



DATE: May 4, 2023

PROJECT: GP-0290-R01 – State-Wide Property Management and Maintenance Services

DESCRIPTION: Addendum #1

This addendum shall be considered part of the Request for Proposals (“RFP”), issued in connection with the above-referenced project. Should information contained within this Addendum conflict with the RFP, this Addendum shall supersede the relevant information in the RFP.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

1. Not applicable.

C. BIDDER’S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

- 1. Question:** I would like to address Section C. Property Maintenance Services, 1. Routine Property Maintenance Services. Specifically, “f” regarding fence damage, “g” regarding sidewalk repair, “k” regarding trimming and pruning of trees, and “l” tree removal. While these conditions/events occur from time to time and require remedy, it is difficult to pin-point a blanket value for these remedies as the costs associated to remedy these conditions can vary greatly. Does the NJSDA anticipate paying for these additional tasks as a pass-thru expense as mentioned in the section Other Expenses requiring a work order or should the bidder include a blanket amount within the Maintenance Costs that would cover such occurrences?

Answer: Pursuant to Section C. Property Maintenance Services of the Scope of Services, as set forth in Appendix B of the Agreement (referred to hereinafter as the “Scope of Services”), “The Consultant shall be responsible to provide Property Maintenance Services consisting of all Routine Property Maintenance Services and Other Property Maintenance Services.” As you correctly state, included under Section C.1. Routine Property Maintenance Services of the Scope of Services are: subsection “f”, Repairs to minor fence damage and openings; subsection “g”, Repair to minor sidewalk hazards and filling of potholes in parking areas; subsection “k”, Trim and prune trees to allow for clear view of buildings and Remove trimmings and leaves; and subsection “l”, Cut and remove fallen trees. With respect to subsections “f” and “g”, if the necessary repairs are not deemed to be minor, as determined by the NJSDA, then the repairs will be considered a pass through expense and included under the Allowance for Other Property Maintenance Services. Other than the exceptions noted above for subsections “f” and “g”, the bidder shall include the costs associated with all Routine Property Maintenance Services, subsections “a” through “n”, in the Routine Maintenance Services Lump Sum fee for the applicable project(s).

- 2. Question:** What constitutes minor sidewalk repairs? Would all of the NJSDA owned properties sidewalks need to be brought to code?

Answer: Minor sidewalk repairs shall include small trip hazards where only patching is needed to address the hazard without the replacement of concrete. All other sidewalk work, including work to bring a sidewalk up to code, will be considered as a pass through expense and included under the Allowance for Other Property Maintenance Services.

- 3. Question:** Is the cost incurred from trash removal (monthly dumpster fees) and excessive dumping considered a pass-thru expense or should these fees and estimated fees be included in the fee schedule?

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Answer: The Consultant will be responsible for trash pickup and removal as a part of Routine Property Maintenance Services. Excessive dumping or extra dumpster services (as required) shall be considered a pass through expense and included under the Allowance for Other Property Maintenance Services.

4. Question: Will all signage be supplied by the NJSDA?

Answer: Signage will be supplied by the NJSDA as stipulated in Section B.5.1. of the Scope of Services.

D. CHANGES TO PREVIOUS ADDENDA:

1. Not applicable.

E. ATTACHMENTS:

1. Attachment 1.1 Notice of Intent to Participate Contact List

Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.

End of Addendum No. 1

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Acknowledgement of Receipt of Addendum

The responding Firm must acknowledge receipt of this Addendum by signing in the space provided below and returning a copy to dkutch@njsda.gov. The signed acknowledgement form must be received prior to the bid due date. Additionally, please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

Attachment 1.1
Notice of Intent to Participate Listing

Best Value Rugs & Carpet, Inc.
Bluegrass Hydroseeding, LLC dba BlueGrass Services
New Life Construction and Property Management LLC
R.P. Marzulli Co., Inc