THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

REQUEST FOR PREQUALIFICATION INFORMATION

GENERAL CLEANING AND JANITORIAL SERVICES – SMALL BUSINESS ENTERPRISE COLLECTIVE 34107

The Port Authority of New York and New Jersey (hereinafter referred to as the "Port Authority" or the "Authority") wishes to prequalify Port Authority Pre-Certified Small Business Enterprises in the Janitorial Maintenance ("JMSBE") category as specified herein, to submit bids and/or proposals for contracts to provide general cleaning and janitorial services at Port Authority facilities, which are scheduled for bid or proposal solicitation on a JMSBE set-aside basis. It is presently intended that bids and/or proposals will only be accepted from prequalified vendors.

Qualification hereunder will be generally based upon the experience of the JMSBE and its employees, and will not be based upon financial capability to perform a particular contract. Financial capability will be a factor in determining the award of contracts, as part of the specific bid or Request for Proposal processes.

It is currently anticipated that the duration of prequalification will be open ended from the effective date of prequalification, unless otherwise determined by the Port Authority. Respondents will be prequalified to submit bids and/or proposals for contracts of an estimated annual dollar value in one of the following categories listed below. Note: Contract references submitted by the Respondent in accordance with this *Request For Prequalification Information* document, in addition to other information submitted by the Respondent, will be used to determine the dollar value category in which the Respondent will be prequalified.

Contract Dollar Value Categories

Up to - $500,000 - Annually
Up to - $2,000,000 - Annually
Over $2,000,000 - Annually

To be eligible to be prequalified, respondents must currently be pre-certified by the Port Authority as a Small Business Enterprise in the Janitorial Maintenance ("JMSBE") category , and such JMSBE pre-certification must be current. Respondents who are not currently pre-certified as a JMSBE must apply for pre-certification by following the instructions in the document found on the Port Authority's website referenced below.

http://www.panynj.gov/business-opportunities/sd-become-certified.html.

The information required for SBE certification should be sent to the address listed in the website above and labeled "Attention: Jacqueline Grossgold."

Note: The prequalification process will not be initiated until the Respondent has been pre-certified as a SBE as specified above.

The scope of work required by Port Authority contracts for general cleaning and janitorial services will include, but will not necessarily be limited to, furnishing uniformed, trained and qualified staff, as well as supervision, materials, supplies, and equipment necessary to perform general cleaning and janitorial services. The decision to prequalify a Respondent will be based on the Respondent's experience and management capabilities and as further detailed below.

The determination on prequalification will be made by the Authority's General Manager, Procurement Operations, Procurement Department (hereinafter referred to as the "Manager") or the authorized designated representative following receipt of the required information. The Manager or designee will indicate, in writing, the categories, if any, in which the Respondent has been prequalified to submit bids and/or proposals for general cleaning and janitorial contracts. All determinations as to prequalification are subject to further review. The Authority reserves the right at any time to modify, waive, or vary the terms and conditions of this *Request For Prequalification Information.*

No decision to prequalify shall limit or impair the reservation by the Port Authority of the unqualified right, in its sole and absolute discretion, to reject all bids or proposals, or to accept that bid or proposal, if any, which in its judgment will, under the circumstances, best serve the public interest. In addition, the Port Authority reserves the right in its sole and absolute discretion, to elect not to solicit bids or proposals from Respondents prequalified pursuant to this *Request For Prequalification Information*, to prequalify additional Respondents, and /or to enter into a contract for the performance of such general cleaning and janitorial services in such a manner as it may deem in the public interest. Moreover, continued failure of Respondents prequalified hereunder to respond to Port Authority solicitations of bids and /or proposals, without substantive reason, may result in their not being solicited for future bids/proposals.

All responses to this *Request For Prequalification Information* will be reviewed by the Port Authority to determine if they contain all required submissions and if the Respondent meets the preconditions required for submission of a response. For responses meeting such requirements, the following criteria, set forth in the order of importance, will be utilized in the evaluation of the responses:

1. Firm Qualification and Experience: The degree and extent to which the Respondent, or persons or entities owning and controlling the Respondent, have had experience in having satisfactorily operated and managed commercial/industrial cleaning contracts, specifically, compliance with contractual requirements including, but not limited to, employee wage, health and supplemental benefits requirements. At least one (1) of the contracts submitted in support of this criterion should have a value of at least seventy five thousand dollars ($75,000) annually, unless otherwise approved, in writing, by the Authority in the best interests of the Port Authority.

2. Staff Qualification and Experience: The degree and extent to which the Respondent's managerial and supervisory personnel have had experience in having satisfactorily managed commercial/industrial cleaning contracts.

3. Management and Technical Approach: The degree and extent to which the Respondent has assigned qualified personnel and managed and implemented: proper scheduling of work, employee training and safety programs, recruitment practices, background checks, policy on providing adequate wages, benefits and incentives to its employees to ensure a quality work force, ability to retain a stable work force, history of maintaining workers' compensation and liability insurance, and

inspection and reporting procedures, to ensure job quality control for commercial/industrial cleaning services.

Respondents must submit one (1) original, clearly marked "original" and seven (7) double-sided copies, or one (1) printed original, clearly marked "original" and 1 CD copy of the same, of all of the requested information listed in number 4 below, "Information to be Submitted" (in sequential order, letters A through J) to:

The Port of Authority of New York and New Jersey
Procurement Department, 3rd Floor
Attn: Ms. Nadine Aziz
2 Montgomery Street
Jersey City, New Jersey 07302

Information submitted by Respondents in response to this *Request For Prequalification Information* must be complete in order to be considered for prequalification. In case of a discrepancy between the printed original document and the CD, the printed original document shall control.

Note: Prequalification will occur in the order in which the Port Authority receives a complete prequalification package and no prequalification package from any Respondent will be considered until all the required information has been provided to the Port Authority. The requested information hereunder should arrive at the above address in a parcel, which, on the outside, clearly indicates the following: ***General Cleaning and Janitorial Services – Prequalification Response - Collective 34107.***

4. **Information to be Submitted:**
(Note: Attachment B hereunder may be used by the Respondent as a guide in preparing its response.)

A. A copy of the Respondent's letter of pre-certification from the Port Authority as a New York or New Jersey Small Business Enterprise in the Janitorial Maintenance("JMSBE") category.

B. Name and address of Respondent. If the Respondent is a corporation: a copy of its Certificate of Incorporation with a written declaration signed by the Secretary of the Corporation with the official seal affixed thereto, stating that the copy furnished is a true copy of the Certificate of Incorporation as of the submission date of this *Request For Prequalification Information.*

C. Name, title, telephone number and email address of persons to contact for clarification of any information submitted or if further information is required.

D. A list of the following:
- A minimum of three (3) and maximum of ten (10) commercial/industrial cleaning contracts listed in the order of highest to lowest annual dollar value, which were performed within the past three (3) years by the Respondent or are currently being performed by the Respondent;

- Include, for each contract submitted, the names and addresses of the owners; the locations, the types and sizes of the facilities where the work was performed;
- The duration of each of the contracts submitted, including the commencement dates, expiration or termination dates and dates of any option periods;
- The annual dollar value and total dollar value of each contract;
- The annual staff hours of full and part-time labor expended, including the number of staff utilized in the performance of the contract;
- A summary of the types of work performed;
- Reduction in costs, if any, proposed and implemented by the Respondent;
- The names, addresses, telephone numbers and email address of the owners' representatives, or if the Respondent was a subcontractor, the prime contractor of the owner, or operator of the facility familiar with the work that may also be contacted as references.

The term "full-time employee" hereunder shall mean a contractor's employee who is paid on a straight time hourly basis (non-overtime, non-premium time basis) working on such compensation basis for a minimum of thirty (30) hours during a seven (7) day consecutive period continually (including vacation, sick leave, etc.) throughout each contract year.

E. 1- A statement of work on hand, showing the dollar value, entity with whom the Respondent is working, description of the work, annual dollar value, location by city and state, current percentage of completion, contract duration, expected date of completion and the name of the individual most familiar with the Respondent's work on each of these matters.

2- A statement of anticipated work from bids/proposals that have been submitted by or on behalf of Respondent, expected to be awarded showing the dollar value, entity with whom the Respondent is bidding/proposing, description of the work, annual dollar value, location by city and state, and contract duration.

F. A statement indicating the key personnel, such as managers, supervisors, and lead persons employed by the Respondent, that are anticipated to be responsible for work awarded pursuant to this *Request For Prequalification Information*, their length of service with the organization, the function of each person on any Port Authority contract which might be awarded, and a summary of the relevant experience of each person listed. Include resumes for each, or biographies outlining their relevant experience and specific areas of expertise as they relate to this *Request For Prequalification Information*. Respondent shall also submit a statement of the total number of full-time (minimum 30 hours/week) employees currently employed by the Respondent and the number employed in each of the last three (3) years.

G. The Respondent's Quality Assurance Plan, including inspection and reporting procedures, which allows the Respondent to monitor (on an ongoing basis) and improve the quality of cleaning and cleaning related services provided by the Respondent.

H. A statement describing: how the Respondent schedules work; the Respondent's employee training programs; safety programs; recruitment practices; background checks; and policies on providing adequate wages, health and supplemental benefits and incentives to employees to ensure a quality work force; worker turnover history, including any worker retention programs, and the Respondent's policy on maintaining insurance, such as liability, auto, and Workmen's Compensation.

I. Any other information the Respondent believes would be helpful in determining whether it should be prequalified to bid and/or submit proposals for general cleaning and janitorial services.

J. **ATTACHMENT A – AGREEMENT ON TERMS OF DISCUSSION** The Respondent shall submit a copy of the "Agreement on Terms of Discussion," signed by an authorized representative of the Respondent. The agreement format is included as Attachment A and shall be submitted without any alterations or deviations. Any Respondent who fails to sign the Port Authority's "Agreement on Terms of Discussion" will not have its submittal reviewed.

All Respondents must meet the Port Authority's standards for integrity and responsibility and will undergo a Port Authority integrity review during the prequalification process. Respondents are advised that the certifications and clauses are found on the Port Authority website at: http://www.panynj.gov/business-opportunities/become-vendor.html and will be included in the same or similar form in the cleaning contracts that are bid and/or sent out for solicitation of proposals to firms prequalified under this Program. If the Respondent cannot make any such certifications, it shall enclose an explanation of that inability with its response to this *Request For Prequalification Information* ("Certification Statement"). The inability to make such certifications will not in and of itself disqualify a Respondent and in each instance, the Authority will evaluate the reasons therefor provided by the Respondent.

The Respondent may be requested to furnish additional information and clarification of information submitted. This information must be promptly furnished to be considered.

The qualification of Respondents will be only by mailing, to the office designated by the Respondent in its response to the *Request For Prequalification Information*, a notice in writing specifically indicating the categories for which the Respondent is prequalified, signed by the Procurement Manager or his/her designee. Notwithstanding prequalification status, to submit a bid and/or proposal, bidders and/or proposers will be required to submit certain additional information with their bids and/or proposals, and, as may be required, shall submit further information after the submission of bids and/ or proposals. All such requirements will be stated in the contract solicitation

documents.

Any determination that a Respondent is prequalified made pursuant to this *Request For Prequalification Information* will be based on a review of the data submitted by the Respondent and such verification thereof as is deemed appropriate. Such determination shall not preclude the Manager from subsequently concluding, based upon additional information or further analysis of the information upon which prequalification was based, that a Respondent is not qualified to perform work in any category set forth above. Further, the Port Authority reserves the right at any time following its prequalification determination to request that a prequalified Respondent update or supplement the data upon which the prequalification determination was based.

For informational purposes only, online (http://www.panynj.gov/business-opportunities/ca-pre-qualified-lists.html) is a list of anticipated contracts for general cleaning and janitorial services, which the Port Authority plans to solicit on a JMSBE set-aside basis. This information is made available to Respondents merely for the purpose of providing them with such information, whether or not such information may be accurate, complete, pertinent or of any value to the Respondents. The Port Authority makes no representation or guarantee as to, and shall not be responsible for, their accuracy, completeness or pertinence, and, in addition, shall not be responsible for inferences or conclusions drawn therefrom.

Any questions relating to the *Request For Prequalification Information* should be submitted to Ms. Nadine Aziz in writing to: The Port Authority of New York and New Jersey, Procurement Department, 2 Montgomery Street, Jersey City, NJ 07302 or by email at Naziz@panynj.gov . Please be advised that Ms. Aziz is only authorized to direct persons making inquiries to various portions of the *Request For Prequalification Information.* Neither Ms. Aziz nor any employee of the Port Authority is authorized to interpret a *Request For Prequalification Information* or give additional information as to its requirements. Such interpretation or additional information will only be given by written addendum to this *Request For Prequalification Information* issued over the name of the Manager.

Neither the Commissioners of the Port Authority, nor any of them, nor any officer, agent or employee thereof shall be charged personally with any liability by a Respondent or another or held liable to a Respondent or another under any term or provision of this *Request For Prequalification Information* or any statements made herein or because of the submission or attempted submission or other response hereto or otherwise.

ATTACHMENT A

AGREEMENT ON TERMS OF DISCUSSION

The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification, ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion ("Agreement"), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent. The foregoing applies to any information, whether or not given at the invitation of the Authority.

Notwithstanding the above, and without assuming any legal obligation, the Port Authority will employ reasonable efforts, subject to the provisions of the Port Authority Freedom of Information Code and Procedure (FOI Code) adopted by the Port Authority's Board of Commissioners on March 29, 2012, which may be found on the Port Authority website at: http://www.panynj.gov/corporate-information/pdf/foi-code.pdf, not to disclose to any competitor of the undersigned, information submitted which are trade secrets which, if disclosed, would cause injury to the competitive position of the enterprise, and which information is identified by the Proposer as proprietary, as more fully set forth in the FOI Code, which may be disclosed by the undersigned to the Port Authority as part of or in connection with the submission of a proposal.

_____

(Company)

_____

(Signature)

_____

(Title)

_____

(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.
DO NOT RETYPE.

ATTACHMENT B – INFORMATION TO BE SUBMITTED

Note: The outline below is provided to you for the sole purpose in aiding you in your response to Section 4 above, which you are required to submit. You are encouraged to submit additional pages and/or information as necessary in your response.

A. Pre-Certification- a copy of the Respondent's letter of pre-certification from the Port Authority as a New York or New Jersey Small Business Enterprise in the Janitorial Maintenance Program ("JMSBE") category.

B. Name and Address of the Respondent - if the Respondent is a corporation, also include a copy of its Certificate of Incorporation with a written declaration signed by the Secretary of the Corporation with the official seal affixed thereto, stating that the copy furnished is a true copy of the Certificate of Incorporation as of the due date of this *Request For Prequalification Information.*

C. Contact Information - Name, title, telephone number and email address of persons to contact for clarification of any information submitted or if further information is required.

D. Listing of Commercial/Industrial Cleaning Contracts - performed during the last three (3) calendar years (use additional pages if necessary) submitted for evaluation in accordance with this submission, a minimum of three (3) and maximum of ten (10) commercial/industrial cleaning contracts listed in the order of highest to lowest annual dollar value, which were performed within the past three (3) years by the Respondent or are currently being performed by the Respondent, including the information included in the chart on the following page: (Copy and attach additional pages as needed, or Respondent may create their own listing as long as the requisite information is included).

D. **Listing of Commercial/Industrial Cleaning Contracts** (Con't) (This is information is required for **each** contract submitted for evaluation. Attach as many copies of this page as needed.)

Contract: _____

Names and addresses of the owners	
Locations, the types and sizes of the facilities where the work was performed	
Duration of the Contract	
Commencement date	
Expiration or termination date	
Dates of any option periods	
Value of Contract	
The annual dollar value	
Total dollar value	
Staffing	
The annual staff hours	
Full-time hours	
Part-time hours	
Total number of staff utilized in the performance of the contract	
Reduction in costs, if any, proposed and implemented by the Respondent:	
Reference Contact: The names, addresses, telephone numbers and email address of the owners' representatives, or if the Respondent was a subcontractor, the prime contractor of the owner or operator of the facility familiar with the work that may be contacted for reference.	

E. 1-Statement of Work on Hand:

Project Name, Location and Description	Owner Name, Address & Tel No (*May be contacted)	Staffing: Management Leads/ Supervisors	Contract Amount	Scheduled Completion Date and Percentage Complete

E. 2-Anticipated Work - Current Bids and/or Proposals submitted by or on behalf of Respondent:

Project Name, Location and Description	Owner Name, Address & Tel No.	Contract Amount	Anticipated Award Date/Contract Duration

F. Key Personnel (Manager(s), Supervisors, Lead Person(s)). Attach Resumes and/or Biographies

Names	No. of Years with Company	Anticipated Function on PA Contract	Summary of Relevant Experience

Number of current full time employees_____

Number of full time employees last year_____

Number of full time employees two (2) years previous _____

Number of full time employees three (3) years previous_____

G. **QUALITY ASSURANCE PLAN-** (Including inspection and reporting procedures) (separate page(s) may be attached)

H. **POLICIES AND PROCEDURES** - (a separate page may be attached for each item below)

(1) Scheduling of Work
(2) Employee Training Program
(3) Safety Programs
(4) Recruitment Practices
(5) Background Checks
(6) Policy on Providing Adequate Wages, Health and Supplemental Benefits to Employees
(7) Worker Turnover History
(8) Policy on Incentives
(9) Policy on Maintaining Insurance (Liability, Auto, Workmen's Compensation)

I. **ANY ADDITIONAL INFORMATION**

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