

**EXHIBIT C**

**TECHNOLOGY CENTRE DESCRIPTION & SCOPE OF SERVICES -  
PROPERTY & FACILITIES MANAGEMENT**

**SCOPE OF SERVICES  
PROPERTY/FACILITY MANAGEMENT  
THE TECHNOLOGY CENTRE OF NEW JERSEY  
North Brunswick, NJ**

**See attached property description**

The successful Firm should provide in its proposal a detailed description of the Scope of Services for providing the Property/Facility Management functions as outlined in this RFQ/P for the Technology Centre. They will be fully responsible for the management, operation, and maintenance for the Technology Centre and any other buildings or facilities as may be requested by the NJEDA. It should be noted in the Proposal whether the successful Firm will provide these services with in-house staff or will subcontract for these services. Where services are proposed to be provided through in-house staff by the successful bidder, NJEDA may require the successful bidder to obtain quotes for such services from subcontractors procured in accordance with the Solicitations of Proposals and Quotations Methodology, Exhibit G in order to assure that the amounts being charged for services to be provided by in-house staff are fair and reasonable. This support is defined as providing required services as requested by the NJEDA in order to maintain the building, inclusive of equipment, grounds and parking lot, in a condition consistent with corporate standards. It is the responsibility of the successful Firm to review the Scope of Services outlined below and identify in its proposal any additional services which may be required to complete the Scope of Services.

The Technology Centre of New Jersey, is owned and managed by NJEDA. The Technology Centre of New Jersey is a 50-acre campus comprising seven buildings totaling more than 330,000± square feet located on Route 1 in North Brunswick, Middlesex County, NJ. The Technology Centre of New Jersey is a collaborative effort which features state-of-the-art laboratory, office and production facilities for emerging and established technology companies. Tenants include Meril Limited, Allergan, Chromocell Corporation, Rutgers, the State University, Hurel Corporation, Orthobond Corporation, and numerous start-up companies at the Commercialization Center for Innovative Technologies. Future plans may include additional build-out on several pad sites within the Technology Centre.

The successful Firm should provide, but not be limited to, all the management, administrative, and technical functions for the effective and timely accomplishment of contract requirements including the following functions:

1. Property/Facility Management
2. Operation and Maintenance of Building Systems

3. Janitorial Services
4. Window Cleaning
5. Pest Control
6. Trash Removal
7. Elevator Maintenance
8. Landscape/Ground Maintenance
9. Snow Removal/De-Icing
10. Commercialization Center (CCIT)

The successful Firm should provide in its Proposal a detailed list of services which will describe how it will accomplish each of the technical functions listed above including the number of personnel/subcontractors required for the property/facility management.

### **1. Property/Facility Management**

The successful Firm must provide in its proposal a detailed description of the services to provide the property/facility management functions outlined in this RFQ/P. This service is defined as providing required services as requested by the NJEDA in order to maintain the buildings, inclusive of equipment, grounds, roadways, sidewalks and parking lots, in a condition defined by the NJEDA. It is the responsibility of the successful Firm to review the Scope of Services outlined below and identify in its Proposal any additional services which may be required to complete the Scope of Services. The Property/Facility Management Services will include:

- a. The successful Firm will be fully responsible for supervision, operation maintenance, and engineering of the Technology Centre, including facilities, parking lots and roadways in an efficient, economical, and satisfactory manner. The successful Firm must provide a Site Superintendent, supervised by the Facility Manager on site during normal business hours from 7:30 a.m. to 3:30 p.m., Monday through Friday except for NJEDA holiday list attached as Exhibit M. Non-NJEDA holiday list attached as Exhibit L. NJEDA reserves the right to increase or decrease the hours of the Site Superintendent and Facility Manager and/or request replacement(s).

NJEDA reserves the right to modify the hours of the Site Superintendent to part-time at the hourly rates specified on the Fee Proposal. NJEDA reserves the right to increase or decrease the hours of the Site Superintendent or request a replacement.

NJEDA reserves the right to assign the Site Superintendent to perform services at other NJEDA or State of NJ locations during

normal business hours. NJEDA will reimburse the successful Firm for the Site Superintendent's actual miles traveled in accordance with the State approved rate.

The successful Firm must submit a weekly schedule of the hours that the Facility Manager will be on-site. The Facility Manager should plan to spend approximately twenty-four (24) hours at this site per week. NJEDA reserves the right to increase or decrease the hours of the Facility Manager and/or request a replacement.

- b. The successful Firm will provide all the supervision, administrative, operational and technical functions necessary for the effective and timely accomplishment of contract requirements. NJEDA must approve the successful Firm's operational procedures. NJEDA may, but is under no obligation to, inspect the property, roadways (including the access road from US Route 1 to the Tech Centre), sidewalks, parking lots, and buildings included in this Scope of Services and may audit the successful Firm's activities to ensure compliance with the contract..
- c. NJEDA will compensate the successful Firm for all additional supplies, materials, tools and equipment necessary to accomplish the property/facility management functions outlined in this RFQ/P. The successful firm must keep a detailed inventory of all the tools and equipment purchased for use at NJEDA locations. All tools and equipment currently onsite and those purchased during the contract will be the property of the NJEDA.
- d. The successful Firm will develop and implement a system to receive, record, respond, and track all service calls, trouble calls, or other operational problems. All paper and electronic records will be kept by the successful Firm and made available to the NJEDA, and will become the property of NJEDA. A listing and details of each service request preventive maintenance and other requested work shall be included as part of the monthly report per section 1(f) below. A copy of the current report is included in exhibit (XX).
- e. The successful Firm is responsible for estimating, planning, scheduling, budgeting, accounting and reporting for all costs and manpower associated with contract activities, including the

successful Firm's procurement functions as directed by the NJEDA.

- f. On a monthly basis, the successful Firm is responsible for providing projected and actual facility management cost data to the NJEDA in support of the NJEDA's monthly accounting and annual budget planning for the Technology Centre.
- g. The successful Firm will develop and maintain a level of record keeping sufficient to accomplish the above functions and provide comprehensive, timely and accurate reports to the NJEDA for review and/or approval, as requested.
- h. It is necessary that various data be reported to the NJEDA on a monthly basis. The successful Firm will submit to the NJEDA a written monthly report (See Exhibit xx) of its activities, including at a minimum, an executive summary all preventative maintenance activities, financial information and utility information for every calendar month not later than the 12<sup>th</sup> calendar day of the following month. Also, a monthly meeting will be held to review this report and discuss operational plans. The accounting and reporting procedures and systems will be in accordance with generally accepted accounting principles and/or Building Owners and Managers Association conventions, or as directed by the NJEDA.
- i. The successful Firm must provide experienced personnel for management of the property and facilities subject to this RFQ/P. The Facility Manager will be responsible for directing and supervising work being performed by the successful Firm, its employees, subcontractor(s), and/or its agents. The Site Superintendent will be available on call 24 hours per day, seven days per week, to report to the Technology Centre as required. The successful Firm will provide a response time of no more than one (1) hour after receipt of an emergency call. The Site Superintendent will be available at all times while the contract work is in progress to report to the NJEDA Real Estate Development Division on the status of on-going activities by the successful Firm and/or its subcontractors.
- j. The successful Firm will provide emergency services as needed on a twenty-four (24) hour, seven (7) days per week basis. From the time of the call by NJEDA or a tenant, the successful Firm has a maximum of one (1) hour to respond to all calls. The successful

Firm will provide NJEDA with an emergency call tree for the purposes of response escalation (on-call 24 hours per day, seven days per week). The successful Firm will also provide NJEDA and all tenants with one number which is accessible and answered 24 hours per day, seven days per week for maintenance requests and after-hour emergencies. The Proposer must consider the costs to provide this service in its Fee Proposal, since no additional compensation will be given, unless the emergency services are required to be performed on-site. The successful Firm must outline in its Proposal how it will handle emergency calls, the names of qualified personnel for response, and the method of transmission (i.e., cell phones, beepers, answering service) and will provide names and all access numbers to NJEDA within five (5) days of the date of the notice of award. The successful Firm is required to operate the facility during all emergency situations. The NJEDA Property Manager, in conjunction with the successful Firm, will make the determination when it would be unsafe for the successful Firm's employees to operate the facility.

- k. The successful Firm will be responsible for coordinating with the NJEDA Real Estate Division to provide the current alarm monitoring companies with contact information within one week of contract commencement. Ongoing assistance with the building's security and fire alarm systems and cameras will be required.
- l. The Site Superintendent will have complete authority to act for the successful Firm during the term of the contract, and will be authorized by the successful Firm to perform emergency repairs, accept inspection reports, notices of deduction and all other correspondence on behalf of the successful Firm.
- m. The Site Superintendent and Facility Manager must possess experience in supervision, operation and maintenance programs in buildings of the approximate size and characteristics of the buildings at the Technology Centre. The successful Firm will be responsible to ensure that the property, facilities, roadways, sidewalks, and parking lots are all maintained to ensure the safety of all tenants, visitors, contractors, subcontractors, and invitees accessing the site.
- n. In the event of any emergency repairs or replacements whether after hours or not, the reason/cause and anticipated cost must be reported to the NJEDA immediately. This is not to imply that work should not begin prior to notification of the NJEDA if it will increase the damage to the building or property. Any major

repair, or replacement whether an emergency or not, where the anticipated cost will be more than \$5,000, the successful firm must provide a written description explaining what happened, and what needed to be done. Pictures of the damaged equipment or building area must be taken prior to the work commencing which will be used to document the action taken to our insurance provider.

- o. Included in its Property/Facility Management fee, the successful Firm will assist in the preparation of the annual budget including assistance with forecasting and estimating expenses (capital and other) and onsite meetings as requested which will be submitted to NJEDA by August 1<sup>st</sup> of each year for the following year for review and approval by NJEDA. The successful Firm will also provide accounting services including, but not limited to, payment and accounting of accounts payable, cash flow statements, common area allocations and reconciliations, tenant expense reports, etc. These services will be provided on a timely basis as required by the NJEDA.
- p. The successful Firm will include in its Proposal for Property/Facility Management a staffing schedule identifying the number of employees and/or subcontractor employees needed to enable the successful Firm to ensure the facility is manned eight hours per day, five days per week and properly, adequately, safely, and economically manage, operate, maintain and account for the Technology Centre. If awarded the contract(s), the successful Firm, through workload analysis, will advise the NJEDA when additional staffing/hours are deemed necessary and the NJEDA, in its sole discretion, will consider implementation of the request.
- q. All matters pertaining to the employment, supervision, compensation, promotion, and discharge of such employees and subcontractors are the responsibility of the successful Firm, which is in all respects the employer or contractor of such employees and subcontractors.

- r. NJEDA will have the right, in its sole discretion, to request the dismissal or reassignment of any employee or subcontractor. Upon dismissal of any employee working for the firm, the NJEDA shall have a chance at its sole discretion to review the resume and meet with any new employee the successful firm plans on hiring who will be stationed at our buildings. At a minimum, background checks will be conducted by the successful Firm on all employees that will be stationed in Technology Centre prior to commencement of services.
- s. Each employee of the successful Firm and/or its subcontractors will be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-51. The Successful Firm will provide receipt of proof of legal status from the Immigration and Naturalization Service (INS) for any foreign nationals.
- t. The successful Firm will provide name, telephone number, cell phone number, and e-mail address for the Firm's Representative, Site Superintendent, Facility Manager, and Accountant.
- u. The successful Firm should describe what services will be performed by the Site Superintendent during normal business hours and what services would need to be performed during overtime.
- v. The successful Firm is expected and required to manage and supervise all subcontractors to a high quality of service and in accordance with the Solicitations of Proposals and Quotations Methodology, Exhibit G. For all work procured and undertaken on behalf of the NJEDA under this RFP, the firm must provide copies of all completed and signed subcontractor procurement and compliance forms, complete bid documents, including the scope, copies of all bids received and executed contracts. These documents will remain on file with the successful Firm and the NJEDA. The successful Firm shall provide electronic copies of all required documentation to NJEDA.
- w. The successful Firm is expected to complete all required reports, such as Right To Know ("RTK"), Incident Reports, etc., on a timely basis
- x. The successful firm will assist NJEDA with card access and keys for the site.



- y. The Site Superintendent will assist NJEDA with events held at the site including, but not limited to: setting up and breaking down conference rooms, moving tables and chairs, microphone set-up and removal, and assisting caterers.
- z. The Site Superintendent will notify the NJEDA of any major equipment or systems not operating, or that become non-operational at anytime. The successful Firm will not delay in proceeding to repair malfunctioning equipment or systems. Security and fire alarm system malfunctions must be reported immediately to the central station and to the NJEDA contact person.
- aa. **Any major equipment failure, repair or other property damage that is estimated to be in excess of \$5,000, all paperwork/quotes for such repair/replacement should be submitted to the NJEDA immediately for an investigation of the possibility of an insurance claim.**
- bb. The successful Firm will assist with all aspects of procuring any items and supplies as needed for the operation and use of the facility.

## **2. Operation and Maintenance of Building Systems**

The buildings include the Tech Two Building, the Tech Three Building, the Commercialization Center for Innovative Technologies, the Tech Four Building, Tech Five Tech Six, and BDC II section of Tech Three. Currently, the operation and maintenance of the building systems in the Tech One Building Tech Six building will be contracted by the building tenants. The successful Firm will be responsible for maintaining records of all maintenance for mechanical, electrical and other building related systems. The successful Firm will provide a monthly status report (Exhibit N) to the NJEDA detailing all mechanical, electrical and other building system maintenance activities occurring each month, as well as, planned activities for the following month. The successful Firm will be responsible for procurement of emergency maintenance and repair of mechanical/electrical equipment and other building systems. Therefore, the successful Firm must either subcontract with firms which are capable of providing 24 hour emergency mechanical/electrical equipment services or must be capable of providing these emergency services with its own staff resources. The Scope of Services outlined below generally describes the required services for the operation of building systems and maintenance services. However, additional services may be required in addition to those outlined in this RFQ/P. It is the responsibility of the Proposers to review the Scope of Services and identify in its Proposal any additional services which may be required to complete the Scope of

Services. The equipment and systems will be operated, maintained and repaired in accordance with manufacturer recommended timeframes and will include all mechanical, electrical, plumbing and utility systems installed at the Technology Centre, including but not limited to:

1. Air-conditioning equipment and systems
  2. Air-handling/distribution equipment and systems and controls
  3. Domestic water equipment and systems
  4. Electrical equipment, lighting and switchgear systems and controls
  5. Elevator equipment and systems (CCIT and Tech IV Building or other elevators and systems that are added during phased construction.)
  6. Fire protection equipment and systems (including site fire pump and fire pump house)
  7. Heating equipment, systems and controls
  8. HVAC system controls and monitoring equipment
  9. Sanitary sewage equipment and systems
  10. Storm drainage equipment and systems
  11. Underground utility systems (site-wide)
  12. Building security alarm systems and security access systems
  13. Roofing, roof flashing, and roof drains and related systems (all buildings)
  14. Interior and exterior window, door, and curtain wall systems
  15. All other equipment at the site
  16. Emergency services and generators
- a. The successful Firm will provide all supervision, labor, materials, supplies, repair parts, tools, and equipment, and will plan, schedule, coordinate and ensure the effective and economical operation, maintenance, and repair of the building systems and equipment as specified in this RFQ/P. All purchases and subcontracts will be procured in accordance with Solicitations of Proposals and Quotations Methodology, Exhibit G.
- b. All mechanical, electrical, plumbing and utility systems will be operated in an energy efficient manner and maintained at an acceptable level, and according to manufacturers recommendations throughout the contract term. An "acceptable level" of maintenance is defined as the level of maintenance which will preserve the equipment in unimpaired operating condition i.e., above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment. The successful Firm is responsible for performing scheduled and

unscheduled maintenance and repairs, as necessary, on a 24 hour a day, 365 days per year basis, including emergency call-back service.

- c. With regard to the Tech Two Building, the Tech Three Building, the Commercialization Center, the Tech Four Building, the Advanced Care Building, and site fire pump, the successful Firm will be responsible for central station monitoring for all fire protective/fire suppression systems and critical alarms of energy management systems. This monitoring will be in accordance with all BOCA National Building Codes, the National Fire Protection Association and all other applicable codes and requirements. It is the successful Firm's responsibility to maintain remote central station monitoring 24 hours per day, seven days per week, however, the successful Firm must be prepared to respond to any systems activation at the Technology Centre.
- d. The Site Superintendent will notify NJEDA of any major equipment or systems not operating, or that become non-operational at any time. The successful Firm will not delay in proceeding to repair malfunctioning equipment or systems. Security and fire alarm system malfunctions must be reported immediately to the central station and to the NJEDA Real Estate Development Division.
- e. The Site Superintendent must be able to utilize the building management system and make the appropriate modifications to the system to ensure the buildings systems are operated in an energy efficient manner to provide the following environmental conditions:  
Temperature controls will be set to maintain 68-70 degrees Fahrenheit during working hours in the heating season. Temperature controls will be set to maintain 70-72 degrees Fahrenheit during working hours in the cooling season. Space temperatures during non-working hours will be maintained to assure the protection of the building and its systems.

The normal operating time for building equipment and systems will be considered as the time to operate the building's heating and air-conditioning equipment to provide the environmental temperatures mandated by NJEDA during the heating and cooling seasons and during the specific time periods mentioned in the leases. The starting of the building HVAC equipment must be based on weather conditions, which will provide the proper environmental conditions during those hours. Equipment will not be operated unnecessarily during the evening hours, overnight,

holidays, or when the total building or specific areas of the building are not in use.

The Site Superintendent must be able to access the building management systems remotely

- f. The successful Firm will develop and implement a Comprehensive Preventative Maintenance Program. On the first day of each month, a monthly Preventative Maintenance schedule must be provided to the NJEDA. All equipment, systems and plumbing will be maintained at an acceptable level as previously defined to ensure that the buildings are operated in an efficient manner. The Preventative Maintenance Program will include, but will not be limited to, periodic inspection, testing, cleaning, lubrication, adjustment, filter cleaning and replacement and necessary parts and repairs to keep the equipment and systems in optimum operating condition. Manufacturers recommended preventative maintenance will be the minimum accepted level. The successful Firm will be responsible for preventive maintenance reporting on ALL buildings at the Technology Centre. They will complete the spreadsheet Monthly Report (Exhibit N) or a similar spreadsheet agreed upon by NJEDA on a monthly basis. Preventive maintenance reports will be included as part of the monthly report and reviewed at the monthly meetings with detailed reviews quarterly with tenants and property management team.
- g. In the event of any major equipment failure, repair or other property damage that is estimated to be in excess of \$5,000, need to be immediately discussed and reported to the NJEDA Real Estate Staff. All paperwork/quotes, pictures and a written description of the situation should be submitted to the NJEDA immediately for an investigation into the possibility of an insurance claim.

### **3. Janitorial Services**

The successful Firm must provide in its Proposal a detailed description of the services it will provide as related to janitorial services. The successful Firm will be required to supply all janitorial services, equipment and supplies as required to maintain a clean building environment for each building included in the Scope of Services. A separate monthly price will be provided for the buildings included in the Scope of Services for janitorial and housekeeping services. They shall include the common areas of the Commercialization Center for Innovative Technologies (CCIT) including the second floor office area currently occupied by the NJEDA, the Tech III generic wet lab common areas, and the common areas in the lower level of the Tech IV

Building. Janitorial services in the leased area of the Tech One Building, Tech Two Building, Tech Three Building, and the upper level of the Tech IV Building will be the responsibility of the individual tenants and are not included as part of this RFQ/P. The successful Firm will provide daily, five days per week, janitorial services, equipment and supplies.

The required areas for this janitorial scope will be identified and explained during the site walkthrough planned as part of this RFP.

The janitorial services will include:

On a Daily Basis:

- a. Thorough cleaning of floors in NJEDA office areas on first and second floor of Tech 3, using either a vacuum or chemically treated mop including wet cleaning of floors where necessary.
- b. Empty and clean all wastepaper and recycling baskets including exterior trash cans and cigarette receptacles if applicable. Supply and replace waste paper, recycling, and trash can liners on a daily basis. Disposal of all trash and recycling in the proper site trash dumpster.
- c. Thoroughly clean all kitchen/coffee break rooms, and/or vending machine areas including equipment, sinks, tables, countertops, coffee machines, appliances, empty trash cans and replace can liners, remove all trash to trash holding areas for disposal on a daily basis. Defrost and clean all refrigerators on a monthly basis
- d. On a daily basis, thoroughly clean all public areas including corridors, lobbies, reception areas, conference rooms elevators and all stairways with vacuum and/or wet mop. Spot clean all glass doors and clean entrance floors and steps as needed, vacuum all carpet runners at entrance doors and lobby areas.
- e. Thoroughly clean all restrooms on a daily basis, five days per week. Clean and disinfect lavatory and toilet bowls inside and outside, clean fixtures, mirrors and empty sanitary disposal receptacles daily. Fill dispensers with items such and toilet tissue, paper towels, feminine hygiene products and soap as needed (these items are to be procured by the successful Firm and included in bid price). Wet clean floor with germicidal solution, wet wipe ledges, empty wastebaskets, replace liners, spot clean lavatory doors and door knobs on a daily basis. Wet clean metal partitions and doors on a weekly basis.

### On a Weekly basis

- f. Wet clean or use treated cloth for cleaning and dusting of furniture, file cabinets, cleared areas of desks only, telephones, window sills and low ledges, tops of refrigerators, vending machines, coffee machines and other appliances, and window sills
- g. Vacuum and wipe clean all surfaces of offices, conference rooms, cubicle seating and elevator walls

### As needed/requested

- h. Spot clean smudges on walls, elevator panels, office windows, interior lobby glass and lobby doors (reachable from the ground), and conference room doors and glass.
- i. Clean and sweep all floors in server room and NMR room at CCIT as requested.

### On a Monthly Basis

- j. Vacuum, and shampoo all common area carpets
- k. Defrost if necessary and clean all common area refrigerators
- l. Clean and sweep all floors in maintenance areas, loading docks and equipment rooms twice a month.

### On a Quarterly Basis

- m. Quarterly strip and re-wax tile and marble floors.
- n. Perform a top down cleaning quarterly of common areas. Including cleaning of diffusers, high ledges and other areas not covered in the daily cleaning routine.

### CCIT – Special Monday morning concierge service

- o. 4 hours of limited janitorial services for the CCIT common areas will also need to be performed each Monday morning at the same

hourly rate as the monthly cleaning services. Including but not limited to emptying restroom, breakroom and lunchroom trash cans and replacing liners as needed, stocking paper products in all areas, sweeping restroom floors and any other housekeeping items as directed by Site Superintendent

#### **4. Window Cleaning**

The successful Firm must provide in its Proposal a detailed description of the services it will provide for window cleaning for the buildings included in the Scope of Services. The window cleaning Scope of Services for exterior window cleaning includes the Tech One Building, Tech Two Building, Tech Three Building, Tech Four Building, the Advanced Care Building, Commercialization Center Building and Tech Six (The window cleaning Scope of Services for interior window cleaning includes only the common areas of the Commercialization Center Building and the interior of the stairwell to the second floor of the Tech IV building. The window cleaning services will be provided for each building included in the Scope of Services two (2) times per year during the months of April and October and will be supervised by the Site Superintendent. The successful Firm will be required to perform the following:

- a. Cleaning and/or washing windows - inside and outside as specified in the Scope of Services listed above for each building. The successful Firm or its subcontractor must use a cleaning solution sufficient in strength to remove all stains from window areas.
- b. The successful Firm or its subcontractor will supply scaffolding, rigging and other equipment as necessary to complete the work.
- c. The washed glass should be clean and free of dirt, grime and streaks, and should be clear of all excess moisture.
- d. Acids will not be used for cleaning windows.
- e. Squeegees, brushes, and other equipment used for cleaning windows should be attached to the window cleaner's person, either by a strong rope or chain. This is to prevent the articles from falling and injuring someone or damaging property.

- f. No outside window maintenance work will be performed when weather conditions (such as high wind or ice) are such that they add to the hazards of the cleaning operation.
- g. The successful Firm will be responsible for all safety precautions while performing the window cleaning services. After all window cleaning services are completed, the area beneath the windows will be cleaned from any soil or waste caused by the successful Firm during the performance of this service. These services will also include outside window ledges.
- h. The window washing will be scheduled and performed as to provide the least inconvenience to the building occupants. The Successful Firm will provide written notice to the building occupants and tenants at least seven (7) days prior to the scheduled start of work.
- i. In instances where building occupants are seriously inconvenienced, the window washing activities will be rescheduled at the discretion of the NJEDA
- j. Scaffolding and rigging utilized on the job must comply with all State and Federal OSHA regulations. Areas below rigging must be secured with appropriate signs and barricades.
- k. The successful Firm is responsible for removing any and all water streaks or damage to the exterior skin of the buildings.
- l. The successful Firm is responsible for scheduling an annual power washing of the exterior of the buildings, the extent of which shall be agreed upon between the NJEDA and the Firm.

## **5. Pest Control**

The successful Firm must provide in its Proposal a detailed description of the services it will provide as related to pest control and Canadian Geese deterrent. The successful Firm will provide services to adequately suppress indoor populations of rats, mice, cockroaches, ants, flies, and any other arthropod pest not specifically excluded from the proposed Scope of Services and sitewide geese deterrent services. The successful Firm must include in its proposal a detailed description of the pest control program including scheduled inspections for each building included in the Scope of Services subject to this RFQ/P. Pest control services are to be carried out by personnel fully licensed to perform these services. The Scope of Services for pest control services are to include the Tech Two Building, Tech Three Building, Tech IV



Building, Advanced Care Building, the Commercialization Center, and other buildings and facilities as may be required by the NJEDA .

## **6. Trash Removal**

The successful Firm will provide trash removal services for each building subject to this RFQ/P and will comply with all state, county, and local governmental requirements pertaining to trash removal and recycling. The Tech Two Building, Tech Three Building, Commercialization Center, Tech IV and Advanced Care Building will be the buildings included in the Scope of Services for trash removal. Future buildings may be added, if requested by the NJEDA. It will be the successful Firm's responsibility to provide outside trash dumpsters of sufficient size and capacity to handle the daily trash and recycling generated by the activities at the Tech Two Building, Tech Three Building, Commercialization Center, Tech IV Building, and Advanced Care Building. The successful Firm will be responsible for cleaning the trash container areas on a weekly basis or on an as needed basis to maintain a clean building environment. The tenants will be responsible for removal of all of their own trash and/or recyclables from the building on a daily basis. The successful Firm will not allow trash to be stored and/or accumulate inside the building. Trash will not be placed outside on the ground next to the outside trash containers. Should the containers become filled due to interior construction activities or other activities within the building which would cause the trash containers to overflow, the successful Firm will order additional containers or pickups as necessary to handle the additional trash generated and maintain a clean appearance of the trash containment area.

## **7. Elevator Maintenance**

The successful Firm must provide in its Proposal a detailed description of the services it will provide as related to elevator maintenance. The successful Firm will maintain all elevators and equipment in a safe and operative condition in compliance with the requirements of the latest edition of the American National Standards Institute (ANSI) Safety Code for elevators and escalators and all other applicable laws and regulations of the State of New Jersey. The successful Firm will direct its elevator service subcontractor to respond immediately to all reports of elevator problems or malfunctions. All elevators will be maintained and operated in accordance with the manufacturer's specifications. The successful Firm will also be responsible for performing work associated with and the coordination of a yearly NJ Department of Community Affairs (DCA) inspection for all elevators at the Technology Centre.

There is an elevator in the Commercialization Center Building and the Tech Four Building, which will be included in the Scope of Services as outlined in this RFQ/P. There are no other elevators currently at the Technology Centre,

however, other elevators and systems may be added during future phased construction.

## **8. Landscape/Ground Maintenance**

The successful Firm must provide in its Proposal a detailed description of the services it will provide as related to landscape and ground maintenance. The successful Firm will provide landscape and ground maintenance services for the Technology Centre as defined in the Scope of Services outlined in this RFQ/P. Should the successful Firm identify any additional services which have not been included in this Scope of Services it must include those services in its proposal and list them as additional services. The successful Firm will be responsible for providing annual landscape maintenance as defined in this RFQ/P. This work will be billed in no less than (8) installments per year. A detailed Scope of Services and cost estimate will be presented to the NJEDA Real Estate Development Division each year prior to the start of spring clean-up which will include at a minimum the following:

- a. Mowing of Grass - Mowers will be kept sharp and in good condition at all times during mowing. The grass blades will be cut sharply and cleanly. Turf will be cut evenly so that no ridges remain in the finished cut. The direction of mowing will be alternated so as to minimize ruts and matting. Appropriate mowing equipment and patterns will be employed to permit recycling of clippings where possible. Mowing height in the summer will be set at 3" so as to encourage a deeper root system. Mowing height for the last cutting will be lowered to 2-1/2". This is to prepare the turf areas for winter and to discourage turf diseases which occur when tall grass is matted down by snow.
- b. Turf Fertilization and Weed Control - The successful Firm will use balanced slow release fertilizers at the rate of approximately one (1) pound of nitrogen per thousand square feet per application. The successful Firm will apply amine formulated broadleaf weed control and pre-emergent crabgrass control as specified in the annual landscape maintenance program. The successful Firm will also maintain the mulch level in the planting beds by removing old mulch as necessary each year prior to placing new mulch in the beds. This is to keep a reasonable mulch level that won't be so high as to hinder the trees growth. The successful Firm will use chemicals which are approved by the Environmental Protection Agency and are considered to be safe and effective. The successful Firm must use a licensed applicator or licensed operator under the supervision of a licensed applicator in accordance with state law and Environmental Protection Agency regulations. The

successful Firm will maintain a written record of all chemical applications for NJEDA verification.

- c. Pruning - The successful Firm will prune and trim all evergreens, shrubs and deciduous trees and shrubs in accordance with the annual maintenance program.
- d. Watering - The successful Firm will provide for watering planting beds, bushes, trees and turf area in order to maintain an attractive appearance and to promote a healthy landscape. The successful Firm will prioritize the watering of planting beds immediately adjacent to buildings or other prominent area during periods without significant rainfall or extended hot weather to maintain the growth of planting area, trees and bushes and where there are no sprinkler systems in place. The successful Firm may use external building hose bibs where available to water planting areas. Hoses will not be provided by the NJEDA and are the responsibility of the successful Firm.
- e. Policing Grounds - The successful Firm will inspect the property, including the parking lots, and remove papers and other debris prior to each mowing. The successful Firm will not use any on site location or trash container for the depositing of landscape debris accumulated due to work performed by the successful Firm. **During the winter season, the successful Firm will inspect the property and remove papers and other debris every two weeks.**
- f. Quality Control - The successful Firm will make every effort to perform said services so as to avoid any inconvenience to the NJEDA and its tenants. Weekly services will be performed on the same day(s) each week or as close to that day as possible. The successful Firm will monitor the performance of this Scope of Services, by either the successful Firm's own staff to ensure that quality services are being provided. The NJEDA reserves the right to direct the successful Firm to extend the time period between grass cuttings up to 14 days as necessary during extended periods without significant rainfall.

## Landscape Management Annual Scope of Services

- A/N - Designates As Needed Services to be included in the basic Scope of Services at no additional charge to the NJEDA.

<u>Description of Services</u>	<u>Number of Occurrences Per Year</u>
<b>A. The services in the month of March will consist of the following:</b>	
1. Spring cleanup of accumulated winter debris and leaves from turf and bed areas	1
2. Clean up of accumulated winter debris from parking lot curb line and gutters	1
3. Mow the turf to approximately 3"	1
4. Clean grass clippings form walks and paved areas after mowing	1
5. Dethatch turf	1
6. Spot seed turf areas in high visibility areas <sup>1</sup>	
7. Fertilize turf based on soil analysis with balanced lawn food, to provide at least 1 lb/1000 sq. ft. of nitrogen with at least 30% in a slow release form	1
8. Apply pre-emergent crabgrass control	1
9. Surface fertilize all ornamental trees, shrubs, and groundcovers	1
10. Apply pre-emergent weed inhibitor to bed area to control weed growth	1
11. Apply dormant oil to the woody ornamental plant material to control insect infestation	1
<b>B. The services to be performed during the months of April, May, June, July, August, September and October will be as follows:</b>	
1. Mow turf to approximately 3" every week	28

2.	Clean grass clippings from walks and paved areas after mowing	28
3.	Trim along buildings, plantings, signs and other obstructions	28
4.	Power edge grass adjacent to the walks, driveways and roadways	7
5.	Fertilize turf with balanced lawn food, based on soil analysis	1
6.	Apply anime broadleaf weed control to turf areas to eliminate broadleaf weed species	1
7.	Trim evergreens shrubs by cutting dead branches and the current seasons growth and removing low hanging branches	A/N
8.	Trim deciduous shrubs by cutting dead branches, the current season growth and removing low hanging branches	A/N
9.	Trim formal hedges by cutting the current seasons growth and dead branches	A/N
10.	Prune and weed groundcover	A/N
11.	Prune and shape ornamental landscape trees of sucker growth at the base of the tree and removing low hanging branches	7
12.	Prune and shape ornamental landscape trees of low hanging, dead or diseased branches	A/N
13.	Apply round-up weed inhibitor to bed areas and sidewalk cracks to control weed growth	A/N
14.	Hand weed planting beds to keep a weed-free appearance	A/N
15.	Edge turf adjacent to existing beds	A/N
16.	Cover existing mulched beds with organic hardwood mulch and remove old mulch to keep a reasonable bed height as agreed upon by NJEDA	1
17.	Supply and install annual flowers in existing beds as specified by NJEDA	2
<b>C.</b>	<b>The services in the month of November will consist of the following:</b>	
1.	Mow turf to approximately 2 ½"	2
2.	Clean grass clippings from walks and paved areas after mowing	2

3. Fall cleanup of leaves and debris from curb line, turf and bed areas 2

**D. The services in the months of December, January and February:**

1. Weekly inspection and clean up of lawn areas of property
2. Weekly cleanup of litter, and accumulated debris in landscaped areas as well as along curb lines.

**9. Snow Removal/De-Icing Services**

The successful Firm must provide in its Proposal a detailed description of the services it will provide as related to providing snow removal services. Snow and ice is to be removed from sidewalks, entrances and loading areas to buildings as necessary for safety throughout the season. Snow and ice is to be removed from the road, driveways and parking areas as required for safety. The successful Firm will be responsible for removing two (2) inches or more snow accumulation from all entrance steps, landings and sidewalks and approaches before the building occupants report for work and on a continuous basis thereafter. In the event of a snow or ice event of less than two (2) inches the firm will work with the snow removal vendor and the NJEDA to determine the best course of action. The successful Firm, will provide snow removal services for all parking lots, entrance and exit roads to the facility. Including the clearing of snow and ice from all storm drainage structures, catch basins and/or inlet structures in order that the parking lots will be able to handle runoff due to snow melt and storm water runoff conditions. Snow and ice removal will be provided as necessary for accessibility and/or to eliminate hazards. All necessary manpower, supplies and equipment for snow removal operations will be provided as required. Chemical and/or sand for de-icing will be furnished by successful Firm as required to reduce safety hazards due to ice and snow accumulation.

Snow and ice removal operations during business hours must commence no later than one hour after the snow accumulation occurs. The successful Firm must provide snow removal services to maintain safe access to all buildings on the site from 6:00 a.m. until 6:00 p.m. The successful Firm must specifically provide for safe access and egress to the Tech Six (and the Tech Four building from 6:00 a.m. until 11:00 p.m. Snow removal operations during weekends may commence upon the completion of the snowfall, but all accumulated snow must be removed by 6:00 a.m. the Monday morning after the snowfall.

The successful Firm must require, in its request for proposals to subcontractors for snow removal, hourly rates for snow removal including the rates for equipment, and personnel (including profit and overhead). The

successful Firm must also require a lump sum cost per occurrence for application of calcium chloride (material cost + equipment cost + personnel including profit and overhead) to sidewalks and parking areas on an as needed basis.

The successful Firm must require, in its request for proposals to subcontractors for snow removal, a lump sum cost per occurrence for the removal of snow and ice from sidewalks, parking lots and roadways lot in several incremental levels as determined by the successful firm and the NJEDA. A detailed bid form will be prepared by the successful Firm.

The successful Firm must also require a lump sum cost per occurrence for application of calcium chloride to sidewalks and a sodium based ice melt product for the parking lot on an as needed basis.

The Site Superintendent will be responsible for determining the depth of snowfall by on-site measurements and National Weather Service Data. The Site Superintendent will be on site to evaluate the condition of the sidewalks, parking lots and roadways upon completion of the snow removal operation. Should high wind conditions cause drifting of snow requiring additional snow removal services, the Site Superintendent will order additional snow removal services on a time and material basis as required to maintain access to the facilities. The Site Superintendent will be responsible for verifying all work performed on a time and material basis.

Within twenty-four (24) hours and with the invoice from snow removal firm when presented for payment of snow removal or de-icing services. The successful Firm will provide the NJEDA with a report of the snow removal or de-icing services performed. The report will include the National Weather Service detail of area conditions, what services were performed, and what portion of the property required the service.

## **10. Commercialization Center for Innovative Technologies (CCIT)**

The successful Firm will also be fully responsible for the management, operation and maintenance of the CCIT facility as may be required by the NJEDA. The successful Firm will provide, but not be limited to, all the management, administrative, and technical functions for the effective and timely accomplishment of contract requirements including, but not limited to, the following additional functions:

### **10.1 Chemical Fume Hood Certification**

The successful Firm should provide in its proposal a detailed description of the services it will provide as related to annual certification and calibration of the chemical fume hoods. The successful Firm will be required to maintain

and test the chemical fume hoods to the manufacturer's specifications and in accordance with all local and national codes and conduct and using industry-accepted practices. The following standards must be used:

- ANSI/AIHA Z9.5
- OSHA 29CFR 1910.1450
- ASHRAE 110
- SEFA 1.2

## **10.2 Autoclave Maintenance-Century Sterilizer**

The successful Firm should provide in its proposal a detailed description of the services it will provide as related to regular periodic maintenance of the Century Sterilizer. The successful Firm will be required to maintain and test the Century Sterilizer to the manufacturer's specifications and in accordance with all local and national codes and conduct and using industry-accepted practices. This piece of equipment must be maintained on a not less than bi-monthly interval looking at the following items:

- Door Assembly
- Valves
- Piping
- Strainers
- Manifolds
- Control components
- Electrical Components
- Gauges
- Safety Devices

## **10.3 Monitoring and Treatment of Lab Waste Holding Tanks (adjustment of PH)**

The successful Firm must visually inspect the Holding Tanks for proper operation and test the float assembly for proper communication to the alarm monitoring system and set up regular preventive maintenance and inspections as well

## **10.4 Water Filtration System**

The successful Firm must visually inspect the water filtration system weekly. Filter bags should be on a regular schedule as needed.

## **10.5 Electrical Systems**



The successful Firm must provide and perform a complete visual and infrared inspection of all distribution equipment using thermo-imaging technology yearly. The following items must also be routinely maintained:

- Disconnects
- Panels
- Transformers
- Transfer Switches
- Motor Controls
- Switch Gears
- Generators

### **10.6 Backflow Preventors**

The successful Firm must visually inspect all devices for signs of corrosion and ensure all devices are tested by a certified firm approved by NJDEP in accordance with N.J.A.C. 7:10-10.8.

### **10.7 Sewage Ejector**

The successful Firm must inspect the sewage ejector for proper operation of floats and relays. Lead/lag floats should be cleaned as needed and all connections must be checked for tightness.

## **11. Permits and Licenses; Compliance with Law**

The successful Firm will, at its expense, procure all licenses and permits which are required to lawfully render the Property/Facility Management Services required by this RFQ/P.