



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. R197-25

Security Guard Services for Residence Halls

Event	Date	Time
Mandatory Pre-bid Conference/Site Visit - Meet at White Hall 1st floor lounge.	March 18, 2025	10:00 AM
RFP Question Cut Off Date (Refer to RFP Section 1.3.2 for more information.)	April 4, 2025	4:30 PM
Addendum (To be issued if necessary.)	April 11, 2025	N/A
Bid Proposal Submission Due Date (Refer to RFP Section 1.3.3 for more information.)	April 24, 2025	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 26, 2025

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Notice Print Date: February 28, 2025 in *The Star-Ledger*

NOTICE TO BIDDERS

RFP # R197-25

PUBLIC NOTICE is hereby given that sealed request for proposals for **Security Guard Services for Residence Halls** at The 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 24, 2025** at which time all proposals will be publicly opened in a Zoom video conference and results posted to the Purchasing Office website..

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.

A **mandatory** pre-bid meeting and site inspection is scheduled for **10:00 A.M. on Tuesday, March 18, 2025**. Meet at **White Hall first floor lounge** 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. The 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:** The University's current contract for services is either expiring or not being extended and the University is soliciting proposals for a new contract.

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:** The University may require that interested bidders attend a pre-bid meeting and or a site inspection. The purpose of this meeting or inspection is to provide the interested bidder the opportunity to present questions and see the University facilities where the services are to be performed. The University may require mandatory attendance at the meeting or inspection as a pre-requisite for submitting a proposal. The University will not accept a proposal from a bidder that failed to attend a mandatory pre-bid meeting or a mandatory site inspection.

1.3.1.1. A **mandatory** pre-bid meeting and site inspection for this request for proposal is scheduled as follows:

Tuesday, March 18, 2028
10:00 AM
White Hall, 1st floor lounge
William Paterson University
Main Campus
300 Pompton Road
Wayne, NJ 07470

Parking is available on the top tier of Lot 5. Access to Lot 5 is available from Pompton Road and from University Drive.

1.3.1.2. 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 in an addendum, which will be posted to the Purchasing Department's website.

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: 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.

1.4.7. 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.

1.4.8. 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).

1.4.9. 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 in response to this RFP.

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

Equipment, Item or Product – Refers to the purchase unit.

3. SCOPE OF WORK

3.1. SUMMARY

3.1.1. The University is seeking a qualified firm to provide unarmed security guard personnel stationed at the security desk in each residence hall and to provide guards for other special events and/or emergency requirements. The service is to be provided year round. The selected Contractor will be the sole provider of these services to the University.

3.2. RESIDENCE HALL SITE DESCRIPTION

3.2.1. The William Paterson University resident student population is approximately 2,300. The resident facilities (halls), all located on the main campus, consist of ten (10) different multi-story buildings. Eight of the buildings are in use currently.

3.2.2. Two of the halls are apartment style living arrangement design. The remaining halls are designed as single, suite and semi-suite rooms. All halls have community lounge areas, study areas and laundry facilities. Some halls have community kitchen areas. Each hall has live-in resident staff who support students as required.

3.2.3. SECURITY: All of the halls are equipped with 24 hour security desk surveillance camera equipment. William Paterson University maintains its own Police Department.

3.3. COVERAGE TIME REQUIREMENTS

3.3.1. STANDARD COVERAGE AND HOURS

3.3.1.1. RESIDENCE HALL SECURITY DESKS: The Contractor is to provide one guard stationed at the security desk of each of the eight (8) resident halls in use currently. The University may add up to two (2) additional guards should one or both of the buildings not currently in be opened. All desks are to be staffed at all times during the hours of coverage.

ROVING GUARD: The Contractor is also to provide a roving guard as a relief guard to cover for breaks and meals. This roving guard may also function as a supervisor.

Standard coverage is overnight seven days a week from 12:00 AM to 8:00 AM during the academic year, which spans mid-August to mid-May. The University operates every day during this period.

3.3.2.SUMMER AND WINTER BREAK COVERAGE HOURS

3.3.2.1. RESIDENCE HALL SECURITY DESKS: Summer coverage spans from mid-May to mid-August. Winter break coverage spans from mid-December to mid-January. During these times a limited number of resident students remain on campus. The Contractor is required to provide a minimum of one (1) guard stationed for one (1) residence hall. If more than one residence hall is occupied, multiple guards will be needed, each to be stationed at a different residence hall. The hours of coverage vary, but may be 24 hours seven days a week.

3.3.2.2.

ROVING GUARD: A roving guard is not required for summer or winter break coverage. The necessity of a roving guard will be determined by the University and be based upon the number of hall that are open in which coverage is needed.

3.3.3.SPECIAL COVERAGE

3.3.3.1. EVENTS: From time to time the University will require additional coverage in number of guards and/or increased coverage hours to accommodate special events. For example, guards may be needed on every floor of a specific hall or existing coverage may be expanded to 24 hours.

3.3.3.2. HOLIDAYS AND EXAMS: Residence halls remain open on Christmas Day and New Year's Day. During holidays and exam week in December and in May, the Contractor will be required to provide 24-hour coverage in each residence hall.

3.3.3.3. NOTICE BY THE UNIVERSITY OF SPECIAL COVERGE: The University will provide the Contractor with four (4) hour advance notice of special coverage needs. This notice will include the number of additional guards needed, the coverage hours and the service location. Notice will be provided by either the University's Director of Public Safety and/or the Director of Residence.

3.3.4.EMERGENCIES: The Contractor is required to make every effort to accommodate emergencies with less than four (4) hours of notification. The Contractor will confirm in each instance its ability to meet emergency requests.

3.3.5.ANNUAL HOURS OF COVERAGE: Based on previous annual activity, the estimated annual hours of coverage is 30,000.

3.3.6.CHANGES IN STANDARD COVERAGE: The University may change the standard coverage hours at any time during the duration of the contract via written communication to the Contractor.

3.3.7.PENALTIES FOR PERFORMANCE FAILURES: The following fining and penalty procedure will apply to the Contractor for any and all performance failures noted in this document, and for any performance failures that the University deems appropriate.

For failures in the areas of staffing, the Contractor will pay a \$100 penalty and will reimburse the University at the rate of \$60 per hour less the hourly rate payable to Contractor, and/or at the rate of \$60.00 per hour (overtime rate) when a University officer is required to work overtime to cover the post. In the event that proper coverage for the residence halls cannot be provided and a replacement found for the residence halls, the contractor will reimburse the Residence Life Department at the rate of \$40 per hour, less the hourly rate payable to the contractor.

3.4. GUARD DUTIES AND RESPONSIBILITIES

3.4.1. RESIDENCE HALL DESKS

3.4.2. Enforcement of all University Residence Halls policy.

3.4.3. Guards will “sign-in” with the Contractor’s staff person stationed at White Hall.

3.4.4. The guards on post will be on time for duty and will be at their post no later than 12:00 a.m. The guards will not leave the post prior to 8:00 a.m., unless directed by the Director of Residence Life or his/her designee, or unless relieved by the roving guard.

3.4.5. All guards will be neat in appearance and in proper uniform.

3.4.6. There will be no drinking of alcoholic beverages, by the guards, while on duty. Smoking is not permitted on campus.

3.4.7. The guards must be attentive at all times to the desk and entrance area and should not utilize any technology that would distract them from being able to perform the responsibilities of their position.

3.4.8. The guards will keep the post and desk area clean and neat. No food, empty containers of any kind will be left in the desk area. Additionally, the guards will keep the post free from any writing, graffiti or damages of any kind.

3.4.9. The guards will act in a professional manner and will be polite to all persons entering or exiting the residence halls. The guards will be knowledgeable of Residence Life policies and procedures as outlined in the Residence Life Handbook and Desk Operations Manual and, will direct residents and their guest accordingly.

3.4.10. The guards will ensure that there are no visitors/or residents on or near the post unless they are a Resident Life staff member, an on-duty member of the University Police Department or an authorized company supervisor.

3.4.11. The guards will keep the Residence Life Department aware of any problems or damage to the post area by completing an Incident Report and submitting the report via email to the Director of Residence prior to the completion of the shift. This report will be sent by the shift supervisor.

3.4.12. The guards will maintain confidentiality in reference to all personal information for residents and their guests. The contractor/guards will maintain appropriate confidentiality regarding all problems and incidents in which they are involved.

- 3.4.13. The contractor/guards will be responsible and liable for all equipment and information provided at the post.
- 3.4.14. Miscellaneous/Emergency Campus Events: Post and duty responsibilities for Miscellaneous/Emergency and Campus Events will be issued by the University Police Department when coverage is requested.
- 3.4.15. All emergency calls (fire, EMS, or police) shall be referred to University Police.

3.5. GUARD PERFORMANCE

- 3.5.1. All of the Contractor's personnel furnished to the University under this agreement shall perform in a proper and dignified manner, shall avoid using force, except in instances of self-defense, and shall immediately notify the University Police Department Headquarters of all instances where a public emergency agency is summoned or notified. Contractor's personnel will file a complete written "incident report" immediately following a safe and secure resolution of the incident to the Director of Residence and the Director of Public Safety and University Police and/or their designee(s).
- 3.5.2. All personnel performing services for the University under this agreement shall be responsive to Director of Residence and the Director of Public Safety and University Police, or his or her authorized representative, for all specific services required.
- 3.5.3. The duties of Contractor's personnel assigned to the University's premises shall include, but not be limited to, the enforcing the Residence Life policies including the "Guest and Visitation Policies", prevention of vandalism, theft, malicious mischief, trespass, or use of the University's premises by any individual for any unauthorized purpose, and the apprehension of any person or persons attempting prohibited activity on the University's premises. Unless specifically instructed to the contrary in writing by the University.
- 3.5.4. The guards, while performing services under this agreement, shall not bear firearms, clubs, chemical deterrents, knives or any other weapon.
- 3.5.5. Contractor's personnel will comply with the following general rules and guidelines.
 - 3.5.5.1. Contractor's staff will prevent loitering and public consumption of alcoholic beverages.
 - 3.5.5.2. Post orders provided by University Police and Residence Life will be enforced.
 - 3.5.5.3. Contractor's staff may not entertain personal guest, while on post.
 - 3.5.5.4. Contractor's staff are prohibited from fraternizing with students, faculty, staff, or visitors.
 - 3.5.5.5. Contractor's staffs are prohibited from accepting compensation or favors in exchange for not enforcing and/or relaxing the post orders provided by University Police and Residence Life.

3.5.5.6. Contractor's staff are to carry on their person a Contractor supplied photo identification card at all times, while on duty, and must display it when asked to do so.

3.5.5.7. Contractor's staff must prepare regular reports in a format approved by the University for each tour. Reports are to be reviewed by both Contractor management and the University.

3.5.6. The University may at its discretion schedule routine meetings with the on-site supervisor to discuss incidents or problems.

3.6. UNIFORMS

3.6.1. The University shall have the right to specify the uniform to be worn by Contractor's personnel at the service area. However, all uniforms worn by such personnel shall be supplied by Contractor and shall be neat, clean, well-pressed, and in good condition.

3.6.2. Contractor's staff's uniforms will include a shoulder patch identifying the Contractor and a chest name plate identifying the staff member's last name and first initial.

3.6.3. The Contractor's uniforms shall in no way resemble the uniform of the William Paterson University Police or their security personnel in style or color. The uniform worn by University Police consists of French blue shirt, navy pants with 1 ½ yellow/gold stripe on the outside of each pant leg. Captains wear white shirts.

3.6.4. The University shall inform Contractor if the uniforms worn by any of its personnel, whose services are furnished by Contractor to the University under this agreement, are not satisfactory. On receipt of such information by Contractor, Contractor shall promptly correct all items mentioned by the University.

3.7. CONTRACTOR'S PERSONNEL

3.7.1. All of the Contractor's employees performing services covered under this contract must be compliant with the following requirements.

3.7.2. Be fully trained and instructed by Contractor, consistent with their job title and classification and in accordance with Contractor's highest standards and applicable state law.

3.7.3. Submit fingerprints to the Contractor for processing by the New Jersey State Police for criminal background check.

3.7.4. Be the subject of a thorough personal background investigation conducted by the Contractor or the Contractor's agent, the results of which the Contractor shall certify to the University, in the form of a written personnel profile, and which results shall disclose that the subject:

3.7.4.1. Has no police record of conviction for a crime.

3.7.4.2. Has a clean drug screening

- 3.7.4.3. Has a clean criminal background
- 3.7.4.4. Does not have any outstanding warrants
- 3.7.4.5. Is not a sex offender
- 3.7.4.6. Is a United States citizen.
- 3.7.4.7. Is legally able to work in the United States.
- 3.7.4.8. Has not received, in the event of service in the armed forces of the United States or any police or fire department, a dishonorable discharge, or in the case of reserve armed forces, a release to inactive duty under dishonorable circumstances.
- 3.7.4.9. Has a clear employment history

- 3.7.5. Be well qualified physically, mentally, and emotionally for performance of the services to be provided to the University under the contract. A physical exam is not required by the University.
- 3.7.6. Have the ability to write, speak and communicate effectively in English.
- 3.7.7. Have a valid New Jersey driver's license. Contractor will conduct a driving record check through the New Jersey Division of Motor Vehicles for all assigned personnel.
- 3.7.8. Have minimum 20/40 vision, correctable.
- 3.7.9. Have at least a high school diploma or GED certification.
- 3.7.10. Have a valid New Jersey Security Officer Registration Act Certification.
- 3.7.11. The guards while performing services under this agreement shall not bear firearms, clubs, chemical deterrents, knives or any other weapon.

3.8. CONTACTOR'S RESPONSIBILITIES

- 3.8.1. Perform background checks on all employees servicing this contract, including submission of fingerprints to the New Jersey State Police for criminal background check, and assure that each employee:
 - 3.8.1.1. Has no police record of conviction for a crime.
 - 3.8.1.2. Has a clean drug screening
 - 3.8.1.3. Has a clean criminal background
 - 3.8.1.4. Does not have any outstanding warrants
 - 3.8.1.5. Is not a sex offender

- 3.8.1.6. Is a United States citizen.
- 3.8.1.7. Is legally able to work in the United States.
- 3.8.1.8. Has not received, in the event of service in the armed forces of the United States or any police or fire department, a dishonorable discharge, or in the case of reserve armed forces, a release to inactive duty under dishonorable circumstances.
- 3.8.1.9. Has a clear employment history

- 3.8.2. Establish employee identification through use of birth certificate, driver's license, or passport.
- 3.8.3. Certify to the University, in the form of a written personnel profile, the results of said background checks.
- 3.8.4. Submit documentation to the University of the Contractor's policies and standard operating procedures in performing background checks.
- 3.8.5. Provide training for all employees providing services under this contract.
- 3.8.6. Submit documentation to the University describing the Contractor's training program and content.
- 3.8.7. Provide the University with the names of trained staff, dates of training, and a copy of the training curriculum.
- 3.8.8. Submit documentation to the University describing the Contractor's behavior and performance standards for employees.
- 3.8.9. Submit references to the University attesting to each employee's moral and ethical character.
- 3.8.10. Assure that its employees while performing services under this agreement do not bear firearms, clubs, chemical deterrents, knives or any other weapon.
- 3.8.11. Contractor agrees that, at all times, 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 (wearing uniforms which shall be neat, clean, well-pressed, and in good condition).
- 3.8.12. Contractor shall advise the Director of Public Safety and University Police and Director of Residence, and his/her designee of the telephone numbers, email address, and addresses of management personnel and shall arrange for at least one such person to be available at all times by telephone.
- 3.8.13. Contractor shall maintain and provide on a monthly basis, roster sheets of all Contractor's employees assigned to the University's premises. Said roster sheets shall contain such information as the Director of Public Safety and University Police and the Director of Residence deem necessary.

- 3.8.14. Contractor shall, at all times, employ and maintain an adequate staff on University's premises for consistent and efficient operation of all services specified under this Agreement. Failure to employ and maintain an adequate staff on University's premises their will result in the fines or penalties as outlined in this request for proposal.
- 3.8.15. Contractor shall also provide sufficient backup personnel in times of staff shortages due to vacations, illnesses, and inclement weather. Failure to provide sufficient backup personnel or penalties will result in fines as outlined in this request for proposal.
- 3.8.16. Contractor shall ensure that staff report to the University on time for duty. Failure by the Contractor's staff to report to the University on time for duty will result in the fines as outlined in this request for proposal.
- 3.8.17. The University may, at any time or from time to time and for any reason whatsoever, notify contractor that it will no longer accept services performed by any one or more of Contractor's employees. The University shall have no obligation to disclose to Contractor the reasons for any such notice. In the event of such notification, Contractor shall promptly remove such employee or employees from the University's premises and take immediate steps to ensure that its performance under this Agreement will not be reduced.
- 3.8.18. Every employee and agent of Contractor assigned to duty on the University's premises shall have prominently displayed on his or her person at all times while he or she is on duty an identification badge provided by Contractor and prepared to the University's specifications. Contractor shall require employees who cease for any reason to be assigned to duty on the University's premises to surrender such identification badges. Contractor must advise the University of those individuals who are no longer assigned to the University.
- 3.8.19. Contractor shall provide sufficient supervisory staff as to conduct frequent site visits and post inspections, and sufficient staff as to provide breaks and/or reliefs to posted staff, at no cost to the University.
- 3.8.20. Fire watch guards must be S.O.R.A. licensed.
- 3.8.21. 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 University and shall comply with the reasonable directions of the University's officers.
- 3.8.22. 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. 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.

- 3.8.23. Contractor agrees that, in the event of any accident of any kind, Contractor will immediately notify the University's Police Department and, where applicable, the Residence Life Office and thereafter, furnish a full written report of such accident.
- 3.8.24. The Contractor is responsible for providing an incident reporting system. A copy of all incident reports must be submitted to the Office of Residence Life.
- 3.8.25. EQUIPMENT: The University will provide land line telephones and desk top computers at each resident hall guard desk. It is the responsibility of the Contractor to provide any additional equipment that is needed to perform the services of this agreement, such as communication equipment for guards, or, if necessary, a vehicle for the roving guard.

3.9. USE OF THE UNIVERSITY FACILITIES

- 3.9.1. Contractor and its employees or agents shall have the right to use only those facilities of the University that are necessary to perform services under this Agreement, and shall have no right of access to any other facilities of the University. Contractor's employees shall not make calls in or out other than emergencies.

3.10. SECURITY

- 3.10.1. Contractor shall cooperate and coordinate at all times with the University's Police and Residence Life Departments in enforcing regulations and in internal security and theft control in the Service Area.

3.11. LIENS

- 3.11.1. Contractor shall at all times keep the University free and clear from all liens asserted by any person, firm, or corporation for any reason whatsoever, arising from the furnishing of services (whether for services, work, or labor performed, or materials or equipment furnished) by Contractor pursuant to the terms of this Agreement. If any such lien shall at any time be filed against the University's premises, and the contractor shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within five (5) days after being notified of the filing of such lien, the Institution may, but shall not be obligated to, discharge the same and all costs and expenses (including attorney's fees) incurred by the Institution in discharging the lien shall be either deducted from payments due Contractor or paid by Contractor directly to the University

3.12. LABOR REGULATIONS

- 3.12.1. Contractor agrees to take immediate and reasonable steps to maintain its provision of service under this agreement in the event of any labor action involving its employees.
- 3.12.2. Union participation is not a requirement of this agreement.

3.13. INVESTIGATION

- 3.13.1. Contractor shall complete such investigative work as may be requested by the University and is commenced during the term of this agreement, provided that such work shall be concluded as expeditiously as possible and within a reasonable period of time. Contractor agrees to cooperate with the University, its contractors or agents in any investigative procedures commenced after termination of this agreement but stemming from events occurring during the term of the agreement.

3.14. VIOLATION OF LAW

- 3.14.1. In the event Contractor is advised by the University or otherwise becomes aware of any violation of law committed, or alleged, Contractor shall bring such violation or alleged violation to the attention of the Department of Public Safety and Residence Life Department and shall cooperate fully in any requested investigation and any resulting prosecution including, if requested either by the University or any law enforcement officer or agency, the signing of a complaint, information, or similar process, all without costs or expense to the University.

3.15. PHYSICAL CONDITION

- 3.15.1. The University shall have the right, in its sole discretion, to reject the services of any person supplied by the Contractor pursuant to this agreement, either before or during the rendering of services, if in the University's opinion said person is not fit for duty (for example, evidence of drinking of alcoholic beverages, improper uniform, etc.). The University shall not be liable to Contractor for payment of any compensation as specified in this agreement for the services of such rejected person.

3.16. CONTINUATION OF SERVICES DURING EMERGENCIES

- 3.16.1. Contractor shall furnish services to the University under this agreement fully in accordance with the terms and conditions of this agreement in spite of any state, national, or other emergency, state of war or condition of enemy attack, labor dispute, or disturbances involving the University's employees, insurrection, civil disobedience, riot, or mob action. Contractor shall continue to furnish services according to this agreement notwithstanding the existence of any labor dispute involving its personnel.

3.17. INVOICING, CERTIFIED PAYROLL AND COMPENSATION

- 3.17.1. The Contractor shall furnish fully itemized invoices each week to the Director of Residence. The invoices shall include the personnel assigned, specific building location, and hours worked by date. Invoices must follow the format provided in Attachment A.
- 3.17.2. The Contractor shall provide a personnel roster correlated to and provided with every invoice. Rosters must follow the format provided in Attachment B.
- 3.17.3. The Contractor shall provide separate invoices for the following categories: Residence Halls, 2) special coverage, events and emergencies, and 3) all other categories.

- 3.17.4. The Contractor shall provide with each invoice a certified payroll report in accordance with the State Building Services Act N.J.S.A. 34:11-56.58 et seq. Invoices submitted without a certified payroll will be considered incomplete and will not be paid until the certified payroll requirement is satisfied.
- 3.17.5. The University shall pay the Contractor for services thirty (30) days following the University's receipt and acceptance of a correct invoice and certified payroll.

3.18. PRICING

- 3.18.1. The Bidder is to provide an annual hourly rate to provide standard and summer coverage and an hourly overtime rate. All pricing is to be quoted on the form provided in Section 10 Price Sheet.

3.19. CONTRACTOR QUALIFICATIONS

- 3.19.1. The awarded Contractor must have a minimum of ten (10) years of experience in providing and enforcing security measures in a four (4) year degree accredited University. The awarded Contractor must be in compliance with N.J.A.C. Title 13 Law and Public Safety, Chapter 55A, as well as the Security Officer Registration Act and provide these employee registration numbers.
- 3.19.2. During the course of the ten (10) years of experience in providing and enforcing security measures in the prescribed University setting, the awarded contractor must have performed, but not be limited to the performance of, the following job tasks:
 - 3.19.2.1. Use of an electronic identification card verification system for the enforcement of access control in a student Residence Hall.
 - 3.19.2.2. Enforcement of Residence Hall Guest Visitation Policy, which should include but not be limited to the maintaining of a guest/visitation sign-in log, the collection, maintaining of index file for, and proper return of submitted guests Valid Identification Cards. All while ensuring that the total number of guests per resident does not exceed the number of guests permitted per Resident.
 - 3.19.2.3. Use of proper discretion and judgment in the enforcement of a Package Inspection policy designed to detect the transport of alcoholic beverages or other prohibited substances into the Residence Halls where they are prohibited.
 - 3.19.2.4. Enforcement of the Residence Hall Overnight Guest Policy and procedures, which should include, but not be limited to the proper monitoring of Overnight Guest permits.
 - 3.19.2.5. Maintained proper post protocol as prescribed by Residence Life and Public Safety professional personnel.
 - 3.19.2.6. Maintained an hourly log for every post

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 COPIES:** The bidder must submit one proposal emailed 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 BEFORE CONTRACT AWARD:**
- 4.4.2.1. **BUSINESS REGISTRATION CERTIFICATE:** The Bidder is required to hold a Business Registration Certificate (or Interim Registration) from the Division of Revenue at the time of bid proposal. Proof of registration is required prior to contract award. See the file: RFP Terms Conditions and Forms.

4.4.2.2. THE PUBLIC WORKS CONTRACTOR REGISTRATION 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. 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.

4.4.3.3. 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.

4.4.3.4. 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 two (2) years, beginning on or about July 01, 2025. The contract may be extended for one (1) additional twelve (12) month period at the sole discretion of the University.** If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term as identified in this document.

- 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.

Services being performed under this contract are subject to the prevailing wage established under the State Building Services Act N.J.S.A. 34:11-56.58 et seq. The current wage rate determination in Passaic County for job title number 27101 Security Guard I is \$19.12 per hour plus \$5.36 per hour for health and welfare benefit. See the following links for additional information:

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

sam.gov/wage-determination/2015-4183/30

Showing 1 - 1 of 1 results Published Date ▾

Service Contract Act WD #: 2015-4183

Non-Standard Service Description(s)

State	Counties	Revision Number
New Jersey	Bergen, Passaic	30
		Service(s)
		Published Date
		Dec 23, 2024

27000 - Protective Service Occupations	
27004 - Alarm Monitor	28.46
27007 - Baggage Inspector	19.12
27008 - Corrections Officer	38.62
27010 - Court Security Officer	39.73
27030 - Detection Dog Handler	21.35
27040 - Detention Officer	38.62
27070 - Firefighter	44.02
27101 - Guard I	19.12
27102 - Guard II	21.35
27131 - Police Officer I	41.66
27132 - Police Officer II	46.22

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.36 per hour, up to 40 hours per week, or \$214.40 per week or \$929.07 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:** All bidders shall submit, with their bid, a statement of surety issued from a bonding company licensed to do business in the State of New Jersey. The bonding company's statement shall confirm its intent to issue a performance bond to the bidder for 100% of the annual contract amount bid if awarded a contract for this project.

All bidders are required to submit a bid bond from a bonding company licensed to do business in the State of New Jersey. The bid bond shall be for 10% of the annual amount bid not exceeding \$20,000.00. Should the successful bidder fail to enter into this contract the bidder will forfeit the bid security.

The successful bidder must submit a Performance Bond in the amount of 100% of the amount of the annual award within thirty (30) days after receiving notification of the award. The Performance Bond must be in force for the term of the contract.

- 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.

The remainder of this page is blank.

9. SIGNATURE PAGE

WPUNJ ADVERTISED REQUEST FOR PROPOSAL RESPONSE

Bid Identification # R197-25 Description: Security Guard Services for Residence Halls
This bid proposal MUST be received by the William Paterson University Purchasing Department before or at 2:00 P.M. on April 12, 2022 , 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	X
Conflicts of Interest	X	Statement of Surety	X

Documentation below marked with an X must be provided **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

Documentation below marked with an X must be provided **AFTER** contract award.

Performance Bond	X
Insurance Certificate	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:	
14. NAME: (Print or Type)		15. E-MAIL:			
Notice: The University will pay invoices only when the Contractor has complied with all terms and conditions of the contract					

10. PRICE SHEET

RFP #R197-25 Security Guard Services for Residence Halls

10.1 Hourly Rate for Standard, Summer and Winter Break Coverage

A	B	C	D	E
<u>Item</u>	<u>Year</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>Extended Amount (C*D)</u>
1	Year 1		30,000	
2	Year 2		30,000	
3	Year 3		30,000	

A	B	C
<u>Item</u>	<u>Year</u>	<u>Total</u>
4	Total Years 1,2 & 3	

10.2 Hourly Rate for Overtime

A	B	C
<u>Item</u>	<u>Year</u>	<u>Hourly O/T Rate</u>
5	Year 1	
6	Year 2	
7	Year 3	

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

11. BIDDER QUALIFICATIONS

Check Yes, No or NA (Not Applicable) for each question.	Yes	No	NA
1. Has the bidder provided like services for ten (10) years or more?			
2. Has the bidder done business with William Paterson University in the past?			
3. Has the bidder done business with other State of New Jersey Colleges/Universities in the past?			
4. Has the bidder done business with 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?			
10. Has the bidder handled prevailing wage and certified payrolls in the past?			

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 _____

ATTACHMENT A – INVOICE SAMPLE

Company Name
Address
City, State Zip

Invoice Number:
Date: (week ending)

Bill To:

Station	Date (weekending)	Hours	Rate	Amount
P.O. No.:			TOTAL	

ATTACHMENT B – ROSTER SAMPLE

Personnel Roster
Date: starting:

ending:

Station:

Name

Title

Date

Shift Worked

Paid Hours

Total Staff:
Hours:

Total