



**ROWAN UNIVERSITY/RUTGERS CAMDEN
BOARD OF GOVERNORS**

**REQUEST FOR QUALIFICATIONS
#2022-02**

**FACILITY MANAGER
FOR THE
JOINT HEALTH SCIENCES CENTER**

PROSPECTIVE BIDDERS ORGANIZATION & EXPERIENCE STATEMENT

RFQ Issued:	Tuesday, May 24, 2022
Vendor Questions Due:	Friday, June 3, 2022
Responses Due:	Tuesday, June 14, 2022

ISSUED BY:
Rowan University / Rutgers-Camden Board of Governors

The Rowan University/ Rutgers-Camden Board of Governors (the “Board”) intends to prequalify prospective bidders for the position of Facility Manager for the Joint Health Sciences Center.

This Request for qualifications (“RFQ”) is for the purpose of enabling the Board to solicit evidence of interest and applications for prequalification from interested bidders with substantial experience in managing higher education research facilities.

In completing this Form, Prospective Bidders should refer to the accompanying Prospective Bidders General Information. All terms defined in the Prospective Bidders General Information shall have the same meaning when used herein.

Prospective Bidders will be prequalified based upon the criteria described in this Form and in the Prospective Bidders General Information.

NOTE: Prospective Bidders must include their Financial Statement (Section VII.A) and Anti-Discrimination Policy (Section VI.B) as part of their Participation Statement.

I. PREQUALIFICATION CRITERIA

The following criteria have been established and will be utilized by the Board to prequalify Prospective Bidders for the position of Facility Manager:

- 1) The Prospective Bidder must complete and submit the Prequalification Statement.
- 2) The Prospective Bidder must be able to satisfy the Bonding and Insurance Requirements described in **Exhibit B** of the Prospective Bidders General Information.
- 3) The Prospective Bidder shall have meaningful relevant experience managing facilities comparable to the Joint Health Sciences Center and demonstrate the ability to perform the Scope of Services described in **Exhibit A** of the Prospective Bidders General Information.
- 4) The Prospective Bidder shall provide a description of three (3) facilities managed where the Prospective Bidder has performed services most comparable to the Scope of Services.
- 5) The Prospective Bidder must be able to comply with the State of New Jersey Standards Terms and Conditions (attached hereto) as they apply to the Contract.

II. ORGANIZATION AND EXPERIENCE STATEMENT

SUBMITTED BY:

Company Name: _____

Business Address: _____

Street

City State Zip

Telephone No.: _____

Email: _____

Type of Entity: _____

Federal Tax ID No.: _____

New Jersey Sales Tax ID No.: _____

New Jersey Corporation Tax ID No.: _____

A. Firm Profile:

- 1) How many years has your company been in business under its present name? _____ If your company operated under a different name within the past five years, what is that name and for how many years did it operated under that name?

- 2) Provide the names and titles of all principals your company.

3) List all companies in which your company owns a financial interest greater than five (5.0%) percent.

4) List all companies and individuals who own a financial interest greater than five (5.0%) percent in your company.

5) If you are a branch office or subsidiary of a company that is headquartered somewhere other than New Jersey, indicate below the official name and address of your parent company.

Name

Address

<hr/>	<hr/>
	<hr/>
	<hr/>

6) Provide any other pertinent, relevant and material facts about your company that you want the Board to consider.

III. RELEVANT EXPERIENCE

List at least three (3) facilities currently managed by your company where you perform services comparable to the Scope of Services contained in the Prospective Bidders General Information. Include the following information:

Name/Address of Facility:

Name of Owner:

Name of Facility Contact Person and Phone Number:

Description of Services Performed:

IV. NEW JERSEY EXPERIENCE

List any facilities not included in Section III that are currently managed by your company in the State of New Jersey where you perform services comparable to the Scope of Services contained in the Prospective Bidders General Information. Include the following information:

Name/Address of Facility:

Name of Owner:

Name of Facility Contact Person and Phone Number:

Description of Services Performed:

V. REGULATORY

The following questions apply to your company and all of its Affiliates. If additional space is needed to provide an explanation, you may do so on a separate sheet (s) attached to this section of the application.

A. Within the last five (5) years have there been any judgments, claims,

arbitration proceedings, and suits pending or outstanding? If yes, describe:

B. Have you been involved in disputes of any kind within the last five (5) years involving facility management? If yes, describe:

C. Have you been involved in proceedings of a governmental, administrative or enforcement nature of whatever kind, including minority/women business enterprise program, environmental, wage and hour, prevailing wage, employment discrimination, or other kind of proceeding which are currently active or were resolved in the last five (5) years? If yes, describe, giving dates, project and reasons therefore:

D. Within the last five (5) years have any of your company's principals or any key employees been convicted of a misdemeanor involving moral turpitude or convicted of a felony? If so, describe the conviction and the court.

E. List all debarments, suspensions, and denials of pre-qualification of your company, its Affiliates or its owners holding more than a five (5%) percent interest for any federal, state, local or other governmental contracting?

F. List any unpaid obligations to local, state, or federal taxing authorities, including but not limited to income, withholding and unemployment taxes.

G. Has principal or any employee of your company ever been suspended, debarred, or otherwise been declared ineligible by any government agency or instrumentality from bidding or contracting to provide service, labor, material, or supplies? If yes, describe.

H. Are there any administrative, civil or criminal matters pending in any federal, state or local government jurisdiction in which your company or its employees are involved? If yes, describe.

I. Has your company defaulted or had work terminated for non-performance during the last five (5) years? If so, describe the circumstances.

- J. Has any federal or state agency conducted an EEO compliance review of your company within the past two years? If yes, indicate agency(ies) and date(s).
-
-

VI. CERTIFICATION STATUS

- A. The information provided below will assist the Board in determining if a Prospective Bidder is prequalified. A Prospective Bidder will not be disqualified if it is not certified, but the items listed below will result in added points in the evaluation process.

Is your business certified by the State of New Jersey or any other public agency as one or more of the following:

Minority and/or Women Owned Business Enterprise (M/WBE) YES NO

Small Business Enterprise (SBE) YES NO

Disabled Veteran Owned Business Enterprise (DVOB) YES NO

Veteran Owned Business Enterprise (VOB) YES NO

Certifying Agency(ies) and Certification Number(s)

- B. **Provide a copy of your company's Anti-Discrimination Policy.**

VII. FINANCIAL

- A. Financial Statement:

Provide your company's Financial Statement as required in Section V. (Statements to be Furnished), part C. of Prospective Bidders General

Information.

B. Bonding and Insurance:

Can your company satisfy the bonding and insurance requirements stated in Exhibit B of the Prospective Bidders General Information?

YES

NO

C. References

1. Provide three (3) trade references (including name address, telephone number and of the person to contact).

2. Provide bank reference (including name, address, telephone number and name of the person to contact).

3. List trade associations and professional organizations with which your company is affiliated.

VIII. KEY PERSONNEL

Separately prepare and attach a list by title and job description of the key personnel that your company will utilize to perform the Scope of Services. You may attach the resumes of individuals who will be responsible for specific tasks.

SIGNATURE AND VERIFICATION

Dated this _____ day of _____, 2022.

Name of Organization: _____

By: _____

Title: _____

_____, being duly sworn deposes and says that the information provided herein is true and correct to the best of my knowledge, information and belief.

Subscribed and sworn before me this _____ day of _____ 2022.

Notary Public: _____

**SEE ATTACHED STATE OF NEW JERSEY
STANDARD TERMS AND CONDITIONS**