

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2018-187

Council Meeting Date: 06-25-2018

Date Adopted: 06-25-2018

TITLE           RESOLUTION AUTHORIZING CONTRACT FOR JANITORIAL  
SERVICES TO NORTH JERSEY FRIENDSHIP HOUSE

Councilperson Kapner submitted the following resolution, which was duly seconded by Councilperson Geoffroy.

WHEREAS, the Borough of New Providence has a need to acquire janitorial services as a service performed by a sheltered workshop, pursuant to the provisions of N.J.S.A. 40A11-5(1)(n); and

WHEREAS, North Jersey Friendship House has submitted a proposal indicating they will provide Janitorial services for the Borough for a three (3) month period, with an option to provide said services for an additional three (3) months; and

WHEREAS the Public works Manager recommends acquiring the services of North Jersey Friendship House to perform janitorial services for the Municipal and Board of Education offices located at 360 Elkwood Avenue; and

WHEREAS, the maximum amount of the contract is not to exceed \$20,851.00 and said funds are available from the following account:

08-01-26-310-202-000000

and the availability of funds has been certified by the Chief Financial Officer; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of New Providence they approve and authorize the contract with North Jersey Friendship House, in an amount not to exceed \$20,851.00, to perform janitorial services at the Municipal and Board of Education offices at 360 Elkwood Avenue.

APPROVED, this 25<sup>th</sup> day of June, 2018.

## RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GENNARO	X			
GEOFFROY	X			
KAPNER	X			
MADDEN			X	
MUÑOZ			X	
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 25<sup>th</sup> day of June, 2018.

Wendi B. Barry, Borough Clerk

**CONTRACT FOR JANITORIAL SERVICES  
BOROUGH OF NEW PROVIDENCE**

This Agreement, made on the \_\_\_\_ day of June, 2018, between the Borough of New Providence, a municipal corporation of the State of New Jersey (hereinafter "the Borough"), having its principal place of business at 360 Elkwood Avenue, New Providence, New Jersey 07974, and North Jersey Friendship House (hereinafter "Friendship House"), having its principal place of business at 125 Atlantic Street, Hackensack, New Jersey 07601.

The parties hereto agree as follows:

1. Friendship House agrees to provide janitorial services in accordance with the terms of its Proposal attached hereto as Exhibit A.
2. The term of the contract shall be for July 1, 2018 through and including September 30, 2018.
3. This contract shall automatically renew for an additional three-month period of time, from October 1, 2018 through December 31, 2018, unless either party notifies the other party in writing prior to September 1, 2018 of the intent to terminate.
4. The Borough shall supply all products, with the exception of cleaning solutions. Friendship House shall provide all cleaning equipment, including, but not limited to janitorial carts, mops, buckets, etc.
5. For the initial three-month term of the contract, Friendship House shall be paid \$10,425.50 for the cleaning the Municipal Building, which includes the Police Department, and \$1,585.25 for the cleaning of the Board of Education Building. Payment shall be made in the same amount in the event of renewal of the contract for the second three-month period. Payment shall be made in accordance with the Borough's voucher and payment system.

IN WITNESS WHEREOF, the parties execute this contract on the date as indicated above.

BOROUGH OF NEW PROVIDENCE

By: \_\_\_\_\_  
Al Morgan, Mayor

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

NORTH JERSEY FRIENDSHIP HOUSE

By: \_\_\_\_\_

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

## **PROPOSED CLEANING SPECIFICATIONS FOR JANITORIAL SERVICES**

**Borough of New Providence**  
**Municipal Building, including all offices, Police Department & Board of Education**

### **WORK SCHEDULE:**

Service shall be performed five (5) days per week. Monday, Tuesday, Wednesday, Thursday & Friday, there will be no work performed on holidays.

### **DAILY SERVICES:**

1. Clean restrooms, toilets, sinks, urinals, partitions, all fixtures, walls, sweep and disinfect restroom floors.
2. Vacuum all carpeted areas.
3. Empty all wastepaper baskets replacing liners as needed. All recyclables are to be placed in receptacles as provided by the borough.
4. Dust & damp mop all hard floor surfaces.
5. Clean all entrance & exit glass doors.
6. In all restrooms refill soap, tissue and paper towel, supplies. (supplied by Borough)

### **WEEKLY: Once Per Week**

1. Dust all furniture and ledges being careful not to disturb any papers or personal belonging on desks.
2. Dust all picture frames and wall mounting.
3. Low dust all furniture legs and chair bases.
4. Remove finger prints/smudges from walls and doors.
5. Dust all exposed areas of file cabinets.
6. Sweep and wet mop all stairwells and landings.
7. Clean and sanitize all waste baskets in office areas as needed.

Work Schedule as follows;

All work to be performed between the hours of 3:00 PM & 10:30 PM. Including 30 minute lunch.

Any change in hours of cleaning must be approved by both the Township and contractor.