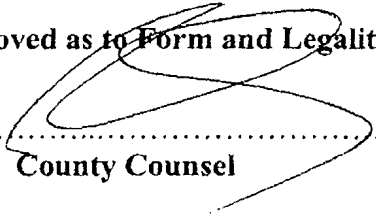


CONTRACT AWARD	
AB2019-49JANITORIAL SERVICES FOR THE MERCER COUNTY PROSECUTOR	
NOVEMBER 26, 2019	
CONTRACT TERM: JANUARY 13, 2020 THROUGH JANUARY 14, 2022	
NAME OF BIDDER:	S & C FACILITY SERVICES, LLC
ADDRESS	21 IMLAYSTOWN HIGHSTOWN RD
CITY, STATE, ZIP	ALLENTOWN, NJ 08501
CONTACT	FREDERICK VALENTINO
TELEPHONE	609.888.6220
FAX	
E-MAIL	SCFSERVICES2012@GMAIL.COM
ADDENDUM NO. ONE	SIGNED AND DATED
EXCEPTIONS	NONE
FATAL FLAW	NO

PROPOSAL FOR JANITORIAL SERVICES AT 1589 LAMBERTON STREET, TRENTON AND 1			
S & C FACILITY SERVICES, LLC			
PROSECUTOR'S OFFICE, LAMBERTON STREET	NO. OF DAYS	DAILY RATE	TOTAL
YEAR ONE			
ONE DAY MATRON MONDAY THROUGH FRIDAY	247	\$ 106.00	\$ 26,182.00
8:00 AM THROUGH 4:00 PM			
YEAR TWO			
ONE DAY MATRON MONDAY THROUGH FRIDAY	247	\$ 115.00	\$ 28,405.00
8:00 AM THROUGH 4:00 PM			
TOTAL			\$ 54,587.00
VOTING MACHINE WAREHOUSE, JOHNSTON AVENUE			
YEAR ONE			
ONE CUSTODIAN ON TUESDAYS AND THURSDAYS*	104	\$ 50.00	\$ 5,200.00
THREE HOURS DAILY			
YEAR TWO			
ONE CUSTODIAN ON TUESDAYS AND THURSDAYS*	104	\$ 50.00	\$ 5,200.00
THREE HOURS DAILY			
TOTAL			\$ 10,400.00
GRAND TOTAL FOR TWO YEARS			\$ 64,987.00
*OR AS DESIGNATED (IF A HOLIDAY FALLS ON TUESDAY OR THURSDAY)			

Approved as to Form and Legality

Date



January 23, 2020

County Counsel

AWARD OF BID RECEIVED NOVEMBER 26, 2019 TO S & C FACILITY SERVICES, LLC FOR JANITORIAL SERVICES AT 1589 LAMBERTON ROAD (PROSECUTOR'S OFFICE) AND 1 JOHNSTON AVENUE (VOTING WAREHOUSE). AMOUNT NOT TO EXCEED: \$64,987.00 (\$54,587.00 FOR 1589 LAMBERTON ROAD AND \$10,400.00 FOR 1 JOHNSTON AVENUE) PERIOD: JANUARY 13, 2020 THROUGH JANUARY 14, 2022 (AB2019-49)

WHEREAS, the Mercer County Purchasing Department has advertised for bids for janitorial services at 1589 Lambertson Road and 1 Johnston Avenue, through bid terms and specifications, as provided by law; and,

WHEREAS, three (3) separate sealed bids were received on November 26, 2019 in connection with the aforementioned services; and,

WHEREAS, the lowest bidder, NSI Clean Worldwide, Inc., rescinded their bid, therefore, S & C Facility Services, LLC is the next lowest responsive and responsible bidder; and,

Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
Cannon	X				✓		Melker	X					
Cimino	X				✓		Walter	X					✓
Colavita				X			Koontz	X					
Frisby	X												

X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

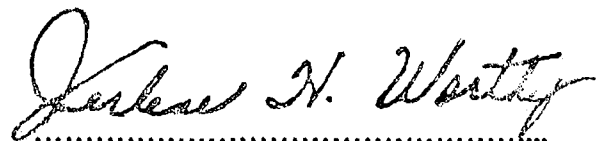
-2-

WHEREAS, the bid of S & C Facility Services, LLC, 1589 Imlaystown Hightstown Road, Allentown, NJ 08501, shall be awarded for a period of January 13, 2020 to January 14, 2022, in the amount not to exceed \$64,987.00 (1589 Lamberton Road - \$54,587.00; 1 Johnston Avenue - \$10,400.00); and,

WHEREAS, the Chief Financial Officer of Mercer County has certified in writing the availability of funds for the purposes set forth in this Resolution, said certification is on file with the Clerk to the Board and funds are contingent upon the inclusion in and adoption of the 2020, 2021 and 2022 Mercer County Budgets; now, therefore,

BE IT RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to execute said contract when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Prosecutor's Office, Superintendent of Elections, and the Purchasing Department for further distribution.



.....
Clerk to the Board

**SPECIFICATIONS FOR JANITORIAL SERVICES
COUNTY OF MERCER PROSECUTOR'S OFFICE
1589 LAMBERTON ROAD
TRENTON, NEW JERSEY
AND VOTING WAREHOUSE
1 JOHNSTON AVENUE
TRENTON, NEW JERSEY**

INTENT

Mercer County requests bids for Janitorial Services for the buildings stated for a two (2) year period. Services shall be provided at 1589 Lambertson Road in Trenton, and 1 Johnston Avenue in Hamilton Township, New Jersey. The County has provided a minimum work staff requirement. The contractor shall at all times provide the minimum staffing as specified. Bidders shall have two years' experience providing similar services. The County shall award one contract to the lowest responsive, responsible bidder for the two sites. Deadline for questions should be submitted by **November 13th, 2019** to smceachern@mercercounty.org.

The cleaning services for the Prosecutor's Offices located at 1589 Lambertson Road, Trenton, NJ shall be performed between the hours of 8:00 AM and 4:00 PM five (5) days per week.

The cleaning services at the Voting Machine Warehouse located at 1 Johnston Avenue, Hamilton, NJ shall be performed on Tuesdays and Thursdays between the hours of 9:00 AM and 3:00 PM.

ADDITIONAL WORK

If required, additional work shall be paid at the daily rate as specified in the respondents bid.

SITE VISIT

All appointments for inspection shall be made through Ms. Catherine DiConstanzo (609) 989-6775 and

Ms. Merezis Diaz at (609)-989-6356, prior to submission of bid to inspect areas to be serviced as described in the specifications.

GENERAL CONDITIONS

Custodians and Matrons/Porters will be required to wear a matching uniform with the company name and a company issued photo laminated ID card to be worn in plain view at all times.

Custodians and Day Matrons are required to sign in and out at a centralized location at each facility. The contractor must perform a Criminal Background Check on each potential employee and provide reports to the respective contact at each location.

If property damage resulting from contractors negligence has to be repaired and/or replaced by the county; the expense for such work will be deducted from the monies due the contractor.

The Contractor shall at all times comply with the NEW JERSEY RIGHT TO KNOW ACT, including ensuring proper labeling of all containers of potentially hazardous materials, and furnishing Material Safety Data Sheets (MSDS) as required.

UNSATISFACTORY PERFORMANCE

All work shall be supervised by the Contractor's personnel who will co-ordinate efforts with the County and Mercer County Prosecutor's Office Business Unit staff. The County shall monitor the services provided and if found to be unsatisfactory, work shall performed at no additional cost to the County. Contractor will not be compensated until the work is completed. The uncompleted work must be performed by the Matron or Custodian the following day.

SUPPLIES AND EQUIPMENT

The County shall furnish hand-soap; paper towels, toilet tissue, sanitary napkins and plastic trash can liners. The Contractor shall furnish and provide for all cleaning supplies and equipment necessary for the proper execution of this contract such as but not limited to waxes, strippers, cleaners, buffers, vacuum cleaners, mops and buckets.

Bidders are encouraged to provide "environmentally friendly" or "green" products with the following attributes or qualities:

- Made of recycled materials, maximizing post-consumer content
- Non-toxic or minimally toxic, preferably biodegradable
- Made from raw materials obtained in an environmentally sound sustainable manner
- Manufactured in an environmentally sound, sustainable manner by companies with proven environmental track records
- Cause minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging, preferably made of recycled and/or recyclable materials
- Produced locally or regionally (to minimize the environmental costs associated with shipping)

EQUIPMENT

Prior to the award, the awarded Contractor shall be required to furnish the County of Mercer with a list of equipment to be used in the execution of this contract and agrees to upgrade such equipment should it be necessary to do so by mutual consent with the County. **Faulty equipment must be replaced within one day.** The County of Mercer shall

not be liable or responsible in any way for the loss of equipment stored in any County Facility.

SALARIES FOR MATRONS/PORTERS AND CUSTODIANS MUST MEET THE REQUIRED NEW JERSEY MINIMUM WAGE RATE.

A qualified supervisory representative shall meet weekly with the County designee. All complaints, prior to each shift, shall be addressed by the County's designee and the custodial supervisor.

The following are designated County holidays and excluded from the work schedule:

Independence Day
Labor Day
Columbus Day
General Election Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving

Christmas Day
New Year's Day
Martin Luther King's Day
Lincoln's Birthday
President's Day
Good Friday
Memorial Day

STAFFING:

1589 LAMBERTON ROAD, TRENTON, NJ

One (1) Day Matron between the hours of 8:00 AM and 4:00 PM, Monday through Friday.

1 JOHNSTON AVENUE, HAMILTON, NJ

One (1) Custodian, three (3) hours per day on Tuesday and Thursday between the hours of 9:00 AM and 3:00 PM.

A CRIMINAL BACKGROUND CHECK WILL BE REQUIRED FOR INDIVIDUALS WORKING AT BOTH SITES.

ADDITIONAL WORK REQUIREMENTS

ADDITIONAL WORK, IF REQUIRED, SHALL BE PAID AT THE DAILY RATE SUBMITTED IN THE BID PROPOSAL.

WORKING HOURS

Normal daytime working hours are between 8:00 AM and 4:00 PM. The County will control signing in and out. Signing in or out for someone other than themselves, or with an incorrect time will be reported to the Contractor Supervisor and the County.

INDEPENDENT CONTRACTOR

The Contractor shall be an independent contractor in every respect and not an agent of the County. The Contractor shall be the sole employer of all personnel engaged in the performance of this contract and shall accept full responsibility for all lost or damaged property and injury to persons resulting from the execution of the as well as for any claims made by or on behalf of the Contractor's agents, servants and employees arising out of their employment or work pertaining to the performance of this Contract.

INDEMNIFICATION

The Contractor shall accept the full responsibility for and shall defend, indemnify and save harmless Mercer County, its officials, officers, employees, and agents from all claims for all loss or damage to property and injury to persons resulting from the negligent execution or performance of this Contract as well as for any claims made by or on behalf of Contractor's agents, servants, and/or employees arising out of their employment or work pertaining to the operation under this Contract; moreover Contractor shall at all times defend, indemnify and hold the County, its elected officials, officers, and/or employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines, or judgments, including costs, attorney and witness fees, and expenses incident thereto, arising out of or in connection with the execution or performance of this Contract. Contractor shall be an independent contractor at all times and in every respect and not the agent of the County. Nothing contained herein and no direction or notification from the County, the Project Manager, or his /her designee to the Contractor shall imply the creation of a partnership, joint venture or agency relationship between the parties herein

**SPECIFICATIONS FOR JANITORIAL CLEANING SERVICES FOR
THE VOTING WAREHOUSE, LOCATED AT 1 JOHNSTON AVENUE, HAMILTON, NEW
JERSEY 08609
CONTACT: CATHERINE DICOSTANZO (609) 989-6775**

SCOPE OF WORK

The areas at 1 Johnston Avenue are approximately 325 square foot tiled lunch area, 650 square foot carpeted office area and 250 square foot tiled bathroom. One Custodian shall perform the duties as specified on **Tuesdays and Thursdays**, three (3) hours a day between the hours of **9:00 A.M. and 3:00 P.M.**

1. **Trash Removal**

- All office and public trashcans shall be emptied **twice** a week and returned to their proper location with new bags.
- All rest room trashcans including paper towel and sanitary napkin receptacles shall be emptied **twice** per week and returned to their proper location.
- All cans and receptacles shall have plastic liners, which shall be replaced when soiled **twice** a week.

2. **Vacuuming**

- All offices and entranceways shall be vacuumed twice a week.
- All desk areas including kneeholes and under pedestals where accessible shall be vacuumed **twice** per week.
- Chairs and trashcans shall be moved when vacuuming.
- Entrance mats shall be vacuumed **twice** a week.
- Rubber bands, paper clips and floor scraps shall be picked up and discarded.
- Staples shall be removed from the carpets **twice** a week.
- Vacuum cleaners shall be kept in good working condition at all times and emptied twice a week. The use of vacuuming cleaners with hepa filters will eliminate the need for much dusting and should be considered for this job.

3. **Floor**

- Lunch area and rest room floors shall be mopped with soap **twice** per week
- Strip and refinish resilient tile floors **every six (6) months**.
- All floors **must** be stripped and waxed twice a year, December and July.

4. **Miscellaneous**

- All horizontal surfaces including cabinets, tables, file shelves, chairs, desks, office machines, coat racks, etc. shall be dusted **twice** per week without moving papers.
- Telephones shall be wiped clean and sanitized **twice** per week with an approved disinfectant.
- High surfaces shall be dusted on a **weekly** basis.
- Water fountains shall be wiped clean and sanitized **twice** per week.
- Windowsills, railings, framework and ledges shall be cleaned on a **weekly** basis.
- Upholstered furniture shall be brushed cleaned on a **weekly** basis.
- Partition glass shall be completely cleaned **twice** per week.
- Any noticeable stains on desks or counters will be cleaned with a disinfectant spray.

5. **Rest Rooms**

- All soap, towels, and sanitary napkin dispensers shall be refilled **twice** per week.
- Each toilet seat shall have a minimum of one complete roll of toilet tissue.
- All lavatories and fixtures shall be cleaned **twice** per week with disinfectant cleaner.
- All mirrors shall be cleaned **twice** per week.
- Toilets and urinals shall be left completely cleaned. Exteriors shall be wiped clean **twice** per week with a disinfectant cleaner.

SPECIFICATIONS FOR JANITORIAL SERVICES FOR THE MERCER COUNTY PROSECUTOR
1589 LAMBERTON ROAD
TRENTON, NEW JERSEY
CONTACT: MERECEIS DIAZ (609) 989-6356

SCOPE OF WORK

The area of 1589 Lambertson Road is approximately 26,865 square feet. The specific tasks that must be accomplished are as listed below and must be completed between the hours of **8:00 A.M. and 4:00 P.M.**

1. **Trash Removal**

- All office and public trash cans shall be emptied **daily** and returned to their proper location with new bags **daily**.
- All rest room trashcans including paper towel and sanitary napkin receptacles shall be emptied **daily** and returned to their proper location.
- All cans and receptacles shall have plastic liners, which shall be replaced when soiled on a **daily** basis.

2. **Vacuumping**

- All offices and entranceways shall be vacuumed **daily**.
- All desk areas including kneeholes and under pedestals where accessible shall be vacuumed **twice a week**.
- Chairs and trashcans shall be moved when vacuuming.
- Entrance mats shall be vacuumed **daily**.
- Rubber bands, paper clips and floor scraps shall be picked up and discarded.
- Staples shall be removed from the carpets **daily**.
- Vacuum cleaners shall be kept in good working condition at all times and emptied **daily**. The use of vacuuming cleaners with hepa filters will eliminate the need for much dusting and should be considered for this job.
- Water stains shall be removed **daily** using a mild cleanser.
- All rest room floors shall be wet mopped **daily**. No standing water shall remain after mopping. All rest rooms shall have a clean smell after cleaning and disinfecting.

3. **Floor**

- Corridors, lobby areas, steps and landings shall be mopped with soap **daily**.

- All fire exits, lobby steps and landings shall be swept and mopped with soap.
- Spray buff corridors and all elevator, tile and terrazzo floors removing all scuff marks from the floors.
- All floors must be stripped and waxed twice a year, October and April.
- All carpeted floors upstairs and down must be shampooed at and disinfected once a year (between May or June).

4. **Miscellaneous**

- All horizontal surfaces including cabinets, tables, file shelves, chairs, desks, office machines, coat racks, etc. shall be dusted without moving papers.
- Telephones shall be wiped clean and sanitized with an approved disinfectant.
- **High surfaces shall be dusted weekly.**
- Water fountains shall be wiped clean and sanitized.
- Windows sills, railings and framework and ledges shall be cleaned weekly.
- Elevator interiors shall be spot cleaned and polished. Door tracks shall be completely cleaned.
- Upholstered furniture shall be brushed clean weekly.
- All glass doors shall be cleaned. Interior and exterior doors shall be cleaned.
- Kitchen countertops, sink, and cabinets be disinfected and wiped down daily.
- Partition glass shall be completely cleaned.
- Shampoo all carpets monthly or as directed.
- Any noticeable stains on desks or counter will be cleaned with a disinfected spray.

5. **Rest Rooms**

- All soap, towels and sanitary napkin dispensers shall be refilled.
- Each toilet stall shall have a minimum of one complete roll of toilet tissue.

- All lavatories and fixtures shall be cleaned with disinfectant cleaner.
- All mirrors shall be cleaned.
- Toilets and urinals shall be scrubbed with a brush using a disinfectant cleaner and shall be left completely clean. Exteriors shall be wiped clean with a disinfectant cleaner.