REQUEST FOR BIDS

Custodial Services



Due: Wednesday, December 2nd, 2026 by 10:00 AM

Newton Housing Authority

32 Liberty Street
Newton, New Jersey
(973) 383-5191 (Press 2)

Exhibit A

REQUEST FOR PROPOSALS

The Newton Housing Authority is soliciting proposals for custodial services. The services will be for a one-year period with a one-year renewal. It is the Newton Housing Authority's desire to retain and employ a duly qualified and capable cleaning company. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services.

It is the Newton Housing Authority's goal to keeps its' building in a clean and orderly condition. The work will include all common areas including the Community room, offices, lobbies, corridors, and public bathrooms (2 on first floor and 1 in office):

1) Vacuum common area carpeting (weekly)
2) Mop all common area flooring (weekly)
3) Clean laundry rooms (weekly)
4) Remove all dust from behind the laundry equipment (Monthly)
5) Clean entryway glass doors weekly, all other glass (weekly)
6) Clean fingerprints and other stains off all common area walls, doors, mailboxes, and other surfaces on a weekly basis.
7) Clean window ledges & sills (weekly)
8) Clean door frames & all wall surfaces (weekly)
9) Dust baseboards
10) Clean lights, furniture, louvers, vents, light switches & handles (monthly)
11) Clean the offices & conference room including the bathroom (weekly).
12) Clean elevators (weekly), floor, and doors cleaned with stainless steel cleaner.
13) Clean 1st floor common area bathrooms (2)
14) Maintain a janitor closet in a neat, clean, and orderly manner.

15) Sweep stairwells (twice yearly-September & April)

a) All cleaning services must be accomplished in a professional manner and according to industry acceptable standards;

b) All cleaning supplies, materials, tools, and equipment shall be provided by the vendor;

c) Work shall be undertaken Monday to Friday.

d) A site visit is highly recommended to inspect the property during the hours of 10:00 am to 1:00 pm Monday through Thursday (appointment required.)

e) A written schedule of all work shall be prepared by the vendor and approved by the Newton Housing Authority. The schedule will be for an entire year and broken down to the weekly/monthly/quarterly/annual functions. Management will sign off on all work performed weekly to verify that the contracted work is being completed.

f) Payment for all services shall be made monthly within 30 days of receipt of an invoice

Qualifications:

1) Should be a licensed NJ business for a minimum of three years.

2) Must possess all necessary tools and manpower necessary to complete all tasks.

3) Must have valid insurance

Proposal Submission:

All persons interested in submitting a proposal for the Newton Housing Authority cleaning services should submit a price based on a flat fee for all work contained in the RFP and an hourly rate for all other services. The proposal must include the following:

1) Flat fee for all services outlined in the RFP.

2) Flat fee for cleaning a unit at turnover

3) Copy of the vendor's insurance certificate (including workers comp.)

4) Listing of references.

5) Copy of the vendors NJ Business registration form.

6) Copy of proposed work schedule detailing all items contained in the RFP.

7) W9

8) An insurance certificate indicating that the firm has insurance. The Contractor shall not commence work under this contract until it has obtained the insurance required under this section. All required insurance coverage must be underwritten by insurers allowed to do business in the State of New Jersey and acceptable to the Owner. The Contractor shall provide the Newton Housing Authority at the time the contract is returned to them for execution, Certificate(s) of Insurance evidencing such required coverages. If coverage expires during the term of this

contract, the Contractor shall deliver renewal Certificate(s) to the Newton Housing Authority at least ten (10) days prior to the expiration date.

Proposals should be delivered to the Newton Housing Authority, 32 Liberty Street, Newton New Jersey on or before Wednesday, December 2nd, 2026, by 10:00 am. The building is available for inspection between the hours of 11:00 AM to 3:00 PM, Monday to Thursday by appointment.

The Newton Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract. Contractor shall defend, indemnify, save harmless and defend the Owner, its elected and appointed officials, officers, consultants, agents and employees from and against any and all claims, losses, expenses and attorney's fees, damages or injury including death and or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied under this Contract or by the performance of any work under this Contract, including all suites or actions of every kind or description brought against the Owner, either individually or jointly with Contractor for or on account of any damage or injury to any person or persons or party, caused or occasioned or alleged to have

caused by, or account of, the performance of any work pursuant to or in connection with this Contract, or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or alleged act, or mission or fault or alleged act, omission or fault of the Contractor, its employees, subcontractors or agents or others under the Contractors' contract.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq.

WILLIAM F. SNYDER
Executive Director

BID CHECKLIST

_____ Proposal Form (including Price)

_____ Copy of Vendor's Insurance Certificate

_____ Listing of References (include telephone numbers)

_____NJ Business Registration Form

_____12-month work schedule

_____Non-collusion Affidavit

Please check off each item that is being submitted with the proposal and include this sheet with the proposal. Failure to include these items with the proposal will result in rejection of the proposal.

_____

Signature

Date:

BID FOR CUSTODIAN SERVICES

Newton Housing Authority
32 Liberty Street
Newton, New Jersey
(973) 383-5191 (Press 2)

Submitted by:

Company Name: _____

Address: _____

_____

Telephone Number: _____

Contact Person: _____

Price for basic RFP services: $_____

Price for unit turnover cleaning: $_____

Price for cleanup of units with bodily fluids: $_____

Price to shampoo all building common area carpet: $_____

Hourly rates for other services: $_____

*Price for basic services includes all work outlined in the attached Request for Proposals.

Term: 12 Months with one 12-month renewal

Date: _____

_____
Contractor's Signature

The Gloucester Senior Housing Campus LP reserves the right to reject any and all proposals received in response to its R.F.P. The proposal must contain all of the attachments as stated in the "Proposal Submission" section of the R.F.P.

AGREEMENT FOR CUSTODIAL SERVICES

THIS AGREEMENT was made on 1st day of June, 2024, by and between Vanguard Cleaning Systems, 115 Rt 46, Mountain Lakes, New Jersey, (the "Contractor") and the Newton Housing Authority (NHA), 32 Liberty Street, Newton, New Jersey (the "GSHC").

WITNESSETH, that the Contractor and the GSHC for the consideration stated herein agrees as follows:

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to Cleaning Services. The terms and conditions as set forth in this Request for Proposals are hereby incorporated into this Agreement as if set forth at length herein (see Exhibit A)

ARTICLE 2. Time of Completion

It is understood and agreed by and between the parties that this Agreement shall commence on or about June 1, 2024 through and up to May 31st, 2024, unless terminated earlier in accordance with its terms. This term may be renewed or extended only by approval by the Housing Authority.

ARTICLE 3. - Contract Price: $6,600.00 Annually

Other Charges	
Unit Turnovers	$250.00
Bodily Fluid Cleaning	$30.00
Carper Cleaning	$1,999.00
Hourly Rate	$28.00

ARTICLE 4. Independent Contractor

The Contractor shall be deemed to be an independent contractor and shall not be deemed to be an employee of the GSHC for any purpose whatsoever.

ARTICLE 5. Termination

This Agreement may be terminated as follows:

a) By the NHA, whenever the Contractor is in default in the performance of this Agreement in accordance with its terms, including the failure to demonstrate satisfactory performance of work, provided that Contractor is given written notice specifying the default and has an opportunity to cure such default within ten (10) days from the receipt of such notice. Upon such failure to cure, this Agreement shall be deemed to be immediately terminated.

b) By the Contractor, if the NHA is in default under this Agreement by more than thirty (30) days including, but not limited to, payment of invoices for services.

ARTICLE 6. Insurance

The Contractor shall supply the NHA with proof of insurance coverage as required by the Request for Proposals. The contractor shall also supply the NHA a Certificate of

Insurance for the required coverage, naming the Newton Housing Authority as an additional insured.

ARTCILE 7. Indemnification

The Contractor hereby indemnifies and holds the NHA, its commissioners, employees, servants, agents and professionals, harmless from and against any and all claims, damages, suits, losses, costs or expenses, including, but not limited to attorney's fees, which may be sustained or incurred by the GSHC by reason of any claim, demand, suit or recovery caused or occasioned by the negligent or intentional conduct of the Contractor, its principals and its employees, in the performance of this Agreement. Except that the NHA will indemnify and defend the Contractor, its principals, and its employees from and against any claims relating solely to the operations of the NHA, and not the negligent or intentional conduct of the Contractor, its principals, and its employees.

ARTICLE 8. Controlling Law

All controversies, disputes or questions concerning the construction, validity and interpretation of this Agreement shall be governed by and construed in accordance with the domestic laws of the State of New Jersey, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of New Jersey or any jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of New Jersey. The Parties consent to the filing of an action in, and hereby submit to the jurisdiction of, the State courts located in the State of New Jersey, County of Camden, and further agree that such Courts shall be exclusive courts of jurisdiction and venue for any litigation arising under this agreement.
IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

_____
Cleaning Services
Date:

_____

Newton Housing Authority
Date: