

November 6, 2020

[REDACTED]
Procurement Manager
Office of Procurement – C976
Department of Children and Families
Office 609-888-7135
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Re: Quote: JQ110620GHA for DCF porter services for disinfect cleaning of visitation offices

Ms. Benitez:

I would like to thank you for considering ACCSES NJ/CNA Services as the vendor for your porter services. ACCSES NJ is the State's designated Central Non-Profit Agency (CNA), administering the State set-aside contract for people with disabilities under the State Use Law for Rehabilitation Facilities (NJSA 30:6-23). We hold several state contracts covering thousands of products and nearly a dozen individual services.

Upon review of your request, we are submitting the following pricing based on our state contract T-1480 / 77110A for porter services, line 28

- 8 hours per day, per week, hourly all - inclusive porter rate - \$31.37, disinfect cleaning public areas, restrooms, and all common touch points (see scope of services below)
- Time period – November 16, 2020 to June 30, 2021
- Disinfecting and cleaning occupied office area, staff will be limited.
- Hourly cleaning of all common areas including bathrooms and any touch points.
- Cleaning of visitation rooms after each client visit.
- Scope of Work should include and 8 hour shift between 9:00 AM and 5:00 PM Monday through Friday.

Thank you for the opportunity to price this project. We look forward to working with you further. If there are any questions please feel free to reach out to John Ganley, senior services manager.

Thank you,

Garth Hutchinson
Regional Mgr. Accses NJ

Porter Service
DCF Offices Open for Client Visitations

SCOPE OF WORK**Duration of Work: November 16, 2020 to June 30, 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.

**ACCSES NJ -
Service for DCF Visitation Offices**

Porter

Office

Atlantic West LO 763	5218 Atlantic Avenue, Suite 104
Bergen South 461 (2 porters=8 hr per day)	125 State Street, 1st & 2nd Floors
Burlington East LO - 767	100 Lucas Drive
Camden Central 771	55 Haddonfield Road
Gloucester West LO- #770	215 Crown Point Road
Hudson South LO- #463	690 Broadway, 4th Floor
Mercer South LO - #669	120 S. Stockton St., 2nd Floor
Middlesex West LO- #508	53 Knightsbridge Road
Ocean South LO - #671	333 U.S. Routes 9
Passaic Central LO - #467	100 Hamilton Plaza, 11th Floor
Union West LO - #568	200 West 2nd Street, 4th floor

11 Sites - as of 11-10-2020

**Accses not able to provide service to
Cumberland East & Morris East. Newark
NorthEast removed-currently has ongoing
janitorial service-sb 11-09-20**

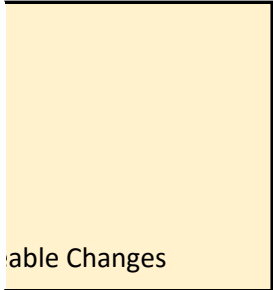
Number of Hourly Rate
Porters

Mays Landing, NJ 08330	1	\$31.37
Hackensack, NJ 07601	1	\$31.37
Lumberton, NJ 08048	1	\$31.37
Cherry Hill, NJ 08002	1	\$31.37
West Deptford, NJ 08086	1	\$31.37
Bayonne, NJ 07002	1	\$31.37
Trenton, NJ 08625	1	\$31.37
Piscataway, NJ 08854	1	\$31.37
Bayville, NJ 08721	1	\$31.37
Paterson, NJ 07505	1	\$31.37
Plainfield, NJ 07060	1	\$31.37

Daily Rate Nov 1 - June 30 2021

\$ 250.96	\$ 43,416.08
\$ 250.96	\$ 43,416.08
\$ 250.96	\$ 43,416.08
\$ 250.96	\$ 43,416.08
\$ 250.96	\$ 43,416.08
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\$ 250.96	\$ 43,416.08
\$ 250.96	\$ 43,416.08

\$ 477,576.88	\$ 477,576.88 Total
	\$71,636.53 15% Unforseeable Changes
	\$ 549,213.41 Total including Cost of Unforsee



able Changes