

**NOTICE TO BIDDERS**  
**ADDENDUM #1**  
**TOWNSHIP OF RANDOLPH, MORRIS COUNTY, NEW JERSEY**  
**2018 JANITORIAL SERVICES**  
**BID # ITB-LC-17-2018 JANI SVCS**  
**BID OPENING DATE – FRIDAY, OCTOBER 13, 2017, 11:00 A.M.**

NOTICE IS HEREBY GIVEN that sealed bids for **2018 JANITORIAL SERVICES** for the Township of Randolph, County of Morris, State of New Jersey will include an acknowledgement of ADDENDUM #1. The ACKNOWLEDGEMENT OF REVISIONS AND NOTICES form included in the bid specifications must be completed. This Addendum is being issued to clarify some information/questions from the pre-bid meeting and to answer some additional bidder questions received by the question deadline date and time. The Addendum shall become part of the original specifications and is to be attached thereto.

Any employee of the awarded vendor that will be doing work in the Police Department will be required to have a background check completed before starting. A copy of the driver's license and the social security number of each employee that may potentially be working in the Police Department must be provided to the Township's Police Department's Detective Bureau who will perform the check at no cost to the vendor. Any criminal record will preclude the employee from working in the PD, not the vendor. The decision about whether the employee with a criminal record will be allowed to work on the rest of the contract will be the decision of the Township Manager or his designee.

The Township will provide the toilet paper, toweling and hand soap but the vendor will be required to refill the dispensers as necessary in all buildings (i.e., refill toilet paper on the rolls, refill paper towel dispensers, refill soap dispensers).

The Township WILL supply the garbage bags for all the buildings. The vendor will be required to use common sense when replacing the garbage bags. If there is no need to replace a garbage bag daily (i.e., because it's empty or there is only a small amount of non-perishable garbage that can be dumped into another can for disposal), it should not be replaced.

The cleaning of the cells in the Police Department will be performed by the awarded vendor. The cleaning will only require the sweeping and mopping of the cells on a weekly basis. The vendor is not to clean the combination toilets/sinks.

In the Teen Center (top floor of VFW Building), the cleaning stops at the top of the stairs leading down to the front foyer.

In the Brundage Park Playhouse theater, the vendor must vacuum up to the stage; they must NOT go on the stage.

The vendor will be responsible for cleaning both entryways in the DPW Maintenance Facility (DPW side and Board of Education side)

Hours of work:

Municipal Building/Police Department – after 4:30 p.m. (various meetings are held in the evenings throughout the week; vacuuming must be done before meetings start or after meetings finish)

Community Center – times vary based on meeting schedules; we will forward schedules weekly (various meetings are held in the evenings throughout the week; vacuuming must be done before meetings start or after meetings finish)

VFW Hall – Any time during the school year (except Monday night); for the month of July cleaning must be done after 5:30 p.m. (Friday is the best day of the week for that cleaning)

Artworks Studio – anytime after 9:00 p.m.

Brundage Park Playhouse – Wednesday is best day (morning) except last week in June to last week in August during camp at which time cleaning must be performed after 10:30 p.m.

Public Works Garage/Board of Education Transportation Offices – anytime after 5:00 p.m.

Vendor Questions:

Q1 – “prior contractor s name and amount awarded. ”

A1 – ACCSES \$78,151.80 for 2017 under NJ State Contract

Q2 – “I know at meeting that they had the contract for 5 years. Were specifications the same as this year's. If not, please provide differences. If so, contract awarded was frozen at same for all 5 years , or were there gradual increases”

A2 – Specifications are primarily the same, however, bidders should not concern themselves with prior years' services. Bidders need to bid on the specifications in the bid package and this Addendum. There were gradual increases over the years as approved by the State Contract.

Elizabeth Crescibene, RPPO, QPA  
Purchasing Agent