

## **Library Cleaning Services 2025**

Quote Name: Cleaning Services 2025

Borough Contact: Steve Letts/Marybeth Hennessy

Contact Phone Number: 609-492-2525

### **Quote Description:**

- This quote is for routine cleaning rates at the Borough of Beach Haven Public Library, 219 N Beach Ave, Beach Haven. Bidders should make an appointment to view the location for the quote by contacting the library at (609) 492-7081
- Quote should be valid until 12.31.2025
- Quote may be extended until 12.31.2026 if both the Borough and the vendor are in agreement of an extension.
- Quote may be awarded to more than one vendor
- Quotes must be faxed to the Public Work's Office at 609-492-3270 or emailed to mhennessy@beachhaven-nj.gov
- Vendor must have a W9 form attached or on file.
- Vendor must have a N.J. Business Registration Certificate attached or on file.
- This contract may be subject to Prevailing Wage Act (NJSA 34:11-56.250 et seq.)
- This contract may be subject to Pay to Play laws (NJSA 19:44-20)

### **Beach Haven Public Library**

This facility is located on the corner of Third Street and Beach Avenues (See below for cleaning specifications)

### **Library Cleaning Specifications:**

- Dust between the book shelves in the main room as you enter into the Children's Room
- Wash the floors once a month
- Dust all shelves twice a month
- Clean the glass door at the Reference Room Entrance weekly
- Clean Museum floors in the spring with Murphy's Oil Soap- dust all shelves
- Wipe down hanging light fixtures (they collect dust and cobwebs) weekly
- Entrance Way floor and light fixtures
- Dust ceiling fan weekly
- Clean bathrooms including floors
- Take the trash out
- Sweep the floors
- Dust furniture, including the parts touching the floor, window sills and corners of floor and ceiling
- Library must be cleaned once a week before 10am Memorial Day-Labor Day then every other week the rest of the year

**Rates:**

Weekly Rate to clean this location: \$ \_\_\_\_\_

**Contact Information:**

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

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

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Quotes must be submitted to the Beach Haven Borough by e-mail or fax

E-Mail: [mhennessy@beachhaven-nj.gov](mailto:mhennessy@beachhaven-nj.gov)

Fax: 609-492-3270