

**Middlesex County College
Edison, New Jersey 08818-3050**

**Scope of Work – Janitorial Cleaning Services
New Brunswick Center
140 New Street, New Brunswick NJ**

Bid # 16-11

Background

The New Brunswick Center located at 140 New Street, New Brunswick New Jersey is requesting quotes for daily janitorial cleaning services by a professional custodial/cleaning contractor. The New Brunswick Center is primarily used as student classroom/laboratory building. Within its structure there are offices, classrooms and computer labs. It is a two story building of approximately 14,591 square feet. There are 5 full time staff, 20 part time staff and volunteers. For this semester, there are 650 student enrolled in credit classes and 150 students in non-credit classes. During the spring semester, late January to mid-May, and fall semester, starting early September to mid-December the NB Center is open six days per week, Monday to Saturday from 8:30 – 9:30 p.m. The Center normally follows a four day workweek during the summer, starting mid-May until mid-August. The NB Center holds student activities and workshops throughout the year.

Schedule /Hours of Work

General Cleaning Schedule - Monday – Friday 10:00PM to completion {Entire Building}
Saturday 4:00PM to completion

Mid-Day Daily Building Refresh - Monday-Friday from 3:30PM to 5:30PM

List of College Holidays

The Building will be closed on the following Holidays.

Labor Day	Columbus Day	Veteran's Day
Thanksgiving	Christmas Eve	Christmas Day
New Years Day	Martin Luther Day	Presidents Day
Good Friday	Memorial Day	

Materials

All paper products such as hand towels, toilet tissue and feminine products will be supplied by the contractor. In addition the contractor is to supply all liners needed and any other supplies or equipment required in the performance of this service. Contractor will supply hand soap and hand sanitizer throughout building and bathrooms. It is the contractor responsibility to verify the type and size paper

products that will fit within the existing dispensers. All cleaning products shall be supplied by the contractor and shall be "green certified" as certified by "Green Seal". The contractor shall provide a list of cleaning products they anticipate utilizing and submit copies of the Material Safety Data Sheets (MSDS) to the College prior to the start of this contract. Any additions products used throughout the term of this contract cannot be utilized on site without MSDS submittals and approvals from the College. All cleaning products stored on location shall be clearly marked utilizing an approved MSDS label. All equipment and supplies shall be stored in an area designed by the College. MSDS sheets for all products used shall be in a 3 hole binder located in the custodial closet.

General Conditions and Notes

The contractor shall provide adequate supervisory personnel to assure that the job duties described in this contract are complete. All employees of the contractor shall wear identification tags at all times. Each time the contractor is in the building they must sign in and out in the daily log book noting their name and time entering the building and the time leaving. The contractor shall provide all equipment and supplies. All equipment shall be maintained to provide satisfactory performance. All exterior doors shall be locked at all times during general cleaning. The College will keep a log in which to enter comments and contractor needs to initial book, confirming acknowledgement of work to be addressed. The log shall be reviewed daily, problems should be addressed and solutions noted in the log. Any observed irregularities, i.e., defective plumbing, unlocked doors, lights left on, inventory requirements, and rest-room supplies should be noted in the log. It is the intent of this contract that the contractor will agree to keep the facility properly cleaned and presentable at all times. The Contractor will be required to lock all doors, set the alarm system and contact the College Police at (732) 906-2500 prior to departure each day.

Daily Requirements

The contractor shall provide the necessary labor and materials as needed to complete the following work during the time period of the contract award. In addition the contractor shall check all restrooms, restock paper products, empty trash receptacles, empty recycling bins, check foyer, lunchrooms and hallways for trash, spills, etc... between the hours of 3:30 PM – 5:30 PM during the weekdays and on Saturday, after 4:00 p.m. during the fall and spring semesters ONLY as well as to perform any other related janitorial work requested by the College during these hours. All trash and recycled materials shall be disposed in an exterior location designated by the College.

Classrooms, Computer Labs, Offices, Lounge, Lobby, Multipurpose Room and Elevator

The contractor will be required to vacuum the front office support area and empty the shredder daily. The contractor shall refill hand sanitizers as needed. Using a disinfectant cleaner the contractor shall clean and sanitize all counter tops, drinking fountains, wastebaskets desk tops, and all horizontal and vertical surfaces that have been cleared of personal items. The contractor shall spot clean interior glass in partitions and doors leading into main entranceway (in/out) and remove fingerprints from light switches, elevator switch plates, doors, frames, kick and push plates, and handles. Blackboards and whiteboards, unless marked "save" shall be cleaned daily. The paper towel dispensers (lounge) shall be checked and replenished as needed. Contractor will be required to re-arrange and set-up multipurpose room furniture before and after special events/workshops. These types of requests are added to the maintenance log at least five (5) days in advance. An additional garbage receptacles will be added to room # 112, and other designated areas as requested, during special events which will be noted in the maintenance log book.

Washrooms

Using a disinfectant cleaner the contractor shall clean, sanitize and polish all vitreous fixtures, toilet bowls, urinals and hand basins including all flush rings, drains and overflow outlets. All toilet seats shall be sanitized on both sides daily. The contractor shall spot clean and sanitize all glass mirror surfaces, partition, wall tile, doors, frames, light switches, kick plates, push plates, handles and wastebaskets. All wastebaskets and container shall be emptied and liners replaced. The restroom floor tile shall be mopped with a disinfectant. All paper towel and restroom tissue products must be filled to capacity. All soap and napkin dispensers will be checked and filled as needed.

Floor Surfaces

All resilient and hard floors shall be dust mopped/sweep and damp mopped. All carpeted floors shall be vacuumed and spot cleaned as needed.

Rear Ramp

The back area ramp is to be kept clean and free of any garbage and obstacles at all times as this is an exit area in case of emergency.

Weekly Requirements

The contractor shall spot clean all desks, chairs, tables, filing cabinets, and bookcases. All high and low horizontal surfaces shall be dusted such as shelves and moldings ledges. Wall surfaces shall be spot cleaned removing marks and stains. All stairways and fire exits shall be sweep, vacuumed, and dusted. All VCT floors shall be buffed.

Monthly Requirements

All bright metal surfaces shall be cleaned and polished. Dust and cobwebs shall be removed from all ceiling tile and HVAC diffusers shall be vacuumed and washed. Small furniture shall be moved, clean under, and replaced back in position.

Quarterly Requirements

All horizontal and venetian blinds shall be dusted and spot cleaned. All office and classroom window surfaces inside/outside shall be cleaned and washed.

Semester Break Requirements

During the Colleges Spring Break, end of Summer break and Winter Break, and in coordination with the on-site college Administrator, the following work will be performed during this time period. Resilient and VCT floors in classrooms, hallways, offices, lounge and elevator shall be refinished. All bathroom floors and walls shall be machine scrubbed and disinfected. All carpeted surfaces and upholstered furniture shall be shampooed. Clean staff refrigerator. The contractor is responsible for putting all furniture back after floors are cleaned and at least two days before the start of the semester to allow for a visual inspection prior to use.

Additional Services

The contractor will be responsible to provide staff call in services upon request from the College and able to perform duties as assigned on short notice. The contractor must be able to respond and be on site within three (3) hours from the time the request was made. The College will pay for a 3 hour minimum per call in.

Required Level of Cleaning

The contractor will be required to maintain the New Brunswick Center at a cleaning appearance of APPA level 2. The APPA level 2 is the normal level of cleanliness expected of a college building. The APPA level 2 is defined as ordinary tidiness. It is the contractor's responsibility to provide routine inspections to insure that the level of cleanliness meets the expectations of the College and APPA standards. Continued failure to meet these expectations will result in the termination of this agreement. Upon thirty (30) written notice the College may choose to terminate this agreement if the level of cleanliness does not comply with the Level 2, APPA standard as determined by the College.

Payment

Payment shall be made monthly based on services provided the prior month.

Bond

A performance bond in the amount of \$20,000.00 shall be provided prior to the start of the contract term.

Vendor Employee Qualifications

Perform background checks including felony and misdemeanor convictions, drug testing, and an honesty test for all vendor employees assigned to the Center.

At least two days prior to assignment, the Vendor shall furnish the name, address, phone number, for each of their employees assigned to the College. No one will be allowed to work at the College unless they have been reviewed.

Maintain complete and accurate accounting records, in a form in accordance with standard accounting practices, to substantiate vendor's charges hereunder. Such records shall include payroll records, job cards, attendance cards and job summaries, and the vendor shall retain such records for one year from date of final payment hereunder. The College shall have access to such records for the purpose of audit during the respective periods in which vendor is required to maintain such records as herein provided.

The vendor shall, at any time during the term of this contract, upon request of Middlesex County College, render a report of inspection, staffing, emergencies, problems or related events at the Centers noted herein.

Submit to Middlesex County College a list of at least two individuals with emergency telephone numbers in addition to an answering service and/or call center. All must be authorized to dispatch back-up staffing at the request of the College for such services. The Vendor will update the emergency

telephone numbers as required, but must do so no less than every six (6) months throughout the term of this contract.

The vendors employees shall at a minimum possess the following qualifications:

- 18 years of age or older
- High School Diploma or G.E.D.
- A verifiable positive employment history
- No criminal convictions
- Authorized to work in United States of America
- No negative result on pre-employment and random drug screening
- Passing score on an honesty test
- Ability to communicate effectively
- Neat and professional appearance
- Speak effectively to communicate with the Center staff
- Bi-lingual (English/Spanish) speaking is preferred
- Ability to handle typical and crisis situations efficiently and effectively
- Be in good general health at all times

ADDITIONAL INSURANCE REQUIREMENTS

The vendor will secure and maintain, at his/her expense, insurance of the following kind and limits to cover all locations of the Vendor's operations in connection with work for the College.

Fidelity Bond: To include coverage for dishonest acts by the insured's employees.

Unemployment Insurance: The Vendor promises and agrees to pay the contribution measured by the wages of its employees required by the New Jersey Unemployment Insurance Laws and all amendments thereto and accepts the exclusive liability for said contributions; the Vendor further promises and agrees to indemnify and hold harmless Middlesex County College on account of any contribution measured by the wages aforesaid of the employees of the Vendor assessed against Middlesex County College under the authority of said law.

The Vendor will submit insurance certificates covering all of the aforementioned insurance requirements which certificates will name Middlesex County College an additional insured party. No work can commence until these certificates are in the hands of the College. Furthermore, the insurers will be required to provide the College a thirty (30) day notice of any changes in coverage or cancellation of coverage by either Vendor or Insurer.

INDEMNIFICATION

The vendor agrees to and will indemnify, defend and hold the College harmless from and against any claim arising from the vendor's performance of the services under this contract, but only to the extent the claim is caused by the negligence of the vendor, its employees or agents while acting within the scope of their duties and authority

The College agrees to and will indemnify, defend and hold the vendor harmless from and against any claim in connection with this contract, but only to the extent the claim is caused by the negligence of the college, its employees or agents.

SITE VISIT AND ADDITIONAL INFORMATION

Additional information may be obtained from the following:

Facility/site:

Proposal: David Fricke
Director of Purchasing
732-906-2519
732-906-4236 fax

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.