & FIXTURES
- D) CLEAN THREE DISPENSERS
- E) CLEAN / SCRUP CERAMIC TILE FLOOR
- F) EMPTY WASTE PAPER BASKET
- G) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- H) BUFF SCRUB COMMERCIAL TILE FLOOR

5) MENS ROOM - APPROXIMATELY 64 SQ FT

- A) CLEAN SINK AND MIRRORS
- B) CLEAN VENT
- C) CLEAN TOILET & FIXTURES
- D) CLEAN URINAL & FIXTURES
- E) CLEAN THREE DISPENSERS
- F) CLEAN / SCRUP CERAMIC TILE FLOOR
- G) EMPTY WASTE PAPER BASKET
- H) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- I) BUFF SCRUB COMMERCIAL TILE FLOOR

6) SUPERVISORS ROOM - APPROXIMATELY 56 SQ FT

- A) CLEAN VENT
- B) CLEAN DESK
- C) SWEEP & CLEAN COMMERCIAL TILE FLOOR
- D) CLEAN PHONE
- E) CLEAN GLASS DOOR
- F) STRIP & WAX COMMERCIAL TILE FLOOR

7) DISPATCH ROOM - APPROXIMATELY 276 SQ FT

- A) CLEAN THREE VENTS
- B) CLEAN TWO FANS
- C) CLEAN THREE WINDOWS / SOUTH WALL
- D) CLEAN THREE GLASS DOORS
- E) CLEAN FIVE DESKS
- F) CLEAN FIVE LEATHER SEATS
- G) EMPTY SIX WASTE PAPER BASKETS
- H) SWEEP & MOP CERAMIC TILE FLOOR
- I) BUFF SCRUB CERAMIC TILE FLOOR

8) SUPERINTENDENTS OFFICE - APPROXIMATELY 184 SQ FT

- A) CLEAN TWO VENTS
- B) CLEAN ONE FAN
- C) CLEAN TWO WINDOWS
- D) CLEAN TWO DESKS
- E) CLEAN FOUR LEATHER SEATS
- F) CLEAN FOUR WOOD DRESERS
- G) SWEEP & MOP CERAMIC FLOOR
- H) CLEAN INTERIOR WINDOW
- I) BUFF SCRUB CERAMIC TILE FLOOR

TOWNSHIP OF NORTH BERGEN

**2011 CLEANING SPECIFICATION
CENTRAL SURVALIANCE CENTER**

THE DEPARTMENT OF TRAFFIC CONSISTS OF (9) NINE LOCATIONS TO BE CLEANED & MAINTAINED.
PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 9 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A **MONDAY TO SUNDAY** SCHEDULE.
- 2) BUILDING IS **OPEN SEVEN DAYS A WEEK, 24 HRS A DAY.** 10:00AM OR 11:00AM CLEAN TIME IS REQUIRED.
- 3) **MONDAY TO SUNDAY** CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) MENS & WOMENS LOCKER ROOM BATHROOM BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

B) EMPTYING OF WASTE PAPER BASKETS & DISPOSING IN ALL ROOMS

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) **MONDAY, WEDNESDAY AND FRIDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) SWEEP & MOPING OF:

- A) FRONT ENTRANCE
- B) HALLWAY
- C) DISPATCH ROOM
- D) KITCHEN

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

- 5) **TUESDAY AND THURSDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) VACUUMING OF:

- A) FRONT ENTRANCE ROOM
- B) MAIN ROOM
- C) CAPTAINS ROOM

TOTAL # 3 TO # 5 MONTHLY PRICE \$ _____

6) **SUNDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

- A) DOOR GLASS TO ALL OFFICES
- B) REFRIGERATOR
- C) MICROWAVE
- D) COFFEE MAKERS
- E) WATER COOLER
- F) COUNTER TOP
- G) ALL PHONES

B) THE POLISHING OF:

- A) DESKS - MAIN ROOM, CAPTAINS OFFICE, DISPATCH, FRONT ENTRANCE & OFFICE.

TOTAL # 3 TO # 6 MONTHLY PRICE \$ _____

7) **MONTHLY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) CLEANING OF ALL TV'S & COMPUTER SCREENS (MUST USE ELECTRONIC CLEANER)

- A) MAIN ROOM
- B) DISPATCH
- C) CAPTAINS OFFICE

B) POLISHING OF ALL WOOD DOORS

TOTAL # 3 TO # 7 MONTHLY PRICE \$ _____

8) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF CEILING AND WALL VENTS ALL ROOMS AND HALLWAYS.

TOTAL # 8 \$ _____

9) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES
- B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.
- C) COMMERCIAL SCRUBBING OF CERAMIC TILE FLOORS.
- D) CARPETS STEAM CLEANED

TOTAL # 9 \$ _____

TOTAL PRICE # 3 TO # 9 \$ _____

CENTRAL SURVALIANCE CENTER

10AM OR 5PM

1) FRONT HALLWAY - APPROXIMATELY 120 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN OUTSIDE WINDOW & BLIND
- C) CLEAN ONE TICKET WINDOW
- D) CLEAN ONE DECAL WINDOW
- E) CLEAN (2) FABRIC CHAIRS
- F) CLEAN WOOD TABLE
- G) SWEEP & MOP COMMERCIAL TILE FLOOR
- H) VACCUM ONE RUNNER
- I) STRIP & WAX COMMERCIAL TILE FLOOR

2) HALLWAY - APPROXIMATELY 310 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN & POLISH (9) WOOD DOORS
- C) SWEEP & MOP FLOOR
- D) STRIP & WAX COMMERCIAL TILE FLOOR

3) TICKET ROOM - APPROXIMATELY 108 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN ONE WINDOW & BLIND
- C) POLISH ONE DESK
- D) VACUUM ONE CARPET
- E) CLEAN TOP (1) FLIE CABINET
- F) EMPTY WASTE PAPER BASKET
- G) CLEAN PHONE
- H) STEAM CLEAN CARPET

4) WOMENS ROOM - APPROXIMATELY 54 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN TOILET & FIXTURES
- C) CLEAN SINK & MIRROR
- D) CLEAN SOAP DISPENSERS
- E) CHECK & REPLACE TOILET & NAPKIN DISPENSERS
- F) CLEAN RAILS
- G) CLEAN DISPENSERS
- H) SWEEP & MOP CERAMIC FLOOR
- I) WIPE DOWN CERAMIC TILE WALLS
- J) EMPTY WASTE PAPER BASKET
- K) BUFF SCRUB CERAMIC TILE FLOOR

5) MENS ROOM - APPROXIMATELY 54 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN TOILET & FIXTURES
- C) CLEAN SINK & MIRROR
- D) CLEAN SOAP DISPENSERS
- E) CHECK & REPLACE TOILET & NAPKIN DISPENSERS
- F) CLEAN RAILS
- G) CLEAN DISPENSERS
- H) SWEEP & MOP CERAMIC FLOOR
- I) WIPE DOWN CERAMIC TILE WALLS
- J) EMPTY WAST PAPER BASKET
- K) BUFF SCRUB CERAMIC TILE FLOOR

6) DISPATCH ROOM - APPROXIMATELY 234 SQ FT

- A) CLEAN ONE RETURN VENT
- B) CLEAN (3) WINDOWS
- C) CLEAN COUNTER TOP
- D) CLEAN ALL PHONES
- E) CLEAN COMPUTER SCREENS
- F) SWEEP & MOP RUBBER FLOOR
- G) EMPTY WASTE PAPER BASKET
- H) CLEAN PHONES
- I) BUFF RUBBER FLOOR

7) MAIN ROOM - APPROXIMATELY 1,148 SQ FT

- A) CLEAN ONE RETURN & (2) CEILING VENTS
- B) POLISH (3) WOOD DOORS
- C) CLEAN (3) WINDOWS & BLINDS
- E) EMPTY WASTE PAPER BASKETS
- F) VACUUM CARPET
- G) CLEAN SEVEN WALL TV'S ON SOUTH WALL
- H) CLEAN & POLISH (4) JOINING DESKS
- I) CLEAN (16) SMALL TV'S ON JOINING FOUR DESKS
- J) CLEAN (5) FABRIC CHAIRS
- K) CLEAN ONE SMALL FILE CABINET
- L) CLEAN (2) SUPERVISOR DESKS & CHAIRS
- M) CLEAN (2) TV'S ON EACH SUPERVISOR DESK
- N) SWEEP & CLEAN PLASTIC MATS UNDER SUPERVISOR CHAIRS
- O) CLEAN WALL TV ON WEST WALL
- P) VACUUM CARPET
- Q) STEAM CLEAN CARPET

8) CAPTAIN DOWD'S OFFICE - APPROXIMATELY 308 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN (2) WINDOWS & BLINDS
- C) CLEAN WALL TV ON WEST WALL
- D) CLEAN CONFERENCE TABLE
- E) CLEAN (9) LEATHER CHAIRS
- F) CLEAN ONE DESK
- G) CLEAN ONE DRESSER
- H) VACUUM CARPET
- I) STEAM CLEAN CARPET

9) KITCHEN - APPROXIMATELY 224 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN COUNTER TOP
- C) CLEAN MICROWAVE, (2) COFEE MAKERS
- D) CLEAN SINK
- E) CLEAN REFRIGERATOR
- F) CLEAN ONE COOLER
- G) CLEAN TABLE & (4) CHAIRS
- H) EMPTY WASTE PAPER BASKETS
- I) SWEEP & MOP COMMERCIAL TILE FLOOR
- J) STRIP & WAX COMMERCIAL TILE FLOOR

TOWNSHIP OF NORTH BERGEN

2011 CLEANING SPECIFICATION

DEPARTMENT OF ROADS & TRANSPORTATION

THE DEPARTMENT OF TRAFFIC CONSISTS OF (8) EIGHT LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 7 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A **MONDAY TO FRIDAY** SCHEDULE.
- 2) BUILDING IS **OPEN 9:00AM TO 4:00PM.**
CLEANING SHALL BE DONE WITHIN THOSE HOURS OF OPERATION.
- 3) **MONDAY TO FRIDAY** CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

B) EMPTYING OF WASTE PAPER BASKETS & DISPOSING IN ALL ROOMS

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) **MONDAY, WEDNESDAY AND FRIDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) SWEEPING AND MOPING OF:

- A) DIRECTORS FRONT & BACK OFFICE
- B) SUPERVISORS OFFICE

B) VACUUMING OF RUNNERS

C) ALL GLASS DOORS & INTERIOR GLASS

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

5) **FRIDAY'S** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

- A) REFRIGERATOR, MICROWAVE, TOASTER & COFFEE MAKER.
- B) WATER COOLER
- C) ALL PHONES

B) THE POLISHING OF:

- A) DESKS - DIRECTORS & SUPERVISORS OFFICE
- B) DRESSERS & BOOK CASINGS IN DIRECTORS & SUPERVISORS OFFICE
- C) LEATHER CHAIRS IN DIRECTORS & SUPERVISORS OFFICE

TOTAL OF # 3, # 4 & # 5 MONTHLY PRICE \$ _____

6) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF CEILING AND WALL VENTS ALL ROOMS AND HALLWAYS.

PRICE # 6 \$ _____

7) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

- A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES
- B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.
- C) COMMERCIAL SCRUBBING OF CERAMIC TILE FLOORS.

PRICE # 7 \$ _____

TOTAL PRICE # 3 TO # 7 \$ _____

DEPARTMENT OF ROADS & TRANSPORTATION

1) SUPERVISORS OFFICE - APPROXIMATELY 132 SQ FT

- A) CLEANING OF ONE CIRCULAR DESK & SHELVES
- B) SWEEP & MOP CERAMIC TILE FLOOR
- C) EMPTY WASTE PAPER BASKET
- D) CLEAN PHONES
- E) SCRUB & BUFF CERAMIC TILE FLOOR
- F) CLEAN PHONES
- G) CLEAN TWO WINDOWS

2) GARAGE LOCKER ROOM - APPROXIMATELY 102 SQ FT

- A) CLEAN URINAL
- B) SWEEP & MOP CERAMIC TILE FLOOR
- C) SCRUB & BUFF CERAMIC TILE FLOOR

3) GARAGE BATHROOM - APPROXIMATELY 48 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN ONE TOILET & FIXTURES
- C) ONE NAPKIN DISPENSER
- D) PAPER TOWEL DISPENSER
- E) CLEAN SINK / MIRROR
- F) EMPTY WASTE PAPER BASKET
- G) SWEEP & MOP COMMERCIAL TILE FLOOR
- H) SCRUB & BUFF CERAMIC TILE FLOOR
- I) CHECK & REPLACE ALL TOILET PAPER & NAPKINS WHEN NEEDED

4) DIRECTORS OFFICE - APPROXIMATELY 242 SQ FT

- A) CLEAN TWO DESKS
- B) CLEAN TWO VENTS
- C) CLEAN TWO FABRIC CHAIRS
- D) CLEAN THREE FILE CABINETS
- E) SWEEP & MOP CERAMIC TILE FLOOR
- F) BUFF & SCRUB CERAMIC TILE FLOOR
- G) EMPTY WASTE PAPER BASKETS
- H) CLEAN PHONES
- I) CLEAN TWO WINDOWS

5) BATHROOM ROOM - APPROXIMATELY 49 SQ FT

- A) CLEAN SINK AND MIRRORS
- B) CLEAN VENT
- C) CLEAN TOILET & FIXTURES
- D) CLEAN DISPENSER
- E) CLEAN / SCRUB CERAMIC TILE FLOOR
- F) EMPTY WASTE PAPER BASKET
- G) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- H) BUFF SCRUB COMMERCIAL TILE FLOOR

6) FRONT OFFICE - APPROXIMATELY 108 SQ FT

- A) CLEAN VENT
- B) CLEAN WINDOW
- C) SWEEP & CLEAN COMMERCIAL TILE FLOOR
- D) CLEAN PHONE
- E) CLEAN GLASS DOOR
- F) STRIP & WAX CERAMIC TILE FLOOR
- G) BUFF & SCRUB CERAMIC TILE FLOOR
- H) EMPTY WASTE PAPER BASKETS

7) FRONT ENTRANCE - APPROXIMATELY 49 SQ FT

- A) CLEAN TWO GLASS DOORS
- B) SWEEP & MOP CERAMIC TILE FLOOR
- C) CLEAN ONE WINDOW
- D) BUFF & SCRUB CERAMIC TILE FLOOR

TOWNSHIP OF NORTH BERGEN

2011 CLEANING SPECIFICATION

EMS GARAGE / GRANTON AVENUE

THE EMS GARAGE CONSISTS OF (8) EIGHT LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 8 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A MONDAY TO FRIDAY SCHEDULE.
- 2) BUILDING IS 24 HOURS, SEVEN DAYS PER WEEK, CLEANING SHALL BE DONE ON A MONDAY TO FRIDAY SCHEDULE BETWEEN THE HOURS OF 8AM AND 4PM.

3) MONDAY TO FRIDAY CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) MENS AND LADIES BATHROOMS

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS

B) EMPTYING OF WASTE PAPER BASKETS / GARBAGE & DISPOSING IN ALL ROOMS AND GARAGE AREA.

C) KITCHEN

- A) COUNTER TOP
- B) KITCHEN TABLE
- C) SINK & FIXTURES
- D) EMPTYING OF WASTE PAPER BASKETS / GARBAGE

D) EMPTYING ALL WASTE PAPER BASKETS / GARBAGE IN MAIN ROOM, CHIEF'S OFFICE SLEEPING ROOM, DISPATCH ROOM & GARAGE AREA.

TOTAL # 3 MONTHLY PRICE \$ _____

4) MONDAY, WEDNESDAY AND FRIDAY CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

A) SWEEP & MOPING OF HALLWAY, BATHROOMS, KITCHEN, SLEEP ROOM & MAIN ROOM.

B) VACUUMING OF RUGS IN CHIEF'S OFFICE & DISPATCH OFFICE.

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

5) **FRIDAY'S** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

A) REFRIGERATOR, MICROWAVE, & WATER COOLER MAIN ROOM

B) THE POLISHING OF:

A) DESKS - MAIN ROOM, TRAFFIC COMMANDER OFFICE
TWO OFFICES LOCATED IN BACK

TOTAL #3, #4 & #5 MONTHLY PRICE \$ _____

6) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) CLEANING OF CEILING VENTS & LIGHT FIXTURES ALL ROOMS AND HALLWAY.

TOTAL # 6 \$ _____

7) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES

B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.

C) CARPETS STEAM CLEANED

D) CLEANING & SCRUBBING OF CERAMIC TILE FLOORS.

TOTAL # 7 \$ _____

TOTAL PRICE: \$ _____

EMS GARAGE / GRANTON AVENUE

1) SUPERVISORS OFFICE - APPROXIMATELY 96 SQ FT

- A) CLEANING OF ONE VENTS
- B) CLEANING OF ONE DESKS
- C) VACUUM ONE CARPET
- D) EMPTY WASTE PAPER BASKET
- E) CLEAN PHONES
- F) CLEAN WINDOW

2) HALLWAY - APPROXIMATELY 136 SQ FT

- A) CLEAN TWO VENTS & ONE RETURN
- B) SWEEP & MOP COMMERCIAL TILE FLOOR & LINOLEUM FLOOR
- C) STRIP & WAX COMMERCIAL TILE FLOOR

3) KITCHEN - APPROXIMATELY 110 SQ FT

- A) CLEAN TWO VENTS
- B) CLEAN COUNTER TOP
- C) CLEAN STOVE
- D) CLEAN MICROWAVE & WATER COOLER
- E) CLEAN SINK
- F) EMPTY WASTE PAPER BASKET
- G) SWEEP & MOP COMMERCIAL TILE FLOOR
- H) CLEAN REFRIGERATOR
- I) STRIP & WAX COMMERCIAL TILE FLOOR
- J) CLEAN TABLE

4) BATHROOM # 1 - APPROXIMATELY 64 SQ FT

- A) CLEAN SINK AND MIRRORS
- B) CLEAN VENT
- C) CLEAN TOILET & FIXTURES
- D) CLEAN THREE DISPENSERS
- E) CLEAN / SCRUB CERAMIC TILE FLOOR
- F) EMPTY WASTE PAPER BASKET
- G) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- H) BUFF SCRUB COMMERCIAL TILE FLOOR

5) BATHROOM # 2 - APPROXIMATELY 64 SQ FT

- A) CLEAN SINK AND MIRRORS
- B) CLEAN VENT
- C) CLEAN TOILET & FIXTURES
- D) CLEAN THREE DISPENSERS
- E) CLEAN / SCRUB CERAMIC TILE FLOOR
- F) EMPTY WASTE PAPER BASKET
- G) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- H) BUFF SCRUB COMMERCIAL TILE FLOOR

6) SUPERVISORS ROOM - APPROXIMATELY 56 SQ FT

- A) CLEAN VENT
- B) CLEAN TWO DESKS
- C) SWEEP & CLEAN COMMERCIAL TILE FLOOR
- D) CLEAN PHONES
- E) CLEAN GLASS DOOR
- F) VACUUM CARPET
- G) CLEAN WINDOW
- H) EMPTY WASTE BASKETS

7) SLEEP AREA- APPROXIMATELY 96 SQ FT

- A) CLEAN ONE VENT
- B) CLEAN ONE DESK
- C) SWEEP & MOP LINOLEUM FLOOR

8) MAIN ROOM - APPROXIMATELY 324 SQ FT

- A) CLEAN TWO VENTS
- B) CLEAN TWO WINDOWS
- C) SWEEP & MOP LINOLEUM FLOOR

TOWNSHIP OF NORTH BERGEN

2011 CLEANING SPECIFICATION

43RD ST FIRE HOUSE / OCCUPIED BY EMS

THE EMS GARAGE CONSISTS OF (7) SEVEN LOCATIONS TO BE CLEANED & MAINTAINED. PLEASE SUBMIT A PRICE FOR NUMBERS 3 TO 8 AND SUBMIT A TOTAL PRICE.

THE TOWNSHIP IS REQUESTING THIS BUILDING TO BE CLEANED AS FOLLOWED:

- 1) A **MONDAY TO FRIDAY** SCHEDULE.
- 2) BUILDING IS 24 HOURS, SEVEN DAYS PER WEEK, CLEANING SHALL BE DONE ON A **MONDAY TO FRIDAY** SCHEDULE BETWEEN THE HOURS OF **8AM AND 4PM**.
- 3) **MONDAY TO FRIDAY** CERTAIN LOCATIONS SHALL BE DONE EVERY DAY. THOSE LOCATIONS AND TASKS ARE AS FOLLOWED:

A) BATHROOMS (GARAGE AREA & 1ST FLOOR)

- A) URINALS
- B) TOILETS
- C) RAILS
- D) SINKS
- E) MIRRORS
- F) DISPENSERS
- G) CHECKING & REPLACEMENT OF TOILET PAPER & NAPKINS
- H) CERAMIC TILE FLOORS
- I) EMPTYING WASTE PAPER BASKETS & DISPENSERS
- J) ONE SHOWER

B) EMPTYING OF WASTE PAPER BASKETS / GARABAGE & DISPOSING IN ALL ROOMS AND GARAGE AREA.

C) KITCHEN

- A) COUNTER TOP
- B) KITCHEN TABLE
- C) SINK & FIXTURES
- D) EMPTYING OF WASTE PAPER BASKETS / GARBAGE

D) EMPTYING ALL WASTE PAPER BASKETS / GARBAGE IN MAIN ROOM, CHIEF'S OFFICE SLEEPING ROOM, DISPATCH ROOM & GARAGE AREA.

TOTAL # 3 MONTHLY PRICE \$ _____

- 4) **MONDAY, WEDNESDAY AND FRIDAY** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOWED:

- A) SWEEP & MOPING OF HALLWAY, STAIRS, BATHROOMS, KITCHEN, SLEEP ROOM & MAIN ROOM.
- B) VACUUMING OF RUGS IN CHIEF'S OFFICE & DISPATCH OFFICE.

TOTAL # 3 & # 4 MONTHLY PRICE \$ _____

5) **FRIDAY'S** CERTAIN LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) THE CLEANING OF:

A) REFRIGERATOR, MICROWAVE, COFFEE MAKER & WATER COOLER MAIN ROOM

B) THE POLISHING OF:

A) DESKS - MAIN ROOM, TRAFFIC COMMANDER OFFICE
TWO OFFICES LOCATED IN BACK

TOTAL #3, #4 & #5 MONTHLY PRICE \$ _____

6) EVERY **FOUR MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) CLEANING OF CEILING VENTS & LIGHT FIXTURES ALL ROOMS AND HALLWAY.

TOTAL # 6 \$ _____

7) EVERY **SIX MONTHS** FOLLOWING LOCATIONS SHALL BE DONE. THOSE LOCATIONS AND TASKS ARE LISTED AS FOLLOVED:

A) CLEANING OF ALL OUTSIDE PERIMETER WINDOWS IN EACH ROOM INCLUDING ENTRANCES

B) STRIPPING AND WAXING OF COMMERCIAL TILE FLOORS.

C) CARPETS STEAM CLEANED

D) CLEANING & SCRUBBING OF CERAMIC TILE FLOORS.

TOTAL # 7 \$ _____

TOTAL PRICE: \$ _____

43RD ST FIRE HOUSE / OCCUPIED BY EMS

1) SUPERVISORS OFFICE - APPROXIMATELY 252 SQ FT

- A) CLEANING OF TWO VENTS
- B) CLEANING OF THREE DESKS
- C) SWEEP & MOP COMMERCIAL TILE FLOOR
- D) EMPTY WASTE PAPER BASKET
- E) CLEAN PHONES
- F) STRIP & WAX COMMERCIAL TILE FLOOR

2) HALLWAY - APPROXIMATELY 306 SQ FT

- A) CLEAN VENTS
- B) SWEEP & MOP 58 STAIRS
- C) SWEEP & MOP COMMERCIAL TILE FLOOR
- D) STRIP & WAX COMMERCIAL TILE FLOOR
- E) CLEAN TWO GLASS DOORS

3) KITCHEN - APPROXIMATELY 300 SQ FT

- A) CLEAN TWO VENTS
- B) CLEAN COUNTER TOP & TABLE
- C) CLEAN STOVE
- D) CLEAN MICROWAVE
- E) CLEAN SINK
- F) EMPTY WASTE PAPER BASKET
- G) SWEEP & MOP COMMERCIAL TILE FLOOR
- H) CLEAN REFRIGERATOR, WATER COOLER
- I) STRIP & WAX COMMERCIAL TILE FLOOR
- J) CLEAN HOOD
- K) DISHWASHER

4) BATHROOM - APPROXIMATELY 184 SQ FT

- A) CLEAN TWO SINKS AND MIRROR
- B) CLEAN VENT
- C) CLEAN TWO TOILETS & FIXTURES
- D) CLEAN ONE DISPENSER
- E) CLEAN / SCRUB CERAMIC TILE FLOOR
- F) EMPTY WASTE PAPER BASKET
- G) CHECKING & REPLACEMENT OF TOILET PAPER / NAPKINS & SOAP
- H) BUFF SCRUB COMMERCIAL TILE FLOOR
- I) CLEAN TWO URINALS & FIXTURES

5) SUPERVISORS ROOM - APPROXIMATELY 56 SQ FT

- A) CLEAN VENT
- B) CLEAN DESK
- C) SWEEP & CLEAN COMMERCIAL TILE FLOOR
- D) CLEAN PHONE
- E) CLEAN GLASS DOOR
- F) STRIP & WAX COMMERCIAL TILE FLOOR

6) SLEEP AREA - APPROXIMATELY 618 SQ FT

- A) CLEANING OF SIX SET OF LOCKERS
- B) CLEANING OF THREE VENTS
- C) CLEANING ONE RETURN
- D) SWEAPING AND MOPING OF COMMERCIAL TILE FLOOR

7) MAIN ROOM - APPROXIMATELY 496 SQ FT

- A) CLEAN THREE VENTS & ONE RETURN
- B) CLEAN TWO WINDOWS
- C) EMPTY WASTE PAPER BASKETS
- D) SWEEP & MOP COMMERCIAL TILE FLOOR

DESCRIPTION OF EACH LISTED:

MONTHLY SERVICE - SERVICE LISTED FOR EACH BUILDING MONTHLY.

12 MONTHS - SERVICE LISTED FOR EACH BUILDING MONTHLY MULTIPYING BY 12 MONTHS.

4 MONTH SERVICE - EXTRA WORK SERVICES LISTED FOR EACH BUILDING ON EVERY FOURTH MONTH.

6 MONTH SERVICE - EXTRA WORK SERVICES LISTED FOR EACH BUILDING EVERY SIX MONTHS.

YEARLY TOTAL - TOTAL OF ALL SERVICES AND EXTRA SERVICES TO GET A YEARLY TOTAL SERVICE FOR ALL DEPARTMENTS.

TRAFFIC DEPARTMENT

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

SUBSTATION

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

ROADS & TRANSPORTATION

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

DEPARTMENT OF PUBLIC WORKS

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

CENTRAL SURVALIANCE CENTER

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

EMS GARAGE / GRANTON AVENUE

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

43RD FIREHOUSE / OCCUPIED BY EMS

MONTHLY SERVICE \$ _____ X 12 MONTH \$ _____ + 4 MONTH SERVICE \$ _____ + 6 MONTH SERVICE \$ _____ YEARLY TOTAL \$ _____

TOTAL YEAR PRICE OF ALL DEPARTMENTS \$ _____

COMPANY _____

ADDRESS _____

TELEPHONE # _____