

## **EXHIBIT D**

### **SCOPE OF SERVICES PROPERTY/FACILITY MANAGEMENT NJEDA HEADQUARTERS BUILDING 36 West State Street & Barnes Street Parking Lot Trenton, 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 for the NJEDA Headquarters Building as outlined in this RFQ/P. They will be fully responsible for the management, operation, and maintenance for the NJEDA Headquarters building, and any other buildings and facilities as may be required by 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 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 the following functions:

1. Property/Facility Management
2. Janitorial Services/Housekeeping
3. Operation and Maintenance of Building Systems
4. Window Cleaning
5. Pest Control
6. Trash Removal
7. Landscape/Grounds Maintenance
8. Snow Removal/De-icing

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 NJEDA Headquarters and the Barnes Street Parking Lot, in Trenton, NJ, in an efficient, economical, and satisfactory manner. The successful Firm will 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 holidays (refer to NJEDA Holiday Schedule attached hereto as Exhibit M).

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 and/or request replacement(s).

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 States 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 sixteen (16) 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, building and parking lot 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 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 (N).
- e. The successful Firm will be 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 will be responsible for providing projected and actual facility management cost data to the NJEDA in support of the NJEDA's monthly accounting and annual property management budget planning.

- 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 of its activities (See exhibit XX), 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 NJEDA.
- i. The successful Firm will provide experienced personnel for management of the facility. The Facility Manager will be responsible for directing and supervising work being performed by its employees, contractors, 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 facility subject to this RFQ/P 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's employees and 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 the alarm monitoring company, 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 Property Manager 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, etc. These services will be provided on a timely basis as required by the NJEDA.

- p. The successful Firm must possess experience in supervision of operation and maintenance programs in buildings of the approximate size and characteristics of the building subject to this RFQ/P. 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.
- q. 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 ensure the facility is manned eight hours per day, five days per week and to enable the successful Firm to properly, adequately, safely, and economically manage, operate, maintain and account for the facility. 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.
- r. 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.
- s. 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 any facility prior to commencement of services.
- t. Each employee of the successful Firm and/or subcontractor 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.

- u. 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.
- v. The successful Firm should describe what services will be performed by the Facility Manager and the Site Superintendent during normal business hours and what services would need to be performed during overtime.
- w. The successful Firm is expected and required to procure, 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.
- x. The successful Firm is expected to complete all required reports, such as Right To Know ("RTK"), Incident Reports, etc., on a timely basis.
- y. The Site Superintendent will assist NJEDA with card access and keys for the site.
- z. 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.
- aa. The Site Superintendent will assist NJEDA with furniture configurations, accessory installation, and relocation of personnel and/or boxes on an as-needed basis.
- bb. The successful Firm will assist with all aspects of the the NJEDA Barnes Street parking lot, including, but not limited to, monitoring

snow removal, access gate modifications, surface upgrades, tire bumper adjustments, fence repairs, video cameras, etc.

- cc. **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.**
- dd. 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 successful Firm will be responsible for maintaining records of all maintenance and warranty information for mechanical, electrical and other building related systems. The successful Firm will provide a monthly report to the NJEDA (Exhibit XX), detailing all mechanical, electrical and other building system maintenance activities occurring each month as well as any planned maintenance in the future. 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 as required under this RFQ/P. However, additional services may be required in addition to those outlined in this RFQ/P. It is the responsibility of the Proposer to review the Scope of Services and identify in its Proposal any additional services which may be required. NJEDA Headquarters' equipment and systems will be operated, maintained and repaired in accordance with manufacturer recommendations and will include all mechanical, electrical, plumbing and utility systems installed at the NJEDA Headquarters building subject to this RFQ/P 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
6. Fire protection equipment and systems including fire pump



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
  12. Building security alarm systems and security access systems
  13. Roofing, roof flashing, and roof drains and related systems
  14. Interior and exterior window, door, and curtain wall systems
  15. All other equipment at the site
  16. Emergency services and generator
- a. The successful Firm will provide all supervision and labor and will plan, schedule, coordinate and ensure the effective and economical operation, maintenance, and repair of the building systems and equipment as specified in the 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 accepted guidelines throughout the contract performance period. 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 will be 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. The successful Firm will be responsible to contract for maintenance and management of central station monitoring for all fire protective/fire suppression systems, burglar 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, and be prepared to respond to any systems activation.

- d. 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.
- 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 set back beginning at 6 PM and 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. NJEDA's normal working hours are defined as 7:00 a.m. to 6:00 p.m. unless modified by the NJEDA. 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, weekends, 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 system remotely.

- f. The successful Firm will develop and implement a Comprehensive Preventative Maintenance Program. At the first day of each month, a monthly preventative maintenance schedule must be provided to NJEDA. All equipment and 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 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 Firm will also complete the attached spreadsheet included in the Monthly Report (Exhibit N) or a similar spreadsheet agreed upon by the NJEDA. The preventive maintenance report will be reviewed at the monthly meetings with a quarterly detailed review of the reports, work documents, invoices and future procurement plans.

- g. In the event of any major equipment failure, repair or other property damage that is estimated to be in excess of \$5,000.00, will 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.

#### 1. Elevator Maintenance

The successful Firm will maintain elevator and associated 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 service subcontractor to respond immediately to all reports of elevator problems or malfunctions during normal working hours. The elevator will be maintained and operated in accordance with the manufacturers 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.

There is one Otis 5 stop hydraulic passenger elevator in the building which will be included in the Scope of Services as outlined in this RFQ/P.

- 2. Mechanical equipment maintenance and monitoring
  - (2) Trane #PCCBDAC-52 air handling units
  - (2) Chilled water pumps, 251 gpm, 5.0 hp
  - (2) Hot water pumps, 145 gpm, 5.0 hp
  - (2) Exhaust fans
  - (51) VAV Boxes
  - Fan coil unit, 920 cfm

Cabinet heaters and fin tube radiators  
Automatic Temperature Controls (ATC)  
VAV boxes  
Hot water system  
Chilled water system  
RTU 1 & 2

Sump pump  
Sewage Ejector pump  
Domestic water booster pump  
Domestic water heaters  
Emergency generator  
All other equipment at the site and as noted in  
preventive maintenance section 3 (f) above

3. Fire alarm maintenance and monitoring (Simplex)
4. Sprinkler & fire pump maintenance including annual testing  
Fire pump, 750 gpm  
Jockey pump, 3.5 gpm
5. Security system monitoring  
Northern modes N1000 II
6. Carpet maintenance - Maintain carpet as specified by  
manufacturer to ensure a lifetime warranty for the carpet.
7. Implementation of a Mold Prevention Program to prevent,  
reduce or eliminate mold growth.
8. Parking lot gates, access system, video security system and  
building card access software.
9. Any other equipment in the building as requested by the  
NJEDA.

### **3. Janitorial Services/Housekeeping**

The successful Firm will be required to supply all janitorial services and housekeeping as required to maintain a clean building environment. The successful Firm will provide daily, five days per week, janitorial and housekeeping services, equipment and supplies.

The required areas covered by the RFP, will be identified and explained as needed during the site walkthrough planned as part of this RFP.

The janitorial/housekeeping services will include:

**On a daily basis:**

- a. Thorough cleaning of floors in the office, cubicle, break room, lunch room and common areas using a vacuum and/or chemically treated mop including wet cleaning of floors where necessary.
- b. On a daily basis, thoroughly clean and dust all public areas including board room, break rooms, lunch room, corridors, all stairways, lobbies, reception areas, conference rooms and elevators with surface cleaners, vacuum and/or wet mop. Spot clean glass doors, office windows and clean entrance floors and steps as needed. Vacuum all carpet runners at entrance doors and lobby area.
- c. Empty and clean all wastepaper and recycling baskets. Supply and place waste paper, recycling, and trash can liners, including exterior trash cans and cigarette receptacles if applicable on a daily basis. Disposal of all trash and recycling in the proper site trash dumpster.
- d. Thoroughly clean all restrooms on a daily basis. Clean and disinfect lavatory and toilet bowls inside and outside, clean fixtures, mirrors and empty sanitary disposal receptacles daily. Fill dispenser items such as toilet tissue, paper towels, soap and feminine product machines as needed (these items, as well as all other supplies are to be procured by the successful Firm and included in the 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.
- e. Thoroughly clean all kitchen/coffee break rooms, board room, lunch room and 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. Inspect dishwashers for soiled dishes, adding dishwasher detergent, and activate cleaning cycle as needed.
- e. Disposal of all trash and recycling in the proper site trash dumpster. The cost of the dumpster disposal is shared with the adjacent building and paid through the normal invoice process.
- f. The successful Firm will remove litter and other accumulated debris from the exterior of the building and landscaped area at

NJEDA Headquarters. They will also ensure the placement and emptying of external cigarette butt containers and trash cans as needed.

**On a weekly basis:**

- g. Wet clean or use treated cloth for cleaning and dusting of furniture, file cabinets, cleared areas of desks only, telephones, window sills, low ledges top of refrigerators, water coolers and vending machines, on a weekly basis.
- h. Vacuum and wipe clean all surfaces of offices, board room, conference room, cubicle seating and elevator walls on a weekly basis.

**As needed/requested**

- i. Spot clean smudges on walls, elevator interior panels, office windows, interior lobby glass (reachable from the ground), interior office windows and doors as necessary.
- j. Clean and sweep all floors in maintenance areas and equipment rooms at least once a month or as requested. Clean and sweep all floors in server room as requested.

**On a monthly basis:**

- k. Defrost and clean all refrigerators.
- l. After normal building hours of 8 PM during a weekday, or on a Saturday, the entire carpeting on one floor should be shampooed each month, on a rotating basis (one floor the first month, another floor the second month, etc). The elevator, vestibule carpet and carpet runners at the entrance doors should be shampooed every month. As part of this additional work all ceiling diffusers should be wiped clean on the floor being shampooed.
- m. Perform a top down cleaning of occupied spaces including high ledges and other areas not covered in the cleaning routine listed above

Quarterly

- n. Quarterly strip and re-wax all tile floors, including bathrooms, stairwells, lunch room, break rooms and lobby area.

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

The window cleaning for the facility will include the cleaning of both the exterior and interior window surfaces, and interior lobby doors two (2) times per year. The window cleaning services will be provided 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. The successful Firm must use a cleaning solution sufficient in strength to remove all stains from window areas.
- b. Supply scaffolding, rigging and other equipment as necessary to complete the work specified.
- 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 these services. This 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. Outside window cleaning needs to be scheduled for an NJEDA holiday or a weekend as to avoid blocking the sidewalk during the busy work day.
- i. In instances where building occupants are seriously inconvenienced, the window washing activities will be rescheduled at the discretion of 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.

## **5. Pest Control**

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. The successful Firm should include in its proposal a detailed description of the pest control program including scheduled inspections for the building. Pest control services are to be carried out by personnel fully licensed to perform these services.

## **6. Trash Removal**

As previously stated, trash and recycling will be removed from the building daily by the cleaning staff and disposed of in a shared dumpster in the rear alley. This dumpster is shared with the adjacent property owner.

## **7. Landscape/Grounds Maintenance**

The successful Firm will provide to the NJEDA professional landscape and ground maintenance services 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 should include those services in its proposal and list them as additional services. 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.



- a. Weed Control - The successful Firm is responsible to maintain a weed-free appearance on the property and in all planting beds. The successful Firm will use balanced slow release fertilizers and pre-emergent weed control at a rate appropriate to the materials in the landscape plan. 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 application for the NJEDA verification.
- b. Pruning - The successful Firm will prune and trim all evergreens, shrubs and deciduous trees and plantings in accordance with the annual maintenance program and industry standards
- c. Sprinkler System – will be operated, maintained, winterized and activated each spring by the successful firm.d. Policing Grounds - The successful Firm will remove litter and other accumulated debris upon each visit at NJEDA Headquarters and the Barnes Street Parking Lot. 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.
- e. Quality Control - The successful Firm will make every effort to perform said services so as to avoid any inconvenience to the NJEDA and adjacent property owners/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 employees or the successful Firm's subcontractors to ensure that quality services are being provided to NJEDA.

## **8. Snow Removal/De-icing**

The successful Firm will be responsible for removing any and all snow and ice accumulation from all entrances, landings, sidewalks, approaches and the Barnes Street Parking Lot before the building occupants report for work and on a continuous basis thereafter. 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 the 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. Snow removal operations during weekend hours 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. Snow piles from plowing the parking lot must be placed at the far end of Barnes Street lot closest to Bank Street to maximize available parking spaces. Upon request a quote to truck excess snow offsite may be requested by NJEDA.

The Site Superintendent will be on site to evaluate the condition of the sidewalks, entrances and parking lot upon completion of the snow removal operation. Should high wind conditions cause drifting of snow or the snowfall continues during normal working hours 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 building. The Site Superintendent will be responsible for verifying all work performed on a time and material 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 and the parking lot in several incremental levels. A detailed bid form will be provided to 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 and will verify that the snow removal company has billed the NJEDA correctly. The Site Superintendent will be on site to evaluate the condition of the sidewalks and the parking lot 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 building. The Site Superintendent will be responsible for verifying all work performed on a time and material basis.

Within twenty-four (24) hours 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.

**9. 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.