



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, 2026 through December 31, 2026. The form that needs to be completed is below. Include a state of NJ Business Registration Certificate with your quote. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252. If awarded the contract, you must provide a Certificate of Insurance. Quotes must be submitted to smikkelson@hegganlibrary.org by 5 PM on October 4, 2025. For questions, please contact Sheila Mikkelson, Library Director, via email at smikkelson@hegganlibrary.org or at 856-589-3334 extension 211.

1. What 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 the tools needed to complete tasks? Are there specific tools that you do not have that might need to be rented? If you rent tools, and the library pays for the rental costs, will the library need to pay a mark-up fee, and what is the percentage of the mark-up fee per tool?
3. Will you acquire supplies needed and will the library need to pay 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. Are you typically able to complete routine jobs on select non-major holidays, mostly in the winter and fall, when the public is not in the building? If so, would your pricing structure on those days change?
7. What is your typical response time for visiting the library to complete jobs that may be deemed an emergency by library administration?
8. How many workers are available to complete tasks?

PLEASE PRINT

YOUR NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

