

SOUTH ORANGE VILLAGE
Municipal Offices
76 South Orange Ave
Suite 302
South Orange
Essex County
New Jersey 07079

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RESOLUTION #2021-165

June 14, 2021

RESOLUTION AWARDING A CONTRACT TO HARVARD SERVICES GROUP TO PROVIDE JANITORIAL SERVICES FOR THE SOUTH ORANGE POLICE DEPARTMENT, RECREATION DEPARTMENT, DPW AND SKATE HOUSE IN THE AMOUNT NOT TO EXCEED \$4,193.15 MONTHLY

WHEREAS, Harvard Services Group submitted a proposal to provide janitorial services to the South Orange Police Department, located at 201 South Orange Avenue and South Orange Recreation Department, 298 Walton Avenue, Department of Public Works, 298 Walton Avenue and the Skate house located at 210 Mead St.;

WHEREAS, the Township of South Orange Village will award a contract to Harvard Services Group from June 14, 2021 through December 31, 2021; and

THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Township of South Orange Village that it does concur with the recommendation of the Village Administrator to award to Harvard Services Group a contract in the amount of \$4,193.15 monthly in accordance with the specifications agreed upon; and

BE IT FURTHER RESOLVED that the Village President and Village Clerk are hereby authorized to execute a contract for said services contingent upon the availability of funds certified by the Village's Chief Financial Officer; and

BE IT FURTHER RESOLVED that the Village Clerk shall confirm with the Board of Trustees when the certification of available funds has been received by the Village's Chief Finance Officer



CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Gregory Bock, Village Treasurer of the Township of South Orange Village, have ascertained that there are available sufficient uncommitted funds in the line item specified below to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

NTE 6/29, 352.05

Line Item	Description	Amount
<i>[Signature]</i>	<i>[Signature]</i>	<i>6/14/21</i>
Gregory Bock, Village Treasurer		Date

Trustee Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brown			X			
Coallier	X		X			
Haskins			X			
Hartshorn Hilton			X			
Jones		X	X			
Zuckerman			X			

CERTIFICATION

I, Ojetti E. Davis, Acting Village Clerk of the Township of South Orange Village, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees at their regular meeting held on Monday, June 14, 2021.

 Ojetti E. Davis
 Acting Village Clerk

HARVARD SERVICES GROUP

	ACCOUNT	ACCOUNT NAME	AMOUNT
POLICE	01-2010-25-1212-K01	CLEANING	\$ 13,014.96
DPW	01-2010-26-1292-K00	BUILDING REPAIRS AND MAINTENANCE	\$ 4,292.26
REC	01-2010-28-1472-K01	CLEANING	\$ 12,044.83
TOTAL			\$ 29,352.05



TOWNSHIP OF SOUTH ORANGE VILLAGE

CLEANING SERVICES AT POLICE DEPARTEMENT, 298 Walton Ave, SKATE HOUSE and
Department of Public Works

PROPOSED PRICING

Buildings to be Cleaned June - Dec 2021	Monthy Price
South Orange Police Department	\$ 1,859.28 <i>plus applicable taxes</i>
298 Walton Avenue	\$ 1,144.75 <i>plus applicable taxes</i>
Skate House	\$ 575.94 <i>plus applicable taxes</i>
DPW 300 Walton Avenue	\$ 613.18 <i>plus applicable taxes</i>

OPTIONAL PRICING

Pool House* <i>Serviced June 14th - Sept 6th, 2021</i>	\$ 4,204.54 <i>plus applicable taxes</i>
Library*	\$ 2,530.42 <i>plus applicable taxes</i>

** not part of RFP*

SUBMITTED 6/8/2021
PRICING VALID THROUGH 12/31/2021



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SUBMITTED
PRICING VALID THROUGH

6/8/2021
12/31/2021



June 8, 2021

Adam D. Loehner
Village Administrator
76 South Orange Ave, Suite 302
South Orange, NJ 07079

Dear Adam,

Thank you for the opportunity to submit our proposal to the Township of South Orange Village for janitorial services at various locations.

At Harvard, we deliver **Service Excellence** by being the most transparent, metrics-based provider in the industry. This is achieved through the implementation and execution of the industry's most comprehensive service delivery model.

Our unique technology platform, HarvardSmart®, provides powerful service performance metrics that tracks and reports on the quality of the service we provide. We use this data to improve our processes, enhance quality, and gain efficiencies over time. We do this to ensure we are helping to improve the overall Occupant Experience at your sites.

Harvard has been an ISSA CIMS-GB and Green Seal-42 third-party certified organization since 2008. Rest assured that our service is delivered in a sustainable manner in accordance with LEED and WELL™ Certified building standards. Our certifications validate the quality of the service we provide and are only earned by a small number of organizations in the cleaning industry.

We acknowledge understanding the submittal requirements and look forward to your favorable review of our bid pricing. If you have any questions, please feel free to contact me at 973-573-0401 or ezayas@harvardsg.com.

Sincerely,

A handwritten signature in black ink that reads "Eduardo Zayas". The signature is written in a cursive style with a long, sweeping flourish at the end.

Eduardo Zayas
Director of Operations

33 Wood Avenue South, Suite 600
Iselin, NJ 08830
www.harvardsg.com

**TOWNSHIP OF SOUTH ORANGE VILLAGE
CLEANING SERVICES AT POLICE DEPARTEMENT, 298 Walton Ave,
SKATE HOUSE and Department of Public Works**

GENERAL SPECIFICATIONS

1. **Term of Contract.** The term of the contract shall be from June 14, 2021 – December 31, 2021
2. **Cleaning Supplies and Equipment.** The successful bidder will supply all cleaning supplies and equipment, unless otherwise specified by the municipality.
3. **Sign in.** The successful bidder will sign in at each location cleaned every time it is serviced.
4. **References.** Bidders shall provide with the bid proposal a list of current clients and a list of at least three references.
5. **Cleaning Personnel.** The successful bidder will provide a list of names, addresses and copies of driver's licenses or other identification documents as approved by the South Orange Police Department for each person performing the cleaning services. No person performing cleaning services shall have been convicted of a crime.
6. **Holidays.** The following is a list of all holidays when Village buildings, except for the Police, will be closed. The Police Department is open 24 hours per day, 7 days per week. The Baird Community Center is open on some holidays. Schedule to be provided to successful bidder.

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

7. **Performance Requirements.** All cleaning shall be performed in a workmanship-like manner as described by this specification. Deviations will not be considered unless the bidder can explain in detail that the deviation is of material benefit to the Township of South Orange Village and provides service levels at least equivalent to that specified.

8. **Inspection of Work/Liquidated Damages:** In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the appropriate Village official shall notify said contractor of such failure of default and demand that the same be remedied within five (5) working days.

9. **Buildings to be Cleaned:**

- a. South Orange Police Department, 201 South Orange Avenue
- b. 298 Walton Avenue
- c. Skate House (Next to the pond Mead Street and Meadowbrook Ln)
- d. DPW 300 Walton Avenue

10. **Staff Assigned.** A minimum of one (1) staff member will be assigned to each public building daily on weekdays. The South Orange Police Department will have a minimum of one (1) staff member assigned to work a half-day on Saturdays and Sundays. 298, 300 Walton and the Skate House schedule is daily M-F.

All contractor personnel shall be bonded, shall be able to perform their assigned work and shall be free from any communicable disease. All personnel shall be capable employees thoroughly trained and qualified in the work assigned to them, and must be familiar with and observe all regulations in effect at the various Village locations.

The Township of South Orange Village may request the contractor to transfer from the work crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism or theft. The contractor shall designate one (1) supervisor to inspect work done on a weekly basis to ensure the conditions of the contract are being fulfilled.

11. **Required Duties:**

298 Walton Avenue (Recreation and Parking)

- a. **DAILY:**
 - i. All garbage and recycling receptacles emptied.
 - ii. All hardwood and vinyl floors swept.
 - iii. All surfaces dusted (with the exception of employees' desks) including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.

- iv. All bathrooms cleaned thoroughly, including toilets, sinks, blinds and other surfaces.
- v. All hardwood and vinyl floors wet mopped. (As directed)
- vi. Emergency Clean-Ups (As needed)

b. WEEKLY:

- i. All carpeted areas vacuumed.

c. MONTHLY:

- i. All surfaces scrubbed/disinfected, including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- ii. All windows will be cleaned.

POLICE DEPARTMENT 201 South Orange Avenue

d. DAILY:

- i. All garbage and recycling receptacles emptied.
- ii. All hardwood and vinyl floors swept.
- iii. All surfaces dusted (with the exception of employees' desks) including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- iv. All bathrooms cleaned thoroughly, including toilets, sinks, blinds and other surfaces.
- v. All hardwood and vinyl floors wet mopped.

e. WEEKLY:

- i. All carpeted areas vacuumed.

f. MONTHLY:

- i. All surfaces scrubbed/disinfected, including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- ii. All windows will be cleaned.

SKATE HOUSE (Next to the pond Mead Street and Meadowbrook Ln)

g. DAILY:

- i. All garbage and recycling receptacles emptied.
- ii. All stone and vinyl floors swept.

- iii. All surfaces dusted (with the exception of employees' desks) including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- iv. All bathrooms cleaned thoroughly, including toilets, sinks, blinds and other surfaces.
- v. All vinyl floors wet mopped.
- vi. Light wet cleaning on stone floors.

h. MONTHLY:

- i. All surfaces scrubbed/disinfected, including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- ii. All windows will be cleaned.

DEPARTMENT OF PUBLIC WORKS 300 Walton Avenue

i. DAILY:

- i. All garbage and recycling receptacles emptied.
- ii. All vinyl floors swept / concrete (office, breakroom, bathrooms)
- iii. All surfaces dusted (with the exception of employees' desks) including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- iv. All bathrooms cleaned thoroughly, including toilets, sinks, blinds and other surfaces.
- v. All vinyl floors wet mopped.
- vi. Light wet cleaning on other floors.

j. MONTHLY:

- i. All surfaces scrubbed/disinfected, including tables, vinyl furniture, blinds, windowsills, countertops, chair rails, baseboards, door frames, telephones and fixtures.
- ii. All windows will be cleaned.

The contractor shall prepare a chart delineating the above for each building. Employees will initial the chart for each task completed. The assigned supervisor shall check the chart weekly to ensure all tasks listed above are completed.

All personnel shall be bonded. All personnel shall be physically able to do their assigned work.

All personnel shall be capable employees thoroughly trained and qualified in the work assigned to them.

The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment.

It shall be responsibility of the bidder to visit all sites and make a tour and inspection of the areas to be cleaned under the terms of this bid.