



**To: All Bidders**

Addendum #1 RFB # 11-13-23 CSB  
Additional Questions/Clarification  
Hudson County Community College  
Custodial Services

Please include a copy of all addendums with your RFP bid responses.

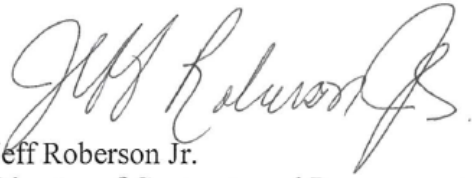
1. Can you please furnish me with the most recent information on the current officeholder and the Seniority List? **The employees are managed by a third-party vendor. The College does not maintain an employee list that has seniority. The current vendor and Union 32BJ will have that information.**
2. How is the current company? **The College has no issues with the services provided by the current company.**
3. Are the current employees part of the Union? **Yes, 32BJ is the Union.**
4. Please provide the cleaning frequency for each location included in the RFP. **The RFP has a section on the frequency of work per daily-weekly-monthly and so on. Regarding shifts per campus, the Jersey City Campus operates for most of the year 7 days/week. Monday through Friday, there are three shifts of custodians. On the weekend one, maybe two, depending on the semester. The North Hudson Campus (Union City Location) operates 7 days/week. There are only two shifts, Monday through Friday (No overnight Shifts), and one shift for the weekend activities.**
5. How many hours per day, per day porter are required for this contract? Please also provide the number of day porters needed at each location. **Porters are 40 hours a week positions. Jersey City campus, day shift, 4 porters, Monday through Friday. Jersey City campus, evening shift, Monday through Friday, 2 porters. No set buildings. They move from building to building as needed. North Hudson Campus porter work is divided into custodial work. This is subject to change as per the RFP.**
6. At which locations and at what frequency does the College require a dishwasher? **Dishwashers are used on both campuses. For the Jersey City campus, primarily the Culinary building, but may be scheduled for other buildings when needed. Dishwashers are scheduled Monday through Friday, and weekend shifts change every semester. North Hudson Campus will add dishwashing staff for a new kitchen/café opening in 2024. This is subject to change as per the RFP.**
7. Is the Supervisor and Account Manager the same person? **Only supervisors are required, not account managers.**
8. Which of the following is the intention of HCCC to have the bidders included in the requested (%) markup? To include only the bidder's management fee/profit. The requested % or all payroll attributed costs such as taxes, insurance, performance bonds, uniforms, equipment, management fees, employee vacation, and sick time. In the requested %. The RFP specifically states that the % percentage is above the required wage rate. **The current Union wage rates, including benefits, have been provided in the RFB. Each company must determine independently what additional items are included in your markup (%) percentage above the required rates.**

Does HCCC have a current seniority list to base the amount of vacation and sick time coverage that will be needed) **No, the College does not have a seniority list. The current vendor and Union may have a list of Senior employees**

9. During the pre-bid walkthrough, it was mentioned that HCCC currently operates with (3) three custodial shifts is that correct? Does this include the weekends as well? **Subject to change, the HCCC currently uses the following shifts. The Jersey City Campus: the College uses three (3) shifts Monday through Friday. On Saturday and Sunday, we always have a morning shift. Any afternoon shifts for the weekend vary per semester. The Union City Campus: Only operates on two (2) shifts, 1 morning and 1 afternoon/evening, 7 days a week. No regular overnight shift. When needed, arrangements and schedules for any overnight work at his location will be performed and communicated in advance.**
10. The bid specifications call for a manager, it doesn't mention supervisors do we need to have supervision on the staff, and if yes, how many? **There are 2 Supervisors; 1 Day Shift & 1 Overnight Shift. See response to #7.**
11. If there is a new contractor selected can they use existing employees? **That is up to the employee, contractor, and the union 32BJ.**
12. On the cost proposal sheet, page 61, the amount you are looking for is hourly? or yearly? **The (%) percentage markup mathematically equates to the same amount regardless of hourly or annual application.** Does it include all costs i.e. management, equipment, profit, and overhead? **The current Union wage rates, including benefits, have been provided in the RFB. Each company must determine independently what additional items are included in your markup (%) percentage above the required rates.**
13. On page 29, it states that a copy of the current Collective Bargaining Agreement is available. Could you send us one? **The current Collective Bargaining Agreement has not been agreed and ratified by the Union. Please contact 32BJ for this request. The College does not maintain the Collective Bargaining Agreement.**
14. How many walk-behind floor scrubbers do we need? Do we need one in each facility, or should we plan on moving them around? **4 machines; 2 per campus**
15. Project work equipment such as carpet cleaning equipment and floor waxing equipment is stored at which location? Does the College move that equipment from building to building, or do we need a vehicle? **The Union City campus should have its own set of equipment separate from the Jersey City campus. On the Jersey City campus, there is a room designated for all flooring equipment and supplies at 81 Sip Ave. No vehicle is needed.**
16. "Bid specifications stop at page 55 and start again at page 60." Provided bid specifications do not include pages 56-59 is this intentional? **Pages 56-59 have been intentionally omitted, no additional specifications are missing.**
17. In reading through the RFB, I can't seem to locate the number of sealed printed bids that are required to be submitted; please advise. **Please send two hard copies of the bid and a USB if possible.**
18. How will the monthly billing process occur? Is a lump sum invoice sent, and the school makes deductions or some way similar? **The company should be billing the College on a monthly basis with the total of hours based on the different hourly rates based on position. For example, there is one rate for all custodians and porters and a different rate for the month. And the same with the Dishwashers. At the bottom of the invoice, it should show one total for the month, adding both the custodial for dishwashers. On the monthly invoice, it should show the total hours for custodians/porters x the rate = the total for dishwashing charges. We have a time clock system in place to track the workable hours for all employees and every shift. The current company also has a time clock system in place next to the College's time clock system so they can keep track of their employee's times.**
19. Please confirm that there is no prevailing wage work to be done by the vendor. **The employees will not be required to perform any prevailing wage rate work that is not part of their job responsibilities and outside of the required (Union 32BJ prevailing wage rates for their positions).**
20. What is the maximum height for dust work? **The College does not have a maximum height for dust work. If it is something that is extremely high or dangerous to reach, the College will not ask/request the custodial staff to dust. This will be resolved by the Facilities department or outside vendor if necessary**
21. How much additional/work order billing occurred last school year? **On average, the College can require anywhere from 500+ hours extra work/overtime to well over a thousand hours a year, depending on many factors, like weather-related issues (snow, heavy rains, super storms), important events, special projects, event set-ups, etc. It changes from year to year depending on the College's needs.**

22. What is the current value/contract pricing? **At the time of award of the previous 3-year contract, based on the estimated hours, union wage rates overhead and profit, the estimated contract value was \$9,097,843.00 The actual contract value is based upon the number of hours worked.**

Thank you.

A handwritten signature in black ink, appearing to read "Jeff Roberson Jr.", with a stylized flourish at the end.

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