

**REQUEST FOR PREQUALIFICATION  
INFORMATION**

**GENERAL CLEANING AND  
JANITORIAL SERVICES – SMALL  
BUSINESS ENTERPRISE**

**COLLECTIVE #51670**

## 4/21 Revision

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 the Port Authority facilities, which are scheduled for bid or proposal solicitation on a JMSBE set-aside basis. It is presently intended that such bids and/or proposals will only be accepted from prequalified firms. Firms who wish to be considered for prequalification must submit a Response to this *Request for Prequalification Information*.

Prequalification 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. 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

### **Prerequisites:**

Only responses from Respondents that can satisfactorily demonstrate meeting the following prerequisites will be considered. To be eligible to be prequalified, Respondents must:

A) currently be precertified by the Port Authority as a Small Business Enterprise in the Janitorial Maintenance (“JMSBE”) category. Respondents who are not pre-certified as a JMSBE must apply for pre-certification by following the instructions in the documents found on the Port Authority’s website referenced below:

<https://www.panynj.gov/port-authority/en/business-opportunities/supplier-diversity/certification.html>

B) The Respondent, shall, within the last three (3) years, have performed or be performing under

at least one (1) commercial/industrial janitorial contract of at least \$75,000 annually.

Firms who cannot demonstrate that they meet the prerequisites above will not be considered for prequalification under this program.

The scope of work required by Port Authority contracts for general cleaning and janitorial services may 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, as further detailed below.

The determination on prequalification will be made by the Port Authority's Manager, Integrity, Compliance and Contract Review, Procurement Department (hereinafter referred to as the "Manager") or their authorized designated representative(s) 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. The Port Authority reserves the unqualified right, in its sole and absolute discretion, to reject any or all response or to accept any response, which in its judgment will best serve the public interest and to waive defects in any response. All determinations as to prequalification are subject to further review.

The Port 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 the public interest.

**Maintaining Eligibility:**

Unless otherwise notified, firms that are qualified under this collective must maintain their eligibility under the requirements of this collective.

If a prequalified firm no longer meets the requirements of this collective, or if a prequalified firm continually fails to perform under or comply with, or is terminated for cause from, a Port Authority contract, they may be removed from the prequalified list.

Firms removed from the prequalified list may reapply for prequalification, but will be subject to the terms, conditions, and requirements of the collective in place at that time.

**Submission Evaluation:**

All Responses to this *Request for Prequalification Information* will be initially reviewed by the Port Authority to determine if they meet the prerequisites described within this *Request for Prequalification Information* and contain all required submissions. 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.
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 incentive to its employees to ensure a quality workforce, ability to retain a stable workforce, history or maintaining insurance (i.e., liability, auto and Workers' Compensation) and inspection and reporting procedures, to ensure job quality control for commercial/industrial cleaning services.

Respondents must submit all the requested information listed in **Section 4** below, "**Submission Requirements**" (in sequential order, letters A through C) to the following email address:

[JMSBEPROGRAM@panynj.gov](mailto:JMSBEPROGRAM@panynj.gov)

Respondents are advised that their Prequalification Application must be electronically submitted as a readable Adobe PDF or in the format as provided by the Port Authority. The Port Authority shall **only** accept applications in electronic format. Respondents should request a confirmation of receipt to ensure the package was successfully received by emailing Ms. Sheri Ruffin at [sruffin@panynj.gov](mailto:sruffin@panynj.gov).

Electronic Applications should be submitted via email only to the JMSBE Manager at [JMSBEPROGRAM@panynj.gov](mailto:JMSBEPROGRAM@panynj.gov). HAND DELIVERIES WILL NOT BE ACCEPTED. Each electronic Application submission must include all required information. The Port Authority may request an original, signed paper submission at any time following the receipt of your Application.

If requested by the Port Authority, the paper submission must be identical to the electronic submission that was submitted. In the event of a discrepancy, the electronic submission shall take precedence.

Respondents should note that there is a limit to the size of attachments that can be received by the Port Authority's designated email account. That limit is 100MB. Additionally, Respondents must check their files to ensure they have submitted complete documents, i.e. no missing pages.

Respondents' internal networks may have limits on the size of emails they can send. Therefore, it is incumbent upon the Respondents to determine ahead of time that the file(s) being submitted can

both be transmitted by their servers and accepted by Port Authority servers. If the files are too big, the Port Authority will accept Applications in multiple emails, provided all parts which comprise a complete submission are received on the same day and time and all emails should include the Prequalification title. Under this circumstance, Respondents should note in the description of the email that the Application will be arriving in multiple parts and include in the subject line the total number of components and which component, of the total, the particular transmission represents.

Prequalification of firms will occur in the order in which complete prequalification packages are received by the Authority. No incomplete prequalification packages will be considered. The requested information hereunder should arrive at the above email address. **Each email submission should include the solicitation title.**

***General Cleaning and Janitorial Services – Prequalification Response – Collective #51670.***

**4. Submission Requirements:**

A complete Response consists of the following items:

- A) **ATTACHMENT A – AGREEMENT ON TERMS OF DISCUSSION** - The Respondent shall submit the “*Agreement on Terms of Discussion*”, signed by an authorized representative of the Respondent. The Agreement is included as Attachment A and shall be submitted without any alterations or deviations. Any Respondent who fails to sign and submit the Port Authority’s “*Agreement on Terms of Discussion*” will not have its Response reviewed.
  
- B) **ATTACHMENT B** – The outline below is provided to the Respondent for the sole purpose in aiding in preparing your response to Section 4 (B) of this *Request for Prequalification Information*. Respondents are encouraged to submit additional pages and/or information as necessary in their Response.
  - 1. **Pre-Certification** - A copy of the Respondent’s letter of pre-certification from the Port Authority as a Small Business Enterprise in the Janitorial Maintenance (JMSBE) category.
  - 2. **Name and Address of the 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*.
  - 3. **Contact Information** - Name, title, telephone number and email address of person to contact for clarification of any information submitted or if further information is required.
  - 4. **Listing of Commercial/Industrial Cleaning Contracts** - A listing of commercial/industrial cleaning contracts detailing 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<sup>1</sup>
  - 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(es) of the owner's representatives, or if the Respondent was a subcontractor, the prime contractor or the owner, or operator of the facility familiar with the work that may also be contacted as references.
  - The Authority may request copies of any of these contracts.
5. **A statement of work on hand** showing the contract dollar value, entity with whom the Respondent is working, description of the work, annual contract 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.
  6. **A statement of anticipated work** from bids/proposals that have been submitted by or on behalf of Respondent, expected to be awarded showing the contract dollar value, entity with whom the Respondent is bidding/proposing, description of the work, annual contract dollar value, location by city and state, and contract duration.
  7. **A statement indicating the key personnel**, such as managers,

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<sup>1</sup> The term "full-time employee" herein and throughout 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.

supervisors, and leadpersons 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.

8. A statement describing policies and procedures: Respondent's scheduling procedures; 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 workforce; worker turnover history, including any worker retention programs, and the Respondent's policy on maintaining insurance, such as liability, auto and Workers' Compensation.

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. If software or a commercially available system is used in conjunction with the Quality Assurance Plan, information about the system used must be provided, including name of such software or system.

9. 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.

- C) **ATTACHMENT C – ATTESTATION OF ACKNOWLEDGEMENT AND VERIFICATION** - The Respondent shall submit the "*Attestation of Acknowledgement and Verification*", signed by an authorized representative of the Respondent. The Attestation is included as Attachment C and shall be submitted without any alterations or deviations. Any Respondent who fails to sign and submit the Port Authority's "*Attestation of Acknowledgement and Verification*" will not have its Response 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:

<https://www.panynj.gov/port-authority/en/business-opportunities/supplier-diversity/certification.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 such certifications, it shall enclose an explanation of that inability (“Certification Statement”) with its response to this *Request for Prequalification Information*. The inability to make such certifications will not in and of itself disqualify a Respondent and in each instance, the Port Authority will evaluate the information 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 a Respondent will be in writing only, by mailing, to the office designated by the Respondent in its Response to this *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 proposer 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 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 was based.

For informational purposes only, a list of anticipated contracts for general cleaning and janitorial services, which the Port Authority plans to solicit on a JMSBE set-aside basis, can be located at:

<https://www.panynj.gov/content/dam/port-authority/pdfs/vendor-resources/anticipated-cleaning-contracts.pdf>

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.

Requests from firms that have been added to the program to be reevaluated for a higher or different threshold shall be accompanied with a new application which should detail any new facts for consideration by the Port Authority.

Any questions relating to this *Request for Prequalification Information* should be submitted to Ms. Sheri Ruffin, via email at [sruffin@panynj.gov](mailto:sruffin@panynj.gov). Please be advised that Ms. Ruffin is only authorized to direct persons making inquiries to various portions of this *Request for Prequalification Information*.



Neither Ms. Ruffin 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 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(s), 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.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
**(Company)**

\_\_\_\_\_  
**(Signature)**

**(Print**

\_\_\_\_\_  
**Name)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**

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## **ATTACHMENT B – Information to be submitted**

**Note:** The outline below is provided to the Respondent for the sole purpose in aiding the Respondent in their Response to Section 4(B) of this *Request for Prequalification Information*. Respondents are encouraged to submit additional pages and/or information as necessary in their response.

1. **Pre-Certification** – a copy of the Respondent’s letter of precertification from the Port Authority as a Small Business Enterprise in the Janitorial Maintenance Program (“JMSBE”) category.
2. **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 the *Request for Prequalification Information*.
3. **Contact Information** – Name, title, telephone number and email address of person to contact for clarification of any information submitted or if further information is required.
4. **Listing of Commercial/Industrial Cleaning Contracts** – 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) calendar years by the Respondent or are currently being performed by the Respondent, including the information outlined in the charts on the following pages: (Respondent should copy and attach additional pages as needed, or Respondent may create their own listing as long as the requisite information is included).

**4. Listing of Commercial/Industrial Cleaning contracts** - This information is required for each contract submitted for evaluation. Attach as many copies of this page as needed.

**Name of Contract:** \_\_\_\_\_

Names and addresses of the owners	
Locations, the types and sizes of the facilities where the work was performed	
<b>Duration of the Contract</b>	
Commencement date	
Expiration or termination date	
Dates of any option periods	
<b>Value of Contract</b>	
The annual dollar value	
Total dollar value	
<b>Staffing</b>	
The annual staff hours	
Full-time hours	
Part-time hours	
Total number of staff utilized in the performance of the contract	
Summary of type of work performed	
Value recommendations implemented	
Reduction in costs, if any, proposed and implemented by the Respondent:	

4. **Listing of Commercial/Industrial Cleaning contracts** (cont'd) - This information is required for each contract submitted for evaluation. Attach as many copies of this page as needed.

<p>Reference Contact: The names, addresses, telephone numbers and email address(es) 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.</p>	
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**5. Statement of Work on Hand:**

Project Name, Location and Description	Owner Name, Address & TelNo (may be contacted)	Staffing: Management Leads/Supervisors	Contract Dollar Value	Scheduled Completed Data and Percentage Complete



6. **Statement of Anticipated Work** – Current Bids and/or Proposal submitted by or on behalf of Respondent:

<b>Project Name, Location and Description</b>	<b>Owner Name, Address &amp; Tel No.</b>	<b>Contract Dollar Value</b>	<b>Anticipated Award Date/Contract Duration</b>



7. **Statement of Key Personnel** - Attach resumes and/or biographies of Manager(s), Supervisors, Lead Person(s).

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 three (3) years previous \_\_\_\_\_



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

- a) Scheduling of Work
- b) Employee Training Program
- c) Safety Programs
- d) Recruitment Practices
- e) Background Checks
- f) Policy on Providing Adequate Wages, Health and Supplemental Benefits to Employees and Incentives
- g) Worker Turnover History
- h) Policy on Worker Retention Programs
- i) Policy on Maintaining Insurance (Liability, Auto, Workmen’s Compensation)
- j) Quality Assurance Plan (including inspection and reporting procedures)

9. **ANY ADDITIONAL INFORMATION:**

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ATTACHMENT C

**ATTESTATION OF ACKNOWLEDGEMENT & VERIFICATION**

\_\_\_\_\_, states that he/she is the \_\_\_\_\_  
(Name of Corporate Officer) (Title of Corporate Officer)

of \_\_\_\_\_,  
(Name of Corporation)

the entity submitting a response to this *Request for Prequalification Information*, that he/she has reviewed the Response and knows its contents, and that the statements and representations made in therein are true to his/her knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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