



**PROPOSAL#: P06-025**  
**Hygiene Consultant Services for UMDNJ EOHSS, University-Wide**  
**ADDENDUM NO. 1**  
**November 15, 2005.**

The University of Medicine and Dentistry of New Jersey is seeking a contractor to provide HYGIENE CONSULTANT SERVICES, scheduled to open on November 8, 2005 at 2:00 PM.

**Section: 1 Answers to questions received from The PMK Group:**

Question: Scope of Work Section 3.3 required Experience and Certification on Page 11 states that

"Any personnel assigned to these tasks by the Contractor must have a Masters Degree in Industrial Hygiene, Chemistry...." We would like to know if UMDNJ will accept personnel who may not have a

Master Degree but will be working under the direct supervision of a CIH with a Master's Degree.

Answer: Assistant Directors will review and approve personnel assigned. We may accept personnel without a Master's Degree with the requirement that the subcontractor be adequately and fully supervised by the qualified principal contractor

Section 8.0 Price Sheet and Supporting Detail (page 45) We would also like to know if UMDNJ will accept separate rates for CIH and non CIH personnel in order to provide a better cost savings to UMDNJ instead of a blended rate.

Answer: No.

**Section: 2 Answers to questions received from The Louis Berger Group:**

Question: Please provide UMDNJ's rational for releasing this RFP now, since they released a very similar RFP (P05-060, April 14, 2005) approximately 6 months ago. Does UMDNJ intend to establish more than one contract providing health and safety consulting services?

Answer: The purpose of RFP#: P05-060 was to enter into a contract for Environmental Health and Safety Consulting Services for the UMDNJ Stratford and Camden campuses and their associated facilities. The purpose of this RFP is to enter into a contract for Hygiene Consulting Services for UMDNJ facilities university-wide. These services will be used primarily by the Newark and New Brunswick/Piscataway campuses.

Question: Please provide a list of other firms requesting additional information about this RFP.

Answer: All related firms are represented in this Addendum document.

Question: Page 9, Section 3.1.1, Indoor Air Quality: The RFP indicates that the Contractor will be required to respond to requests to investigate Indoor Air Quality issues within a 2 week period or as otherwise specified and agreed to by the Assistant Director of the EOHSS. Will the Assistant Director of EOHSS have the authority to request an investigative response to such issues within a period of less than 2-weeks?

Answer: The Assistant Director(s) expect the majority of responses will be within a few days and never more than two (2) weeks.

Question: The Section indicates that response to Indoor Air Quality issues may require the collection of air samples. Will the total, firm, fixed hourly rate to provide all services required by this RFP include the material cost of collection and analysis of any such samples (i.e., sample collection media, equipment rental, laboratory costs, etc.)?

Answer: **No. The hourly rate should not include sampling material or laboratory analysis costs. The vendor shall only be responsible for the labor involved with physical collection of the samples as well as the preparation of the samples for shipping to the laboratory for analysis if required. The cost for providing this type of labor must be included in the total, firm, fixed hourly rate. EOHSS has existing agreements in place to cover the costs of analysis, materials and shipping. EOHSS will also be responsible for providing, borrowing, or renting sampling equipment if necessary.**

Question: Page 9, Section 3.1.2, Safety Inspections and Evaluations: Will reports required under this section of the RFP extend beyond delivery of completed evaluation checklists approved and/or provided by the Assistant Director of EOHSS?

Answer: EOHSS' has a report format established. Identifying information at the beginning of the report (e.g., location, department, etc.) a list of the inspection findings in a tabular format with columns entitled "Requirement" (i.e., checklist requirement), "Audit Findings"(i.e., "Corrective action" (i.e., corrective action required by the department inspected) and "Follow-up Status" (to be filled in by the inspected department). EOHSS will provide a template for the contractor doing the reports. The Contractor must complete reports within one week of the inspection and email the report to EOHSS staff-members designated by the Assistant Director.

Question: Will evaluation reports require Corrective Action Plans, and will the Contractor responsibilities include the implementation of any such Corrective Action Plan?

Answer: Inspection reports will contain a field where lab personnel can indicate what corrective actions were taken. Implementation of such plans by the vendor will be at the request of the Assistant Director.

Question: Page 10, Section 3.13, Health and Safety Evaluations Please explain the difference between "Safety Inspections and Evaluations" specified in Section 3.1.2 of the RFP and the "Health and Safety Evaluations" specified in this section of the RFP.

Answer: Health and Safety Evaluations include investigating a potential health hazard that does not have a checklist. Health and Safety Evaluations may be more comprehensive and may be driven by employee complaints or requests.

Question: Page 11, Section 3.1.7, Respiratory Fit-Testing Will the contractor be required to perform qualitative fit-testing or quantitative fit-testing, or both?

Answer: **Both**

Question: Will the total, firm, fixed hourly rate to provide all services required by this RFP include the cost of materials necessary to conduct such fit-testing (i.e., respirator masks, respirator cartridges, irritant smoke tubes, PortaCount machine, etc.)?  
Answer: No

Question: Page 11, Section 3.2, Frequency and Scheduling The RFP indicates that the Contractor shall provide approximately 80 days per year of on-site services. Is this an estimate of the total, university wide level of the labor effort, or the estimated level of labor effort per UMDNJ campus?  
Answer: For all campuses.

Question: If the total, university-wide on-site labor effort is estimated at 80 hours per year, what is the expected on-site level of effort (percentage) at each of the 7 campuses?  
Answer: The approximate percentage breakdown by campus is: Newark: 50%, New Brunswick/Piscataway: 40%, and Stratford/Camden: 10%. Note: These are estimates only and are subject to change by the Assistant Director of EOHSS

Question: Page 27, Bidder's Gear-Up and Transition Plan A.) Please provide the name of any present or incumbent contractor(s). B.) What amount of work order authorizations have accumulated for the previous contract?  
Answer: There is not a current contract in place for these specific services.

Question: Page 45, Section 8.0, Price Sheet & Supporting Detail The RFP indicates that a single total, firm, fixed hourly rate to provide all services required by this RFP is to be given in response to the RFP. However, elsewhere in the RFP prospective bidders are required to present a hierarchical organization chart of their staff that will be assigned to the contract. Berger feels that it will be much more economical for UMDNJ to contract the services required by this RFP based on a hierarchical hourly rate structure rather than a single hourly rate normalized to account for all levels of Contractor staff involved. Will UMDNJ entertain proposals based on such hierarchical pricing?  
Answer: No.

Question: Will the total firm, fixed hourly rate to provide services required by this RFP include all travel related expenses incurred by the Contractor?  
Answer: Yes.

## **Section: 2 Answers to questions received from COEH:**

Question: Page 10, Section 3.1.4 "Emergency Response Evaluation" Please clarify the services the Contractor is expected to provide to evaluate and mediate "employee injuries."  
Answer: The contractor may be asked to provide information as to measures that can be taken to prevent and/or follow-up on employee injuries.

Question: Page 11, Section 3.2 "Frequency and Scheduling" Will the estimated eighty (80) days per year be arranged in advance or will these days be agreed upon at intervals with 2-weeks notice each time?  
Answer: At intervals with two (2) weeks notice, in most cases.

Question: Page 11, Section 3.3 "Required Experience and Certifications" With regard to education, are subcontractor personnel required to have a Masters Degree in Industrial Hygiene, Chemistry, Environmental Science or a related field or does this requirement apply only to Contractor personnel?  
Answer: Assistant Directors will review and approve subcontractors. We may accept a subcontractor without a Master's Degree with the requirement that the subcontractor be adequately and fully supervised by the qualified principal contractor.

Question: Page 13, Section 4.4 "Contract Amendment" Please clarify what Materials Management is and how it is related to the Purchasing Services department.  
Answer: Purchasing Services, as well as EOHS, are divisions of Materials Management. UMDNJ Purchasing Services is responsible for procuring supplies, equipment, and professional services required to support the University's education, research and patient care mission.

Question: Page 13, Section 4.6 "Substitution of Staff" Please clarify what is meant by "key personnel." Are all on-site personnel considered "key personnel?" Does this section apply to substitution of Subcontractor personnel or only to Contractor personnel?  
Answer: All on-site personnel are considered key personnel.

Question: Page 14, Section 4.7 "Substitution or Addition of Subcontractors" What is meant by the term "University's Project Manager?" (see paragraph 4). Does this refer back to the Assistant Director of EOHS?  
Answer: Yes.

Question: Page 24, Section 5.7.2 "Section 3 \* Cost Proposal" What is meant by a "loaded hourly rate?" Does it assume that the bidder include labor and expenses, e.g., car miles, parking fees, telephone calls in a "loaded hourly rate?" If this is so, could acceptable expenses be specified for this contract?  
Answer: A Loaded Hourly Rate is an all-Inclusive rate for the project requested. The Loaded Hourly Rate includes all miscellaneous expenses.

Question: Page 27, Section 7.0 Are the Bidder's Data Sheets (pp. 28-44) also available electronically? If not, is it acceptable for the Bidder to generate the electronic equivalent of the Bidder's Data Sheets to facilitate word processing rather than typing?  
Answer: Substitute data sheets may be submitted as attachments, individually referenced on the data sheet(s).

Question: Page 35, Section 7.7.4 (Requests bidder insurance information) In the current "University of Medicine and Dentistry's Standard Terms and Conditions" Section 4.3 "Insurance" refers to Comprehensive General Liability Insurance Policy (CGLI), yet does not refer to Professional Liability Insurance (Errors of Omission and Commission). Is it UMDNJ's intention to require CGLI and Professional Liability Insurance for this contract?  
Answer: All Insurance requirements are referenced in the RFP.

Question: Unfortunately, we may have misplaced the cover letter that arrived with the RFP. Would it be possible to be provided with an additional one?  
Answer: The entire RFP can be downloaded at:  
[http://www.umdj.edu/purchweb/words\\_download/P06\\_025\\_%20%20FINAL.pdf](http://www.umdj.edu/purchweb/words_download/P06_025_%20%20FINAL.pdf)

Question: Page 12-13, Section 4.3 How often are the "Standard Terms and Conditions" typically changed? How will the Bidder know if the "Standard Terms and Conditions" posted on November 7, 2005 (the business day prior to the bid opening date) are different from those currently posted? For example, will a revision date be added to the posted document? If the document is revised, are the revisions clearly indicated?

Answer: The current "Standard Terms & Conditions" are posted on the UMDNJ Purchasing Services Website at: <http://www.umdj.edu/purchweb/>

Question: Page 45, Section 8 What is the definition of "total, firm, fixed, hourly rate?" How are expenses to be handled? How does the definition of "total, firm, fixed, hourly rate" compare to the definition of "loaded hourly rate?" (See previous question number 8 on "loaded hourly rate" from the COEH October 18, 2005 questions.)

Answer: A Loaded Hourly Rate, or total, firm, fixed, hourly rate" is an all-Inclusive rate for the project requested. The Loaded Hourly Rate includes all miscellaneous expenses.

The Bid opening date has been changed to: November 29, 2005 at 2:00PM.

**BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.**

Please contact Mark Michaelson at phone: (732) 235-9044 or e-mail: [mark.michaelson@umdj.edu](mailto:mark.michaelson@umdj.edu)  
if you have any questions regarding this addendum.

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.**

**END OF ADDENDUM.**