



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

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

Date: February 24, 2022

**ADDENDUM NO. 1
ISSUE DATE: February 24, 2022**

REFERENCE: The College of New Jersey
Custodial Services
Bid No. AB220015

Date of Original Bidding Documents: February 7, 2022

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:

1. Are the custodial employees of TCNJ union, if so which one?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

2. Are the employees of ABM that are cleaning the 4 buildings union? If so which one?

TCNJ Response: No

3. Are replacement floor mats costs the responsibility of TCNJ?

TCNJ Response: Yes

4. Summer camps and conferences – what are there volumes of turns? How quickly at end of school year (May) do camps start? Please provide list of pre-covid (2019) camps & conferences.

TCNJ Response: One week after Commencement in May, we host the first event, the Special Olympics. 3-5 days after SONJ the camps start coming. We usually host up to fourteen (14) camps, including EOF that stays for the longest period into the middle of August.

5. What is the probability that “Optional Pricing” for the rest of the campus will be contracted out in the next 6-12 months? Or would this be added to the current contract for Base program initially?

TCNJ Response: Currently Unknown

6. Who is the incumbent currently cleaning 4 buildings in response to the College’s 2020 RFP?

TCNJ Response: ABM

7. Is the incumbent cleaning the 4 buildings from the 2020 RFP using union or non-union labor? If union, please specify which union.

TCNJ Response: It is Non-Union labor earning prevailing wages/benefits. Certified payroll can be requested monthly for payment.

8. Can you generate answers as questions come in from the various service providers? Rather than waiting to answer through an Addendum on Feb. 24?

TCNJ Response: Responses to vendor questions will be included in the addendum published on Feb 24.

9. For Attachment A2 Net Cleanable Sq. ft. – Residence Halls - Travers/Wolfe Hall. Since those buildings look to be almost identical, is the NCSF on Lines 90-101 equaling 273,726 only for 1 building? Or both buildings. Is it actually about $273,726 \text{ NCSF} \times 2 = 547,452$?

TCNJ Response: The Net Cleanable Square Feet listed in Exhibit A2 is for both buildings combined. This includes the living space as well

10. What is the expected Start date for the custodial services contract? July 1? –Per the RFP, a decision to award will be 60 days after Proposals are due, so that would be May 9 for the decision. There should be about 45-60 days for the service provider to hire employees, order equipment, supplies, etc. (transition & start-up activities), none of which would occur before a decision is made by TCNJ.

TCNJ Response: TCNJ will award the contract within sixty (60) days from the date of the proposal opening.

11. 1.23 Is floor mat replacement the cost of TCNJ?

TCNJ Response: TCNJ will replace all floor mats

12. Please clarify that TCNJ will pay for “1.20 Extra Services” as an additional cost. The service provider is to provide the employees to perform the work but the cost of the extra employee wages will be the responsibility of TCNJ? Please clarify.

“It is imperative that the Service Provider adequately provide coverage for events, construction cleanup and extra services when requested by TCNJ. The Service Provider shall support the events and perform extra services per TCNJ’s instructions, which may include set-ups, tear downs, pre-cleaning, mid-event cleaning and post-event clean-up activities, sometimes on very short notice.”

TCNJ Response: TCNJ will pay the service provider for the approved extra services. For the hourly rates for extra services please place this information in Exhibit C on the Miscellaneous Pricing tab in the “Hourly Rates for Extra Services” section. All extra services must be approved by the TCNJ Director of Building Services or the Director’s designee.

13. It is clear that a Bid Bond is not required, but it is not clear regarding a Performance Bond (see page 81 and 83). Will a Performance Bond be required? and if so, at what amount?

Page 83

b. Performance Security - If performance security is required, the successful bidder shall furnish performance security in such amount on any award of a term contractor line item purchase, see

N.J.A.C. 17: 12- 2.5.

Acceptable forms of performance security are as follows:

1. The contractor shall be required to furnish an irrevocable security in the amount listed in the bid or Request for Proposal payable to The College of New Jersey, binding the contractor to provide faithful performance of the contract.

2. The performance security shall be in the form of a properly executed individual or annual performance bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check drawn to the order of The College of New Jersey.

The Performance Security must be submitted to the College within 30 days of the effective date of

the contract award and cover the period of the contract and any extensions thereof. Failure to submit performance security may result in **cancellation of contract for cause** pursuant to provision

3.5b,1, and nonpayment for work performed.

TCNJ Response: TCNJ will not require a performance bond.

14. Can you give the name of the union representing the janitorial staff at TCNJ?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

15. Is the winning contractor allowed to use the incumbent workers?

TCNJ Response: It is the winning contractor's responsibility to provide the necessary labor.

16. Is this union? Is so, is there a CBA?

TCNJ Response: The union name is listed above. Service provider should contact the union for a copy of the CBA.

17. Who is the incumbent?

TCNJ Response: ABM has a contract for custodial services for select buildings.

18. Can you provide a staffing list or plan?

TCNJ Response: TCNJ is seeking service provider's proposal for staffing.

19. Do you require employees to be vaccinated?

TCNJ Response: Section 1.19, "Service Provider shall provide COVID-19 vaccination proof for all employees that come to campus."

20. Where do our employees park and do they have a locker room?

TCNJ Response: There is not an employee locker room. Parking permits will be available as needed.

21. Can you provide shower specs?

TCNJ Response: The cleaning specs for the showers is to clean every day. The finishes are not available.

22. Can you provide a bathroom unit count for each building?

TCNJ Response: See Exhibit A1 for reference.

23. Can you provide the SQFT for all different type of floor we need to maintain (ie. VCT, carpet, etc)

TCNJ Response: See Exhibit A1 for reference.

24. Can you provide a water fountain count?

TCNJ Response: See Exhibit A1 for all listed fixtures.

25. Can you provide building floor plans with bathroom counts?

TCNJ Response: See Exhibit A1 for all information.

26. How many laundry rooms?

TCNJ Response: See Exhibit A1 for all information.

27. Is PTO covered on OT?

TCNJ Response: Service Provider must determine.

28. Do you require vacation/sick coverage?

TCNJ Response: Service Provider must maintain staffing levels per the RFP requirements.

29. How is temp labor being handled if needed for projects, snow, etc

TCNJ Response: Refer to RFP. All extra services must be approved by the TCNJ Director of Building Services or the Director's designee.

30. Glass – what are we responsible for in buildings. Some had easy access, some were high up

TCNJ Response: See Section 1.24 in the RFP

31. What is the name of the union representing the janitorial staff at TCNJ?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

32. Which union represents the custodial employees?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

33. TCNJ Pre-bid Call List 2.10.2022

TCNJ Response:



TCNJ Pre-Bid Call
RSVP List 2022.02.10

34. What is the current population, student, staff?

TCNJ Response: Approximately 6700 students and 1500 staff

35. Can we have a copy of the minutes/agenda of the virtual zoom call?

TCNJ Response: The agenda included RFP timeline and submittal procedures.

36. Please attach the list of vendors that were on the virtual zoom call?

TCNJ Response: See above

37. Can we have a copy or inspect the current outsourced vendor's winning, submitted bid response?

TCNJ Response: The Open Public Records Act, NJSA 47:1 A-1, outlines the types of records that are open to the public and procedures for requesting such records. Instructions are on our General Counsel's website, <https://ogc.tcnj.edu/>.

38. What is the current outsourced staffing per building per shift?

TCNJ Response: This is not available.

39. What is the current pricing of that outsourced vendor per building?

TCNJ Response: This is not available

40. What is the exact contract term/dates of service for this bid/rfp?

TCNJ Response: Three-year term from the start of the contract.

41. Pg46 states "if applicable"... for garage services...is it applicable?

TCNJ Response: Not applicable.

42. What is the max height for dusting services?

TCNJ Response: Perform to the cleaning specification within reach of an extension pole.

43. What is the max height for lamp cleaning?

TCNJ Response: Perform to the specification within reach of an extension pole.

44. Who is responsible for exterior trash cans?

TCNJ Response: TCNJ

45. Pg35 speaks of events, please quantify the events during a year.

TCNJ Response: Campus wide events like Homecoming, Lion's Days, Board of Trustees, all of which happen during covered hours of operation Sunday Through Saturday. If and when additional staffing is needed this has to be approved by the Director of Building Services.

46. Please quantify the amount of events that are billable.

TCNJ Response: TCNJ will pay the service provider for the extra services. For the hourly rate for extra services with the approval of the Director of Building Services.

47. If there is a Covid event or similar such emergency issue, are those events billable?

TCNJ Response: This will be handled on a case-by-case basis.

48. Will an office internet be provided?

TCNJ Response: Campus wide internet is available.

49. What is the current method of communication between TNCJ and the custodial staff?

TCNJ Response: Two-way radios and personal cell phones.

50. If radios, who provides?

TCNJ Response: TCNJ

51. Weekend services states "Brower center and surrounding buildings," which surrounding buildings?

TCNJ Response: Surrounding buildings that are part of the RFP.

52. Some buildings are in need of an initial cleaning to bring them to correct conditions,

TCNJ Response: Will be addressed on as needed basis. Service Provider shall include any initial cleaning or deep cleaning pricing in its base price proposal

53. And since some of the buildings are not in APPA 2 or 3 condition current; what is the expectation of this correction...immediate....?

TCNJ Response: Winning Service Provider is expected to get all awarded properties to APPA 2 as soon as possible.

54. If immediate, Will such a cleanup be billable?

TCNJ Response: No

55. Please attach a copy of the 22-23 calendar.

TCNJ Response: [Click here to see the 22-23 Academic Calendar](#)

56. Must all equipment be new?

TCNJ Response: Section 1.11, “Service Provider shall begin the agreement with all new or like-new equipment included in the fixed price.”

57. Who is to supply the hand soap to the janitorial closets?

TCNJ Response: TCNJ Green Cleaning Policy, RFP Page 52, “Service Provider will promote healthy hand hygiene by providing soap and soap dispensers in custodial closets, kitchen areas, bathrooms, break rooms and locker rooms.”

58. What is the name and contact for the custodial services union currently in place?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

59. Is any type of payment, maintenance, bid, or performance bond or surety required to be submitted with bidder’s proposal? Or provided after award?

TCNJ Response: TCNJ will not require a performance bond.

60. Is a Source Disclosure Certification required to be submitted with bidder’s proposal? Or provided after award?

TCNJ Response: In Section 4. PROPOSAL/BID PREPARATION AND SUBMISSION, a Source Disclosure Certification is listed as a mandatory submittal item to be provided with your bid submission.

61. What is the number of custodial services vehicles required?

TCNJ Response: Service Provider should bid all vehicles and equipment necessary to carry out services.

62. Will someone be available to receive overnighted proposal prior to 2:00 PM EST Wednesday, 3/19/2022 at The College of New Jersey, Office of Finance & Business Services, Purchasing Dept., Administrative Services Building, Room 201, 2000 Pennington Road, Ewing, NJ 08628?

TCNJ Response: All overnight packages are received by our mailing and receiving center and then is distributed across campus by College staff. The College of New Jersey College is not responsible for any delays in the College's mail distribution process. It is the responsibility of the Bidder to ensure its bid reaches The College of New Jersey College Purchasing Department on time.

63. Can TCNJ please confirm that vendors, at minimum, base our pricing assumptions on local prevailing wages and are not required to bid Union wages and benefits? Are any custodians/housekeepers (contracted or directly employed by TCNJ) currently unionized staff?

TCNJ Response: That is correct, base pricing on local prevailing wages. The current TCNJ custodial staff are unionized staff.

64. If any current cleaning personnel are part of a union and will be replaced by the company awarded this opportunity, please provide the name of the Union and how many individuals would be impacted?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

65. For the alternate option to propose pricing to clean the full campus, would TCNJ be willing to share current average wages of TCNJ Employed custodians/housekeepers to ensure we factor the proper wages for that alternate?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

66. What is the current outsourced square footage and the current contract value?

TCNJ Response: Education Building: 67,935, TCNJ Library: 113,331, Trenton Hall: 25,045
Brower Student Center: 67,712

67. Can TCNJ please supply the certified payroll of the current program as referenced in the RFP?

TCNJ Response: See response to question 37.

68. What is the union labor affiliation of the incumbent contractor?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

69. What does the incumbent use as a source of communication for the day staff?

TCNJ Response: Personal Cell Phones

70. Does TCNJ want a dedicated manager billed 100% to TCNJ?

TCNJ Response: 1.4 Account Manager, “Is fully dedicated (40 hours per week) to TCNJ”

71. Is the contractor responsible for the cost of the FAMIS, the work order management system?

TCNJ Response: No.

72. Will the contractor be responsible for mat replacement or will the college provide them?

TCNJ Response: TCNJ will be responsible for mat replacements.

73. Will the contractor be responsible for providing equipment and supplies?

TCNJ Response:

A. Section 1.9, “Consumable products, paper products and trash liners are not included in the base custodial price. Although TCNJ orders and pays directly for these supplies, Service Provider shall be responsible for managing the par levels of all paper products, consumables and trash liners.”

B. 1.11 Equipment, Service Provider shall be responsible for providing and maintaining all equipment and related items for TCNJ; Service Provider shall begin the agreement with all new or like-new equipment included in the fixed price.

74. Please confirm what TCNJ provides under lavatory products. (RFP section 1.31)

TCNJ Response: The College provides for and pays for all paper towels, toilet papers and wipes. Service Provider must stock and manage par levels of supplies. Also provides the required chemicals for lavatory cleaning

75. Please confirm TCNJ provides consumables (i.e. paper products, soap, etc.) and the contractor is responsible for toilet liners.

TCNJ Response: Section 1.9, “Consumable products, paper products and trash liners are not included in the base custodial price. Although TCNJ orders and pays directly for these supplies, Service Provider shall be responsible for managing the par levels of all paper products, consumables and trash liners.”

76. Is the contractor responsible for providing a washer and dryer?

TCNJ Response: No

77. Please confirm all snow removal equipment (i.e. snow blowers, shovels, ice melt) is provided by

the TCNJ.

TCNJ Response: Yes

78. How many vehicles does the incumbent provide at their expense?

TCNJ Response: Service Provider should bid all vehicles and equipment necessary to carry out services.

79. What is the cost of employee parking permits?

TCNJ Response: Parking permits will be available as needed.

80. Please provide the details on the residential halls.

a. Can you detail out which hall is gang style bathrooms, and which are suite style?

TCNJ Response: See Exhibit A1.

81. Is the current program is 40 weeks or 52 weeks for residential halls as well as the other spaces on campus (academic, administrative, etc.)?

TCNJ Response: Academic is 48 weeks per year of routine cleaning, and residential is 40 weeks per year of routine cleaning. The remaining weeks should be used for project/restorative work, res life “flips” and deep cleaning. (Dave or Mitch, Confirm?)

82. Does TCNJ have centralized trash?

TCNJ Response: Yes

83. Please advise where on the pricing disclosure TCNJ would like the “deep summer cleaning”. Should it be included in our staffing count or placed in one of the “Other” categories under “Labor and Labor-Related Costs”?

TCNJ Response: Section 1.16, “The base price shall include a semi-annual deep, restorative cleaning of all living, residential and housing spaces (summer break, plus any units that are vacated during winter break).”

84. Are TCNJ custodial staff represented by a collective bargaining agreement?

TCNJ Response: All of the TCNJ in-house custodial employees are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195.

85. If so, please provide a copy of the CBA

TCNJ Response: Bidders should contact the union for copy of CBA

86. Please provide the hourly billing rate(s) for all positions included in the custodial services contract currently in place with TCNJ.

TCNJ Response: See website referenced in the RFP

87. Who is the current vendor providing the services?

TCNJ Response: ABM

88. How long has the current contract been in place?

TCNJ Response: See RFP

89. Which buildings are included in the current contract?

TCNJ Response: Education Building, Library, Trenton Hall and BSC

90. Are the current contractor's employees working at TCNJ represented by a collective bargaining agreement?

TCNJ Response: Yes

91. Please clarify if the college requires contractor's employees working at the college at a minimum be paid the NJ Prevailing Wage Rates for State Building Service Workers – Janitor Wage Code 11150 - wage and health & welfare allocation

TCNJ Response: See RFP p9 1.7

92. Has the current vendor been required to meet the same or similar quality assurance and KPI standards as indicated in the RFP?

TCNJ Response: TCNJ requires all vendors to meet the cleaning expectations

93. If so, would the college please provide the reports and scores?

TCNJ Response: Not available

94. Were penalties assessed to the current contractor for not meeting performance standards?

TCNJ Response: Not available

95. If so, please provide a summary and dollar amount of those penalties

TCNJ Response: Not available

96. Please clarify the meaning of Extra Services as indicated on p. 23 section 1.2 of the RFP. Are these services included in the base price (as per Management Directed Services, page 35 of the cleaning specification) or billed back on an hourly basis?

TCNJ Response: TCNJ will pay the service provider for the approved extra services. For the hourly rates for extra services please place this information in Exhibit C on the Miscellaneous Pricing tab in the “Hourly Rates for Extra Services” section. All extra services must be approved by the TCNJ Director of Building Services or the Director’s designee.

97. What is the estimated amount of hours that would fall into the extra services or management directed services above?

TCNJ Response: Varies, all events have different time frame or schedule

98. Please clarify if the contractor is required to provide hand soap, hand sanitizer as well as all dispensers for each

TCNJ Response: Refer to the RFP

99. Please provide the gross square footage for all buildings included in the RFP

TCNJ Response: See Exhibits A1 and A2 for square footage details

100. Is ABM the current vendor?

TCNJ Response: Yes

101. Is the bid Union or do we use the Prevailing wage rate?

TCNJ Response: The current TCNJ staff are unionized

102. Can you share the current prevailing wage rate that the incumbent is using per hour with benefits, etc?

TCNJ Response: See website referenced in the RFP.

103. RFP states Certified Payroll may be requested would we submit weekly or other?

TCNJ Response: Per request of TCNJ

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

TCNJ Response: Not available

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

TCNJ Response: Yes. There are adequate storage spaces in each building to store supplies and equipment.

106. Page 6 (Section for Mandatory Submittals) Can you clarify the crossed-out sections for Bid Security and PWCR certificate requirements? Later pages in the RFP talk about Bid bond and performance bonds and we wanted to clarify the requirements of both items on Page 6.

TCNJ Response: TCNJ will not require a performance bond.

107. Is there an anticipated award date by TCNJ for this RFP?

TCNJ Response: See response to question 10.

108. Will there be interviews for finalists prior to the award?

TCNJ Response: Yes, virtual as needed.

109. Has TCNJ requested incumbent contractor to utilize certified payroll?

TCNJ Response: No, but the College can request for the report if there any payroll issues

110. Does TCNJ require vendor partner to utilize certified payroll?

TCNJ Response: Yes. Submitted upon request

111. Section 1.13 references the use of e-verification. Is this mandatory or will equally sufficient means be acceptable via a 3rd party entity?

TCNJ Response: Verification services similar to those referenced in the RFP should be acceptable. Please consult with TCNJ to confirm.

112. Section 1.19 references “proof” of vaccination for all employees. Can you confirm what “proof” TCNJ would like to see?

TCNJ Response: Copy of vaccination card.

113. What are TCNJ’s day staff requirements for this RFP?

TCNJ Response: Refer to the RFP

114. Broward Student Center: Requires “Event support during regular shifts”. Is this support part of the current daily hours or should bidding contractors allocate additional support to help with the event(s)? If additional support is needed, can TCNJ provide an approximate amount of monthly hours for the “Event support during regular shifts”.

TCNJ Response: All scheduled events during the regular working scheduled hours are covered without additional cost.

115. Can TCNJ provide the 2022-2023 Annual Event Schedule?

TCNJ Response: Upon Request

116. Eickhoff Hall: Can you provide approximate 2021 monthly hours from associated to emergency support?

TCNJ Response: Snow emergencies only

117. Travers & Wolfe Halls: Can you provide approximate 2021 monthly hours from associated to emergency support?

TCNJ Response: Snow emergencies only

118. On-Call Coverage: Is On-Call Coverage to be billed on an as needed basis or should we include in the base contract? If On-Call Coverage is to be included in the base contract, please kindly provide approximated monthly hours of On-Call Coverage from 2021.

TCNJ Response: Section 1.28, “On call custodial coverage hours beyond the hours included in the base pricing shall be billed at the time and materials rate as specified in the pricing workbook on the Miscellaneous Pricing tab.”

119. Snow Removal: Will TCNJ provide the proper attire to perform snow removal services; e.g. Jackets, Gloves, Hats, etc.?

TCNJ Response: No

120. Weekend Coverage:

- a. What buildings are open during the weekend and what are their hours of operation?
- b. Can TCNJ provide weekend coverage hours/shifts required to fulfill the needs of the open buildings?

TCNJ Response:

- a. All Resident Halls, Library, BSC, Parker, Rec , Fields, Education and Social Science Building.

b. 8:00am-4:30pm

121. What is the current occupancy of the buildings?

TCNJ Response: 80%

122. How much of the school is doing virtual classes

TCNJ Response: None (all in person)

123. Please kindly provide the 2022-2023 academic calendar

TCNJ Response: [Click here to see the 22-23 Academic Calendar](#)

CLARIFICATION:

None.

Attachments:

- 1. Pre-bid call signup sheet.**

End of Addendum No. 1

AB220015-Supplemental Cleaing Servcices pre-bid sign list

Company	Contact
ABM	Andrew J. Canicatti
ABM	Randall Glass
ABM	Tom Martin
ABM	James Norton
ABM	Mike Manfre
ACB Services	Joseph Manfredo
ACB Services	Joan Hogan
ACP Facility Services	Steven Martinez
ACP Facility Services	Joseph Marchese
ACP Facility Services	Dn Ford-Hunt
Aramark Facility Services	Paul Estes
Aramark Facility Services	Lee Nolin
Atalian	Jonathan Rocha
Best Cleaning Building Service	Helene Kwon
C&W Services	Mark DeLucia
C&W Services	Dennis Tinney
C&W Services	Frank Hollister
CSI International	Denise Czarnecki
CSI International	Burke Hammonds
Guardian Service Industries, Inc.	Bernice Ruiz
HCSG Campus Services Group	Jonathon "JJ" Pannell
HES	Chris Jones
Interstate Maintenance	Gwen Gutowski
KBS/Olympus	Meghan O'Shea
KBS/Olympus	Travis Lambert
KBS/Olympus	Norman Cella
Kimco	Daniel Kane
Pritchard Industries	Jose Alavena
Pritchard Industries	Kevin Fitzpatrick
Pritchard Industries	Thomas Martin
S. J. Services, Inc	Dan Shea
UG2	Bob Desaulniers