

**State of New Jersey  
Division of State Police  
Central Purchasing  
Release Purchase Order**

T1480 - JANITORIAL SERVICES STATEWIDE

Blanket Order Number  
  
77110:467  
  
SHOW THIS NUMBER ON ALL  
PACKAGES, INVOICES AND  
SHIPPING PAPERS.

Agency Ref. # COVID 19

**V  
E  
N  
D  
O  
R**  
Vendor Number: V00000491  
ACCSES NJ  
150 West State Street  
Trenton, NJ 08608  
[REDACTED]

**S  
H  
I  
P  
T  
O**  
DIVISION OF STATE POLICE  
[REDACTED]  
WEST TRENTON, NJ 08628  
US  
Email: [REDACTED]  
Phone: [REDACTED]

INVOICES: Direct invoices in DUPLICATE to the address shown above. TERMS AND CONDITIONS set forth in our Bid or Quotation, on the reverse side hereof or incorporated herein by reference become a part of this order.

**B  
I  
L  
L  
T  
O**  
DEPT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE-PURCHASING UNIT  
[REDACTED]  
WEST TRENTON, NJ 08628  
US  
Email: [REDACTED]  
Phone: [REDACTED]

ATTN: [REDACTED]

Solicitation (Bid) No.:	Payment Terms: Shipping Terms: F.O.B., Destination Freight Terms: Delivery Calendar Day(s) A.R.O.: 30
-------------------------	--

Item # 1 Class-Item 910-39  ALL INCLUSIVE HOURLY RATE FOR JANITORIAL SERVICES INCLUDING ALL EQUIPMENT, SUPERVISION, MANAGEMENT AND								
Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
54960.80	\$ 31.37	HOUR	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 1,724,120.30

TAX: \$ 0.00  
FREIGHT: \$ 0.00  
TOTAL: \$ 1,724,120.30

APPROVED

By: \_\_\_\_\_

Phone#: \_\_\_\_\_

BUYER

August 10, 2020

***Sonia Benitez***

Procurement Manager  
Office of Procurement – C976  
Department of Children and Families



Email: 

Re: Quote: JQ081020GHA for DCF porter services for disinfect cleaning – State Contract Proposal

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

- (Sites we are currently servicing under state contract: Middlesex, Hudson West, Hudson Central, Bergen Central, Camden East, Morris East, Passaic North, Mercer North, Somerset LO, Cumberland West, Gloucester East, Newark Center City, Newark South, Monmouth North, Ocean North, Atlantic East, Burlington East,
- We are adding Cape May LO #761 and Gloucester East LO #769. Each is for 1 porter at 8 hours per day. These are included in pricing spread sheet.
- 1 to 2 porters pending on the site, 8 hours per day, 5 days per week, hourly all - inclusive porter rate - \$31.37, disinfect cleaning public areas, restrooms, and all common touch points (Scope of services below and spread sheet with pricing for each site.
- Disinfecting products EPA approved. Disinfecting process according to CDC protocols.
- Time period – Sept. 1, 2020 to June 30, 2021

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

## **SCOPE OF WORK**

**Duration of Work: September 1, 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)
5. Disinfecting of state vehicles when they are returned to the office after a field visit during shift hours. (Disinfect all surfaces, such as steering wheels, door handles, seating, radios, shift sticks, cup holders, dashboards, etc)
6. Vehicles that are returned after the 5:00 PM shift need to be disinfected at 9:00 AM the following day before there are redeployed. (Disinfect all surfaces, such as steering wheels, door handles, seating, radios, shift sticks, cup holders, dashboards).

### **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 by regular cleaning services.

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, including individual rooms, common areas, bathrooms, kitchens, pantries, dining areas, offices, storage closets, elevators, stairwells, reception areas, waiting areas, car parks, 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.

Office	Number of Porters	Hourly Rate
Middlesex Coastal Lo - #509	1	\$31.37
Hudson Central LO- #470	2	\$31.37
Bergen Central LO- #462	1	\$31.37
Mercer North LO- #673	1	\$31.37
Somerset LO - #660	1	\$31.37
Ocean North LO - #672	2	\$31.37
Atlantic East LO -#762	2	\$31.37
Burlington East LO - #767	1	\$31.37
Cape May LO - #762	1	\$31.37
Morris East LO - #473	1	\$31.37
Hudson West LO - #464	2	\$31.37
Camden/East LO - #774	2	\$31.37
Passaic North LO - #472	2	\$31.37
Monmouth North LO- #663	2	\$31.37
Cumberland West LO- #764	2	\$31.37
Gloucester East LO-#769	2	\$31.37
Newark Center City LO - #560	2	\$31.37
Newark South LO - #562	2	\$31.37

**Purchase Order 77110:360 July only date 7/1/20 - \$225,888.15**

**Purchase Order 77110:432 Aug only date 7/31/2020 \$137.024.16**

\*Salem Removed 7/6 Accses could not service

\*Essex South and Union Central Removed 7/8-Accses could not service

\*added an additional porter to Middlesex Coastal, Ocean North and Atlantic East 7/14

\*requested an additional porter to  
Newark Center City, Newark South and  
Passaic North 7/20 - (no changes to  
attach list) change will be 4 hour  
porters to each site  
Cape May and Gloucester added start  
9/1

Sept Cost

Daily Rate

21 Days

Oct 1 - June 30 2021

\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 250.96	\$ 5,270.16	\$ 46,427.60	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
\$ 501.92	\$ 10,540.32	\$ 92,855.20	
	<b>\$ 152,834.64</b>	<b>\$ 1,346,400.40</b>	<b>\$ 1,499,235.04</b>
			<b>\$224,885.26</b>
			<b>\$ 1,724,120.30</b>



## RIDER FOR PURCHASES FUNDED, IN WHOLE OR IN PART, BY FEDERAL FUNDS

The provisions set forth in this Rider apply to all purchases funded, in whole or in part, by Federal funds as required by 2 CFR 200.317.

### I. PROCUREMENT OF RECOVERED MATERIALS

Pursuant to 2 CFR 200.322, the contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$ 10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$ 10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- A. Designated items are those set forth in 40 CFR 247 subpart B, as may be amended from time to time, including:
1. Paper and paper products listed in 40 C.F.R. 247.10;
  2. Certain vehicular products as listed in 40 CFR 247.11;
  3. Certain construction products listed in 40 C.F.R. 247.12;
  4. Certain transportation products listed in 40 C.F.R. 247.13;
  5. Certain park and recreation products, 40 C.F.R. 247.14;
  6. Certain landscaping products listed in 40 C.F.R. 247.15;
  7. Certain non-paper office products listed in 40 C.F.R. 247.16; and
  8. Other miscellaneous products listed in 40 C.F.R. 247.17.
- B. As defined in 40 CFR 247.3, "recovered material" means:
1. waste materials and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process; and
  2. for purposes of purchasing paper and paper products, means waste material and byproducts that have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. In the case of paper and paper products, the term recovered materials includes:
    - a. Postconsumer materials such as -
      - i. Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; and
      - ii. All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste, and
    - b. Manufacturing, forest residues, and other wastes such as -
      - i. Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel in smaller rolls of rough sheets) including: envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and
      - ii. Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others;
      - iii. Fibrous byproducts of harvesting, manufacturing, extractive, or wood-cutting processes, flax, straw, linters, bagasse, slash, and other forest residues;
      - iv. Wastes generated by the conversion of goods made from fibrous material (that is, waste rope from cordage manufacture, textile mill waste, and cuttings); and
      - v. Fibers recovered from waste water which otherwise would enter the waste stream.
- C. For contracts in an amount greater than \$ 100,000, at the beginning of each contract year, contractor shall provide the State estimates of the total percentage of recovered material utilized in the performance of its contract for each of the categories listed in subsection (A). For

all contracts subject to this Section 7.1 of the Standard Terms and Conditions, at the conclusion of each contract year, contractor shall certify to the State the minimum recovered material content actually utilized in the prior contract year.

### II. EQUAL EMPLOYMENT OPPORTUNITY

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and

such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

### **III. DAVIS-BACON ACT, 40 U.S.C. 3141-3148, AS AMENDED**

When required by Federal program legislation, all prime construction contracts in excess of \$ 2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any

means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

### **IV. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT, 40 U.S.C. 3701-3708**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$ 100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

### **V. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

### **VI. CLEAN AIR ACT, 42 U.S.C. 7401-7671q, AND THE FEDERAL WATER POLLUTION CONTROL ACT, 33 U.S.C. 1251-1387, AS AMENDED**

Contracts and subgrants of amounts in excess of \$ 150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

### **VII. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### **VIII. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. 1352**

Contractors that apply or bid for an award exceeding \$ 100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.