MEMORANDUM

To: Terrence Roman, Executive Director
Cc: James Diaz, Asst. Executive Director / Director of Finance

From: Lisa Siemanowicz, Purchasing Agent

Date: October 19, 2026

Re: 2027 Janitorial Services, Contract No. CT-27020

A. Overview

Under N.J.S.A. 40A:11-4.1 et seq., competitive contracting may be used by local contracting units in lieu of public bidding for procurement of Custodial Services the price of which exceeds the bid threshold for the purpose of 2027 Janitorial Services, competitive contracting is afforded because certain criteria, as follows, are met:

1. The governing body passed Resolution No. 2021-131 on October 28, 2021 allowing for competitive contracting for Custodial Services, as enumerated as specialized goods or services.

2. The competitive contracting process shall be administered by an administrator of the contracting unit.

3. The contract will be awarded by resolution of the governing body.

4. A Request for Proposal (RFP) was prepared, under Contract No. CT-27020, which included all requirements deemed appropriate, including the methodology by which the contracting unit will evaluate and rank the proposals.

5. Methodology for evaluation and ranking included in the RFP:

1. Experience of the firm and project team in supporting/completing work in environments of a similar scale and complexity. (25 points).

2. Compensation proposal. (20 points).

3. Financial strength of the firm. (15 points).

4. Their ability to perform tasks in a timely fashion, including staffing and familiarity with the subject matter and the Authority (20 points).

5. Clarity and Conciseness of the submittal. (10 points).

6. Understanding the scope of work. (10 points).

Additionally, the RFP includes alternate items as needed by request. These items are on a per unit basis because exact quantities needed are not known at the time bids were sought and may or may not be necessary during the term of the contract.

B. Evaluation

In accordance with P.L. 2025, c. 072, the notice of availability of the RFP was published on Wednesday, September 2, 2026, on the Authority's Website as well as the Statewide Legal notices Listing – NJ.gov. Two (2) proposals were subsequently received and were opened on September 24, 2026.

One proposal did not provide a bid bond and therefore found it to be unresponsive.

QC Cleaning provided a complete proposal.

The Evaluation Committee (Committee) comprised of Lisa Siemanowicz, Assistant Purchasing Agent, Jason Goodrich, Senior Purchasing Assistant, Michael Janusz, Business Manager, Dana Nizamoff, Principal Account Clerk, and Erin Moriarity, Acting Management Assistant, determined, in consultation with legal counsel that their bid is in good form and order.

QC Cleaning LLC's proposal was in the amount of $48,372.00 annually; of which, the base bid was $42,972.00 and an alternate bid, included four (4) line items, which may or may not be used annually, in the amount of $5,400.00. The Authority finds this financial proposal acceptable and within budget. QC Cleaning is a minority owned small business. The Authority is currently using this company for cleaning services and is satisfied. Additional references were provided as requested. QC Cleaning, LLC's experience, exceeded the 10 years requested in the proposal. QC Cleaning LLC is haz-mat certified and provided thorough information regarding their company. They have indicated an assigned staff of 9 dedicated to the Authority with an explanation of their titles.

C. Recommendation

The Committee determined that QC Cleaning, LLC., proposal was responsive to the Authority's needs and that they have significantly more than 10 years' experience, required in the proposal, providing the services requested by the Authority. They have provided Cleaning Services to the Authority in the past, and the Authority was pleased with their performance.

In the RFP, the Authority requested a weekly rate be provided for itemized lists of work, including specifications for each visit necessary, weekly, and monthly. The quoted price must include all labor, cleaning products and equipment necessary to perform work requested by the Authority. All work is to be completed outside of business hours. The weekly rates per location (see bid form), which total $826.385 weekly, are considered reasonable and will be the standard charges for any work performed by QC Cleaning, LLC. on behalf of the Authority for the term of this contract.

Lastly, the Alternate bid items for the 2027 Janitorial Services, which total $5400.00, will be considered as part of this contract only to be used if and when needed only as requested by the Authority. Quantities indicated in the proposal are quoted annually for the entire possible five (5) year term.

The Committee is recommending the 2027 Janitorial Services Contract No. CT-27020 be awarded to QC Cleaning, LLC. in the amount of $48,372.00 for the first year of the contract, effective January 1, 2027, through December 31, 2027, as consistent with N.J.S.A. 40A:11-4.1 et seq.