

EXHIBIT A-1
NJEDA HEADQUARTERS
FEE PROPOSAL

FEE PROPOSAL NJEDA HEADQUARTERS & BARNES STREET PARKING LOT, TRENTON, NJ EXHIBIT A-1	
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DESCRIPTION	FIXED FULLY LOADED RATES
Property and Facilities Management Fully Loaded Monthly Fee	\$ _____ PER MONTH
Facility Manager Fully Loaded Monthly Rate	\$ _____ PER MONTH
Site Superintendent Fully Loaded Monthly Rate	\$ _____ PER MONTH
Janitorial Services Fully Loaded Monthly Rate	\$ _____ PER MONTH
Annual Escalation Rate	_____%

FULLY LOADED HOURLY RATES	
Site Superintendent – Occupation Code 23370	\$ _____ /hr
Janitor – Occupation Code 11150	\$ _____ /hr

The Site Superintendent positions are subject to the BSCA and at a minimum, must be paid prevailing wage and benefits, by respective County, as outlined in the BSCA section of this RFQ/P, refer to **Exhibit J**. For the purpose of this RFQ/P, the *Site Superintendent should be classified as a “General Maintenance Worker – Occupation Code 23370”*. If there is a conflict between the hourly wage rate for the Site Superintendents between the prevailing wage rate and the union rate, the Site Superintendent must be paid the higher hourly rate. Whether performed with in house staff or through a subcontract, the janitorial services are subject to the BSCA and at a minimum, janitorial staff must be paid prevailing wage and benefits, by respective County, as outlined in the BSCA section of this RFQ/P, refer to **Exhibit J**. For the purpose of this RFQ/P, the *Janitorial staff should be classified as a “Janitor – Occupation Code 11150”*. If there is a conflict between the hourly wage rate for the janitorial staff between the prevailing wage rate and the union rate, the janitorial staff must be paid the higher hourly rate.

The monthly rates listed as part of the Fee Proposals must include all direct and indirect costs including, but not limited to: FICA, workers’ compensation, SUI, overhead, fee or profit, bonuses, clerical/administrative support, insurance, bonding, travel expenses, licenses, fees, computers, laptops, cell phones, blackberry(s), equipment, uniforms, identification cards, materials, supplies, managerial support, database equipment/fees, and all documents, forms, and reproductions thereof. Monthly rates must also include portal to portal expenses. Time spent in traveling to and from the work site or employee's normal work station will not be reimbursed by NJEDA. **Annual salary increases for the Site Superintendents and the Facility Manager must be included as part of the annual escalation line item on each respective Fee Proposal. Fees quoted for the Site Superintendents must be at a minimum in accordance with the terms and conditions of all existing Collective Bargaining Union Agreements attached hereto and made a part hereof as Exhibit K and the BSCA, attached hereto and made a part hereof as Exhibit J and must include all costs for the services required. Except for annual escalation, annual prevailing wage increase (if any), and approved overtime, no additional fees will be charged to the NJEDA for the Site Superintendents. Except for annual escalation, no additional fees will be charged to the NJEDA for the Facility Manager.**

Whether performed with in house staff or through a subcontract, the monthly rates for Janitorial Services listed as part of the Fee Proposals must include all direct and indirect costs including, but not limited to: FICA, workers' compensation, SUI, overhead, fee or profit, bonuses, clerical/administrative support, insurance, bonding, travel expenses, licenses, fees, computers, laptops, cell phones, blackberry(s), equipment, uniforms, identification cards, materials, all necessary janitorial supplies and janitorial equipment, managerial support, database equipment/fees, and all documents, forms, and reproductions thereof. Monthly rates must also include portal to portal expenses. Time spent in traveling to and from the work site or employee's normal work station will not be reimbursed by NJEDA. **Annual salary increases for the Janitorial Staff must be included as part of the annual escalation line item on each respective Fee Proposal. Except for annual escalation, and annual prevailing wage increase (if any), no additional fees will be charged to the NJEDA for these services.**

No additional compensation will be provided to the successful Firm for attendance at and participation in meetings, preparations for or presentations given.

NOTE: Except as set forth above, the fees set forth in the Proposer's Fee Proposals should not take into consideration the anticipated costs of subcontractors, materials, tools, or equipment to be reimbursed by NJEDA. Direct, reimbursable, and subcontracted costs will be billed without mark-up or additional charges of the successful Firm.

Proposers shall hold their prices firm for a period of one hundred-twenty (120) days, to accommodate the NJEDA's evaluation and award processes.

All Proposers must complete all information in the appropriate boxes, **sign each form in ink** and return original with its Proposal. No sales tax will be charged due to the tax-exempt status of the NJEDA Percentages/Rates must be typed or written in ink or the Proposal will be subject to automatic rejection. Any changes (including "white-outs") must be initialed or that item will be disqualified.

Submitted By:	_____	_____
	Name of Firm	Signature
Printed Name:	_____	_____
		Title
Date:	_____	