STATE OF NEW JERSEY
AGENCY PURCHASE ORDER
P O #: 8898663

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

WAIVER NUMBER: A0020

IMPORTANT: THIS PURCHASE ORDER CONTAINS PROMPT PAYMENT INFORMATION

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RPT CT AMOUNT
1 COVID $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. 13:52B-1 ET SEQ. EXEMPTS NJ STATE AGENCIES FROM SALES OR USE TAXES, BUT 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 provisions 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

VENDOR COPY
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
866-816-1105Fax:  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
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
### CAB Services - Supplemental Waiver AD-020

Nov 16 2020 to Feb 28 2021

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Number of Porters</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
<th>Nov 1 - June 30 2021</th>
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<td>Cumberland East LC - #785</td>
<td>225 North Delaware Drive US RTE 47, Vineland, NJ 08360</td>
<td>1</td>
<td>$35.04</td>
<td>$280.32</td>
<td>$19,622.40</td>
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<tr>
<td>Morris West LC - #885</td>
<td>1685 Route 10 East, Randolph, NJ 07669</td>
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<td>$35.04</td>
<td>$280.32</td>
<td>$19,622.40</td>
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Total: $39,244.80

$6,166.72 = 1/2 of Unallowable Changes

$45,411.52 = Total Including Cost of Unallowable Changes
STATE OF NEW JERSEY
AGENCY PURCHASE ORDER

P O #: 8898660

VENDOR NAME AND ADDRESS:
ACB SERVICES INC
27 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
DYFS
SHIP TO LOCATION
AS SPECIFIED ON
EACH ITEM

NJ 00000

CONTACT
ROBERT BUTCAYEAF
(800) 868-7135

BILL TO:
DEPT OF CHILDREN AND FAMILIES
DIVISION OF CHILD PROTECTION
DCF ACCOUNTING OPERATION-973
EO E STATE ST 7TH FLOOR
PO BOX 717 SUSAN SANTIAGO
TRENTON NJ 08625-0717

IMPORTANT: THIS PURCHASE ORDER CONTAINS PROMPT PAYMENT INFORMATION

VENDOR REFERENCE

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. 14:32B-1 ET SEQ. EXEMPTS NJ STATE AGENCIES FROM SALES OR USE TAXES. DO NOT INCLUDE THEM IN YOUR PRICE.

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1 COVD | 341990.40

INVOICE TOTAL: $341990.40

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] | 9780.000 | EACH | 38.04 | $341990.40

ITEM DESCRIPTION:
SUPPLEMENT #2 - PORTER SERVICE EXTENSION
MARCH 1 2021 THRU JUNE 30 2021

AGENCY APPROVAL: This transaction is authorized by the Director, Division of Purchases and Property in accordance with the provision of Chap. 107 P.L. 1995 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 SEPTCOR (State Use Industries); 2) items required and authorized for this purpose are available. Unauthorized use is subject to prosecution.

Sonia Benitez
Authorized Signature
Procurement Manager
Title
Apr 12 2021
Date

VENDOR COPY
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                  | 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 Bleecker 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