



## **Request for Proposal Cleaning Services**

### **1. Summary**

Bayonne Economic Opportunity Foundation (“BEOF”) is currently accepting proposals for a 2022 Cleaning Service Contract. The purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the organization who will best serve the needs of Bayonne Economic Opportunity Foundation.

#### **About BEOF**

WWW.BEOF.ORG

The BEOF is a Community Action Partnership that provides a wide range of services to assist low-income, handicapped, and elderly residents of Bayonne, N.J., and Hudson County. The nonprofit promote self-sufficiency through programs that meet the social, economic, educational, and training needs of our community, including Head Start, housing and utility assistance, and meal services.

In addition, the BEOF serves as a community hub for many state and federal initiatives. This vast network allows the agency to assist even those individuals who do not qualify for BEOF programs, by providing guidance and referrals.

BEOF has served more than 83,000 clients since our founding in 1965.

### **2. Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until December 26, 2022, at 4PM. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. BEOF is a nonprofit 501(c)(3) organization, cost should reflect tax exempt status. BEOF seeks contribution to help our pricing negotiation that will benefit the mission and goals of our foundation that services the community of Hudson County, NJ. All contractual terms and

conditions will be subject to review by Bayonne Economic Opportunity Foundation's Executive Director and Chief Financial Officer.

#### Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of the bidder of this RFP covering all bidder's employees engaged in performance of the RFP. Certificates shall be submitted along with this RFP as evidence covering Comprehensive General Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance.

### **3. Project Purpose and Description**

Bayonne Economic Opportunity Foundation is seeking a company to provide the following:

A) Facility Cleaning services Monday through Friday at:

1. BEOF Head Start Center I: 21 West 8<sup>th</sup> Street, Bayonne, NJ
2. BEOF Head Start Center II: 557 Kennedy Boulevard, Bayonne, NJ
3. BEOF Head Start Center III: 7 West 9<sup>th</sup> Street, Bayonne, NJ

B) Facility Cleaning services Tuesdays and Thursdays at:

4. BEOF Headquarters: 555 Kennedy Boulevard, Bayonne, NJ

C) Onetime every quarterly Kitchen cleaning service at our nutrition kitchen sites only at:

1. BEOF Nutrition: 16 W 4<sup>th</sup> Street, Bayonne NJ
2. BEOF Nutrition: 535 Ave A, Bayonne NJ

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- As required by federal guidelines, disinfecting and sanitizing surfaces must be done using the proper bleach to water ratio. Soap and water will be used for cleaning. Before sanitizing and disinfecting, cleaning will take place. Director approval is required for any other method of sanitizing and disinfecting.
  - All bathrooms including toilets and sinks will be disinfected daily
  - Desk, doorknobs, and cabinet pull in all rooms will be cleaned and disinfected daily
  - Drinking fountains will be cleaned and disinfected daily
  - Vacuum carpets as needed
  - Empty all trash daily
  - Clean glass/windows daily
  - Dry and wet mop or scrub all floors daily
  - Dusting where necessary
  - Restock hand towels and toilet paper as needed
  - Take out garbage at their designated areas.

### **5. Request for Proposal and Project Timeline**

Any changes in this schedule will be at the sole discretion of BEOF.

- All proposals in response to this RFP are due no later than December 26, 2022.
- Evaluation of proposals will be conducted from December 28, 2022, until January 6, 2023.
- The selection decision for the winning bidder will be made no later than January 10, 2023, after Board of Trustees approval.
- Upon notification, the winning bidder will be expected to begin immediately.

## **6. Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. Monthly and yearly pricing should be listed for each of the items in accordance with the project scope.

## **7. Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in cleaning services
- List of how many full time, part time, and contractor staff in your organization

## **8. Contract Term and Compensation:**

The contract time period will be for 6 months and then be determined on a month by month basis commencing from the contract date.

## **9. Proposal Evaluation Criteria**

Bayonne Economic Opportunity Foundation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following information:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to providing cleaning services.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

**Each bidder must submit a copy of their proposal to the email or address below by December 26, 2022 @ 4PM. If you are interested in bidding, you can schedule a walk through by contacting Bayonne Economic Opportunity Foundation.**

Attn: Mr. Anthony Segarra  
Bayonne Economic Opportunity Foundation  
555 Kennedy Boulevard  
Bayonne, NJ 07002  
(201) 437-7222  
[asegarra@beof.org](mailto:asegarra@beof.org)

**Thank You.**

BEOF looks forward to reviewing your response and would like to thank you in advance for your participation. The Cleaning Services provider selection is very important to our continued success and represents a major focus of effort for BEOF. We appreciate and value your input, expertise, and feedback.

Anthony Segarra  
Chief Financial Officer