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SECAUCUS HOUSING AUTHORITY

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## **REQUEST FOR PROPOSAL**

### **CARPET CLEANING SERVICES & STRIPPING & WAXING OF VINYL COMPOSITED TILE (VCT) AND SHEET FLOORING**

Issue Date: October 7, 2024

Proposals Due: Thursday, November 7, 2024 @ 11:00 a.m.

Issued by:

Secaucus Housing Authority  
700 County Avenue  
Secaucus, NJ 07094  
[www.secaucusha.org](http://www.secaucusha.org)

## **REQUEST FOR PROPOSAL**

### **CARPET CLEANING SERVICES & STRIPPING & WAXING OF VCT AND SHEET FLOORING**

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**HOUSING AUTHORITY OF THE TOWN OF SECAUCUS  
CARPET CLEANING SERVICES STRIPPING & WAXING FLOOR – RFP**

**I. INTRODUCTION**

The Housing Authority of the Town of Secaucus is one of the best run housing authorities in New Jersey, consistently ranked as a *High Performer* as per the U.S. Department of Housing & Urban Development Physical Housing Assessment System (PHAS). SHA owns 275 affordable housing units in three buildings located all within the Town of Secaucus. We proudly serve more than 300 residents, most of whom are seniors and disabled individuals.

We value our vendors and contractors as partners in our mission to provide decent, safe and sanitary housing to lower income residents who meet the program's guidelines.

**II. PURPOSE**

The purpose of this Request for Proposal is to solicit responses from qualified companies to furnish Carpet Cleaning Services and Stripping & Waxing of Vinyl Compositated Tile (VCT) and Sheet Flooring, as identified in the "Scope of Work" which is included in this request.

**III. BOARD**

The powers of the SHA are vested in its Board of Commissioners

**IV. ADMINISTRATIVE PERSONNEL**

The SHA has a 9person staff, which includes three maintenance men and one custodian.

**V. SCOPE OF SERVICES**

Respondents will be expected to provide Carpet Cleaning Services on a schedule as outlined in the State of Work – Exhibit A.

**VI. RFP INSTRUCTIONS**

**a. Contact Information**

This RFP is being issued, as will any addenda by the SHA. The contact person for the SHA is:

Christopher Marra, Executive Director  
Secaucus Housing Authority  
700 County Avenue, Secaucus, NJ 07094  
201-867-2957  
[christopher@secaucusha.org](mailto:christopher@secaucusha.org)

**b. RFP Submission and Format**

By this Request for Proposal, the SHA solicits quotes to be received by **11:00 a.m. on November 7, 2024** in the form outlined below. **Late submittals will not be accepted.**

1. Proposals may be submitted by mail or hand-delivered with one (1) signed original and two (2) copies. Any general information not specifically relevant to this RFP shall be omitted or bound in separate document. At a minimum, the proposal shall include the following:

- 1) Proposal Form - Flat fee for all service outlined in the RFP.
- 2) Copy of the vendor's insurance certificate (including worker's comp.)
- 3) Listing of references and current customers.
- 4) Copy of the vendors NJ Business registration form.
- 5) Certification: Suspension and Debarment Form
- 6) Non-Collusion Affidavit
- 7) Stockholder Disclosure
- 8) Mandatory ADA Language
- 9) Mandatory Affirmative Action Language

2. Proposals may be submitted by mail or hand delivery only (no electronic submissions will be accepted) to:

Christopher Marra, Executive Director  
Secaucus Housing Authority  
700 County Avenue  
Secaucus, NJ 07094

The envelope must be sealed and include the following notation on the bottom left hand corner of the proposal, "**Request for Proposal – Carpet Cleaning Services**". Please also include company/individual name on the outside of the envelope. The proposals will be evaluated based on the criteria established in this document. Proposals received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

**c. Pre-proposal Conference – Tuesday, October 22, 2024**

Interested firms are invited to attend a non-mandatory pre-proposal conference. The pre-proposal conference will provide businesses the best opportunity to question the SHA staff and see the three facilities you will be working at. The pre-proposal conference is scheduled to take place at **10:00 a.m. on October 22, 2024** at the SHA offices at 700 County Avenue, Secaucus, NJ. Interested firms must contact Chris Marra telephone (201) 867-2957 or e-mail [christopher@secaucusha.org](mailto:christopher@secaucusha.org) to confirm participation.

**d. Board and Staff Communications**

Under no circumstances may any member of the SHA or any staff member other than the contact specified in Section VI a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individual in Section VI. a. above.

**e. Timetable**

If you have questions regarding the proposal, you must submit them in writing to [christopher@secaucusha.org](mailto:christopher@secaucusha.org) no later than 2:00 p.m. on **Friday, December 2, 2022**.

<u>Event</u>	<u>Date</u>
RFP Released	October 7, 2024
Pre-proposal Conference	October 22, 2024
Due Date for Questions	October 24, 2024 4:00 pm
Proposals Due	November 7, 2024 11:00 am
Evaluation Process	
Board Approval	December 12, 2024
Award Contract	January 1, 2025

**The deadline for submissions in response to the RFP is 11:00 a.m. on Monday, November 7, 2024.** Telephone, fax or e-mail response will **not** be accepted for this request.

**f. Release of Information**

Information submitted in response to this RFP will not be released by the SHA during the proposal evaluation process prior to a contract award.

**g. Proprietary Information**

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

**h. Term of Contract**

SHA intends to award a contract for its requirements as follows: The contract period of performance is for one (1) year, beginning on or about January 1, 2025 and expiring December 31, 2025, with one (1) single year option to extend the contract. The Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from SHA. The Notice to Proceed shall set forth the precise date of commencement of the work. Contractor shall make its non-exclusive services available during the entire contract period.

**i. SHA Reserves the Right to:**

Request an oral interview with, and additional information from companies/ individuals prior to final selection of a provider.

Consider information about a company/individual in addition to the information submitted in the response or interview.

Reject any and all responses and waive any irregularities.

**VII. RFP QUESTIONS FOR PROVIDERS**

**a. Organizational and Personnel Background**

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

**b. Experience**

Discuss your experience, in serving as a provider of Carpet Cleaning Services.

**c. Miscellaneous Discussion Question**

Identify the specific individual(s) who would be assigned to work with the SHA and specify which person would be the primary contact person with the SHA.

**d. Price**

Provide a cost breakdown to steam clean the carpet two (2) times each year and strip and wax the VCT and sheet flooring two (2) times each year and clearly specify if any additional expenses will be charged to the SHA in connection with this proposal.

**e. Affirmative Action**

The SHA requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

**VIII. COMPANY QUALIFICATIONS**

Proposals shall be considered from responsible vendors who are engaged in the business of providing Carpet Cleaning Services. Proposals must include information on competency in providing these materials and supplies, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a. Brief history of company
- b. Must be approvable by the U.S. Department of Housing & Urban Development to provide these services.
- c. Must have valid insurance which includes:
  - Commercial General Liability: \$3,000,000 combined single limit bodily and property damage liability per occurrence; Secaucus Housing Authority additional named insured.
  - Worker's Compensation : statutory limits
- d. A listing of five (5) references where similar services have been provided. The client reference shall include the name of organization, contact person, address, and telephone numbers.
- e. Vendor shall describe their understanding of the project scope, and their proposed approach to provide the services identified.

**IX. SELECTION CRITERIA**

All proposals will be initially evaluated against the following criteria:

- 1) Demonstrated experience and competence in this type of work (30 Points).
- 2) Familiarity with the Housing Authority's and HUD rules and regulation in general (15 Points).
- 3) Capability and capacity to accomplish work within the required time period (20 Points).

- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 6) Price (25 Points).



# STATEMENT OF WORK

## A. INTENT

It is the intent of these specifications, terms and conditions to describe Carpet Cleaning Service & Stripping and waxing of VCT and Sheet Flooring required by various SHA Developments located throughout the Town of Secaucus. The SHA is committed to using products and procuring services that are environmentally responsible and to providing the healthiest and safest work environment for its employees

All cleaning services must be accomplished in a professional manner and according to industry acceptable standards; All cleaning supplies, materials, and tools shall be provided by the Contractor; Payment for all services shall be made monthly upon receipt of an invoice and payment voucher.

## B. SCOPE

SHA is soliciting bids from Contractors who are capable of providing qualified personnel, transportation and supplies necessary to perform carpet cleaning and waxing services for three SHA developments:

### A) 777 Fifth Street – The Elms-100 Units Elderly high-rise (6 stories)

- 1) Steam clean all common area carpet (semi-annually)  
Common Area Hallways – 8,750 s.f.  
1<sup>st</sup> Floor Hall – 550 s.f.  
Total Area – 9,300 s.f.
- 2) Strip and wax all common area VCT and sheet flooring (semi-annually)  
1<sup>st</sup> Floor Lobby  
Community Room Kitchen  
Laundry Room  
Two elevators  
(No square footage figures have been obtained for these locations)

### B) R. Imprevduto Towers-100 Unit Elderly high-rise (14 stories)

- 1) Steam clean all common area carpet (semi annually)  
Common Area Hallways – 12,610 s.f.  
Total Area – 12,610 s.f.
- 2) Strip and wax all common area VCT and sheet flooring (semi annually)  
First Floor Lobby/Mail Area  
Second Floor Lobby  
Laundry Room (2<sup>nd</sup> Floor) and Two Elevators  
(No square footage figures have been obtained for these locations)

### **C) Kroll Heights-75 Unit Elderly high-rise (5 stories)**

- 1) Steam clean all common area carpet (semi annually)  
Common Area Hallways – 5,375 s.f.  
Community Room – 1,500 s.f.  
Office Area – 1,430 s.f.  
Total Area – 8,305 s.f.
  
- 2) Strip and wax all common area VCT and sheet flooring (semi annually)  
Lobby/Mail Area  
Laundry Room  
Community Room Kitchen  
Two Elevators  
22 Stairwell Landings  
(No square footage figures have been obtained for these locations)

All carpets will be vacuumed by the vendor before cleaning/extraction begins.

**Carpet cleaning will only be done using a hot water extraction method.** Portable hot water extraction units shall be used. A second clean/clear water rinse shall be performed after initial chemical treatment when cleaning carpets.

Work shall be undertaken Monday to Friday, between the hours of 8:00 AM to 4:00 PM.

### **C. SPECIFIC REQUIREMENTS**

#### **1. LAW AND LIMITATIONS**

- a) Contractor(s) shall be required to comply with all applicable Federal and State laws and regulations. Any finding and/or recommendations shall conform to the codes, laws, rules and regulations governing the agencies and departments involved.
  
- c) On SHA's request, Contractor(s) shall provide a Material Safety Data Sheet (MSDS) for all chemicals used for cleaning carpets and waxing floors.

#### **2. CONTRACTOR RESPONSIBILITY**

- a) Contractor(s) shall provide all personnel, uniforms, tools, equipment, parts, cleaning chemicals etc., necessary to perform the services described herein.
  
- b) Contractor(s) will be responsible for removing stains from carpets. If after various attempts stains can not be removed please note and list on the report/billing.

#### **3. CONTRACTOR PERSONNEL**

- a) Contractor(s) shall assign a sufficient number of employees to perform the required service. Contractor(s) shall designate one (1) employee as principal with full responsibility for directing the entire crew. Each principal shall be authorized to act for Contractor in every detail and must speak and understand English.
  
- b) Contractor(s) employees are subject to reasonable dress codes when in a SHA facility; shall not bring visitors into the facility; shall not bring into the facility, any form of

weapons or contraband; shall not bring in any alcohol or drugs or be under the influence of alcohol/drugs; shall conduct themselves in a reasonable manner at all times; shall not cause any disturbance in the facility; and otherwise are subject to all rules and regulations of the facility.

c) Contractor(s) shall furnish and require every on-duty employee to wear a company shirt or a visible photo identification badge identifying employee by name, physical description and company.

d) Contractor(s) shall immediately report to SHA Facility Manager, any accidents and/or loss of equipment, supplies, etc.

# PROPOSAL FORM

Secaucus Housing Authority  
700 County Avenue  
Secaucus, New Jersey 07094  
(201) 867-2957

Submitted by:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

	<u>Year 1</u>	<u>Year 2</u>
Provide price to perform two carpet cleanings and two striping and waxing services in one year. (Price should include all materials, equipment, and labor)	\$ _____	\$ _____

Term: 1 Year with a 1 Year Option

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

In submitting this proposal it is understood that the right is reserved by the Housing Authority of the Town of Secaucus to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

## CURRENT CLIENT REFERENCES

1. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
2. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
3. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
4. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_

5. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_  
Legal Structure (Corp./Partners/Proprietor) \_\_\_\_\_  
Principle Office Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone Number/E-Mails \_\_\_\_\_  
Federal Employer ID # \_\_\_\_\_  
Title of Person Authorized to Sign \_\_\_\_\_  
Print Name of Person Authorized to Sign \_\_\_\_\_  
Date Signed and Authorized Signature \_\_\_\_\_