



MARGARET E. HEGGAN FREE PUBLIC LIBRARY

of
WASHINGTON TOWNSHIP

606 Delsea Drive, Sewell, NJ 08080-9302
856-589-3334 • www.hegganlibrary.org

The Margaret E. Heggan Free Public Library of Washington Township is currently accepting quotes for facilities services from January 1, 2027, through December 31, 2027. The form that needs to be completed is below. You must include a state of NJ Business Registration Certificate with your quote. If awarded the contract, you must provide a Certificate of Insurance. Quotes must be submitted to smikkelson@hegganlibrary.org by 5 PM on Friday, October 2, 2026. For questions, please contact Sheila Mikkelson, Library Director, at smikkelson@hegganlibrary.org or 856-589-3334 extension 210.

1. Is your pricing structure by hour or by services rendered? What is the cost per hour or per services rendered? Is there an hour or service rendered minimum per visit and, if so, what is that minimum?
2. Will you supply all tools needed to complete tasks?
3. Will you acquire supplies needed and will the library be charged a mark-up fee and, if so, what is the percentage of the mark-up fee?
4. Are there any types of facilities issues that you cannot complete and, if so, what are they?
5. What is your typical response time for visiting the library to complete routine jobs?
6. What is your typical response time for visiting the library to complete emergency jobs?
7. Are you able to complete jobs on holidays when the public is not in the building? Examples include Martin Luther King Jr. Day, Presidents' Day, Good Friday, Columbus Day/Indigenous Peoples Day, and Juneteenth. If you are able work on holidays, would the pricing structure change on those days and how?
8. How many workers are available to complete tasks?

PLEASE PRINT

YOUR NAME _____

COMPANY NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____