



Summary of Request for Proposals (RFP)

Historic Midtown Special Improvement District (Midtown Elizabeth)

City of Elizabeth, Union County, New Jersey

The Historic Midtown Elizabeth Special Improvement District (the “Midtown Elizabeth”) seeks to solicit competitive proposals from qualified vendors to provide comprehensive street, sidewalk, and public right of way cleaning services within the boundaries of the Midtown Elizabeth.

1. Procurement Overview

The contract will be awarded through a competitive contracting process in accordance with applicable provisions of New Jersey law governing local contracting entities and special improvement districts. The process is intended to be fair and open, with proposals evaluated based on written submissions.

Contract Term: One (1) year, with an anticipated start date of July 15th 2026.

Award Authority: Midtown Elizabeth Board of Directors

Contract Type: Lump sum, not to exceed amount

Midtown Elizabeth reserves the right to reject any or all proposals, waive informalities, and award a contract deemed to be in the best interest of the district.

2. Project Objective

The objective of this procurement is to maintain a clean, safe, and attractive pedestrian and commercial environment within the Midtown Elizabeth by providing consistent, high quality street and sidewalk maintenance services that supplement municipal Department of Public Works operations.

3. Scope of Services

3.1 Service Area

Services will be performed within the geographic boundaries of the Elizabeth Midtown Special Improvement District, along with designated commercial corridors and public spaces. (Please see attached District Map)

3.2 Workforce Requirements

The contractor shall:

- Provide a dedicated daily workforce sufficient to cover all assigned routes
- Maintain onsite supervision, including designated supervisor responsible for quality control and coordination with the Midtown Elizabeth
- Perform services five (5) days per week, including certain weekends, special events, and holidays as required and agreed upon with the SID.

3.3 Required Services

Services shall include, but are not limited to:

- Cleaning sidewalks from curb to property line
- Removal of litter, debris, weeds, and leaves
- Cleaning around curbs, gutters, and street furniture
- Wiping and maintaining trash receptacles, light poles, fire hydrants, and similar fixtures
- Monitoring benches, banners, poles, and trash receptacles for needed repairs, replacement, and reporting to relevant authorities
- Work with municipal departments, public utility companies, and private vendors and report issues to relevant authorities
- Removal of stickers and postings from signage and public fixtures
- Bagging and staging debris at designated locations for municipal pickup
- Emptying and relining public trash receptacles
- Public amenity inspection
- Code compliance support
- Documenting and reporting sanitation violations, safety concerns, and improper sidewalk use

Delivery of services shall be as follows under a one-year agreement not to exceed **\$120,000.00**

Ambassador: Provide directions, business information, and event details to visitors and interface with merchants, problem solve concerns. Monitor the condition of district light poles, banners, trash cans, planters, benches. Work with municipal departments, public utility companies and private vendors to report issues and coordinate repairs. Supervise part-time cleaning staff. Full-time means 40 Hours a week.

2 Part-Time Cleaning Staff – will assist the Ambassador in fulfillment of contract responsibilities. Part-time means, one part-timer at a maximum of 20 hours per week and another part-timer at 22.50 per week.

3.4 Equipment and Materials

The contractor shall provide all necessary equipment and materials, including carts, brooms, bags, gloves, and related supplies. No equipment or materials will be supplied by Midtown Elizabeth.

4. Proposal Submission Requirements

4.1 Required Proposal Contents

Each proposal must be complete and include the following sections:

- Title Page and Table of Contents
- Executive Summary
- Vendor Background and Qualifications
- Staffing and Management Plan
- Prior Experience with Similar Urban or Commercial Districts
- Assumptions and Understanding of Services
- Proposed Schedule and Fee Structure
- Required Administrative and Statutory Forms

Incomplete or conditional proposals may be rejected as non-responsive.

4.2 Submission Format

Emailed proposals will be accepted no later than **30th of June 2026 at Noon**

All questions must be submitted by **26th of June 2026** via email to director@hmesid.com

5. Evaluation Criteria

Proposals will be evaluated based on written submissions using weighted criteria, including:

- Compliance with Required Format
- Demonstrated Relevant Experience
- Staffing, Supervision, and Management Capacity
- Cost and Overall Value to the Midtown Elizabeth

6. Contract Conditions

Key contract terms include:

- No advance payments or retainers

- Payment subject to Midtown Elizabeth approval and compliance verification
- Compliance with all applicable federal, state, and local laws
- Mandatory affirmative action, equal employment opportunity, ADA compliance, and business registration requirements
- Insurance coverage meeting district specified minimums
- Midtown Elizabeth right to terminate for cause or convenience with notice

The selected vendor must execute a formal contract and submit all required insurance and certification documents prior to commencement of work.

7. Public Accountability and Disclosure

All proposals become the property of the Midtown Elizabeth and may be subject to public disclosure in accordance with New Jersey public records laws. Submission of a proposal constitutes consent to these disclosure requirements.

8. General Conditions

- Proposal preparation costs are the sole responsibility of the respondent
- The Midtown Elizabeth is not obligated to award a contract
- The contractor may not assign or subcontract services without prior written approval

Midtown Elizabeth reserves the right to reject any or all proposals. Midtown Elizabeth may request additional information or interviews. Submission of RFP does not guarantee contract award.