



**To: All Vendors Bidding on The College of New Jersey
Supplemental Cleaning Services**

**From: Anup Kapur
Finance & Business Services**

Date: December 4, 2020

**ADDENDUM NO. 1
ISSUE DATE: December 8, 2020**

**REFERENCE: The College of New Jersey
Custodial Services
Bid No. AB210011**

Date of Original Bidding Documents: November 30, 2020

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above.

VENDOR QUESTIONS:

GENERAL:

1. What is the total sq ft vs. cleanable?

TCNJ Response: Total net cleanable for five-included buildings is 314,418 SF. Refer to the table in Section 1.1 of the Statement of Work.

2. Do you have a current Vendor? If yes who? If yes, what is the current contract worth?

TCNJ Response: Custodial services are currently performed inhouse.

3. Reviewing the Scheduling of Cleaning on page (10) of the RFP. The schedule is the current staffing done by a contractor/vendor or the Inhouse College Team? As far as a Vendor program, the College objective for this bid is to add additional Cleaning and we the vendor are to implement a staffing plan with both Day and night coverage that accomplishes the Cleaning requirements?

TCNJ Response: Services are currently performed in house as stated in response to #1. Yes, Contractor is to propose a staffing plan that accomplishes the cleaning and custodial-related requirements for the five (5) buildings included in this Scope.

4. Is there a site visit scheduled or will all questions be done via email prior to the 4th? Please advise of any pertinent information we may need to participate.

TCNJ Response: There was no mandatory bid tour or pre-bid conference required for this process. Questions were due by 12/4 and responses will be provided by 12/8. Please refer to the bid document for all submission requirements.

5. Will there be an opportunity to tour the buildings in scope?

TCNJ Response: There is no plan to tour the buildings in the scope.

6. Is there a reason that The Public Works Registration Document is to be excluded.

TCNJ Response: The strikethrough should have been carried to the end of the section. The Public Works Contractor Registration Act Certificate is not required with your submission.

7. A Price page is needed

TCNJ Response: A Pricing Exhibit has been made available as a separate attachment for download from the website that contained the Supplemental Services Bid package. Refer to the link (<https://bids.tcnj.edu/home/goods-and-services/>).

8. What is the current occupancy of the buildings during covid?

TCNJ Response: Approximately less than 25%.

9. How much of the school is doing virtual classes?

TCNJ Response: Spring is estimated to be approximately 75% virtual.

10. Please provide the 2020-2021 academic calendar.

TCNJ Response: [Academic Calendar: 2021-2022 | The College of New Jersey](#) (some dates may be subject to change).

11. Is January 2nd the actual start date cleaners would need to begin? Being that there is a 60 day hold after submittal, please confirm actual start date.

TCNJ Response: To clarify, the Contract should have noted January 1 to June 30, 2021. Please complete the Pricing Exhibit accordingly and we will update the date on our end.

PREVAILING WAGE:

12. What is the required pay scale for employees hired?

TCNJ Response: Current starting wage for employees in IFPTE Local 195 performing similar work is \$14.91 per hour.

13. RFP calls for Prevailing wage rate not UNION. Prevailing wage rates must be paid on public works projects and state building services **is this bid considered Prevailing Wage Rate for State Building Service Workers** and NOT construction related public works projects? The rates are significantly lower if pricing based on the State Building rates. This determination is a huge factor in pricing and being competitive.

TCNJ Response:

****PLEASE SEE THE CLARIFICATIONS SECTION AT THE END OF THIS ADDENDUM FOR THE CORRECT NJ DOL LINK FOR PREVAILING WAGE LEVELS.****

This bid should consider building service employees prevailing wage for the employees of contractors and subcontractors furnishing building services in State-owned and State-leased buildings. **Please disregard the Mercer County Prevailing Wage Determination attachment initially referenced for this bid and use the correct NJ DOL link in its place.**

14. Please confirm which prevailing wage work classification applies to the Building Attendants in this RFP.

TCNJ Response: Please review the Wage Determinations files found in the NJ DOL link and choose the most relevant Occupation Code Title.

15. Are we to utilize the rates outlined in the provided Mercer County Prevailing Wage document or can we utilize the wage rates and benefits outlined in the SCIU 32BJ Union Collective Bargaining Agreement?

TCNJ Response: Please apply the NJ DOL link rates referenced in #13 above (provided in the CLARIFICATIONS section at the end of this Addendum).

16. If we are to utilize the rates outlined in the provided Mercer County Prevailing Wage document, can you confirm the following?

- a. Are we to use the wages referencing “Laborer – Building”
- b. If so, which wage rate are we to utilize; Class B or Class C?
- c. If we are NOT to utilize the wages referenced in “Laborer – Building”, can you confirm which wage rates we should utilize?

TCNJ Response: Please apply the NJ DOL link rates referenced in #13 above (provided in the CLARIFICATIONS section at the end of this Addendum).

STAFFING:

17. What current hot spots/issues are you dealing with on a recurring basis?

TCNJ Response: The College has been facing ongoing staffing challenges due to Covid-related and other resulting absenteeism issues.

18. Is the staff that is outlined in 1.17, the current staff in these locations...and if so, is that same staff, performing the Disinfecting work as outlined in these specifications?

TCNJ Response: Yes, the current staff performs all cleaning and disinfecting work for the buildings.

19. Confirming that this is all porter hours, can you validate that if staffing levels change, there is an opportunity to adjust the price mid contract.

TCNJ Response: The College confirms that if staffing levels require adjustment during the contract term, there would be opportunity to adjust mid-contract.

20. Are the high touch disinfecting services performed within the staffing levels as described in the bid package?

TCNJ Response: Yes.

21. Is the requirement for the Account Manager to be dedicated 100% to the site?

TCNJ Response: There is no requirement. The Contractor is asked to include its approach to management based on its own experience with similar type clients based on the Scope.

22. Can we use a dedicated, salaried Account Manager to ensure the 1 hour 24/7 response time can be adhered by?

TCNJ Response: Refer to response to #21.

23. Can a Supervisor be a working supervisor? How many supervisors need to be on shift per day

TCNJ Response: The College is looking for your proposed solution to best service the 5-included buildings to the expected service levels.

24. Are there any other mandated, dedicated site personnel?

TCNJ Response: No, The College is looking for your proposed solution to best service the 5-included buildings to the expected service levels.

25. Bid package provides hours of operation for each building. Must services be split between day and night?

TCNJ Response: Not necessarily, The College is looking for your proposed solution to best service the 5-included buildings to the expected service levels.

26. What does “BA rotating through” mean on the staffing needed schedule?

TCNJ Response: In house building attendants were deployed to provide as much coverage as possible. This does not represent a preferred schedule and was presented for informational purposes only.

27. What will the day to day interaction look like between our porters and the other people cleaning?

TCNJ Response: Limited to none since supplemental cleaning staff will only be assigned to service five buildings while inhouse staff will handle all others.

28. If it snows overnight and the school is closed, are our custodians coming in to remove snow, or are they only removing snow when they already present?

TCNJ Response: Generally, custodians would assist with snow removal at the 5- included buildings during their normal hours. Any additional hours must be requested and approved by TCNJ.

SCOPE OF WORK:

29. Bio-Hazard & Pandemic Services (Page 10):

- a. Are we approved to partner with a subcontractor for the Immediate pandemic response?

TCNJ Response: If special services are required beyond the awarded contractor’s capability, the Contractor must obtain prior approval for bringing in a subcontractor.

30. If we are called to perform Biohazard work per 1.18, can that be considered an extra service?

TCNJ Response: Only if additional hours are needed above and beyond normal hours and must be approved by The College.

31. What is the height limitation for the dusting of light fixtures? if it is above 10 ft does TCNJ have a lift that we may utilize?

TCNJ Response: The contractor is not responsible for cleaning above 10ft.

32. Floor care Burnishing and Carpet cleaning is to be included as per Cleaning Specifications- are we responsible for the Floor burnishers and carpet extractors or does the awarded vendor have use of College Equipment? Understand Green Cleaning products are to be provided by vendor- will the awarded vendor have access to our own Storage areas in the buildings listed in the contract?

TCNJ Response: The College is not providing equipment. The Contractor will have its own storage areas.

33. What does exterior area policing entail? Are we only taking care of our 5 buildings?

TCNJ Response: Supplemental staffing is only assigned to provide services for 5-included buildings which includes making sure the areas around the entrances, sidewalks and perimeter of the buildings are free from litter, debris, or other noticeable waste. Refer to the cleaning specification.

34. What available office space and storage areas will be provided to vendor during the 6 month period

TCNJ Response: Yes.

35. Is there adequate space to store supplies and equipment in each of the buildings?

TCNJ Response: Yes, adequate storage space will be made available.

36. Will the college consider purchasing equipment separately?

TCNJ Response: Not under discussion at this time, Contractor is expected to have what it needs to provide supplemental services.

37. Must the equipment be new ?

TCNJ Response: Cleaning equipment used by an awarded contractor should be new or 'like-new' condition.

38. Please confirm no vehicles are to be included in our proposal.

TCNJ Response: Confirmed.

39. Please confirm no consumable paper, soap and can liners are to be included in our proposal.

TCNJ Response: Confirmed. However, Contractor will be responsible to help manage inventory levels and restocking at the five-included buildings.

40. Are we providing hand soap/dispensers in our Janitorial closets and locations listed in Healthy Hygiene section? Or will that be provided to us?

TCNJ Response: The College is to provide.

41. Please confirm that Brower Student Center is the only property that needs to be covered on the weekend; the previous RFP was 4 hours each day Saturday and Sunday.

TCNJ Response: To clarify, Brower Student Center and the Library both require weekend coverage.

42. Will services be performed on weekends at The TCNJ library?

TCNJ Response: Yes, only the first-floor study area and the bathroom in the cafe area.

43. Mat Cleaning (Page 12): How many times per year are we to provide Mat Cleaning?

TCNJ Response: Mats should be vacuumed daily as part of entrance and lobby cleaning. Contractor is not responsible for removing and deep cleaning mats as part of this scope.

44. Cleaning Specifications (Page 14 – 23):

a. Overall: Is the expectation that the supplemental staff perform the outlined responsibilities and associated frequencies outlined in the scope of work or will the supplemental staff supplement the existing staff to perform the responsibilities and associated frequencies?

b. Management Directed Services (page 19):

- i. Will the Annual Event Schedule be shared?
- ii. Are the BA's to perform this work during normal business hours?
- iii. If additional staff or additional hours over and above the hours of services outlined in the RFP, are these hours at an additional cost?

TCNJ Response:

- a. The expectation is that the supplemental staff will fully service the five included buildings to the performance levels that meet/exceed the criteria and KPIs as noted in Section 1.2. The

cleaning specification tasks and frequencies help outline frequencies that support the quality outcomes.

- b. Supplemental staff may be asked to assist with other work during the normal hours at the five included buildings in scope. Additional hours above and beyond the base staff and/or outside normal business hours must be approved by TCNJ and would be billed according to the hourly rates provided on the miscellaneous pricing tab of the Pricing Exhibit.

45. How many lockers on average are in each building?

TCNJ Response: None.

OTHER:

46. If the College of NJ decides to end Supplemental Cleaning at the College how much notice will be given to the Vendor?

TCNJ Response: The vendor must, where practicable, be given 30 days written notice and an opportunity to respond.

47. Is this bid to be awarded to one vendor or multiple vendors?

TCNJ Response: Contract will be awarded to a single vendor.

48. Is a performance bond required?

TCNJ Response: No.

49. Would we be able to see what last years inspections looked like as per the 3rd party inspector?

TCNJ Response: Information is not available.

CLARIFICATION:

Prevailing Wage

The correct NJ DOL link for building service employees prevailing wage is: https://www.nj.gov/labor/wagehour/wagerate/state_bldg_svc_wage_determination.html (the page provides steps to access the current rates). [NJ/Mercer/Wage Determinations](#)

End of Addendum No. 1