

STATE OF NEW JERSEY <b>AGENCY PURCHASE ORDER</b>				DOCUMENT		DATE	REQUISITION NUMBER	FY
				TC	AGY	NUMBER		
PO # 8898663				PO 016	16108898663	04/01/21	R	21
				(WAO) SPECIAL PROCUREMENT/ WAIVER AUTHORIZATION			VENDOR ID NUMBER	
							V00035870	00
CONTRACT NO	AGENCY REF	BUYER	TERMS	TOTAL AMOUNT				
		AE	NONE	\$ 45131.52				

**VENDOR NAME AND ADDRESS**

ACB SERVICES INC  
37 SCHOOLHOUSE ROAD  
CREAM RIDGE NJ 08514

**SHIP F.O.B. DESTINATION TO:**

DIVISION OF CHILD PROTECTION (161610/S989)  
DYFS  
SHIP TO LOCATION AS SPECIFIED ON EACH ITEM NJ 00000

Direct Purchase or Special Procurement, Indicate Date Quotation Received → 03/01/21

CONTACT **ROBERT BUTCAVAGE** (609) 888-7135

WAIVER NUMBER: A0020

**BILL TO:**

DEPT OF CHILDREN AND FAMILIES  
DIVISION OF CHILD PROTECTION (161610/B973)  
DCF ACCOUNTING OPERATION-973  
50 E STATE ST 7TH FLOOR  
PO BOX 717 SUSAN SANTIAGO  
TRENTON NJ 08625-0717

**IMPORTANT: THIS PURCHASE ORDER CONTAINS PROMPT PAYMENT INFORMATION**

VENDOR REFERENCE

BFY 20

FUND	AGCY	ORG CODE	SUBORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
100	016	1610		157	2001	3510				
2										
3										

RPT CT	AMOUNT
1	COVD 45131.52
2	
3	

**INSTRUCTIONS TO VENDORS:** ENCLOSE PACKING SLIP WITH SHIPMENTS. SUBMIT ALL BILLS ON ATTACHED STATE VOUCHER FORMS. IF PARTIAL BILLING SUBMIT BALANCE ON SEPARATE STATE VOUCHER FORMS. SHOW PURCHASE ORDER NUMBER ON ALL BILLS OF LADING. INVOICES AND CORRESPONDENCE TO THE STATE AGENCY INDICATED ABOVE. N.J.S.A. 54:32B-1 ET SEQ. EXEMPTS NJ STATE AGENCIES FROM SALES OR USE TAXES. DO NOT INCLUDE THEM IN YOUR PRICE.

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
00001	DELIVERY: 030 DAYS ARO COMMODITY CODE: 910-39-000000 [JANITORIAL AND CUSTODIAL SERVICES] ITEM DESCRIPTION: SUPPLEMENT #1 - PORTER SERVICE PHASE 2 FOR 2 OFFICES-CUMBERLAND EAST AND MORRIS WEST NOVEMBER 16 2020-FEB 25 2021	1288.000	EACH	35.04	\$ 45131.52

**AGENCY APPROVAL:** This transaction is authorized by the Director, Division of Purchase and Property in accordance with the provision of Chap. 107 P.L. 1985 as amended. The Issuing Agency's Approval Officer's signature guarantees compliance with all provisions governing the authorization granted by the Director. Signature affixed to this document serves as certification that: 1) items purchased under DPA authorization are not currently available under the provisions of a current State contract, nor from the State Distribution Center, nor from DEPTCOR (State Use Industries); 2) funds required and authorized for this purpose are available. Unauthorized use is subject to prosecution.

*Sonia Benitez*  
Authorized Signature  
Procurement Manager  
Apr 12 2021  
Date

**Porter Service**  
**DCF Offices Open for Client Visitations**

**SCOPE OF WORK**

**Duration of Work: November 16, 2020 to February 28, 2021**

**8-hour shift between 9:00 AM to 5PM (Monday to Friday excluding State Holidays)**

**To include the following tasks:**

1. Disinfecting and cleaning occupied office area, staff will be limited. This task includes, trash removal and wiping of all surfaces within an office.
2. Provide hourly cleaning of all common areas including bathrooms and any touch points including but not limited to the wiping down of high traffic areas, disinfecting and cleaning bathroom sinks, faucet fixtures, toilet seats and toilet handles as well as all door handles and/or knobs) This does not include electronic equipment such as Printers, Fax Machines, Copiers, computers etc.
3. Cleaning of visitation rooms after each client visit. (Includes but is not limited to seating, all surfaces and handles)

**Summary**

Plan for the availability of trained cleaning staff, cleaning and disinfecting products and personal protective equipment (PPE) necessary for the areas to be cleaned. (Vendor to provide all necessary PPE, cleaning and disinfecting products to cleaning staff)

Surfaces within the buildings should always be cleaned prior to disinfection:

Vendor to design and communicate the Cleaning and Disinfecting Plan to building management, and cleaning staff.

Monitor CDC communications regarding changes to cleaning and disinfecting requirements. Communicate CDC changes to building management.

Routinely disinfect frequently touched surfaces.

Manually clean and disinfect all areas in use, including individual rooms, common areas, bathrooms, kitchens, pantries, dining areas, offices, storage closets, elevators, stairwells, reception areas, waiting areas, and smoking areas.

Furniture surfaces within offices, visitation areas and common areas should be spray disinfected as well, using a disinfectant specifically designed for such surfaces.

Monitor and communicate changes to CDC requirements.

Continue and/or revise the Cleaning and Disinfecting Plan based upon changes to occupancy or requirements.

**Note** all items above are subject to change or adjustment due to the fluidity of the pandemic and the determined safety measures provided by the CDC and Governor's offices for the State of NJ. Any such changes will be communicated through the assigned project manager within the Department of Children and Families to our vendors and their representatives. Note that due to the ongoing changes as they relate to the COVID 19 Pandemic additional offices may be included in this process.

### **Pricing**

Billable rate shall be based on an hourly rate. Each Porter requested equals 8 hours shift. There may be more than one porter assigned to meet the 8 hours shift.

### **Site Locations and Requested Porter**

See Attached List. Locations are subject to change based on the need of DCF.

**PORTER SERVICE**

**Not Under State Contract**

**DCF OFFICES OPEN FOR CLIENT VISITATION**

**Cumberland East LO- #765**

275 North Delsea Drive

US Route 47

Vineland, NJ 08360

**856-794-5871**

**866-816-1105** Fax: 856-690-5232

**Manager - Teresa Edwards**

**Morris West LO- #465**

855 Route 10 East

Randolph, NJ 07869

**973-927-0931**

**800-392-9518**

Fax: 973-927-3757/0612

**Manager - Sean McGinnis**



A.C.B. Services, Inc.  
550 West Ingham Ave, Ewing, New Jersey  
Phone: 609-695-1010 Fax: 609-695-1022

November 10, 2020

Ms. Sonia Benitez  
Procurement Manager  
Office of Procurement – C976  
Department of Children and Families  
50 East State Street, 2nd floor  
Trenton, New Jersey 08625-0729

Re: Quote for Porter Services at Cumberland East LO #765 and Morris West LO #465

Dear Ms. Benitez,

The purpose of this letter is to provide you with a quote for Porter Services for the period November 16, 2020 to February 28, 2021 at Cumberland East LO #765 and Morris West LO #465.

**Our quote is \$35.04 per hour, per Porter** – so, for example, if an office requires one Porter, and the Porter works 8 hours in one day, the total hours billed for the day would equal 8 hours at the rate of \$35.04 per hour.

**The hourly rate includes all direct and indirect costs related to the Porter, as well as all cleaning and disinfecting chemicals and supplies, and personal protective equipment used by the Porter.**

Attached are supporting documents related to the Porter Services, for reference:

- 1) Scope of Work – Porter Services
- 2) List of Office Locations

Thank you for the opportunity to provide you with this very important and urgent service.

Sincerely,

*Scott Kline*

Scott Kline  
ACB Services  
Office: 609-695-1010  
Cell: 609-610-0079

ACS Services - Supplemental Waiver AO-020  
 Nov 16 2020 to Feb 28 2021

Office	Address	Number of Porters	Hourly Rate	Daily Rate	Nov 1 - June 30 2021
Cumberland East LC- #765	275 North Deisea Drive US RTE 47 Vineland, NJ 08360	1	\$95.04	\$ 280.32	\$ 19,622.40
Morris West LC- #465	555 Route 10 East Randolph, NJ 07869	1	\$95.04	\$ 280.32	\$ 19,622.40
					\$ 39,244.80
Total					\$ 39,244.80
15% Unforeseeable Changes					\$ 5,886.72
Total Including Cost of Unforeseeable Changes					\$ 45,131.52

STATE OF NEW JERSEY <b>AGENCY PURCHASE ORDER</b>				DOCUMENT		DATE	REQUISITION NUMBER	FY	
				TC	AGY	NUMBER			
P O #: 8898660				PO	016	16108898660	04/01/21	R	21
				(WAO) SPECIAL PROCUREMENT/ WAIVER AUTHORIZATION				VENDOR ID NUMBER	00
CONTRACT NO				AGENCY REF		BUYER	TERMS		
						AE	NONE		
								TOTAL AMOUNT	
								\$ 341990.40	

**VENDOR NAME AND ADDRESS**

ACB SERVICES INC  
37 SCHOOLHOUSE ROAD  
CREAM RIDGE NJ 08514

Direct Purchase or Special Procurement, Indicate Date Quotation Received → 03/01/21

**SHIP F.O.B. DESTINATION TO:**

DIVISION OF CHILD PROTECTION (161610/S989)  
DYFS  
SHIP TO LOCATION AS SPECIFIED ON EACH ITEM NJ 00000

CONTACT **ROBERT BUTCAVAGE** (609) 888-7135

**BILL TO:**

DEPT OF CHILDREN AND FAMILIES  
DIVISION OF CHILD PROTECTION (161610/B973)  
DCF ACCOUNTING OPERATION-973  
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VENDOR REFERENCE

WAIVER NUMBER: A0020

**IMPORTANT: THIS PURCHASE ORDER CONTAINS PROMPT PAYMENT INFORMATION**

BFY 20

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2										
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RPT CT	AMOUNT
1	COVD 341990.40
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**INSTRUCTIONS TO VENDORS:** ENCLOSE PACKING SLIP WITH SHIPMENTS. SUBMIT ALL BILLS ON ATTACHED STATE VOUCHER FORMS. IF PARTIAL BILLING SUBMIT BALANCE ON SEPARATE STATE VOUCHER FORMS. SHOW PURCHASE ORDER NUMBER ON ALL BILLS OF LADING. INVOICES AND CORRESPONDENCE TO THE STATE AGENCY INDICATED ABOVE. N.J.S.A. 64:32B-1 ET SEQ. EXEMPTS NJ STATE AGENCIES FROM SALES OR USE TAXES. DO NOT INCLUDE THEM IN YOUR PRICE.

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00001	DELIVERY: 030 DAYS ARO COMMODITY CODE: 910-39-000000 [JANITORIAL AND CUSTODIAL SERVICES] ITEM DESCRIPTION: SUPPLEMENT #2 - PORTER SERVICE EXTENSION MARCH 1 2021 THRU JUNE 30 2021	9760.000	EACH	35.04	\$ 341990.40

**AGENCY APPROVAL:** This transaction is authorized by the Director, Division of Purchase and Property in accordance with the provision of Chap. 107 P.L. 1985 as amended. The Issuing Agency's Approval Officer's signature guarantees compliance with all provisions governing the authorization granted by the Director. Signature affixed to this document serves as certification that: 1) items purchased under DPA authorization are not currently available under the provisions of a current State contract, nor from the State Distribution Center, nor from DEPTCOR (State Use Industries); 2) funds required and authorized for this purpose are available. Unauthorized use is subject to prosecution.

*Sonia Bentez*  
Authorized Signature  
Procurement Manager  
Title

Apr 12 2021  
Date



A.C.B. Services, Inc.  
550 West Ingham Ave, Ewing, New Jersey  
Phone: 609-695-1010 Fax: 609-695-1022

February 26, 2021

Ms. Sonia Benitez  
Procurement Manager  
Office of Procurement -- C976  
Department of Children and Families  
50 East State Street, 2nd floor  
Trenton, New Jersey 08625-0729

Re: Extend Porter Service from March 1, 2021 to June 30, 2021

Dear Ms. Benitez,

The purpose of this letter is to confirm the extension of Porter Services to the locations provided below, at the best and final offer, as provided below:

Office			Number of Porters	Hourly Rate
Sussex LO - #466	20 East Clinton Street	Newton, NJ 07860	1	\$ 35.04
Warren LO - #469	415 East Washington Ave	Washington, NJ 07882	1	\$ 35.04
Hunterdon LO- #668	84 Park Ave 1st Fl STE- E-111	Flemington, NJ 08822	1	\$ 35.04
Salem LO -#761 (added 7/6)	3150 Route 9 South	Rio Grande, NJ 08242	1	\$ 35.04
Essex South LO-#567 (added 7/9)	21 Bleeker Street	Millburn, NJ 07041	2	\$ 35.04
Union Central LO-#571 (added 7/9)	65 Jackson Drive, Suite 300	Cranford, NJ 07016	2	\$ 35.04
Cumberland East LO- #765	275 North Delsea Drive US RTE 47	Vineland, NJ 08360	1	\$ 35.04
Morris West LO- #465	855 Route 10 East	Randolph, NJ 07869	1	\$ 35.04

Thank you for the opportunity to provide you with this very important service.

Sincerely,

Scott Kline  
ACB Services  
Office: 609-695-1010  
Cell: 609-610-0079