

**Sayreville Housing for Seniors
Corporation**
“Gillette Manor”

**650 Washington Road
Sayreville, NJ 08872
732-721-8400
732-721-0062 fax**

REQUEST FOR PROPOSALS
for
JANITORIAL AND MAINTENANCE SERVICES
at
GILLETTE MANOR

Proposals due by 2:00 p.m. on May 17, 2023

Request for Proposals
JANITORIAL AND MAINTENANCE SERVICES

INTRODUCTION

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for Janitorial and Maintenance Services for a one hundred (100) unit senior citizen complex known as Gillette Manor, located at 650 Washington Road, Sayreville, Middlesex County, New Jersey.

The contract resulting from this solicitation shall be for a period of one (1) year with the option to renew for two additional one-year periods commencing June 1, 2023.

SCOPE OF WORK

The contractor shall perform general maintenance and surveillance of room heat pumps, hot water heaters and general janitorial/maintenance services as specified in the attached "Specifications and Scope of Work".

Interested parties may make an appointment to inspect the site during normal business hours by calling the Administrative Office at 732-721-8400.

PROPOSAL SUBMISSION

Proposals must be received by the SHSC on or before 2:00 PM on Wednesday, May 17, 2023 and may be mailed or hand delivered in a sealed envelope to:

Sayreville Housing for Seniors Corporation
Attention: Brena Malave, R.O.M.
650 Washington Road
Sayreville, NJ 08872
"Proposals for Janitorial and Maintenance Services"

Written questions may be addressed to Brenda Malave to Brenda@SayrevilleHA.org.

Proposals are to minimally include:

1. Annual fees based on a three-year contract commencing June 1, 2023.
2. A minimum of three work related references.
3. Business Registration Certificate.
4. An hourly rate for extraordinary work outside the scope of services.

Notice-Request for Proposals

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for Janitorial and Maintenance Services for a one-year term, renewable for two additional one-year terms, for its one hundred (100) unit senior citizen complex known as Gillette Manor, located at 650 Washington Road, Sayreville, Middlesex County, New Jersey. The Specifications and Scope of Work may be downloaded from the SHSC's website, www.SayrevilleHA.org. Sealed Proposals will be received until 2:00 PM on Wednesday, May 17, 2023, prevailing time, at the SHSC, Gillette Manor, 650 Washington Rd., Sayreville, NJ 08872, by mail or delivery only. The SHSC invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

Advertised: Home News Tribune 5/3/23 & 5/10/23

**Form of Contract
For Janitorial and Maintenance Services**

This **AGREEMENT** made this 1st day of June in the year 2023 by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Sayreville Senior for Housing Corporation
'Gillette Manor"
650 Washington Road, Sayreville, NJ 08872

hereinafter called the "Owner".

WITNESSETH that the Contractor and the Owner for the consideration stated herein mutually agree as follows:

WHEREAS, the Owner has a need for general maintenance and surveillance of room heat pumps, hot water heaters and general janitorial/maintenance services at the one-hundred-unit senior citizen complex known as Gillette Manor at Sayreville, 650 Washington Road, Sayreville, Middlesex County, New Jersey which maintenance and specified surveillance shall hereinafter be referred to as the "Specifications and Scope of Work" hereto attached.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Owner's Responsibility.

A. The Owner will have an independent building manager for the purpose of furnishing the Maintenance Firm with day to day guidance and technical assistance in the establishment of priorities and performance of work effort.

B. The Owner will make available all data it has pertaining to the construction and operation of the equipment in said senior citizen housing complex.

C. The Owner will be available to counsel and advise on any questions and issues from the Maintenance Firm on the method of operation of the senior citizen complex that may arise.

D. The Owner will provide all materials required to do any and all replacement and/or repair work including the necessary cleaning and maintenance supplies, chemicals and equipment from either its storeroom or purchased outside by the Owner upon the request of the Maintenance Firm.

The Owner will provide all the necessary cleaning and maintenance supplies, chemicals and equipment.

2. Contract Period.

This contract shall be for a one (1) year period commencing June 1, 2023. This contract may be renewed on an annual basis upon mutual agreement between the parties for two additional years. If no renewal is agreed upon, the maintenance firm agrees to perform the services and be paid at the then existing rate for up to four (4) months until the owner finds a replacement. In the event either party determines that they do not wish to renew the contract, ninety (90) days' notice must be given.

3. Compensation.

The Owner agrees to pay the Maintenance Firm as full compensation for the services rendered pursuant to this Agreement the sum of _____ dollars and ____ cents (\$____.____). In the event this contract is renewed for a second and/or third year, the compensation shall be as follows:

Second Year \$ _____

Third Year \$ _____

4. Payment.

The contract price shall be prorated and paid in equal monthly installments beginning with the first payment to be made one month after the Maintenance Firm begins its work pursuant to this Agreement. The said monthly payments shall be as follows:

1st Year \$ _____

2nd Year (if renewed) \$ _____

3rd Year (if renewed) \$ _____

5. Default.

It is acknowledged by the Maintenance Firm that the purpose and intent of this Agreement is to procure for the Owner the maintenance and upkeep of the said senior citizen complex pursuant to the obligation of the Owner to provide decent, safe and sanitary housing for its tenants, all in accordance with the specifications herein attached and which are made a part hereof as if

fully set forth. The Maintenance Firm agrees that any deviation from or non-compliance with the specifications by the Maintenance Firm or its agents, servants or employees, which deviation or non-compliance is not corrected and remedied following written notice thereof from the Owner, shall constitute grounds for the termination of this Agreement by the Owner. It is agreed that in such event the Owner shall have no obligation to make any further payments to the Maintenance Firm, but shall have all of its remedies at law or in equity against the Maintenance Firm for such damages as it may incur as a result of a breach or default by the Maintenance Firm. Filing for bankruptcy by the maintenance firm shall be considered a breach of this agreement and shall be deemed a default. In the event the landlord declares a breach, the maintenance firm shall be given ten days to remove itself from bankruptcy. In the event of a failure to cure the breach within the ten-day period, this maintenance agreement shall be at an end and deemed terminated.

6. Notices.

Any notice, instrument, request or demand required to be given or made to the Maintenance Firm hereunder shall be deemed to be duly and properly given or made if delivered and receipted or sent by certified mail, postage prepaid to the principal office of the Maintenance Firm, which is currently 52 Main Street, South River, NJ, 08882 or to such other representative or address as shall be designated in writing by the Maintenance Firm. Any notice, request, information, or document required to be given or delivered hereunder by the Maintenance Firm to the Owner or any representatives shall be signed or approved in writing by the Maintenance Firm, and shall be sufficiently given or made if delivered and receipted or sent certified mail, postage prepaid to the principal office of the Owner, which is currently 650 Washington Road, Sayreville, New Jersey, 08872 or to such other representative or address as the Owner may designate to the Maintenance Firm.

7. Covenant Against Contingent Fees.

The Maintenance Firm warrants that it has not employed any person to solicit or secure this contract upon any agreement for a commission percentage, brokerage or contingent fee. Breach of this warranty shall give the Owner the right to terminate this Agreement or at its discretion, to deduct from the fee of the Maintenance Firm the amount of such commission, percentage, brokerage or contingent fee.

8. Changes.

The Owner may from time to time request changes in the scope of the services of the Maintenance Firm to be performed hereunder. Such changes,

including any increase or decrease in the amount of compensation due the Maintenance Firm which are mutually agreed upon by and between the Owner and the Maintenance Firm shall be incorporated in written amendments to this Agreement.

9. Anti-Kickback Rules.

Salaries for performing work under this Agreement shall be paid unconditionally and not less often than once a month with deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" or June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; title 18 U.S.C., section 874; and title 40 U.S.C., section 276c). The Maintenance Firm shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering any work under this Agreement to insure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemption from the requirement thereof.

10. Equal Employment Opportunity.

During the performance of this Agreement, the Maintenance Firm agrees as follows:

- A. The Maintenance Firm will not discriminate against any employees or applicant for employment because of race, color, religion, sex, national origin or sexual orientation. The Maintenance Firm will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Maintenance Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Owner setting forth the provisions of this non-discrimination clause.
- B. The Maintenance Firm will in all solicitations or advertisements for employees placed by or on behalf of the Maintenance Firm state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or sexual orientation.
- C. The Maintenance Firm will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provision will be binding upon each subcontractor provided that the

foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. Discrimination Because of Certain Labor Matters.

No person employed on the work covered by this Agreement shall be discharged or in any way discriminated against because it has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to its employer.

12. Compliance With Local Laws.

The Maintenance Firm shall comply with all applicable laws, ordinances and codes of the state and local governments and shall commit no trespass on any public or private property in performing any of the work embraced by this Agreement.

13. Subcontracting.

None of the services covered by this Agreement shall be subcontracted without the prior written consent of the Owner. The Maintenance Firm shall be as fully responsible to the Owner for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by it, as it is for the acts of omissions of persons directly employed by it. The Maintenance Firm shall insert in each subcontract appropriate provisions requiring compliance with the labor standards provisions of this Agreement.

14. Assignability.

The Maintenance Firm shall not assign any interest in this Agreement and shall not transfer any interest in the same whether by assignment or innovation without the prior written approval of the Owner, provided however, that claims for money due or to become due to the Maintenance Firm from the Owner under this Agreement may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Owner.

15. Interest To Members of Sayreville Housing For Seniors Corporation.

No member of the Sayreville Housing for Seniors Corporation herein referred to as the Owner and no other officer, employee, or agent of the Owner who exercises any functions or responsibilities in connection with the carrying out of the services to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement.

16. Interest of Other Local Public Officials.

No member of the Sayreville Governing Body or the Sayreville Housing Authority and no other public official of Sayreville, who exercises any functions or responsibility in the review or approval of the carrying out of the work to which this Agreement pertains, shall have any personal interest, direct or indirectly, in this Agreement.

17. Interest of Maintenance Firm.

The Maintenance Firm and its members covenant that they have no interest, financial or otherwise in the Owner or Owner's property, nor will they have any such interest during the term of the contract. The Maintenance Firm shall not employ and person having a financial or other interest in the Owner or the Owner's premises.

IN WITNESS WHEREOF, the Owner and Maintenance Firm have executed this Agreement as of the first date written above.

In the presence of:

_____ by _____
(NAME)
(TITLE)
(NAME OF COMPANY)

In the presence of:

_____ by _____
Douglas G. Dzema, PHM
Executive Director
Sayreville Senior for Housing Corporation

SAYREVILLE HOUSING FOR SENIORS CORPORATION

"SPECIFICATIONS AND SCOPE OF WORK" FOR JANITORIAL AND MAINTENANCE SERVICES

I. SPECIFICATIONS:

- a. The Maintenance Firm (the "Firm") shall maintain the one hundred rental units in the building known as Gillette Manor at Sayreville together with the offices; community or common rooms; and maintenance and mechanical rooms. The Firm shall be required to take all telephone calls of an emergency nature and dispatch the appropriate personnel when and where needed.
- b. Emergency Staffing Requirements-The Firm shall adequately supervise, maintain and provide emergency services for the building twenty-four (24) hours a day, three hundred and sixty-five (365) days per year (366 days leap year). All personnel assigned by the Firm to perform these services must be properly licensed in accordance with applicable New Jersey Licensing Statutes.
- c. Staffing Requirements-The Firm shall adequately supervise, maintain and perform the maintenance tasks as required under the Scope of Work at the Building. The Firm shall have present on staff at least one full-time General Mechanic and one part-time Porter during normal working hours, which shall be from 7:00 am to 4:30 pm, Monday through Friday. The Firm shall respond to emergency calls at all other times outside the normal working hours, which shall also include twenty-four (24) hours on Saturdays, Sundays and Holidays. Emergency calls responded to between the hours of 4:30 pm and prior to 7:00 am and Saturdays and Sundays shall be compensated at an hourly rate of \$_____ for a Porter and \$_____ for a General Mechanic after the first hour. Further, all trash shall be removed on Saturday of each week and if there is a three-day weekend, the trash shall be removed on Sunday. The Firm shall be responsible to the Owner for the preparation of job descriptions for each position and shall submit these job descriptions to the Owner for approval prior to their implementation.

II. SCOPE OF WORK:

1. Development of Detailed Work Schedules-The Firms shall maintain a written work schedule which shall be subject to review and approval of the Owner prior to implementation. In addition, the Firm shall be required to perform all the necessary duties to maintain the grounds, building and equipment of the Owner at a level of operation considered by the Owner

using reasonable standards to be safe and functionally sound. The duties shall include, but are not limited to:

- a. Establish a schedule of continuous supervision and inspection of the grounds, building and equipment;
 - b. Establish a system of preventative maintenance for the grounds, buildings and equipment;
 - c. Establish a routine of successfully completing all resident tenant requests for service on a daily basis;
 - d. Establish a formal record keeping system of all resident tenant requests for service;
 - e. Establish a comprehensive system of weekly reporting of maintenance requests;
 - f. Establish schedules which will result in personnel being on call to respond to resident tenant requests for emergency service. The personnel assigned to perform the maintenance functions shall be qualified to successfully complete the correction of functional problems or the repair of mechanical deficiencies.
2. Specific Duties to be performed by the personnel of the Firm include, but are not limited to, items that are considered repair and replacement:
- a. Painting, plastering, sheetrock installation and spackling.
 - b. Electrical replacements of items such as switches, outlets, fixtures and necessary wiring incidental thereto, as required.
 - c. Plumbing repairs such as the elimination of sanitary sewer back-ups, installation or repair of toilets, sinks, tubs and fixtures, including piping.
 - d. Repair and/or clean individual HVAC units in resident tenant apartments.
 - e. Flooring and sub-flooring repair, including installation of linoleum, Rubber, vinyl or other similar type of floor covering.
 - f. Entry and interior door repairs or replacements including the repair of door locks, trim, jambs, hinges, screens and window glass.
 - g. Repair of broken window glass and screens, repair of window framing, and caulking and insulation of window.

- h. Stove and oven repairs.
 - i. Repair of kitchen and bathroom cabinets.
 - j. Replacement or repair of handrails, interior and exterior.
 - k. Replacement or repair of interior trim and baseboard.
3. Housekeeping Duties-The Firm shall be required to perform all the necessary duties to the office of the Owner, community use and maintenance spaces, grounds, building and equipment and to keep the facility in a decent, safe and sanitary condition. These duties shall include, but are not limited to:
- a. Clean windows and floors in office, maintenance shop, utility rooms, storage rooms, mechanical rooms, laundry rooms, garbage chute rooms and all public areas.
 - b. Remove newspaper, cardboard, glass and cans from chute rooms and take to recycling area.
 - c. Wash, wax, vacuum and shampoo floors/carpet in all common areas.
 - d. Dust desk, tables, chairs and other furniture.
 - e. Empty trash containers in office, maintenance room, laundry rooms, community rooms and all other public areas.
 - f. Sanitize lavatories in all common areas.
 - g. Dispose of sweepings in trash containers.
 - h. Replace burned out light bulbs where required.
 - i. Remove refuse from ground areas.
 - j. In winter remove snow from sidewalks and spread sand and salt on icy surfaces to prevent slipping.
 - k. Remove refuse and trash from parking areas and vehicular right of ways.
 - l. When an apartment becomes vacant, the apartment will be spackled and painted. The apartment will be thoroughly cleaned including but not

limited to the rugs shampooed, the windows washed, the refrigerator, stove and oven cleaned, the bathroom cleaned including the shower area.

4. In addition, the Firm shall do the following:
 - a. Establish a preventive maintenance program and adhere to its objectives.
 - b. Perform any emergency repairs that may arise and require immediate action.
 - c. In the event of a failure or catastrophe that is beyond the capabilities of the personnel of the Firm, the Owner shall be notified and will authorize outside sub-contractors to do the work.
5. The Firm will provide the following:
 - a. Vehicles for transportation.
 - b. Maintenance and fuel for vehicles.
 - c. Communication system (cell phones and pagers) between the management center and roving personnel.
 - d. Uniforms for personnel.
 - e. Power tools and maintenance equipment required for the contract work and miscellaneous tools which can reasonably be expected to be carried by the maintenance personnel in his or her toolbox.
 - f. The Owner will provide all material required to do any and all replacement and/or repair work from either its storage room or purchased outside by the personnel of the Owner upon request of the Firm and make available any power tools and maintenance equipment the Owner has in its maintenance shop.
6. General Requirements-The Firm shall provide quality performance in all areas of maintenance as required including full performance of all specified daily services on the official working day of the contract period. The Firm shall be responsible for the safekeeping of the property of the Owner and the property of all resident tenants at the said location known as Gillette Manor.

The Firm shall be responsible for the implementation of an "Incident Report System", which will have as its purpose, the notification to the

Owner of all extraordinary occurrences which are out of the realm of day to day happenings at Gillette Manor.

In addition, the Finn shall make the Owner aware of the need for major repairs and/or replacement work in writing, detailing the extent of the problem and the alternate solution available. In no case shall the Finn enter into an agreement with a private sub-contractor for the performance of work effort without receiving written prior approval from the Owner.

The Firm shall provide the Owner with weekly reports of work done at the site and a compilation of work to be done and in cases where work can't be done the reason therefore.

The Firm shall provide the Owner with quarterly preventative maintenance reports stating what steps the Owner must take to upgrade the facility known as Gillette Manor.

7. Qualifications of Personnel-The individuals employed by the Firm to perform work shall be in good physical condition to ensure their ability to efficiently perform their assigned work.

The Owner reserves the right to require an investigation to be conducted prior to an assignment of an individual of the Finn to a position at Gillette Manor, to disclose adverse character traits that might bear on his abilities or motivation to discharge his or her duties in a responsible manner.

The Firm shall be obligated to screen all prospective employees prior to their assignment to Gillette Manor. The screening procedure shall as a minimum contain veritable check of the following information:

- a. Full name.
- b. Date and place of birth.
- c. Social Security number.
- d. Citizenship.
- e. Current address.
- f. Prior residence over past five (5) years.
- g. Educational background including institutions and date.
- h. Prior employment history.
- i. Military service.
- j. Record of criminal convictions.

Copies of all records of personnel to be employed by the Finn shall be furnished to the Owner before any person is assigned to duty. The Owner

reserves the right to make the final determination concerning the eligibility of a candidate when a question has been raised resulting from the pre-assignment check.

8. Standards of Conduct-The firm shall be responsible for maintaining satisfactory standards of competency, conduct, appearance and integrity and shall be responsible for taking such action with respect to its employees as may be necessary.

The Firm shall agree that all services be performed in accordance with accepted practices and standards of the Trustees of the Sayreville Housing for Seniors Corporation.

The Firm shall upon request by the Owner reassign any of its employees who in the opinion of the Owner are not performing in a manner which is completely satisfactory.

The Firm shall conduct continued observations of all personnel assigned to the work site. Appropriate corrective measures shall be taken by responsible management personnel of the Firm in the course of performance of their duties.

9. Insurance Coverage-The Firm shall maintain the forms of insurance coverage set forth below. Any specific questions regarding insurance coverage should be directed to the Owner. A complete Certificate of Insurance must be furnished to the Owner at least ten (10) days prior to the starting date of the Contract.

The specific coverage shall include the following:

- a. Workman's Compensation Insurance.

- b. Statutory Benefits

- c. Employer's liability in an amount not less than \$300,000.00.

- d. Compensation General Liability Insurance including Bodily Injury and Personal Injury coverage with a limit of \$1,000,000.00 per occurrence. Property Damage covering direct loss of property or money of resident tenant or guest caused by dishonest acts of the employees for the Firm, which shall be legally liable.

- e. Comprehensive Automobile / Vehicular Insurance including Bodily Injury Liability coverage with a limit of \$1,000,000.00 per person and \$1,000,000.00 per occurrence. Property Damage coverage with a limit of \$1,000,000.00 per occurrence.