



WILLIAM PATERSON UNIVERSITY

Purchasing Office • College Hall, Room 320
300 Pompton Road • Wayne, New Jersey 07470
973.720.2101 • purchasing@wpunj.edu • wpunj.edu

Request for Proposal No. R201-26

Residence Hall Summer Cleaning Services

Event	Date	Time
Mandatory Pre-bid Meeting and Site Inspection High Mountain East residence hall room G06	March 18, 2026	10:00 AM
RFP Question Cut Off Date (Refer to RFP Section 1.3.2 for more information.)	March 25, 2026	4:30 PM
Addendum (To be issued if necessary.)	April 2, 2026	N/A
Bid Proposal Submission Due Date (Refer to RFP Section 1.3.3 for more information.)	April 14, 2026	2:00 PM

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Purchasing Department webpage.

RFP Issued By

William Paterson University Purchasing Department
College Hall Room 320
358 Hamburg Turnpike, Wayne, NJ 07470
Phone: 973.720.2101 <http://www.wpunj.edu/purchasing/>

Assigned Purchasing Contact: Steve Sondey
Telephone No: 973-720-2862
E-mail: sondeys@wpunj.edu

Date: February 25, 2026

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Notice Print Date: February 26, 2026 in *The Star-Ledger*

**NOTICE TO BIDDERS
RFP # R201-26**

PUBLIC NOTICE is hereby given that sealed request for proposals for **Residence Hall Summer Cleaning Services** at William Paterson University of New Jersey will be received in accordance with the posted bid documents by the University's Director of Purchasing until **2:00 P.M.** on **April 14, 2026** at which time all proposals will be publicly opened in in a Zoom video conference and results posted to the William Paterson University Purchasing Office website.

A mandatory pre-bid meeting and site inspection is scheduled for 10:00 A.M. March 18, 2026. Meet at High Mountain East residence hall room G06 located on the main campus of William Paterson University at 300 Pompton Road Wayne, New Jersey 07470. Parking is available in upper tier of Lot 5. If due to inclement weather or for any other reason, the University is closed on this day, the mandatory pre-bid meeting and site inspection will be held on the next business day that the University is open.

Bid documents may be accessed at the following link:
<http://www.wpunj.edu/purchasing/bid.html>.

Bidders may not submit more than one proposal. William Paterson University of New Jersey may reject any or all proposals or waive any informalities in accordance with applicable law. No proposals shall be withdrawn for a period of sixty (60) days subsequent to the opening of the proposals.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. Equal Employment Opportunity and Affirmative Action.

Steve Sondey – Director of Purchasing

1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

1.1.1. PURPOSE: The purpose of this Request for Proposal (RFP) is to solicit bid proposals for services to be performed on the campus of William Paterson University of New Jersey, 300 Pompton Road, Wayne, NJ 07470.

1.1.2. INTENT: Based on this RFP, the University intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered.

1.1.3. TERMS: William Paterson University standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2. BACKGROUND

1.2.1. CURRENT CONTRACT: There is no existing contract for these services.

1.2.2. THE UNIVERSITY: William Paterson University is a public institution of higher education established pursuant to Chapter 64 of the laws of the State of New Jersey (N.J.S.A. 18A: 64-1, et seq.)

William Paterson University is the third oldest public institution in New Jersey, chartered in 1855 in the city of Paterson. The University is named for William Paterson (1745-1806), the New Jersey patriot who was a signer of the Constitution, one of New Jersey's first U.S. senators, New Jersey's second governor, and a U.S. Supreme Court Justice.

Set on 370 wooded acres in Wayne and North Haledon, New Jersey, the University's main campus and four remote sites are just three miles from the historic Great Falls in Paterson yet just 20 miles from the rich cultural, artistic, and commercial life of New York City. The University has over 9,000 students and employs approximately 400 full time faculty. The main campus includes 40 buildings totaling 1.9 million square feet.

Granted university status in 1997, William Paterson University is one of the nine state colleges and universities of the State of New Jersey ("the State"), with a mission that incorporates teaching, research and creative activity and service. The State legislature annually appropriates funds to support the University's operations. Under the law, the University is an instrumentality of the State with a high degree of autonomy.

1.3. KEY EVENTS

1.3.1. PRE-BID MEETING AND SITE INSPECTION: **A mandatory pre-bid meeting and site inspection is scheduled for 10:00 A.M. March 18, 2026. Meet at High Mountain East residence hall room G06 located on the main campus of William Paterson University at 300 Pompton Road Wayne, New Jersey 07470. Parking is available in upper tier of Lot 5. If due to inclement weather or for any other reason, the University is closed on this day, the mandatory pre-bid meeting and site inspection will be held on the next business day that the University is open.**

1.3.2. QUESTION AND ANSWER PERIOD: The University will accept only written questions from all potential bidders in accordance with the procedure outlined in this RFP. All questions are to be submitted in writing via e-mail to Steve Sondey, Director of Purchasing at sondeys@wpunj.edu. All questions received will be answered and posted to the Purchasing Department's website.

1.3.2.1. The last day to submit questions is **4:30 PM on March 25, 2026**.

1.3.3. SUBMISSION OF BID PROPOSAL: In order to be considered for award, the bid proposal must be received by the William Paterson University Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected.

1.3.3.1. **Proposals are to be submitted as an electronic PDF attachment e-mailed to purchasing@wpunj.edu.** It is the responsibility of the bidder to assure its bid reaches the William Paterson University Purchasing Department on time.

1.4. ADDITIONAL INFORMATION

1.4.1. ADDENDA: In the event that it becomes necessary to revise this RFP, such clarification or revision will be by addendum. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

1.4.2. BIDDER RESPONSIBILITY: The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3. COST LIABILITY: The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4. CONTENTS OF BID PROPOSAL AND CONFIDENTIALITY: Subsequent to bid opening, all information submitted by bidders in response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The University will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing this RFP response, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to the University and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the University or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is

issued. At such time, interested parties can contact the William Paterson University Purchasing Department to inspect bid proposals received in response to this RFP.

1.4.5. BID OPENING: Not applicable to this RFP.

1.4.6. PRICE ALTERATION: Not applicable for electronic submissions

1.4.7. The following is applicable for both electronic and paper submissions. The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field will result in rejection of the bid.

1.4.8. BID WITHDRAWAL: A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made in writing to the William Paterson University Director of Purchasing. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place designated.

1.4.9. VALIDITY OF BID: Submitted bids shall be valid for a period of sixty (60) days to allow for sufficient time for bid evaluation and contract award. This period may be extended based on agreement from the bidder(s).

1.4.10. RIGHT TO CANCEL: The University reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. DEFINITIONS

2.1. GENERAL DEFINITIONS: The following definitions will be part of any contract awarded or order placed as result of this RFP.

- **Addendum** – Written clarification or revision to this RFP issued by William Paterson University Purchasing Department.
- **Bidder** – An individual or business entity submitting a bid proposal.
- **The University or University or WPUNJ** – William Paterson University of New Jersey
- **Contract** – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by William Paterson University.
- **Contractor** – The bidder awarded a contract resulting from this RFP.
- **May** – Denotes that which is permissible, not mandatory.
- **Shall or Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.
- **Should** – Denotes that which is recommended, not mandatory.
- **State** – State of New Jersey

3. SCOPE OF WORK

3.1. GENERAL

- 3.1.1. The University is seeking a qualified firm to “total clean” residence hall rooms, bathrooms and public spaces in seven (7) of the University’s residence halls. Cleaning of the public spaces is an add alternate.
- 3.1.2. Floor stripping and waxing is included for select building rooms and hallways. See below for details.
- 3.1.3. The Contractor must supply all equipment and supplies to be utilized for completion of this work.
- 3.1.4. It is imperative that the work be completed to specification within the timeframe identified in this request for proposal so as to facilitate student move in for each fall semester.

3.2. CLEANING PRODUCTS SPECIFICATION

- 3.2.1. All cleaning products used to execute the contract must be certified green cleaning products and be pre-approved by the University. Before work begins the Contractor shall submit for approval a complete list of all cleaning products to be used to the University Custodial Staff representative.

3.3. ANNUAL UPDATE

- 3.3.1. In April of each year of the contract the University and the Contractor will meet to review the requirements for the upcoming season. The contract may be amended each year to update the cleaning requirements and or reduce or increase the number of buildings, rooms, bathrooms or spaces.

3.4. LOCATIONS AND SQUARE FOOTAGE

- 3.4.1. The cleaning requirements cover seven (7) different buildings:

- Century Hall
- Hillside Hall
- High Mountain East
- High Mountain West
- Pioneer Hall
- Heritage Hall
- Skyline

- 3.4.2. Total square footage to be cleaned, including the add alternate for the public spaces is 329,713. This includes 206,006 living areas, 41,684 bathrooms and 82,023 public spaces. See Attachment No. 1 for breakdown by building.

- 3.4.3. Building Design – Century Hall is a twin for Hillside Hall. High Mountain East is a twin for High Mountain West, Pioneer Hall is a twin for Heritage Hall.

3.5. CLEANING SPECIFICATION FOR ROOMS AND BATHROOMS

3.5.1. Rooms and bathrooms are to be “total clean” as per the following requirements.

1. All non-upholstered room furniture is to be cleaned with a certified green cleaning product recommended by the Contractor and approved by the University before work begins.
2. Fabric covered furniture is to be vacuumed and shampooed with a certified green fabric cleaning product recommended by the Contractor and approved by the University before work begins.
3. All furniture is to be moved and cleaned behind and beneath.
4. Wash and disinfect top, sides, back, front, and inside of wardrobe closets (including drawers and shelves).
5. Wash and disinfect top, sides, back, front, and inside of desks (including drawers).
6. Wash and disinfect frame of the beds.
7. Wash and disinfect top, bottom, and all sides of mattress.
8. Wash walls and remove any items on walls (including, but not limited to, posters, tape, tacks, and graffiti). Care must be taken not to tear or damage sheet rock walls while cleaning. The Contractor may be charged back for walls damaged during cleaning.
9. Wash and disinfect all desk chairs.
10. Clean all interior windows, window frames, and windowsills.
11. Sweep and mop room floors paying careful attention to corners and cove base.
12. Vacuum dust from all HVAC vents in room and bathroom. HVAC vents that are removable must be removed, cleaned and replaced.
13. Wipe light fixtures.
14. Scrub and disinfect bathroom floors.
15. Clean and disinfect entire toilet.
16. Wipe toilet paper holder.
17. Clean and disinfect entire shower stall (including ceiling). All molds must be eliminated.
18. Scrub all soap dishes and remove existing soap residue.
19. Clean and disinfect counter tops and sinks, including soap dishes, where applicable.
20. Clean inside of medicine cabinets and polish mirrors. Some medicine cabinets have rust. The Contractor is not expected to remove the rust.
21. Discard all shower curtains, but DO NOT remove shower curtain rings.
22. Dispose of any garbage from room and bathroom.
23. All chemicals used must comply with State of New Jersey and Federal guidelines

3.6. APPLIANCE CLEANING

3.6.1. Appliance cleaning in Pioneer Hall and Heritage Hall is required.

3.6.2. The total number of appliances to be cleaned are as follows:

Pioneer Hall	67 stoves and 67 refrigerators
Heritage Hall	68 stoves and 68 refrigerators

3.6.3. Appliances are to be cleaned as per the following requirements.

1. Dispose of any garbage from kitchen area.
2. Clean freezer compartment including all walls and shelving.
3. Clean refrigerator compartment including all walls, bottom, and all shelving.

4. Remove crisper drawer and clean all sides of drawer, as well as underneath the crisper drawer.
5. Clean all exterior walls of the refrigerator unit. Move the refrigerator and clean the floor beneath. Some refrigerators have exterior rust. The Contractor is not expected to remove the rust.
6. Vacuum/clean the coils on the back of the refrigerator unit.
7. Remove, clean, and reattach the bottom vent cover and drip pan.
8. Clean oven compartment including all walls, shelving, and broiler pan.
9. Clean stovetop including range-top, instrument area, drip pans, and under range top.
10. Clean all exterior walls of the electric range unit.
11. Clean the bottom drawer.
12. Clean floor tile under the electric range unit.
13. Clean vent on wall above range and below the hood cover.

3.7. FLOOR STRIPPING AND WAXING

3.7.1. ROOMS - The following room floors require stripping and waxing and are to be included in the base bid.

1. High Mountain East rooms
2. High Mountain West rooms
3. Pioneer Hall rooms
4. Heritage Hall rooms
5. Century Hall rooms
6. Hillside Hall rooms

3.7.2. PUBLIC SPACE - The following public space floors require stripping and waxing.

1. Hillside Hall hallways

3.7.3. The floors are to be stripped and waxed as per the following requirements.

1. Strip the old wax from tile prior to waxing. Paying careful attention to edges and area surrounding doorstops.
2. Apply two coats of wax to the tile using ZEP Poly-Shield, Product #1339, or a proven equivalent, paying careful attention to edges and area surrounding doorstops. If a substitute product is to be used, the product must be submitted to and approved by the University before work begins. A demonstration may be required on a 10' x 6' area of tile.
3. All movement of furniture to complete the stripping and waxing is the sole responsibility of the vendor.
4. Furniture is not to be removed from the room.
5. Upon completion of stripping and waxing, furniture must be set up and ready for use in the arrangement as directed by the Department of Residence Life.
6. All areas must be left clean and free of debris upon completion.

3.7.4. Stripping and waxing is generally completed after the rooms are cleaned.

3.8. CLEANING SPECIFICATION FOR PUBLIC SPACES

3.8.1. The public space hallways in Hillside Hall are to be stripped and waxed. The public space floors in all other buildings are to be cleaned by wet mop.

3.8.2. Public bathrooms in all buildings must be cleaned as follows.

1. Scrub and disinfect bathroom floors.
2. Clean and disinfect entire toilet.
3. Wipe toilet paper holder.
4. Wipe down all soap dispensers.
5. Clean and disinfect counter tops and sinks.
6. Dispose of any garbage from bathroom.

3.8.3. There are a total of 13 bathrooms in the public spaces.

- Century Hall – 2 public restrooms
- High Mountain East – 2 public restrooms
- High Mountain West – 2 public restrooms
- Hillside Hall – 2 public restrooms
- Skyline Hall – 3 public restrooms
- Pioneer Hall – 1 public restroom
- Heritage Hall – 1 public restroom

3.8.4. Stairwells – Cleaning of the stairwells in each hall is NOT included in this RFP.

3.9. WINDOW CLOSURE

3.9.1. The Contractor shall close all windows once the cleaning is completed in the work area. Air conditioning will be operating in the buildings during the summer.

3.10. INSPECTION AND INVOICING

3.10.1. Work will be inspected daily by a University Staff member who to ensure thoroughness of work. Where applicable, touch-ups will be requested until satisfaction is achieved. When work is satisfactorily completed, a University Staff member will sign off on acceptance of services for the specific floor/wing/building.

3.10.1.1. The inspection checklist will be used by the University to determine when an acceptable level of cleaning has been achieved for each cleaning task and building area. The checklist is Attachment No 2.

3.10.2. Invoices are to be submitted only after cleaning and floor stripping and waxing is completed in each building. Certified payroll must be attached to each invoice. See Section 5.10 for additional information regarding the prevailing wage and certified payroll requirements.

3.11. SCHEDULE

3.11.1. Work is to be performed Monday through Friday from 7:00 A.M. to 5:00 P.M. The Contractor may request the University extend weekday hours or add Saturday hours in order to meet the schedule. The University will not be charged extra for extending hours.

3.11.2. For the first year of the contract work may commence on or about May 16, 2026 in Skyline Hall followed by other halls on May 25, 2026 and all work must be completed by August 15, 2026. All work on this contract must be completed within this time frame. It is imperative that this schedule be met in order for the University to

accommodate resident student arrival on campus. Start and finish dates for subsequent contract years will be advised by the University prior to the cleaning season.

- 3.11.3. Failure to meet this schedule may result in liquidated damages assessed to the Contractor in the amount of \$150 per day.
- 3.11.4. Scheduling for Summer Events and Conferences - A University representative will meet with the Contractor to review a tentative schedule for cleaning. This schedule will determine the order in which buildings and floors are to be cleaned so as not to conflict with events and conferences using the residence halls during the cleaning season.
- 3.11.5. The University has developed a sample schedule showing the estimated days to clean each building based on a five person crew working eight hours each day. A copy of this schedule is Attachment No. 3. The Contractor is responsible for developing and implementing its own plan and schedule. The Contractor's final schedule must be approved by the University.

3.12. CONTRACTOR PERSONNEL

- 3.12.1. The employees of Contractor furnishing or performing any of the services specified under this Agreement shall do so in a proper, professional, and dignified manner.
- 3.12.2. Contractor agrees that all persons working for or on behalf of Contractor whose duties bring them upon the William Paterson University's premises shall obey and enforce the rules and regulations that are established by the Institution and shall comply with the reasonable directions of the University's personnel.
- 3.12.3. Contractor shall be responsible for the acts of its employees and agents while on the University's premises. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the University's premises.
- 3.12.4. Contractor shall be responsible for all damages to persons or parties caused by Contractor or any of its agents or employees. Contractor shall promptly repair, to the specifications of the University's Facilities Director, any damage that it, or its employees or agents, may cause to the University's premises or equipment; on Contractor's failure to do so, the University may repair such damage, and Contractor shall reimburse the University promptly for the cost of the repair.
- 3.12.5. All personnel shall be physically able to do their assigned work and shall be free from any communicable disease.
- 3.12.6. All personnel shall be capable employees thoroughly trained and qualified for the work assigned to them.
- 3.12.7. All personnel must observe all regulations in effect at the University. While on University property, Contractor's employees shall be subject to control of the University but under no circumstances shall such personnel be deemed to be employees of the University. Neither the Contractor nor its employees shall represent themselves as employees of the University.

- 3.12.8. The University may require the Contractor to transfer any employees who are found to be incompetent, prone to excessive tardiness, theft or who exhibit lewd or inappropriate behavior, or who, verbally, physically or sexually harass any member of the William Paterson University community.
- 3.12.9. The Contractor shall be responsible for insuring that all articles found by its employees in or near the premises are turned in at a designated place.
- 3.12.10. All personnel must be able to read, write, speak and understand English to sufficiently perform the duties of the position.
- 3.12.11. Employees of the Contractor are to wear identification all times, while on campus when performing assigned duties. In addition, any vehicle should be clearly marked with Company name, phone number and/or logo.

3.13. COLLECTIVE BARGAINING AGREEMENT

- 3.13.1. There is no collective bargaining agreement for this contract. The Contractor must pay prevailing wage rates as identified in the State Building Services Act. See Section 5.10 of this request for proposal for additional information.

3.14. PRICING

- 3.14.1. Pricing is to be provided for each building for each year and differentiated between cleaning and floor stripping/waxing. Pricing to clean individual rooms is to be provided, should the University require additional bathroom and room cleaning during the course of the year.
- 3.14.2. Bidders shall complete and submit a copy of the Excel Unit Price file. Bidders shall take the sum total of all items from the Excel price file and enter it on Section 10 Price Sheet of this request for proposal.

4. BID PROPOSAL PREPARATION AND SUBMISSION

- 4.1. GENERAL: The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.
- 4.2. BID PROPOSAL DELIVERY AND IDENTIFICATION: In order to be considered, a bid proposal must arrive at the William Paterson University Purchasing Department before or at the date and time indicated in the RFP.
- 4.3. NUMBER OF BID PROPOSAL COPIES: The bidder must submit one (1) proposal e-mailed as an attachment to purchasing@wpunj.edu.
- 4.4. BID PROPOSAL CONTENT: The bid proposal must be submitted as one complete package with all of the required documentation and completed forms as specified in the RFP.

4.4.1. DOCUMENTS THAT MUST BE SUBMITTED **WITH** BID PROPOSAL: The following must be submitted with all proposals.

4.4.1.1. SIGNATURE PAGE, PRICE SHEET(S), REFERENCES, and COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Business References page, Bidder Qualification page, Cooperative Purchasing page.

4.4.1.2. OWNERSHIP DISCLOSURE FORM: The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the file: RFP Terms Conditions and Forms.

4.4.1.3. NON-COLLUSION AFFIDAVIT: The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the file: RFP Terms Conditions and Forms.

4.4.1.4. CONFLICTS OF INTEREST: The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the file: RFP Terms Conditions and Forms.

4.4.1.5. BID SECURITY AND STATEMENT OF SURITY: If requested in the RFP, the bidder must provide a bid bond and a statement of surety with the bid proposal. See Section 5 Special Contractual Terms and Conditions of this RFP for additional information.

4.4.1.6. W-9: Bidder shall complete and submit with the proposal an IRS W-9 form.

4.4.1.7. Supplier Information Form: Bidder shall complete and submit with proposal.

4.4.2. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH BID PROPOSAL:

4.4.2.1. BUSINESS REGISTRATION CERTIFICATE: All business organizations that do business with the University are required to be registered with the State and provide proof of that registration before the University may enter into a contract. See the file: RFP Terms Conditions and Forms.

4.4.2.2. THE PUBLIC WORKS CONTRACTOR REGISTARTION ACT CERTIFICATE: Not applicable for this RFP.

4.4.3. FORMS THAT MUST BE SUBMITTED **BEFORE** CONTRACT AWARD: The following forms must be submitted to the William Paterson University Purchasing Department before a contract is awarded as a result of this RFP.

4.4.3.1. EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION: The bidder must complete the Exhibit A Certification form to show evidence of compliance. The bidder is required to submit a copy of its certificate or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). See the file: RFP Terms Conditions and Forms.

4.4.3.2. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN: The Bidder shall complete and submit with the proposal the Disclosure of Investment Activities in Iran. See the file: RFP Terms Conditions and Forms.

1.1.1.1. DISCLOSURE OF PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS: The Bidder shall complete and submit with the proposal the Disclosure of Prohibited Activities in Russia and Belarus

4.4.4. FORMS THAT MUST BE SUBMITTED **AFTER** CONTRACT AWARD: The following forms must be submitted to the William Paterson University Purchasing Department before a contract is awarded as a result of this RFP.

4.4.4.1. CERTIFICATE OF INSURANCE: The bidder is required to submit proof of liability insurance in accordance with William Paterson University Terms and Conditions. See the file: RFP Terms Conditions and Forms.

5. SPECIAL CONTRACTUAL TERMS & CONDITIONS

5.1. PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS: The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the William Paterson University Standard Terms and Conditions.

5.2. CONTRACT TERM AND EXTENSION OPTION: The term of this contract shall be for a period of **three (3) years, beginning on or about May 1, 2026.**

5.3. CONTRACT TRANSITION: In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational.

5.4. CONTRACT AMENDMENT: Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and approved by both the contractor and the University.

5.5. CONTRACTOR RESPONSIBILITIES: The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the University may have arising out of the contractor's performance of the contract.

5.6. SUBCONTRACTING OR ASSIGNMENT: The contract may not be subcontracted or assigned by the contractor in whole or in part without prior written consent of the University.

5.7. REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS: In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the University shall notify the

Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the University shall take steps to terminate the contract. In this event, the University will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the contractor to continue operations until relieved by a newly selected Contractor.

5.8. UNIVERSITY'S OPTION TO REDUCE SCOPE OF WORK: The University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the University shall provide advance written notice to the contractor.

5.9. AVAILABILITY OF FUNDS: The University's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the University for payment of any money shall arise unless and until funds are made available for each fiscal year.

5.10. PREVAILING WAGE: Each Contractor or any Sub-contractor shall comply with the New Jersey Prevailing Wage Act, Laws of 1963, Chapter 150, and all amendments thereto, and this Act is hereby made a part of every contract entered into on behalf of the College.

In the event it is found that any workman, employed by any Contractor or any Sub-contractor covered by any contract in excess of \$2,000 has been paid a rate of wages less than the Prevailing Wage required to be paid by such contract, the Contract Administrator may terminate the Contractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and may otherwise prosecute the work to completion. Nothing contained in the Prevailing Wage Act shall prohibit the payment of more than the prevailing wage rate to any workman employed on a public project.

The bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act certificate.

Please be advised that effective February 18, 1992 Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-55.25 et seq. requires that all public works employers shall submit a certified payroll record to the public body or lessor which contracted for the public work project each payroll period within (10) days of the payment wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

A copy of the certified payroll form may be obtained by contacting the New Jersey Department of Labor, Division of Workplace Standards, Public Contracts Section, CN 389, Trenton, NJ 08625-0389, telephone (609) 292-2259.

The current wage rate for occupation code title 11150 – Janitor, in Passaic County New Jersey, is \$19.40. Health and welfare is \$5.55 per hour, up to 40 hours a week, or \$222.00 per week or \$962.00 per month.

www.nj.gov/labor/wageandhour/prevailing-rates/state-building-services/

sam.gov/wage-determination

Service Contract Act WD #: 2015-4183

SCA Wage Determination

Non-Standard Service Description(s)

State: New Jersey
Counties: Bergen, Passaic

Revision Number: 33
Service(s):
Published Date: Dec 3, 2025

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Daniel W. Simms Director		Wage Determination No.: 2015-4183 Revision No.: 33 Date Of Last Revision: 12/03/2025
Division of Wage Determinations		

State: New Jersey

Area: New Jersey Counties of Bergen, Passaic

11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	19.25
11060 - Elevator Operator	19.40
11090 - Gardener	26.40
11122 - Housekeeping Aide	19.40
11150 - Janitor	19.40
11210 - Laborer, Grounds Maintenance	21.71
11240 - Maid or Houseman	20.72
11260 - Pruner	20.18
11270 - Tractor Operator	24.85
11330 - Trail Maintenance Worker	21.71
11360 - Window Cleaner	20.87

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

5.11. PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION

REQUIREMENT: During the term of the contract the Contractor agrees to comply with N.J.S.A 10:5-33 regarding anti-discrimination.

5.12. INDEMNIFICATION: See the attachment titled William Paterson University Terms and Conditions.

5.13. INSURANCE: The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled William Paterson University Terms and Conditions for the specific insurance requirements.

5.14. STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND: Not applicable for this RFP.

5.15. DIANE B. ALLEN EQUAL PAY ACT: Pursuant to N.J.S.A. 34:11-56.14, a contractor performing “qualifying services” or “public work” to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. See the file: RFP Terms Conditions and Forms.

6. PROPOSAL EVALUATION

- 6.1. **PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the University Unit/Department responsible for managing the project, the University’s Purchasing Department and other University employees.
- 6.2. **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A bidder may be required to give an oral presentation to the University concerning its bid proposal. The University may also require a bidder submit written responses to questions regarding the bid proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.
- 6.3. **EVALUATION CRITERIA:** The University may use, but is not limited to, the following evaluation criteria; A) The bidder’s general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder’s documented experience in successfully performing contracts of a similar size and scope, D) The bidder’s experience in performing contracts for William Paterson University, other State Colleges and Universities, private institutions of higher education, and agencies of the State of New Jersey, E) The qualifications and experience of the bidder’s management, supervisory or other key personnel assigned to the contract, F) The overall ability of the bidder to mobilize, undertake and successfully complete the contract and G) The bidder’s quoted price and all other related costs to be incurred by the University.
- 6.4. **ERRORS AND OMISSIONS:** If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between unit price and extended price and the bidder’s intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid. William Paterson University reserves the right to waive any technical or formal defects found in the RFP submission.

- 6.5. REJECTION OF PROPOSAL: The University reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.
- 6.6. NEGOTIATION AND BEST AND FINAL OFFER (BAFO): Following the opening of bid proposals, the University, may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a best and final offer (BAFO) from one or more of the bidders.

Initially, the University will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the University, price and other factors considered. The University may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the University's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the University's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO, the University will complete its evaluation and issue an award to the responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered.

7. CONTRACT AWARD

- 7.1. MULTIPLE AWARDS: The University reserves the right to award contracts as a result of this RFP to more than one bidder.
- 7.2. In accordance with N.J.S.A. 18A:64-70, the University will award a contract as a result of this request for proposal to the responsible bidder(s) whose bid, conforming to the invitation to bid is most advantageous to the University, price and all other factors considered.

8. CONTRACT ADMINISTRATION

- 8.1. AUDIT: The University reserves the right to request from the contractor during the term of the agreement copies of the contractor's documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.

8.2. DOCUMENT RETENTION: The Contractor shall maintain all documentation related to the products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Controller upon request.

The remainder of this page is purposely blank.

9. SIGNATURE PAGE

WPUNJ ADVERTISED REQUEST FOR PROPOSAL RESPONSE

Bid Identification # R201-26 Description: Residence Hall Summer Cleaning Services
This bid proposal MUST be received by the William Paterson University Purchasing Department before or at 2:00 P.M. on April 14, 2026 , at which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments.
Documentation below marked with an X must be provided in the RFP submission.

Signature Page	X	Employee/Relative Disclosure	X
All Price Sheets	X	Ownership Disclosure Form	X
Bidder Qualification	X	Source Disclosure	Not Required
Bidder Business References	X	Supplier Information Sheet	X
Cooperative Purchasing	X	W-9	X
Non-Collusion Affidavit	X	Bid Security	Not Required
Conflicts of Interest	X	Statement of Surety	Not Required

Documentation below marked with an X is to be provided post bid submission upon request by the University **before** a contract award.

Business Registration Certificate	X
Public Works Contractor Reg. Cert.	Not Required
Disclosure of Investment Activities in Iran	X
Disclosure of Prohibited Activities in Russia and Belarus	X
Equal Employment Opportunity Exhibit A	X

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder's Company Name:		2. Phone Number:	3. Fax Number:
4. Bidder's Company Address:		5. Bidder's Tax ID:	6. Cash Discount Terms:
7. Estimated Amount of Contract:	8. Amount of Bid Security \$:	9. Amount of Performance Security \$:	
10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: Addendum Number Date of Addendum			
_____		_____	
_____		_____	
_____		_____	
11. SIGNATURE of BIDDER:	12. TITLE:	13. DATE:	Notice: The University will pay invoices only when the Contractor has complied with all terms and conditions of the contract
14. NAME: (Print or Type)	15. E-MAIL:		

11. BIDDER QUALIFICATIONS

Check Yes, No or NA (Not Applicable) for each question.	Yes	No
1. Has the bidder provided like equipment or services for five (5) years or more?		
2. Has the bidder provided like equipment or service to William Paterson University in the past?		
3. Has the bidder provided like equipment or service to other State of New Jersey Colleges/Universities in the past?		
4. Has the bidder provided like equipment or service to private Colleges or Universities in the past?		
5. Has the bidder done business with any State of New Jersey agency other than a State College or University in the past?		
6. Has the bidder ever been barred from doing business with any local, state or federal governments/agencies or institutions?		
7. Are there any pending lawsuits, legal actions, or litigations against the bidder?		
8. Does the bidder have any liens against goods/services which would impact delivery of product or completion of services?		
9. Has the bidder ever filed or petitioned for bankruptcy?		

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

12. BIDDER BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.

Entity Name: _____

Address: _____

Phone: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Entity Name: _____

Address: _____

Phone: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Entity Name: _____

Address: _____

Phone: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

13. BIDDER TERMINATED CONTRACTS

Not applicable for this request for proposal.

The remainder of this page is blank.

14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and Universities in New Jersey? (See the list below.)

Yes _____ No _____

- Kean University
- Montclair State University
- New Jersey City University
- New Jersey Institute of Technology
- Ramapo College of New Jersey
- Rowan University
- Rutgers, The State University of New Jersey
- Stockton University
- The College of New Jersey
- Thomas Edison State University
- William Paterson University of New Jersey

B. William Paterson University of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the four year public colleges and universities as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes _____ No _____

Public:	Private:
Kean University	Drew University
Montclair State University	Monmouth University
New Jersey City University	Princeton University
New Jersey Institute of Technology	Rider University
Ramapo College of New Jersey	Seton Hall University
Rowan University	
Rutgers, The State University of New Jersey	
Stockton University	
The College of New Jersey	
Thomas Edison State University	
William Paterson University of New Jersey	

Each College/University shall be responsible for issuing purchase orders and payments directly with Contractor(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the Contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____