

SPECIFICATIONS

1. GENERAL

The purpose of this bid is to engage a firm having the required manpower, equipment, materials and abilities to provide complete **WINDOW CLEANING SERVICE** for various owned or leased properties for the County of Union.

2. TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or The County of Union, the Contractor shall continue all terms and conditions of said contract for a period not to exceed thirty (30) days at the County's request.

3. CONTRACTORS QUALIFICATIONS

All bidders shall have experience in window cleaning of multi-story and high-rise buildings similar to the buildings and facilities of the County of Union. Each bidder is to submit with their bid an experience statement naming similar facilities presently under contract along with the names and phone numbers of the main contact person at each facility. As a minimum, one (1) reference should be a high-rise building and one (1) reference should be a correctional facility.

4. REQUEST FOR SERVICES

Requests for services at any County building or facility shall be made by the Niel Palmieri, Director, Division of Facilities Management or his designee at (908) 527-4240. The contact at Runnells Specialized Hospital is Ray Rapuano, Assistant Director of Maintenance or his designee at (908-771-5866).

The County has the right to validate the work performed at each facility listed by the bidder with phone calls and/or site visits.

5. COMPLIANCE STANDARDS

Materials, equipment and cleaning supplies shall comply with all current rules and regulations of all applicable Federal, State, County and Local Laws, ordinances and regulations. All work performed under this contract shall be in full compliance with all regulatory agencies, including, but not limited to OSHA, EPA and DEP with due regard to the Health and Welfare of County employees and the general public. All work shall be executed in a workmanlike manner and will present a neat and professional appearance when completed.

6. ACCESS TO COUNTY LOCATIONS

Contractor's staff shall wear photo identification displaying the company name and employee name on their person when performing work at any County building. All personnel or agents of the contractor shall observe all rules and regulations in effect at the buildings. Employees or agents of the contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees or agents of the County. All personnel or agents of the contractor shall sign a log book for each visit to a County of Union site, and shall verify the site visit with a County representative. Failure to do so shall result in no credit given for the work performed. Patient privacy shall be respected at Runnells Specialized Hospital.

7. USE OF THE SITE

The Contractor shall confine his operations to those areas designated by the Director, Division of Facilities Management or his designee. The Contractor shall, during the course of the work, take all precautions necessary to protect County employees and the general public from any possible bodily injury, including the buildings from any damage. Contractor shall, at all times, keep premises free from accumulation of waste materials or other debris caused by his operations. At the conclusion of each work day, contractor shall remove all waste materials, tools and equipment from the site.

8. COORDINATION

The Contractor shall coordinate his work with the Division head or his designee. All work shall be performed so that any interruption of the normal operations will be minimized. The successful contractor shall provide cellular telephone numbers for managers and supervisors as requested by the Division head or his designee.

9. LOCATIONS OF WORK

Services shall be provided at the following County owned or leased properties:

- 1. Courthouse Rotunda**, 2 Broad St, Elizabeth, NJ
- 2. Courthouse Tower**, 2 Broad St, Elizabeth, NJ
- 3. Old Courthouse**, 2 Broad St, Elizabeth, NJ
- 4. Courthouse Old Annex**, 2 Broad St, Elizabeth, NJ
- 5. Courthouse Old Jail**, 2 Broad St, Elizabeth, NJ
- 6. New Courthouse Annex**, 9 Elizabethtown Plaza, Elizabeth, NJ
- 7. Parking Garage/Detention Center**, 7 Elizabethtown Plaza, Elizabeth, NJ
- 8. Administration Building**, 10 Elizabethtown Plaza, Elizabeth, NJ
- 9. Oriscello Correctional Facility***, 15 Elizabethtown Plaza, Elizabeth, NJ
- 10. Ruotolo Justice Center**, 32 Rahway Ave, Elizabeth, NJ
- 11. Child Advocacy Center**, 240-242 W. Jersey St, Elizabeth, NJ
- 12. Motor Vehicle/Print Services**, 79 W. Grand St, Elizabeth, NJ
- 13. Election/Tax Board**, 271 N. Broad St, Elizabeth, NJ
- 14. Juvenile Detention Center***, 1075 Edwards St, Linden, NJ
- 15. Froehlich Public Safety Building**, 300 North Ave East, Westfield, NJ
- 16. Colleen Fraser Building**, 300 North Ave East, Westfield, NJ
- 17. Public Works Administration Building**, 2371 South Ave, Scotch Plains, NJ
- 18. Engineering Building**, 2325 South Ave, Scotch Plains, NJ
- 19. Police Academy**, 1776 Raritan Rd, Scotch Plains, NJ
- 20. Trailside Nature & Science Center**, 452 New Providence Rd, Mountainside, NJ
- 21. Runnells Specialized Hospital**, 40 Watchung Way, Berkeley Heights, NJ

**All restricted areas of the Oriscello Correctional Facility and Juvenile Detention Centers shall be excluded from both the Monthly and Bi-Annual inside window cleaning.*

10. SCOPE OF WORK

Monthly cleaning of windows and sills, **Inside and Outside**, shall be performed one (1) time each month, except April and October, of all building entrances and atriums, including multi-story window walls.

At **Runnells Specialized Hospital**, the Monthly cleaning shall include:

- Reception area windows

At the **Parking Garage**, the Monthly cleaning shall include:

- Security office and lobby area windows

At the **Oriscello Correctional Facility**, the Monthly cleaning shall include:

- Exterior Guard Booth windows

At **Motor Vehicle/Print Services**, the Monthly cleaning shall include:

- Overhead garage door windows (3 doors)

Bi-Annual cleaning of windows and sills, **Inside and Outside**, shall be performed one (1) time during the month of April and one (1) time during the month of October, of ALL common area windows, including building entrances and atriums, and multi-story window walls.

At **Runnells Specialized Hospital**, the Bi-Annual cleaning shall include:

- Removing all screens, scrubbing each by brush with soap and water, drying them, and re-installing screens to correct windows.
- Sills, inside and out
- Lobby skylight

The Contractor shall supply all necessary manpower, equipment and materials; ladders, scaffolding, lifts, rigging, weights, ropes, etc. necessary to provide complete window cleaning services.

The County of Union shall determine the schedule of service by agreement with the Contractor after an executed contract has been awarded.

11. SITE INSPECTION

A site inspection of all the facilities (except Runnells Specialized Hospital) shall be held on **Thursday, May 1, 2013 at 10:00 am**. All interested parties shall meet at the office of the Division of Facilities Management, 2 Broad Street, Elizabeth, NJ 07207. For further information, please contact Charles Chirafesi, Project Coordinator at (908) 527-4240. Runnells Specialized Hospital: site inspection shall be **Friday, May 2, 2013 at 10:00 am** in the Multi-Purpose Room at Runnells Specialized Hospital, 40 Watchung Way, Berkeley Heights, NJ 07922. For further information, please contact Ray Rapuano (908) 771-5866.

12. TERMS

Contract period shall be twenty-four (24) consecutive months upon the signing of the contract with the provision for one (1) twenty-four (24) month extension.

Contractor shall bid all items as specified in order to provide the Grand Total Price for this service. Leaving blank line items will result in rejection of bid.

Unit pricing shall include all costs of labor, overhead, equipment, supplies, transportation and travel time.

Payment to Vendor is to be made within forty-five (45) days after receipt of Vendor's invoice and a signed County voucher attesting to the delivery of goods and services by some officer or duly designated employee of the using County entity and after approval of the Director or his designee of the Division of Facilities Management and Runnells Specialized Hospital. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the Division of Facilities Management and Runnells Specialized Hospital. All invoices are required to include the proper purchase order number, which can be obtained by contacting the Division of Facilities Management (for Locations# 1 through 20) and Runnells Specialized Hospital (for Location# 21 only).

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

In the event of construction, end of lease or any other reason for which the County would not require monthly or bi-annual window cleaning at any building indicated on the bid, the County retains the right to drop/suspend payment for said buildings.

Nothing herein shall entitle the successful bidder to any claim an increase or compensation for lost profits under this agreement. The County reserves the right to terminate this agreement with written notice to the contractor thirty (30) days prior to such action.

Any questions regarding the bid can be emailed to ucbids@ucnj.org or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE **WINDOW CLEANING SERVICES** FOR THE DIVISION OF FACILITIES MANAGEMENT/RUNNELLS SPECIALIZED HOSPITAL IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

<u>ITEM#</u>	<u>LOCATION</u>		<u>UNIT PRICE</u>		<u>SUB-TOTAL</u>
1.	Courthouse Rotunda	Monthly Cleaning	\$_____	x 20 =	\$_____
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
2.	Courthouse Tower	Monthly Cleaning	\$_____	x 20 =	\$_____
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
3.	Old Courthouse	Monthly Cleaning	\$ <u>N/A</u>	x 20 =	\$ <u>N/A</u>
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
4.	Courthouse Old Annex	Monthly Cleaning	\$_____	x 20 =	\$_____
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
5.	Courthouse Old Jail	Monthly Cleaning	\$ <u>N/A</u>	x 20 =	\$ <u>N/A</u>
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
6.	New Courthouse Annex	Monthly Cleaning	\$_____	x 20 =	\$_____
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____
7.	Parking Garage/ Detention Center	Monthly Cleaning	\$_____	x 20 =	\$_____
		Bi-Annual Cleaning	\$_____	x 4 =	\$_____

NAME OF BIDDER: _____

<u>ITEM#</u>	<u>LOCATION</u>		<u>UNIT PRICE</u>		<u>SUB-TOTAL</u>
8.	Administration Building	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
9.	Oriscello Correctional Facility	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
10.	Ruotolo Justice Center	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
11.	Child Advocacy Center	Monthly Cleaning	\$ <u>N/A</u>	x 20 =	\$ <u>N/A</u>
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
12.	Motor Vehicle/ Print Services	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
13.	Election/Tax Board	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
14.	Juvenile Detention Center	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
15.	Froehlich Public Safety Building	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
16.	Colleen Fraser Building	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____

NAME OF BIDDER: _____

BID FORM PAGE

<u>ITEM#</u>	<u>LOCATION</u>		<u>UNIT PRICE</u>		<u>SUB-TOTAL</u>
17.	Public Works Administration Building	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
18.	Engineering Building	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
19.	Police Academy	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
20.	Trailside Nature & Science Center	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
21.	Runnells Specialized Hospital	Monthly Cleaning	\$ _____	x 20 =	\$ _____
		Bi-Annual Cleaning	\$ _____	x 4 =	\$ _____
GRAND TOTAL					= \$ _____
					(NOT TO EXCEED)

THE PERIOD OF THE CONTRACT SHALL BE FOR TWENTY-FOUR (24) CONSECUTIVE MONTHS WITH PROVISION FOR ONE (1) TWENTY-FOUR (24) MONTH EXTENSION SUBJECT TO THE FOLLOWING LIMITATIONS: THE EXTENSION CONTRACT SHALL BE AWARDED BY RESOLUTION OF THE GOVERNING BODY (WITHIN 60 DAYS PRIOR TO THE EXPIRATION DATE) UPON A FINDING BY THE GOVERNING BODY THAT THE SERVICES ARE BEING PERFORMED IN AN EFFECTIVE AND EFFICIENT MANNER.

NJSA 40A: 11-15 PROVIDES THAT ANY PRICE CHANGES PURSUANT TO EXTENSIONS OF THE ORIGINAL TERM OF THIS AGREEMENT SHALL BE BASED UPON THE PRICE OF THE ORIGINAL AGREEMENT AS CUMULATIVELY ADJUSTED PURSUANT TO ANY PREVIOUS ADJUSTMENT OR EXTENSION AND SHALL NOT EXCEED THE CHANGE IN THE INDEX RATE FOR THE TWELVE (12) MONTHS PRECEDING THE MOST RECENT QUARTERLY CALCULATION AVAILABLE AT THE TIME THIS AGREEMENT IS RENEWED. THE INDEX RATE IS PROMULGATED BI-ANNUALLY BY THE STATE OF NEW JERSEY, DIVISION OF LOCAL GOVERNMENT SERVICES AND IS BASED ON THE ANNUAL PERCENT INCREASE IN THE IMPLICIT PRICE DEFLECTOR FOR STATE AND LOCAL GOVERNMENT SERVICES, COMPUTED QUARTERLY BY THE US DEPT. OF COMMERCE, BUREAU OF ECONOMIC ANALYSIS.

ANY EXTENSION OF THE ORIGINAL TERM OF THIS AGREEMENT SHALL BE SUBJECT TO THE AVAILABILITY AND APPROPRIATION ANNUALLY OF SUFFICIENT FUNDS BY THE COUNTY OF UNION PURSUANT TO NJSA 40A: 11-15.

NAME OF BIDDER: _____

EXTENSION FORM FOR UNION COUNTY
COOPERATIVE CONTRACT PURCHASING SYSTEM

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[] **CHECK HERE** IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM # **CK-06-UNION** WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[] **CHECK HERE** IF **NOT** WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION. THIS WILL NOT AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE RESPONSIVE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY **NOT** MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

Initial

NAME OF BIDDER: _____