
TO: ALL PROSPECTIVE BIDDERS

FROM: PURCHASING DEPARTMENT

DATE: AUGUST 9, 2018

RE: KELLOGG BUILDING MAINTENANCE & CUSTODIAL SERVICES | BFY19/22-1

The following information is provided in reference to the aforementioned subject.

- 1. Provide current contractor pricing.**
This is not an appropriate query for a bid clarification / addendum.
- 2. Provide a copy of the winning proposal from the solicitation three years ago.**
This is not an appropriate query for a bid clarification / addendum.
- 3. The General off site project manager is currently on site daily. Is this an oversight?**
Yes; the Project Manager is also a working foreman and is on-site Full Time in the dual role.
- 4. Is the Maintenance staff union or non-union?**
Current staff is non-union.
- 5. Is the Janitorial staff union or non-union?**
Current staff is non-union.
- 6. Would the College like any succeeding contractor to retain any or all of the incumbent employees? If so, provide wage & benefits for these individuals as this is a non-union site?**
Current custodial and maintenance staff at the Kellogg Building are employees of the current contractor; they are not Union County College employees.
- 7. Is the entire staff on site 9 to 5? Is there a night staff that comes in? Are all personnel that cleans the building represented in the RFP? Please confirm the total amount of cleaning staff.**
Refer to SECTION VI - KELLOGG BUILDING'S SCHEDULE OF DAILY PERSONNEL.
- 8. Is a lift to be provided by the contractor to replace light bulbs or will the College supply one?**
The current contractor uses ladders for this service. The College has a lift available on the Elizabeth Campus that may be used by the vendor after the vendor meets the liability and applicable OSHA employee training requirements.
- 9. Is there any equipment included in the RFP? If not, can you provide an equipment list?**
Refer to Section D in the Scope of Work.

10. Is there service contracts on all the mechanicals located at the site?

Mechanicals (MEP) are covered by separate College contracts. The awarded vendor will contact the College's Director of Facilities when maintenance calls are required.

11. Does anyone need to have a black seal or any other certifications?

See Section IV, Item B, #8 on page 38 on the bid document.

12. As a public institution using public funds, is this bid subject to prevailing wage requirements? If yes, what prevailing wage requirements are required (state, county, etc.)? Is the College subject to the State Building Service Contracts Act?

See Item 36 on page 12 of the General Terms and Conditions. Yes, this contract is subject to Union County Prevailing Wage rates. See the Union County rates here:

<https://lwdwebpt.dol.state.nj.us/archivewages/212125133-union-7-31-18.pdf>

State Building Service Contracts Act (N.J.S.A. 34:11-56.58 et. seq.) defines:

"The State" means the State of New Jersey and all of its departments, bureaus, boards, commissions, agencies and instrumentalities, including any State institutions of higher education, but does not include political subdivisions.

"State institutions of higher education," means Rutgers, The State University of New Jersey, the University of Medicine and Dentistry of New Jersey and the New Jersey Institute of Technology, and any of the State colleges or universities established pursuant to chapter 64 of Title 18A of the New Jersey Statutes, but **does not include any county college established pursuant to chapter 64A of Title 18A of the New Jersey Statutes.**

13. What is the building population?

There are 4,000 registered students assigned to the Kellogg Building and 35 Staff.

14. Why does the bid request a Commercial Credit Report to be returned with the bid documents?

See *General Terms and Conditions*, Item 14 on page 9 of the bid document.

15. Will the College accept a Dun and Bradstreet report, in lieu of a commercial credit report?

Yes.

16. Staffing requirements for continuous coverage only specifies Monday through Friday; however there are areas where services are to be provided on Saturdays and Sundays. Are these hours to be billed under billable hours that are supported by monthly reports?

Refer to Scope of Work, Section E, Paragraph 2. This is an "all inclusive" service contract. Vendors must determine how they will provide the services as described in the Scope of Work. *Additional billable hours are not a consideration for this contract and will not be paid by the college.*

- 17. The estimated quantity of supplies provided seems unusually high; were these estimated quantities provided by the current contractor or did the College independently verify these quantities?**
Estimated supply quantities were provided by the current contractor. The awarded contractor will be required to provide all supplies under this contract.
- 18. Is the bid essentially the same as the current contract held by CSS?**
All contractor bids must conform to the requirements of this specification document.
- 19. Are propane buffers allowed?**
- 20. Section 2.17 requires that 1,000 hours be set aside as a “bank” from which the College could draw against; should these hours be priced to be included in the base bid at the cleaner overtime rate?**
Refer to Scope of Work, Section H for a description of expectations for application of the “1000 Hour Bank”.
- 21. Does the gum and other substance removal discussed in Section 3.2.6 - Sweeping Standards refer to interior spaces only?**
No.
- 22. Page 36, Item 6 references NJ Drivers Licenses and vehicles it is the contractor to provide. Exactly what kind and quantity of vehicles are required and for what purpose(s)?**
The college does not require any specific vehicles for this contract. The vendor will provide any necessary vehicles for their purposes under the performance standards of the contract. The vendor’s personnel may not use or otherwise operate any College owned vehicles.
- 23. Page 40, Item 6 (Equipment, Tools and Supplies section) requires two walk-behind scrubbers be provided, one at the 18” size. What is the size requirement for the second machine?**
Refer to Question #29.
- 24. In the Equipment, Tools and Supplies section, does the power washer for outdoor use need to be a hot water power washer?**
The contractor is required to provide the tools necessary to perform the task to meet the College’s standards. A hot water power washer may be required for some tasks.
- 25. In the Equipment, Tools and Supplies section, how many hand dolly trucks need to be provided by the Contractor?**
The contractor is required to provide the tools necessary to perform the task. Hand dolly trucks will be the property of the contractor and quantity will be determined by the Contractor.

- 26. Page 42, Section V of the Building Maintenance for Holiday and Summer Schedule portion requires contractor personnel periodically monitor the HVAC systems / conditions remotely. Please more specifically delineate what is needed here so proper employee compensation can be estimated to include who provides the hardware and software to accomplish this.**

Refer to Scope of Work, Section E, Paragraph 2. This is an “all inclusive” service contract. Vendors must determine how they will provide the services as described in the Scope of Work. The building HVAC system must be regularly monitored when the building is closed for holidays and weekends in order to ensure proper protection of the assets and a habitable environment when the occupants return. *Additional billable hours are not a consideration for this contract and will not be paid by the college.*

- 27. The need for Black Seal licensed personnel is repeated in the bid documents. Please identify the equipment on site that requires a Black Seal licenses operator by regulation.**

Black Seal Operator’s License is a requirement due to the size of some of the HVAC or other mechanical equipment on site. This equipment may change during the contract period. This is a requirement due to the safety valve rating and not necessarily the horsepower of BTU generated by the equipment.

- 28. Page 46, Exhibit D references various trash liners and lavatory products that are not listed anywhere else in the bid specifications as being required from the contractor. Please identify if these products listed in Exhibit D are all in fact required to be provided by the Contractor.**

Yes. The contractor is required to provide all cleaning products listed in Exhibit D and as required to perform to the standards described in the documents.

- 29. On the equipment page, can you please clarify the first line auto scrubbers? Is it one 18 inch and the other is up the contractor?**

Yes.

- 30. Is the carpet cleaner need to be self-contained with a brush?**

Yes.

- 31. Are we eligible if we have not done work for a public facility in the past five years?**

See Section 23 (page 10) of General Terms and Conditions.



A signed copy of this addendum, signed by an Officer of the Bidder authorized to do so, must be included with the firm's bid submission.

SUBMITTED BY _____

SIGNATURE: _____

TITLE: _____

VENDOR NAME: _____

PHONE #: _____

EMAIL: _____

DATE: _____