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**MCCC RFP #26-02 – JANITORIAL SERVICES
ADDENDUM #1**

Mercer County Community College is issuing this Addendum #1 for RFP #26-02 – Janitorial Services on Oct 3, 2025. The following information shall serve to answer and clarify certain items from the initial request.

The new RFP due date is: November 14, 2025 by 2:00 pm

Part I: Answers and/ or Clarifications to Questions Submitted

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No.	Question	Answer / Clarification
1.	Will there be any mandatory or optional pre-bid site walkthroughs scheduled?	A walkthrough is not mandatory, but vendors may contact the facilities department (facilities@mccc.edu , 609-570-3500) to schedule an appointment to visit the site on either Friday October 17 th , 2025 or Friday October 24, 2025.
2.	Is there consideration of extending the RFP deadline of October 22, 2025?	Yes. The RFP deadline has been extended until November 14, 2025 (See Addendum #1).
3.	Who is the current contractor providing custodial services, and how long have they held the current contract?	Conover Building Maintenance of North Brunswick, NJ. Five (5) years.
4.	What is the scope of work outlined in the current contract?	The scope of work of the current contract is the same scope of work described in RFP #26-02 advertised on Sept. 17, 2025.
5.	What is the duration and terms of the current contract?	The duration of the current contract is a one-year extension expiring November 30, 2025. The terms of the current contract are described in RFP #26-02 advertised on Sept. 17, 2025.
6.	Please provide any relevant bid documents or procurement process details.	Both are provided in the RFP #26-02 package advertised on Sept. 17, 2025.

7.	On-site Coverage Hours: What are the required daily hours of service or time frames during which staff must be on-site?	The vendor is expected to perform all tasks outlined in the RFP, including adhering to daily cleaning schedules which specify certain cleaning times. Cleaning coverage is listed in section 7 A-D, which includes day, evening, and night shifts. The vendor may determine applicable staffing requirements, but the janitorial company is expected to have staff, at a minimum, on site during college open hours (currently Monday-Friday 7am-11pm, Saturday 7am-8pm, Sunday as needed).
8.	Does MCCC expect day porters during open campus hours?	See Answer to 5. Above.
9.	Is cleaning to be performed after hours only, or, is both daytime and evening coverage required?	See Answer to 5. Above
10	Is the current staff unionized?	The current staff is an outside vendor and is not unionized by the College.
11	What is the annual contract value for 2024-2025?	The current contract value is not being disclosed during this RFP solicitation.
12	Are there any specific changes in staffing requirements o square footage of buildings from the 2024/2025 contract to the 2025/2026 opportunity?	No
13	Do prevailing wages apply to this contract?	No
14	How many employees currently work at each site? Or, how many hours are allocated to each site by the current contractor?	The number of employees or the number of hours allocated to each site by the current contractor is not available. See answer to question 5. Above.
15	Are there any specific pain points that you would like the contactors to address this time?	Please address all of the requirements specified in the RFP.
16	Is a bid bond or performance bond required at the time of proposal submission?	No.
17	What is the square footage of carpet to be cleaned and the square footage of flooring to be stripped and waxed for each building?	To be confirmed by vendor during walkthrough. Classrooms are a mixture of LVT (only cleaning, no stripping/waxing), VCT (stripping/waxing required), epoxy (cleaning only, no stripping/waxing), or sheet vinyl (cleaning only, no stripping/waxing). Offices are generally carpet, students' areas are a mix but many hallways are LVT.
18	What are current rates?	This is a competitive solicitation and pricing is not permitted to be disclosed.
19	Is exterior window cleaning needed if so, what is the height and number of windows –	Only interior window cleaning included in scope of work.
20	How many people occupy each building?	Varies depending on building/building usage. Lowest building occupancy 15, max building occupancy 80.
21	Is there a supply closet for the vendor to use?	Yes, there are janitor's closets in each building/on each floor. There is an office/main storage area in the Student Center next to the loading dock with a washer/dryer.

22	Is there a recommended number of daytime porters for the buildings? If not, would it be possible to get a copy of the current staffing levels?	The number of employees or the number of hours allocated to each site by the current contractor is not available. See answer to question 5. Above.
23	Could you provide the staffing levels per building by the current contractor in place?	See answer to Question 5.
24	Does the staffing level change depending on the time of year/demand, e.g. summer breaks, winter breaks, etc. or does it always remain the same?	See answer to Question 5.
25	We assume most of the cleaning is done during the afternoon shift. What is required of the cleaners during the day shift – just bathroom cleaning?	Cleaning coverage is listed in section 7 A-D, which includes day, evening, and night shifts.
26	Does the College currently receive separate invoices from the incumbent vendor for supplies or equipment ?	No
27	Does the College receive any additional billings from the incumbent vendor outside of the base custodial contract?	No
28	What is the College's total annual spend with the incumbent vendor, inclusive of all services, supplies, and equipment?	This is a competitive solicitation and pricing is not permitted to be disclosed.
29	Are there any service requirements within the current scope that necessitate the use of lifts or other specialized equipment (e.g., for high dusting or window cleaning)?	No, most ceilings are 9' or lower.
30	What has been the % increase of the last 4 years of the current agreement?	3% per year.
30	Do you anticipate extending the RFP due date?	No
31	Does MCCC belong to any Co-Ops they would be interested in participating in?	Not at this time for this service.
32	How many full-time employees does the current vendor employ?	See answer to Question 5.
34	What are the biggest concerns that the College has with this service	Price, experience, resources/project management and references.
35	Are there details available for carpet v/s VCT floor sq ft. per building.	
36	Are there any consumable consumption patterns as per historical consumption? It would be great to get an idea of the historical usage pattern.	Not available.
37	What are your preferred supervisor shift hours for this opportunity?	A supervisor or designated contact person should be on site during campus open hours to respond to issues/concerns.
38	It would be great if you could explain this a bit in detail - ' Collect all wood pallets and transport them to a location designated by MCCC '	Generally pallets are collected during construction and removed by MCCC staff. Occasionally, shipments are delivered on a pallet and left on site, if this occurs, then pallets should be removed and brought to the same

		area as the dumpster, recycling, and compactor are located.
39	What details are you willing to provide, if any, beyond what is stated in the RFP concerning how you will identify the winner?	Only info provided on p. 15 – RFP Response Outline – Evaluative Criteria. Weighting of each criterion will not be provided, except that Price is the most heavily weighted criteria.
40	Where was the RFP posted/advertised?	At https://www.mccc.edu/welcome_business.html and advertised in a legal newspaper and on NJ.com as required by N.J.S.A. 18A:64A-25.14.
41	Will an office be provided to the successful bidder?	Yes, see question 20 above.
42	Are any vehicles being utilized by the current vendor?	Yes, golf carts and a small van. Vendor is responsible for picking up and transporting trash from all buildings, this necessitates a vehicle.
43	Can any staff be part time?	To the discretion of the vendor
44	What work is performed during hours of 11pm-7am?	Cleaning coverage is listed in section 7 A-D, which includes day, evening, and night shifts.
45	Are background checks necessary?	To the discretion of the vendor
47	What is the current monthly invoice for the current vendor?	This is a competitive solicitation and pricing is not permitted to be disclosed.
48	What vehicles are currently in use by the incumbent vendor?	The vendor is responsible for providing transports and related means of conveyances.
49	The Scope of Work call for APPA1 . is that the current level of service spec being provided currently?	The current level is a APPA Level 1.
50	What is the max. height of the interior glass that we are responsible for?	From the interior reaches, approximately 15% of windows are above 15 ft. in height. The building exterior shells are limited to three (3) stories at the West Windsor campus and four (4) stories at the Trenton James Kerney campus.
51	Can we have a copy of the school calendar	The academic calendar can be viewed at: https://www.mccc.edu/news_calendar_academic.shtml
52	What is the current staff per shift, per campus?	See Answer to Question #5
53	Is the majority of the cleaning being done on the overnight shift?	See Answer to Question #5

54	The Equal Employment Opportunity Certification – do we need to provide this form signed and completed with the RFP submittal, or, upon contract award?	The EEO Certification (Exhibit A) must be signed and submitted with the RFP package or the bid will be considered non-responsive and will not be reviewed or evaluated and will be ineligible for award.

We appreciate your questions, and look forward to your responses!