

EXHIBIT G

SOLICITATIONS OF PROPOSALS

AND QUOTATIONS METHODOLOGY

EXHIBIT G

Solicitations of Proposals and Quotations Methodology

During the term of the contract and any extensions thereto, the successful Firm will be required to procure services, equipment and supplies through subcontractors/sub-consultants/vendors as outlined in its staffing plan and to make purchases on behalf of the NJEDA. The successful Firm must identify and substantiate the need to secure such services and purchases from a qualified subcontractor/sub-consultant/vendor and must obtain prior written approval to do so from NJEDA staff. The successful Firm will source and secure such services through a competitive bidding process, where applicable, to be conducted by the successful Firm, in accordance with the procedures outlined below.

The successful Firm will give consideration to Small Business Enterprises (SBEs), Women-Owned Business Enterprises (WBEs) and Minority-Owned Business Enterprises (MBEs) when possible.

The successful Firm will be responsible for payments due to all subcontractors, sub-consultants and/or vendors, the cost to be compensated by NJEDA without additional mark-up, additional charges added by the successful Firm or sales tax.

The successful Firm must pay those subcontractors procured under this RFP Exhibit G, no less than the appropriate prevailing wage for the county where the work is being performed, as applicable.

The successful Firm will require that the contractor provide Certified Payroll sheets along with the invoice evidencing that prevailing wage was paid prior to submitting invoice for payment from the NJEDA.

The successful Firm will submit the attached Procurement Approval Request form to NJEDA for approval of all services, equipment and supplies as noted in Exhibit G. Also in Exhibit G, see the attached Sample Scope of Services for a basic example of a formal Scope document.

(A) For all tools and equipment estimated to be in excess of \$100, the successful Firm must obtain the previous written approval of NJEDA's Property Manager.

- (B) For all subcontracts or purchases estimated to be in excess of \$1,000, at least three (3) proposals/competitive quotes will be obtained by the successful firm. Prior to hiring any subcontractor or making any purchase in excess of \$1,000, the successful Firm must provide copies of all documentation substantiating the engagement or purchase, along with its recommendation to the NJEDA for its written approval on the Procurement Approval Request form. Scopes of Services Request for Proposals must be prepared by the successful firm within three (3) days of NJEDA request for services/purchases. Proposals from subcontractors or vendors should be received within seven (7) days of the subcontractor/vendors' receipt.
- (C) For all subcontracts or purchases estimated to be in excess of \$25,000, the successful Firm must prepare a written request for proposal/scope of work and obtain at least three (3) **sealed** proposals/competitive quotes from qualified firms. The NJEDA must review and approve the scope/request for proposal prior to it being released to vendors. The request for proposal will state a date, time and location for receipt and opening of proposals and the successful Firm will provide copies of the request for proposals to NJEDA prior to release to third parties. NJEDA reserve their right to revise the request for proposals and to attend proposal openings. Scopes of services/request for proposals must be prepared by the successful firm within fourteen (14) days of NJEDA's request for services/purchases. Proposals from subcontractors or vendors should be reviewed within fourteen (7) days of the successful firms receipt.

Prior to authorizing any subcontract or purchase in excess of \$25,000, the successful Firm must provide copies of all documentation substantiating the engagement or purchase, along with its recommendation to NJEDA for its written approval on the Procurement Approval Request form. Purchases and/or subcontracts cannot be split in order to avoid the above thresholds. The successful Firm will supply the following detailed information for each subcontractor/vendor: name and address of the subcontractor/vendor; detailed description of the services to be performed by the subcontractor or description of the item to be purchased; detailed resumes for subcontractor personnel assigned to the project that demonstrates the individual(s) knowledge, ability and experience as it relates to the project to be

completed; documented experience of the subcontractor in successfully performing work on projects of a similar size and scope of the project; specific details on how the subcontractor's services will be managed by the successful Firm and integrated into the overall services provided by the successful Firm; schedule for completion of services or purchase delivery/installation; and the subcontractor's SBE, MBE and/or WBE designation, if applicable.

- (D) Upon award of any subcontract and prior to the start of any work by a subcontractor, the successful Firm and a representative of the subcontractor will be available for an initial job meeting with the NJEDA. This meeting will include a review of all facility use rules and an introduction to the organization and appropriate staff. Upon award of each subcontract, the successful Firm will provide NJEDA with a copy and retain a copy of the subcontract, the subcontractor's business registration, contractor registration; SBE, MBE or WBE certification, if applicable; proof of appropriate insurance coverage, with the NJEDA and Successful firm listed as additional insured and any other compliance required by the contract.
- (E) All requests for proposals/scopes of work must be sent to subcontractors/vendors at the same time and must be due on the same date to ensure fairness and integrity of the procurement process. All questions posed by prospective subcontractors must be sent via email, be answered in writing and shared with all prospective bidders.
- (F) A minimum of three (3) actual prices must be obtained; a "*no quote*" is not considered to meet the definition of a competitive quote without prior approval by the NJEDA
- (G) Any non-emergency work performed by any subcontractor prior to receipt of approval of the NJEDA will be performed at its own risk. Any non-emergency work performed by the successful Firm or its subcontractors outside the specifications without authorization of the NJEDA is solely the responsibility of the successful Firm for any costs incurred.
- (H) When issuing a request for proposal/competitive quotes, the successful Firm will ensure that it clearly indicates to the subcontractor or vendor, in writing, with a copy to NJEDA

that all licenses, registrations, warranties and any other such extended benefit shall be issued in the name of NJEDA; not the successful Firm. NO EXCEPTIONS.

- (I) When issuing a request for proposal/competitive quotes, the successful Firm will ensure that it clearly indicates to the subcontractor or vendor, that this is not a State of NJ public bid and that any agreement or contract is made between the successful Firm and the subcontractor or vendor, not the NJEDA or the State of New Jersey.

- (J) All contracts and proposals entered into by the successful Firm shall be fully transferable to a successor firm or the NJEDA if needed.



Procurement Approval Request

•—————•
Date of Request to NJEDA: _____

Work Order # Assigned: _____

Property Location Name: _____

Tenant Name, if applicable: _____

•—————•

Proposed Services:

Type of Services Required:	
Frequency of Services: (one time; monthly; annual)	
Estimated Value of Services:	
Estimated Completion Date:	
Contract Type: (invoice; purchase order; contract)	

For services estimated to be greater than \$1,000:

Attached:

Written Scope of Services Prepared by Successful Firm (include sealed bid requirement, if estimated services are greater than \$25,000)	<input type="checkbox"/>
List of Proposed Vendors (minimum of 3 but sufficient pool to ensure 3 proposals are received)	<input type="checkbox"/>
Proof of Union Affiliation (Tech Centre only- check if applicable)	<input type="checkbox"/>

Proposal Due Date:	
---------------------------	--

Submitted:

By: _____ Date: _____

Approved: NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

By: _____ Date: _____



Written Proposals Received:

Under \$25,000

Greater than \$25,000

(sealed proposals

required)

Name of Vendors:	Fee/Price Proposal:**

**Outline if fee/price is annual, monthly, hourly and include hourly rates and unit prices, if applicable. Attach written documentation from disinterested vendors.

_____ recommends the following vendor to perform the services referenced above. The services are required and the fee/unit/rate is reasonable. ISS TMC certifies that this procurement meets all requirements of the NJEDA and all required compliance documentation is attached or is on file at NJEDA.

Recommended Vendor:

Price:

Justification:

Required Submittals:**Attached****On file at NJEDA**

Proposal from Recommended Vendor		N/A
Business Registration (required for all services)		
Contractor Registration (required for all construction-related services)		
Union Affiliation (required for all Tech Centre services)		
SBE / MBE / WBE Certification (if applicable - to ensure 25% goal – include on Monthly Status Report)		

Submitted:

By: _____ Date: _____

Approved: NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITYBy: _____ Date: _____

Invoices for all vendors cannot be processed by NJEDA until the following has been received:

- Copy of fully executed purchase order or contract must be on file at NJEDA.
- Original invoices must be attached to all requests for payment.
- All compliance documentation must be on file at NJEDA.
- Certified Payroll Reports when applicable.

Note: Services cannot be broken into separate approval requests to circumvent the procurement process.

**Services
Scope of Work
For
New Jersey Economic Development Authority**

Successful Firm is soliciting bid proposals on behalf of the NJEDA for the cleaning and sanitization of duct work located in their building at 36 West State St. Trenton, NJ 08625.

PROJECT DESCRIPTION

Provide all necessary labor and material to perform the cleaning and sanitization of the duct work in the NJEDA's main headquarters at 36 West State St. Trenton, NJ.

SCOPE OF WORK:

There are a total of 53 VAV boxes, and 2 RTU's.

There approximately 199 supply vents located throughout the building.

Additionally, there are ten, 5' linear supplies in the conference rooms.

1. Each system will have an 8" pipe run to the main trunk line from the commercial vacuum truck which has 15,855 cfm of suction.
2. All lines will be blown out using a truck mounted air compressor (200 psi and 220 cfm).
3. All vent covers will be removed and cleaned using an appropriate solvent.
4. All trunk lines will be brushed and blown out to guarantee removal of all dirt and contaminants from trunk lines regardless of duct shape.
5. The blower section will be vacuumed out.
6. All ductwork will be accessed by removing any access doors and end caps, as well as cutting access holes as necessary.
7. All openings cut into ductwork during the cleaning process will be sealed with 16 gage galvanized sheet metal. The sheet metal shall be screwed into place and silicone applied to guarantee an air tight seal.
8. During cleaning, all necessary environmental controls will be performed to prevent contaminants from migrating to other areas of the structure.
9. All ductwork will be sprayed with Oxine, which is an EPA registered, anti-fungal, anti-bacterial wash for thorough sanitization.
10. Total source removal procedures shall comply with requirements set by NADCA (National Air Duct Cleaners Association) ARC 2006 Standards.

Bidder Requirements to be included with bid package

- The contractor shall price this job at straight time. Premium time pricing shall also be provided as an add alternate.
- The contractor shall provide an estimated project schedule with their pricing.
- The contractor shall price this project using the current prevailing wage rate.

- The contractor shall provide Certified Payroll sheets along with the invoice evidencing that prevailing wage was paid. ***Please see link below referencing prevailing wage rates for Mercer County NJ.***
- A New Jersey Business Registration Certificate
- A Federal Employer Identification Number
- A New Jersey Construction Registration Certificate
- Small Business Enterprise, Minority Business Enterprise or Veterans Business Enterprise certificates. (if applicable)
- A valid certificate of insurance naming ISS and the NJEDA as additionally insured.
- NADCA certification is required.

http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr_state_bldg.html

A mandatory walk through of the site shall be coordinated through Victor Luna. 973-309-1771.

All pricing shall be submitted via sealed bid process. Bids must be sealed with two copies enclosed. They shall be sent attention Ray Scupp@ ISS Facility Services, 81 Dorsa Ave. Livingston, NJ 07039.

Bids received after 5 PM on March 30st, 2017 will not be accepted.

If you have any questions, please feel free to contact me.

James Saraceno

Portfolio Manager

ISS Facility Services, Inc.

Cell: 973-507-6346

Email: James.saraceno@us.issworld.com