



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

**From: Lauren Manning  
Finance & Business Services**

**Date: March 24, 2025**

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**ADDENDUM NO. 1**

**ISSUE DATE: March 24, 2025**

**REFERENCE: The College of New Jersey  
Custodial Services  
Bid No. AB250015**

**Date of Original Bidding Documents: March 6, 2025**

**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:**

**Question 1: Is this a union contract or prevailing wages?**

**Response: The current custodial services labor, with ABM Industry Group, for the base custodial program at TCNJ is unionized under SEIU Local 32BJ; however, the State Building Service Contracts, N.J.S.A. 34:11-56.58 et seq., prevailing wage rates are applicable to this contract.**

**Question 2: Can you elaborate on the optional pricing, is TCNJ looking for these services to be outsourced and are they currently being serviced by your current vendor?**

**Response: The optional buildings are currently serviced in-house by TCNJ employees. In the event the College decides to add these buildings to the contract, the pricing will already be established. Please refer to section 1.22 in the scope of work.**

**Question 3: Who is the current contractor?**

**Response: ABM Industry Group.**

**Question 4:** What is the current contract amount?

**Response:** The total three-year contract price is \$5,584,788.

**Question 5:** If you are unable to provide the current contract amount, what is the current budget your agency has for this project?

**Response:** See the response to Question 4.

**Question 6:** Is either the inhouse staff or the incumbent at TCNJ Union?

**Response:** The TCNJ in-house staff are represented by International Federation of Professional and Technical Engineers AFL-CIO Local No. 195. The incumbent vendor staff are represented by SEIU Local 32BJ.

**Question 7:** What is the Square Footage per building?

**Response:** This information is provided in Exhibit A. There are two tabs within the spreadsheet.

**Question 8:** Please confirm this is a non-union job.

**Response:** The current custodial services labor, with ABM Industry Group, for the base custodial program at TCNJ is unionized under SEIU Local 32BJ; however, the State Building Service Contracts, N.J.S.A. 34:11-56.58 et seq., prevailing wage rates are applicable to this contract.

**Question 9:** Is there a minimum staffing requirement?

**Response:** As required to complete the specified cleaning to the quality outlined.

**Question 10:** Who is the current service provider?

**Response:** ABM Industry Group.

**Question 11:** How much is the annual contract, currently?

**Response:** This year's annual contract amount is \$1,953,125.

**Question 12:** We would like to know who the current bid holder is and what the current value of the bid.

**Response:** ABM Industry Group and the total three-year contract price is \$5,584,788.

**Question 13:** Who is the incumbent Service provider?

**Response:** ABM Industry Group.

**Question 14:** What is the current contract amount allotted?

**Response:** The total three-year contract price is \$5,584,788.

**Question 15:** What is the current staff schedule?

**Response:** Listed in section 1.18.

**Question 16:** Can you provide a site map?

**Response:** A site map was provided on page 82 of the PDF bid document.

**Question 17:** Current number of staff?

**Response:** Please provide the staffing required to meet or exceed the service level requirements outlined in the RFP.

**Question 18:** What are the current shift hours?

**Response:** Listed in section 1.18.

**Question 19:** Please confirm that we can bid this RFP 100% Prevailing Wage.

**Response:** Confirmed.

**Question 20:** Regarding Exhibit C – do you have manufacturer numbers or item codes?

**Response:** See below. We do not have products #s for the trash bags.

Product/Type	Product #
Roll Towel	RT 399
Toilet paper	MORM 125
Toilet paper	919855
Seat Covers	SC 988
White trash Bags	3mil
White trash Bags	16 mic
Black trash bags	16mic
Black trash bags	3mil

Product/Type	Product #
Paper Towel	827871
Gojo Soap	191102

**Question 21:** Please list the trash can sizes for the white and black trash bags.

**Response:** We currently use the 24x24 8 gallon bags (1,000/case) for the small office trash bins and the 40x48 45 gallon bags, (white and black) for the Brutes. The heavy duty is 2mil (100/case) and the light duty is 16 mics (250/case).

**Question 22:** We would like to know roughly how many apartments are within each of the residential buildings?

**Response:** Travers Hall 278, Wolfe Hall 278, Allen Hall 34, Brewster Hall 28, Eli Hall 31, and Eickhoff Hall 114 rooms total.

**Question 23:** Consumable Good Pricing: can you please provide SKUs for all products and sizes for the trash liners needed?

**Response:** See the response to the questions 20 and 21.

**Question 24:** Can you please confirm that there isn't a bond requirement?

**Response:** A bond is not required.

**Question 25:** This is the third time in five years that the college is going through the RFP, can you elaborate on what you're trying to accomplish.

**Response:** The College is required to bid these services every three years pursuant to the State College Contracts Law, N.J.S.A. 18A:64-52 et seq.

**Question 26:** Who is the decision maker for awarding the contract?

**Response:** The bids will be evaluated by a committee according to the criteria listed in Section 1.1 of the SOW.

**Question 27:** What would need to occur for the college to make a change from the current provider?

**Response:** Bids will be evaluated according to the criteria listed in Section 1.1 of the SOW.

**Question 28:** On page 17 of the RFP document, it states that vendors must comply with the terms and conditions on the “purchasing website”. Is there a certain action in the submission process needed to comply with your terms and conditions?

**Response:** The General Terms and Conditions are included in the bid document, starting on page 22.

**Question 29:** On page 17 of the RFP document, it states that “all vendors are encouraged to register with the State of New Jersey, Division of Purchase and Property”. Is it mandatory to provide documentation in the proposal regarding Purchase and Property registration?

**Response:** No, it is not mandatory and documentation is not required.

**Question 30:** Will office space be provided on campus?

**Response:** Yes, bidder should include the amount of office they believe they need as part of the bid.

**Question 31:** Can a golf cart or other small vehicle be used to drive around campus?

**Response:** The Service Provider may bring their own golf cart and inform the college if they do so. TCNJ will not provide one.

**Question 32:** Can propane buffers be utilized?

**Response:** No.

**Question 33:** Are washer and dryers available for use for laundering mops, rags, etc?

**Response:** Yes, they are located in Wolfe Hall lower level.

**Question 34:** Please elaborate on the cleaning schedule for optional buildings including weekend scheduling.

**Response:** Events are held on the weekends in various buildings, like Education Bldg, Soc Science Bldg and the theaters (Kendall hHall and Music Bldg). Trash removal and bathroom checks in between events as needed.

**Question 35:** For the B-Technical Submittal, are we required to input the Organizational Structure, Management Resumes/Bios, Staffing Plan, Start-up Plan, and Exceptions directly into the Excel spreadsheet? Or can these documents be submitted as separate attachments?

**Response:** It is preferred that any requested information be provided directly into the Excel workbook

**Question 36:** Please confirm if this is a union 32 B&J contract.

**Response:** The current custodial services labor, with ABM Industry Group, for the base custodial program at TCNJ is unionized under SEIU Local 32BJ; however, the State Building Service Contracts, N.J.S.A. 34:11-56.58 et seq., prevailing wage rates are applicable to this contract.

**Question 37:** Please elaborate on the optional pricing, is TCNJ looking for these services to be outsourced and are they currently being serviced by your current vendor?

**Response:** The optional buildings are currently serviced in-house by TCNJ employees. In the event the College decides to add these buildings to the contract, the pricing will already be established. Please refer to section 1.22 in the scope of work.

**Question 38:** Please share where the vendor is to bring the trash each evening.

**Response:** Most buildings have dumpsters located by the loading docks. Others have big trash Brutes in the loading dock.

**Question 39:** Is the Management -Directed services to be included in the base price?

**Response:** Management and supervision is required. Please indicate any management and supervision in Section B of the Base Program Pricing tab.

**Question 40:** When is the expected start date for this contract?

**Response:** July 1, 2025.

**Question 41:** Should exterior window cleaning be priced? If so, who is responsible for the equipment to access the windows above the first floor?

**Response:** See Section 1.24 of SOW.

**Question 42:** In Excel spreadsheet C- Pricing workbook, "high level rollup" tab what services are expected for "Extra Services"?

**Response:** No information should be input in the high level rollup.

**Question 43:** Please elaborate on the Smart Inspect Quality Assurance and Performance Tracking Program and Bi-Monthly Third-Party Quality Audits on the annual base program pricing.

**Response:** This information is outlined in Section 1 of the SOW.

**Question 44:** Is there any interior glass cleaning other than doors and lobby glass. Is so, what will it entail?

**Response:** See Section 1.24 of SOW.

**Question 45:** Other than a cleaning emergency, please confirm we clean the student's dorm rooms 2x a year.

**Response:** Detailed cleaning of the resident halls are expected to be done at the end of each semester before the Special Olympics or any other scheduled college event. All rooms must be refreshed before move -in. However, buildings used for summer housing may require some touch up cleaning before any turn over at no additional cost to the college.

**Question 46:** Is there a minimum number of training hours that must be completed by staff to comply with SOW Section 1.8 Training? If yes, please provide the number of hours required and, if possible, the number of hours by listed training area in Section 1.8. By establishing a minimum number of hours, TCNJ is better assured that all contractors are appropriately accounting for training in their price and technical submissions.

**Response:** The vendor must certify that all custodians are given the initial training and that they are given at least 8 hours of refresher training per year. The vendor should provide the training that they provide as part of the bid.

**Question 47:** In the chart on page 44 of the RFP, within the SOW, the current custodial shifts for the music building is listed as "unknown". Has that information become available?

**Response:** 4:30am - 1:00pm.

**Question 48:** How many vehicles does the current provider exclusively use to support custodial operations on the campus?

**Response:** TCNJ does not provide any vehicles to the current vendor. If the bidder believes they need vehicles to support the campus, they must provide them and include that in their bid.

**Question 49:** Section 1.29 of the SOW states that TCNJ provides all snow removal equipment and supplies. Can TCNJ clarify what supplies and equipment will be provided to the vendor to perform snow removal?

**Response:** A snow blower, snow shovels and salt/deicer.

**Question 50:** In the TCNJ Custodial SOW on page 49 of the RFP it states that "TCNJ Observes certain state holidays." It further states that cleaning services are not required on those holidays. Please provide the specific holidays where cleaning service is not required.

**Response:** New Years Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas.

**Question 51:** Can you provide the current staffing levels, both fulltime and parttime coverage?

**Response:** As part of the bid the bidder needs to provide the staffing they believe is required to fulfill the SOW.

**Question 52:** Confirm that only community style restrooms are serviced with the annual freq of 200 times. And, that there is no service needed for any interior room restroom, even the jack/jill style unless it is during the 2x flips

**Response:** Traver, Wolfe and EAB should be serviced with the annual frequency of 280 times. (Saturdays and Sundays included during the semester). Below is the revised cleaning specification section Resident Life - Common Restroom / Locker. Yes, with the exception of a bathroom malfunction or other emergency clean up.

*Common Restroom / Locker*

<u>Task Description</u>	<u>Annual Frequency</u>
Police restrooms; remove debris, spot clean fixtures, mirrors and floors, replenish supplies.	280
Clean and sanitize bradley sink and related fixtures. Replenish soap dispenser.	280
Clean and disinfect shower walls, fixtures, and other surfaces.	280
Perform all daily cleaning procedures; apply disinfectant to all fixtures, refill/clean dispensers, pull trash/replace liners, spot clean mirrors, walls, horizontals and partitions, wipe fixtures clean, dust mop / mop floors with disinfectant.	280

**Question 53:** What is the current annual contracted amount for Option 1?

**Response:** This year's annual contract amount is \$1,953,125.

**Question 54:** The RFP is a PDF document. When trying to populate the required fields using Adobe's *Fill & Sign* function, the document returns a message saying "The author of this form has specified the fields which you can fill. Click on any field to start filling form." When attempting to enter information into said fields, a dialog box pops up showing what is being typed. One is then asked to *post* or *cancel* the typed message. Upon hitting *post*, nothing posts; and, when clicking out of the dialog box, the only thing remaining in the field is an oddly-shaped, pink symbol. Can you give us some direction on how to either remove the author's restrictions, or make the form work properly?

**Response:** You can click file, print, and then select Adobe PDF as your printer. Click print and save the document as a new PDF file. These forms do not need to be electronically signed with a time and date stamp; they can be printed and filled out by hand with a pen.

**Question 55:** Does TCNJ require that the entire RFP be returned with the proposal, or can we simply return required pages shown in the table on p. 2?

**Response:** We do not require the entire RFP to be returned with your proposal.

**Question 56:** What is the monthly fee TCNJ is paying for custodial services?

**Response:** \$162,760.49.



**Question 57:** On p. 27 of the RFP, Item I. refers to bid performance and security. Is either a bid and/or performance bond required for this bid? If so, where can compliance specifications for either or both be found in the RFP?

**Response:** A bid and performance bond are not required.

**END OF ADDENDUM NO. 1**