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## DELAWARE RIVER BASIN COMMISSION REQUEST FOR PROPOSAL & QUOTATION

The Delaware River Basin Commission (“Commission”) is accepting proposals from qualified firms to provide janitorial services at the Commission’s headquarters building.

The Commission’s headquarters building is located at 25 Cosey Road, West Trenton, New Jersey 08628.

### SCOPE OF WORK

Contractor will supply all labor, supervision and janitorial materials and supplies.

Contractor and all personnel performing this service will be bonded and covered by Workmen's Compensation and General Liability and Automobile Insurance in the aggregate amount of \$1,000,000. A Certificate of Insurance must accompany the bid proposal.

The contractor will provide a list of employees performing janitorial services for the Commission building upon award. There will be no sub-contractors used except as specifically agreed to by the Commission in writing.

The Commission will provide light bulbs, trash liners, toilet paper, paper towels, light bulbs, and feminine supplies used by its employees. The contractor will use and provide an environmental cleaner i.e. envirox and other cleaning supplies as needed.

The Commission Headquarters’ office is approximately 25,000 square feet in size.

### CONTRACT PERIOD

April 1, 2025 to March 31, 2028 with an option for two additional years.

### WORK PERFORMANCE

All services provided under this contract will be performed nightly 3 times per week, (Tuesday, Wednesday, and Thursday) after 5:00 p.m. (weekends as required). List of holiday schedule provided.

### WORK SPECIFICATIONS

1. Waste paper baskets – Per Above Weekly Schedule

Waste paper baskets and other refuse containers are to be emptied daily. Plastic bags are to be inserted in baskets. Replace trash liners daily if used/dirty.

2. Dusting - Per Above Weekly Schedule

All furniture, office equipment, and appliances, window sills, open areas of desktops etc., will be dusted daily with a treated cloth or yarn duster. This shall include all horizontal surfaces daily and enough vertical surfaces daily to complete all vertical surfaces within each week.

3. Dust Mopping (Floors) - Per Above Weekly Schedule

All floors will be dust mopped with a treated yarn dust mop daily. Special attention is to be given to areas under desks and furniture to prevent accumulation of dust and dirt. Floor dusting will be done after furniture has been dusted. Vestibules swept by all entrance doors.

4. Vacuuming - Per Above Weekly Schedule

All carpets in office areas and public spaces will be vacuumed daily. Hard-to-get spots and corners shall be cleaned with accessory tools.

5. Carpet Cleaning

- a. Daily- Remove spots from carpeting by hand, using an environmental green cleaner spotter or a general purpose spotter, depending on the nature of the stain.
- b. Monthly- Clean all carpets in hallways, lobbies and cafeteria using the extractor method or steam cleaning.
- c. Semi Annually- Clean all carpeted office areas with the bonnet method.

6. Rest Rooms - Per Above Weekly Schedule

- a. Clean all mirrors.
- b. Clean hand basins and hardware.
- c. Clean urinals.
- d. Clean toilet seats using disinfectant in water.
- e. Clean toilet bowls.
- f. Damp mop floor using disinfectant in water.
- g. Damp wipe clean and disinfect all tile surfaces. Spot wipe and clean where necessary. Walls and partitions are to be free of hand prints and dust.
- h. Replenish hand soap, towels, toilet tissue and sanitary napkins.
- i. Empty waste receptacles.
- j. Polish all stainless-steel dispensers.
- k. Dust vents (weekly).
- l. Special attention to waterless urinal in men's room. Change Eco-trap every four months using Blue Seal fluid.

7. Water Coolers - Per Above Weekly Schedule

Water coolers shall be cleaned and polished daily with a germicidal compound.

8. Entrance Lobby - Per Above Weekly Schedule

Lobby entrance to be serviced daily. Lobby glass to be washed and cleaned as necessary. Particular attention is to be given floor and glass doors during inclement weather.

9. Spot Cleaning - Per Above Weekly Schedule

Walls, doors, painted woodwork and interior glass shall be kept free of dirt, hand prints, smudges, and tile floor spot mopped. Special attention to accumulation of spider webs in windows.

10. Damp Mopping - Per Above Weekly Schedule and as needed

All waxed floors will be damp mopped and buffed as required. An approved neutral cleaner shall be used in all mopping operations.

11. Floor Waxing and Buffing - As necessary - At least monthly  
All floors within the building will be waxed with an approved slip resistant wax as approved by the underwriter's laboratory. The frequency of the waxing will be governed by the amount of wear due to weather and other conditions, and the floors and traffic areas will be waxed so as to maintain a uniform appearance throughout the entire building.
12. Glass Partitions and Doors etc. - Per Above Weekly Schedule  
All glass partitions, door thresholds, stairwells, external handrails, and doors will be cleaned weekly.
13. Air Conditioning Grills - Monthly  
All air conditioning and return air grills will be wiped with a damp cloth and a light cleaner once a month. All areas around air conditioning and return air grills will be vacuum cleaned once each month or more often if necessary.
14. Walls, woodwork, and partitions - Semi-annually  
All walls will be brushed down every six months with approved wall duster or vacuum cleaner. Partitions in rest rooms are to be cleaned with disinfectant in water monthly.
15. Window Cleaning - Semi-Annually  
All interior and exterior windows in the building shall be cleaned on a semi-annual basis.
16. Exterior/Grounds - Per Above Weekly Schedule  
Inspect the area around the building and parking lot. Keep free of debris.
17. Time Report - Per Above Weekly Schedule  
Contractor and employees of the contractor are required to log in and log out the time spent cleaning the building (timesheet will be provided by the Commission).

#### OTHER CONDITIONS AND TERMS

1. The Contractor, when leaving the building, will see that all lights are turned off and all doors properly secured.
2. The Purchase Order shall be effective for the dates noted above unless terminated by the Delaware River Basin Commission upon 30 days written notice to the contractor. Furthermore, the Delaware River Basin Commission may terminate this contract without notice for failure to provide the services as so noted above and/or for any cogent reason.
3. Special attention is to be given to executive areas, conference rooms and reception areas.
4. Janitor's closets shall be kept in a neat and orderly condition.
5. Outdoor walkways, porches and stairs are to be swept weekly during fair weather (April - October).
6. The Commission reserves the right to reject any and/or all bids at its sole discretion.

7. The recycling items collected from the single stream recycling receptacles are to be kept segregated from other refuse. Recycling and refuse are to be removed from the building nightly and placed in the corresponding dumpster.

Interested parties are required to inspect the Commission's facility prior to submitting a bid and must arrange a date and time 48 hours in advance of said inspection date. Contact Patrick Rago at 609-883-9500 x245 or email at [Patrick.Rago@drbc.nj.gov](mailto:Patrick.Rago@drbc.nj.gov).

#### SUBMITTAL INSTRUCTIONS

Contractor is to provide a detailed narrative outlining their approach to providing janitorial service as outlined above. This narrative should include the estimated number of hours required each day to meet the above specification.

Three current clients with a contact name and phone number must accompany this bid submission.

Bidders shall submit one (1) hard copy of their proposal in addition to an electronic version in PDF format, to include:

The hard copy of the submittal should be sent in a sealed envelope marked "Janitorial Bid" to:

Elba L Deck, Director of Finance and Administration Delaware  
River Basin Commission  
25 Cosey Road  
P.O. Box 7360  
West Trenton, NJ 08628

The electronic copy of the submittal may be included on a flash drive with the hard copy submittal, or the PDF files may be emailed to [DRBC.Proposals@drbc.gov](mailto:DRBC.Proposals@drbc.gov).

Submitted proposals (hard copy and digital files) must be received at the Commission office no later than **4:00 p.m. on Friday, February 28, 2025**. Proposals received after this time will not be considered. Proposals should be prepared in an efficient manner, without extraneous materials. The hard copy should be printed double-sided, where possible (excluding any drawings). Font shall be no less than 11.5 pt. (excluding drawings). Should the Commission require additional services beyond those specified in this RFP, the consultant should include an hourly rate schedule for additional services.

The Commission reserves the right to reject any submittals. Attached is the Commission's standard contract. If the contractor cannot execute the contract in its current form, the contractor must describe the exceptions in the cost proposal.

**BID PROPOSAL**

\_\_\_\_\_ agrees to perform all of the aforementioned services, provide all the bonding and insurance called for, and supply the necessary materials and supplies required.

For the period from April 1, 2025, to March 31, 2026, the monthly compensation required for the faithful performance of the work described in the specifications and proposal is \$ \_\_\_\_\_ (based on a three days per work week, Tuesday – Thursday).

For the period from April 1, 2026, to March 31, 2027, the monthly compensation required for the faithful performance of the work described in the specifications and proposal is \$ \_\_\_\_\_ (based on a three days per work week, Tuesday – Thursday).

For the option period from April 1, 2027, to March 31, 2028 the monthly compensation required for the faithful performance of the work described in the specifications and proposal is \$ \_\_\_\_\_ (based on a three days per work week, Tuesday – Thursday).

For the option period from April 1, 2028, to March 31, 2030 the monthly compensation required for the faithful performance of the work described in the specifications and proposal is \$ \_\_\_\_\_ based on a three days per work week, Tuesday – Thursday).

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

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

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date