

March 10, 2021

Re: Request for Quote – 2021 & 2022 Cleaning Services

Dear Contractor:

The Borough of Carteret is in need of cleaning services for several Municipal owned buildings. We need to secure estimates to provide the required services. Please submit your quote on the enclosed quote form to my office on or before Wednesday, March 24th 2021 by 4:00pm.

The Borough reserves the option to extend the contract for an additional twelve month period for the year 2022.

If you have any questions or concerns, please do not hesitate to contact my office.

Very truly yours,

John P. DuPont, PE, CME, PP
Director

**Borough of Carteret
Cleaning Service Price Quote**

January 1, 2021 – December 31, 2021 & January 1, 2022-December 31, 2022

2021 2022

Recreation Building, 280 Pershing Avenue

- Floors – Sweep & Mop entire building 1x/month \$ _____/month \$ _____/month
- Floors – Polish (strip floors of old wax & reapply new wax) 1x/year \$ _____/year \$ _____/year
- Bathrooms - Clean & Sanitize (wash down all walls with disinfectant cleaner; wash all bathroom fixtures & surfaces with disinfectant cleaner) 1x/week \$ _____/week \$ _____/week
- Kitchen - Clean & Sanitize (wash down all walls with disinfectant cleaner; wash all kitchen fixtures and surfaces with disinfectant cleaner) April 1 – Oct 1 2x/month \$ _____/month \$ _____/month
- Windows – Clean 2x/year \$ _____/year \$ _____/year

Thomas Deverin Community Center, Library, Finance & Tax Dept., 100 Cooke Avenue

- Floors/Carpets – Sweep & Mop Tile & Vacuum Carpet 1x/week \$ _____/week \$ _____/week
- Carpets – Shampoo (carpets must be cleaned with an extraction carpet cleaning machine) 3x/year \$ _____/year \$ _____/year
- Floors – Polish 2x/year \$ _____/year \$ _____/year
- Bathrooms - Clean & Sanitize 1x/week \$ _____/week \$ _____/week
- Kitchen - Clean & Sanitize 1x/week \$ _____/week \$ _____/week
- Windows – Clean 2x/year \$ _____/year \$ _____/year

Saint Elias Gymnasium, 42 Cooke Avenue

- Floors – Vacuum & Mop Gym 1x/week \$ _____/week \$ _____/week
- Floors - Sweep & Mop Bathrooms 1x/week \$ _____/week \$ _____/week
- Floors – Polish 1x/month \$ _____/month \$ _____/month
- Bathrooms - Clean & Sanitize 2x/week \$ _____/week \$ _____/week
- Windows – Clean 2x/year \$ _____/year \$ _____/year

Carteret Police Headquarters & Municipal Court, 230 Roosevelt Avenue

- Floors/Carpets – Sweep & Mop Tile & Vacuum Carpet 1x/week \$ _____/week \$ _____/week
- Floors – Polish 4x/year \$ _____/year \$ _____/year
- Bathrooms – Clean & Sanitize 2x/week \$ _____/week \$ _____/week
- Break Room (locker rooms&employee bathrooms) - Clean& Sanitize 1x/week \$ _____/week \$ _____/week
- Windows – Clean 2x/year \$ _____/year \$ _____/year

Carteret Fire Headquarters, 240 Roosevelt Avenue

- Floors – Vacuum *1x/week* \$ _____/week \$ _____/week
- Floors - Polish *2x/year* \$ _____/year \$ _____/year
- Bathrooms – Clean & Sanitize *1x/month* \$ _____/month \$ _____/month
- Windows – Clean *2x/year* \$ _____/year \$ _____/year

Memorial Municipal Building, 61 Cooke Avenue

- Floors – Sweep & Mop *3x/week* \$ _____/week \$ _____/week
- Carpets – Vacuum *1x/week* \$ _____/week \$ _____/week
- Carpets – Shampoo *4x/year* \$ _____/year \$ _____/year
- Bathrooms – Clean & Sanitize *3x/week* \$ _____/week \$ _____/week
- Windows – Clean *2x/year* \$ _____/year \$ _____/year
- Window Blinds – Clean *2x/year* \$ _____/year \$ _____/year

Blazing Star Building, 63 Carteret Avenue

- Floors – Sweep & Mop *2x/week* \$ _____/week \$ _____/week
- Carpets – Vacuum *2x/week* \$ _____/week \$ _____/week
- Bathrooms – Clean & Sanitize *2x/week* \$ _____/week \$ _____/week
- Windows – Clean *2x/year* \$ _____/year \$ _____/year
- Window Blinds – Clean *2x/year* \$ _____/year \$ _____/year

- Note: 1. All windows to be cleaned inside & outside.**
2. Cleaning company must supply their employees with all necessary cleaning products, machines & safety equipment.
3. Cleaning company must supply all MSDS Sheets of all cleaning products that will be used on site.

Contractor: _____

Address: _____

Phone: _____ Fax: _____

Responsible Officer: _____

Signature: _____

Date: _____