

**AMESBURY PUBLIC SCHOOLS  
REQUEST FOR PROPOSALS  
CONTRACTED CLEANING SERVICES**

AMESBURY PUBLIC SCHOOLS (APS) intends to award a contract for contracted cleaning services for the following school buildings: Amesbury Elementary, Amesbury High School, Amesbury Innovation High School, Amesbury Middle School, and Cashman Elementary. The cleaning services shall consist of all labor and equipment as well as those materials specified in Section 7.0.

**The RFP will be available on May 11, 2020 at 10:00 a.m. Proposals must be received by Thursday, June 4, 2020 at 3:00 p.m. Any proposals received after June 4, 2020 at 3:00 p.m. will be rejected.**

**1.0 Contract Term**

**1.1** The contract shall be for a two (2) year term (with an option for a third (3rd) year commencing on July 1, 2020 through June 30, 2022. Year 2 will begin on July 1 and end on June 30 each year and is subject to appropriation. **The contract which will be awarded must contain all provisions of this RFP.**

**1.2** The Amesbury Public School District reserves the right to reject any and all proposals based on non-compliance of specification, and to waive the formalities, as it deems such action to be in their best interest. The District reserves the right to reject any or all proposals or any part of any proposal. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified shall not be considered. The District also reserves the right to negotiate with a submitter when all proposals exceed the budgeted appropriation

**2.0 Proposal Format and Requirements**

**2.1** Proposers are required to submit the total cost per year using the district's estimated square footage of cleaning area. There is no additional fee for the 3 vacation periods (Christmas, February and April breaks) which are to be worked by the contractor, and there is no additional cost for summer work; the vacation weeks as well as the summer work must be included in your total price. All work must be completed six days before the school year begins. The contractor will also provide an hourly rate for additional work (if called upon to perform), but that will not be considered for the award.

**2.2** A proposal deposit in the amount of 5% of the total year 1 bid is required. All deposits will be returned once a contract has been executed with the successful proposer. The deposit will be returned immediately if a contractor fails to meet the minimum specifications and is rejected; OR (see 2.3 below)

**2.3** The Contractor shall provide both a performance bond in the sum of one hundred percent (100%) of the contract price of year 1, and in a form acceptable to the District.

The bonds shall be provided within thirty (30) days of the contract award. The bond will be updated yearly by the contractor, and will be given to the school business office no later than June 30th; the day before the new fiscal year and contract year begins. Failure to obtain the bond will result in the cancellation of the contract. Only bond companies licensed to work in Massachusetts are acceptable. To find out if your bonding company is licensed to work in Massachusetts, please contact the Division of Insurance at phone number: (617) 521-7794.

**2.4** Any questions on the part of the proposer regarding the specifications contained herein must be resolved prior to submission of the proposal. **A mandatory pre-proposal conference, which will include a building tour, is scheduled for Monday May 18, 2020 at 9:00 AM.** We expect this walk-through to last for at least 2-3 hours, as we will tour 5 buildings. The pre-proposal conference is mandatory for all proposers, and failure to attend will result in the rejection of any submitted proposal. Questions should be referred to the school district Director of Facilities (978) 388-0507, 5 Highland Street Amesbury, MA 01913. Questions received less than 72 hours before the deadline to submit proposals will not be answered as it would not allow the school district enough time to distribute appropriate addendum.

**2.5** The District reserves the right to use its own personnel and/or equipment to perform cleaning services when deemed necessary or expedient, and to award additional contracts for cleaning services as deemed necessary. If the district has to use its own personnel to finish cleaning activities the contractor did not complete or attempt, the district will charge the contractor the hourly wage of the personnel while completing these tasks. The total of incomplete work will be calculated and deducted off the next invoice the contractor sends to the district. The wages, which are broken down into hourly are located on page 132 of the Amesbury Public Schools bargaining agreement.

### **3.0 Qualifications of Proposers**

**3.1** Proposals may be submitted by companies, partnerships and corporations that are presently engaged in the field of professional cleaning services and that have a minimum of five (5) years' experience in providing professional cleaning services or a minimum of three (3) years' experience and a demonstrated ability to perform the contracted cleaning services required by these specifications. Demonstrated ability shall be established by current or recent references of professional cleaning jobs similar in size and scope as the work to be performed pursuant to this contract. The contractor shall submit all work done in Massachusetts schools, and failure to list a school may result in rejection of the bid.

**3.2** Proposers are required to submit a "Company Resume" in their Non-Price Proposal which will contain information relative to the organization of the proposer's cleaning service business, including date of incorporation, organization, headquarters, field offices, size, work force, management structure, employee system, benefits, training programs and union information.

### **4.0 Scope of Work**

**4.1** The following are the addresses of the sites for the contract cleaning:

- Amesbury Elementary School  
20 South Hampton Road Amesbury, MA 01913 43,560 sq. ft.
- Amesbury Middle School  
220 Main Street Amesbury, MA 01913 152,572 sq. ft.
- Amesbury High School  
5 Highland Street Amesbury, MA 01913 183,100 sq. ft.
- Cashman Elementary School  
193 Lion's Mouth Road Amesbury, MA 01913 56,670 sq. ft.
- Amesbury Innovation High School  
71 Friend Street Amesbury, MA 01913 4,105 sq. ft.

**Total District area: 440,007 sq. ft.**

**Total Cleaning square footage: 342,130 sq. ft.**

**4.2** Scope and frequency of cleaning services applicable to the building is shown in Appendix A. It will be the Proposer's responsibility to determine the number of man hours necessary to complete the requirements in Appendix A. The proposer will specify in the proposal how many employees will be present nightly at each building, and will set a minimum staffing plan. The district can ask the cleaning company to adjust their staffing plan to meet nightly goals if the total amount of cleaning is not being met. The proposer will do so at no charge to the district, as it is the proposer's responsibility to staff appropriately in their original proposal to meet all of the conditions. The Contractor shall comply with the latest industry standards, all federal laws and regulations around hiring practices, the use of cleaning products, and disposing of any refuse. All cleaning procedures shall be in strict accordance with manufacturers' directions and warnings, OSHA and EPA standards, and all Federal, State and local laws. **Prior to the start of the contract, a meeting with Amesbury Public Schools District Administration and Contractor to review scope and responsibilities will occur.**

**4.3** Cleaning services, as outlined in Appendix A, are required only for days when school is in session plus an additional 6 days built into the calendar to be worked by the Contractor immediately prior to the start of school for students. (The normal school calendar is 185 days.) The Contractor shall invoice the Amesbury Public Schools only for those days worked in conjunction with the school calendar, The Director of Facilities or his immediate designee will notify the Contractor of emergency closings such as weather and power outages at their earliest convenience. Vacation work schedules (which are added into the total cost of the 185 school days) will be outlined by the Director of Facilities & his Staff in each individual building; and will target area's that will need rehabilitation, such as stripping and waxing floors, and performing duties that require moving furniture out of classrooms. The contractor will start 6 days early to provide additional assistance to summer programs as well as get the buildings into shape for the school year.

**4.4** Emergency and special cleaning services will be provided at the hourly rate included on the Price Proposal Sheet. The Director of Facilities or his designee shall

determine the work schedules and size of the labor force needed for any such separate cleaning work. Work crews shall be available on emergency call within a reasonable amount of the time. The Contractor must provide a toll-free, 24 hour emergency telephone number which will ensure a response time of no longer than one (1) hour.

**4.5** Floor plans, which will be distributed at the pre-bid conference, give a general idea of the areas involved. The District does not attest to the labeling accuracy or completeness of the drawings (e.g., boiler rooms and outdoor entrances are not shown). Cleaning services apply to offices, classrooms (including specialty classroom spaces such as music, AV, art, technology, etc.), Interior & exterior windows, corridors, lavatories, stairwells, cafeteria, lounges, locker rooms, showers, gymnasiums, fitness center, Interior & exterior entranceways, conference rooms, lecture hall, library, auditorium, storage rooms, closets, boiler rooms and surrounding grounds. The Contractor shall be responsible for the proper cleaning of all areas of the building. Any locked areas will be opened for the contractor to perform their duties.

**4.6** Any and all adjustments to regularly scheduled work must be approved in advance in writing and signed by the Amesbury Public Schools Director of Facilities or his designee.

**4.7** The Contractor shall properly dispose of trash in dumpsters, paper recycling stations, or bottle/can stations provided by the Amesbury Public Schools. Collection of cans and bottles from trash during working hours for an individual's personal gain will not be tolerated. Recycling shall be placed only in designated areas, and will not be mixed with outgoing trash.

**4.8** The Contractor shall be responsible for all permits, fees, and licenses necessary for the proper execution of the required work.

**4.9** Amesbury Public School District's responsibilities, listed in Table 1, are not considered part of the contract, and, as such, the Contractor is not responsible for these duties,

**TABLE 1**

**Amesbury Public School District's Responsibilities**

HVAC Controls	Opening and Closing Building
Receipt and delivery of goods	Maintenance and repairs
Oil deliveries	Utilities
Smoke and fire alarms	Fire extinguishers
Clocks Pest Control	Landscaping
Snow Removal	

**4.10** It is understood and agreed that only the highest standards of cleanliness are acceptable and are to be maintained. It is also understood that the specifications herein

are not construed as absolutely complete; and that any additional requirements to meet this expectation shall be considered a part of this specification. The Contractor shall be required to redo, at his/her own expense, any work not done according to the schedule; any work in relation to which there shall be doubt or discrepancy; or any work done in violation of the law or public authority. In the event that work has been done improperly, the Director of Facilities in agreement with Contractor representative or his designee shall have the right to demand immediate corrective action on the part of the Contractor, or have the condition corrected by whatever means necessary and deduct the costs from the monthly invoice. (See 2.5 for the district's cost assignment for incomplete work)

## **5.0 Hours and Conditions of Work**

**5.1** The cleaning schedule is shown in Table 2. The Amesbury Public Schools reserves the right to change the hours for any reason. The Contractor shall be flexible, within reason, so as to alter schedules per the request of the Director of Facilities and/or his designee.

### **TABLE 2** **CLEANING SCHEDULE**

#### **4:00 PM-10:00 PM – 185 Day School Year**

**5.2** The cleaning shall be accomplished between 4:00 p.m. and 10:00 pm, after school has closed for the day. Each location has a different opening and closing time period, so the contractor will have to adjust their schedule accordingly. The Contractor shall be responsible for determining the size of the work force necessary to perform the required cleaning services for the 185-day school year schedule. Hours may be adjusted to the day shift during additionally included vacations and summer break. Amesbury Public Schools will have a staff person on duty in a supervisory / advisory capacity during the cleaning shift. The staff person's responsibilities will include inspection of the premises, quality control, allocating supplies, security, and dealing with emergencies that may arise.

## **6.0 Supervision and Personnel**

**6.1** The Contractor acknowledges and agrees that it is responsible as an independent contractor for all services provided under this contract and for all the acts of its employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this contract, to the extent that any such claim, damage, loss, or expense: (1) is attributable to the destruction of tangible property, including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent or willful act or omission of the Contractor, any of the Contractor's employees or agents, or anyone for whose acts the Contractor may be liable, except to the extent any such claim, damage or loss of expense is caused in part by a party indemnifiable hereunder.

**6.2** At the beginning of each shift, the Contractor's Building Supervisor must check in with the Amesbury Public Schools staff person for special instructions. The Contractor's Building Supervisor must be on site during the entire shift to insure the scheduled cleaning of the building including ensuring the Contractor's employee's clock in and out with the Contractor's provided Time Clock, attendance, work assignments, work logs, supplies distribution, security and notification of irregularities (e.g. unlocked doors, stuck drains, broken fixtures, equipment and fights out of order). The Contractor's Building Supervisor shall make a detailed inspection of the premises upon completion of each building shift, and leave a "daily checklist" with the Amesbury Public School staff person to serve as written certification that the work was completed. The "daily check sheet" form shall be approved by the Director of Facilities and include, at a minimum, discrepancies from routine work (with explanations), property not in serviceable or operating condition, blown lamps, vandalism and supplies needed. Amesbury Public School staff may inspect backpacks, or ask any employee of the contractor to open storage devices of any kind for inspection.

**6.3** The Contractor shall have available a sufficient number of personnel, properly trained in contracted cleaning, for regularly scheduled work, absences, summer cleaning and emergencies. In lieu of absent personnel, the contractor will provide properly vetted substitutes or will reimburse the Amesbury Public School district for lost man hours. Time Clocks and cards shall be provided by the Contractor and copies will be given to the APS Director of Facilities at the end of each week.

**6.4** The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, age or ancestry in connection with the performance of the services under this Agreement. The Contractor further agrees that it will be in compliance with Federal 1-9 regulations as well as any other laws, local by-laws, and rules and regulations of the Massachusetts Department of Labor and all other Federal and State regulatory bodies having jurisdiction.

**6.5** All employees shall be neat in appearance and shall be required to wear at ALL times: standard uniforms and photo I.D. badges furnished by the Contractor. At a minimum, ID badges should include a picture and name of employee.

**6.6** All employees shall undergo CORI and fingerprinting as required by the Amesbury Public Schools. No employee will be permitted to work on the schools property without first having a CORI check and fingerprinting.

**6.7** Each of the Contractor's Building Supervisors shall have cell phones or two-way radios furnished by the Contractor.

**6.8** The Contractor must maintain and make available to the District, upon request, employee profiles including names, social security numbers, health and accident records, and criminal records. The District reserves the right to demand a change of personnel at any time.

**6.9** The use of alcohol or tobacco products is prohibited by law on school property. CELLULAR PHONES, MP3's, Headphones and other personal portable listening devices are not permitted during work hours by the Amesbury Public School District. Any contractor employee found using tobacco or alcohol will be removed permanently. The

contractor will replace the employee within (3) three days from the incident, and the contractor will be responsible for any work that is not completed during this time period. See 2.5 for assignment of charges.

**6.10** Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, or tamper with personal or public property. Only in an emergency situation should any district phone be used, and only to call 911.

**6.11** All lights shall be turned out before leaving an area that has been cleaned and Contractor personnel must also close and lock doors. When cleaning more than one room in a row of rooms, corridor doors should be locked before moving to next room.

**6.12** Weekly inspections shall take place with Contractor or designee and / or the Director of Facilities.

## **7.0 Equipment and Supplies**

**7.1** The contractor will provide all equipment, TIME CLOCKS, floor auto-scrubbers, burnishers, mop buckets, hand tools, wet vacuums, dry floor vacuums, carpet shampooers and accessories necessary to perform the cleaning services and those tools shall be the responsibility of the Contractor. The contractor may not borrow or take any items from the Amesbury Public Schools. Items include wet and dry vacuums, walk behind large floor scrubbers, large burnishers, high speed buffers, pressure washers, shampooers, mops, brooms, ladders, shovels, extension cords, putty knives, etc. Contractor's property shall be properly inscribed. Locked storage areas will be provided in the building for the storage of the Contractor's equipment. Equipment must be of high-quality commercial grade cleaning equipment and meet the approval of the Director of Facilities or his designee. The Director of Facilities or our nightly Multi-Purpose Facility Technician staff can reject any equipment deemed unsatisfactory that will either cause damage to the Amesbury Public School facilities, or are ineffective for cleaning purposes and require an immediate replacement.

**7.2** Table 3 designates the responsibility for providing daily supplies and to always have an ample back stock of any and all supplies. The District will provide the supplies listed in Table 3 under the heading "Amesbury Public School District's Responsibilities." The Contractor shall provide the supplies listed in Table 3 under the heading "Contractor's Responsibilities." Any additional supplies needed for the performance of the work required under the contract that are not listed in Table 3 shall be provided by the Contractor at no additional cost to the District, unless otherwise noted on the bid. Supplies provided by the Contractor shall be of high quality and approved by the Director of Facilities or his designee. The District may request supplies for testing. If products tested are not of the quality or compatibility required, the Contractor is responsible for finding alternative products that meet the District's approval. No acid cleaners shall be used. All Supplies must be checked and signed for and not dropped at the location.

### **TABLE 3**

### **SUPPLIES**

### **Amesbury Public School District's Responsibilities**

ALL Waste Receptacles	Flags
Toilet Paper	Paper Towels
Disinfectants (Approved by APS)	Lamp & Light Bulbs
Soap (for sinks)	Graffiti Remover
Air Filters	

**Contractor's Responsibilities**

Sponge & Gloves	Mops, Brushes, & Brooms
Wax Applicators	Dust Pans
Water Hoses	Squeeze & Spray Bottles
Scraper & Blades	Flashlights/Batteries
All Buckets & Pails	Floor Machine Pads
Dust Masks	Micro-Fiber Wiping Rags
<u>Custodial Carts (which include trash and recycling barrels)</u>	
Cleaning Agents and Soaps	Floor care products
Liners	Toilet brushes
<u>Disinfecting Spray Electro Static application spray gun</u>	

**7.3** The Contractor is required to provide the Director of Facilities with Material Safety Data Sheets for ALL products supplied by the Contractor.

**7.4** Any additional material, equipment, or labor needed to meet the requirements of these specifications, even if not specifically mentioned herein, shall be supplied by the Contractor at the request of the school district as part of the contract.

**8.0 Security and Safety**

**8.1** The Contractor shall be responsible for all costs incurred in the event that the Contractor fails to follow the required security procedures as specified herein and as may be further specified in writing prior to the execution of the contract, including losses incurred as a result of theft and vandalism of any employee of the contractor.

**8.2** The Contractor's employees shall enter and leave by an assigned doorway, and shall CLOCK IN & CLOCK OUT at the time of each and every entry and exit from the building. Any keys distributed for cleaning purposed must be secured in a location designated by the Director of Facilities. Under no conditions shall keys leave the buildings or be duplicated by the Contractor or his employees. Employees should utilize a time clock, and records will be provided weekly to the Director of Facilities or the Business Administrator that will correspond to weekly allotted hours as per this contractual agreement. Any employee falsifying time cards in away way will be terminated from the district and immediately replaced.

**8.3** The Amesbury Public School District staff person is responsible for officially unlocking and locking all exterior doors at the beginning and end of each day, and managing the districts alarm system.



**8.4** The Contractor's Building Supervisor is responsible for making sure all windows and interior doors are locked, shades, blinds, and drapes are drawn, and lights are off. The contractor will shut off all lights as they move from different parts of a building to another. Any lights left on will incur a fee of no less than \$75.00 per night, per building, which will be deducted on the invoice submitted by the contractor.

**8.5** The Contractor's Building Supervisor shall be trained in fire safety procedures and first aid. Evidence of successful completion of first aid training must be provided.

## **9.0 Payment for Services**

**9.1** The District shall pay the Contractor within 30 days of receipt of an invoice indicating the number of days for which services were rendered in the preceding month. The Contractor shall be required to document the days on which work was performed by the submission of daily check sheets and logs. The check sheets and logs shall be in a form acceptable to the Director of Facilities or his designee. Payment shall be calculated by multiplying the contractor's daily rate as indicated on the bid sheet, by the number of days for which services were rendered, less any amounts deducted pursuant to paragraph 9.2 of this section for work not done or work not done as required by these specifications, as determined by the Director of Facilities or his designee.

**9.2** The District reserves the right to adjust the invoice to reflect the actual number of days worked and hours supplied, or offset the cost to have the work done by other means. In the event that the Director of Facilities or his designee determines that required work has not been performed or has not performed according to these specifications, the Contractor shall be notified of the deficiency and given an opportunity to correct the same at no additional cost to the District. If the work is not performed within 24 hours of said request to correct the deficiency, or such other amount of time as the parties agree to in writing, then the District shall have the right to perform the work using its own personnel and deduct the cost of same at the Contractor's hourly rate as stated on the bid sheet.

**9.3** Alternative methods of payment may be made if acceptable to both parties, i.e., even monthly payments with adjustments.

## **10.0 Insurance**

**10.1** The Contractor shall, within thirty (30) days of notification of the award of the contract, provide the District with a Certificate of Insurance, with the amounts and types of coverage as specified in this section, which insurance shall be maintained at all times during the term of the contract. Failure to provide or maintain such insurance shall be grounds for termination.

**10.2** The Certificate of Insurance shall provide Public Commercial General Liability coverage for bodily injury and property damage, for each building covered by the contract, with a combined single limit of \$1,000,000 per occurrence and \$1,000,000 aggregate, or separate bodily injury and property damage coverage each with the limits

specified above. The arrangement of coverage shall specify each of the following: Premises/Operations; Contractual; and Products/ Completed Operations. The Certificate shall state the location of the Amesbury Public Schools and shall name the Amesbury Public Schools as additional insured parties.

**10.3** The Certificate of Insurance shall provide Automobile Liability Insurance with bodily injury coverage in the amount of \$500,000 per person, \$1,000,000 per occurrence; and property damage coverage in the amount of \$250,000 per occurrence. The arrangement of coverage shall specify all owned, leased or hired vehicles of the Contractor.

**10.4** The Certificate of Insurance shall provide Worker's Compensation coverage in the amounts required by Massachusetts' Law, and Coverage B in the amount of at least \$500,000.

## **11.0 Termination**

**11.1 Termination for Cause.** if at any time during the term of this Agreement the District determines that the Contractor has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the District, or by not complying with the direction of the District or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the District shall notify the Contractor in writing stating therein the nature of the alleged breach and directing the Contractor to cure such breach within ten (10) days. The Contractor specifically agrees that it shall indemnify and hold the District harmless from any loss, damage, cost, charge, expense or claim arising out of our resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the Contractor fails to cure said breach within ten (10) days, the District may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the Contractor specifying the effective date of the termination. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate, Such termination shall not prejudice or waive any rights or action which the District may have against the Contractor up to the date of such termination, and the Contractor shall be liable to the District for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the District.

**11.2 Termination for Convenience.** The District may terminate this Agreement at any time for convenience by providing the Contractor written notice specifying therein the termination date which shall not be sooner than (30) Thirty days from the issuance of said notice. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the Contractor

shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the District, such payment not to exceed the fair value of the services provided hereunder.

**11.3** In the event that the Contractor undergoes dissolution, termination, of existence, insolvency, appointment of a receiver of any property of, assignment for the benefit of creditors by, or commencement of a proceeding under any bankruptcy or insolvency laws by or against the Contractor or any guarantor of the Contractor, the District shall have the right to declare the contract terminated and to pursue any remedies provided by the contract or at law or in equity.

**11.4** The contractor agrees that it shall indemnify and hold the District harmless from any loss, damage, cost, charge, expense or claim.

## **12.0 Assignment**

**12.1** The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the District, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the District. This Agreement shall be binding on the heirs, personal representatives, successors, and assignees of the Contractor.

## **13.0 Governing Law**

**13.1** The Contractor shall comply with all Ordinances of the Town of Amesbury, General Laws and Regulations of the Commonwealth of Massachusetts, Federal Laws and Regulations, including Federal 1-9 regulations, and Interstate Commerce Commission Rules and Regulations, and all regulations authorized by law, applicable to the provisions of such contract. Any disputes that arise under the contract shall be determined in Massachusetts, in accordance with Massachusetts General Laws.

## **14.0 Severability**

**14.1** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

## **15.0 Instructions for Submitting Proposals**

Sealed Proposals, plainly marked, "Contract Cleaning Proposal" shall be submitted to the Amesbury Public Schools, 5 Highland Street, Amesbury, MA 01913, Attention: Director of Facilities on or before June 4, 2020 at 3 p.m. Any proposal received after

this time will be rejected. Proposals should have the name of the company on the package.

**PLEASE NOTE: Sealed "PRICE" and "NON-PRICE" Proposals shall be submitted separately. Each Proposal shall be clearly identified. IF PRICE PROPOSALS ARE INCLUDED IN NON PRICE INFORMATION, THE DISTRICT WILL REJECT THE PROPOSAL.**

**\*PRICE PROPOSAL -- Use Price Proposal Sheet Provided by the School District\***

**15.1** The dollar figure for the cleaning of the building is to be the total of; the square footage price multiplied times the cost per square foot. Please also include the hourly wage for an extra work, although the extra work will not be considered for awarding the contract. Please seal the price proposal separate from the non-price proposal.

**\*NON PRICE PROPOSAL\***

**15.2** Bidders/proposers must submit a company resume including history, organization, headquarters, field offices, size, work force, management structure, employee system, benefits, training programs and union information.

Proposers must list the names, addresses, telephone numbers and contact names of any school district clients they have done business with in the state of Massachusetts in the last 3 years. Failure to include the name of a school may result in the rejection of a bid.

## **Evaluation of Proposals**

### **Minimum Evaluation Criteria**

Each proposal shall first be reviewed to determine whether or not the following minimum criteria have been met:

1. Completed and signed proposal signature form.
2. Completed reference list form.
3. Completed and signed Certificate of Non-Collusion, Tax Compliance form, and Certificate of Authority (if the contractor is a corporation).
4. Complete equipment list, including condition of equipment.
5. Detailed plan of cleaning for all areas specified that includes the number of man hours provided with required efficiency rate, on-site supervision, and verification of work hours.
6. Employee Training Plan.
7. Resume of Company

### **Comparative Evaluation Criteria**

Each proposal that has met the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

### **Experience of the Contractor:**

**Highly Advantageous:** The Contractor has superior and proven experience in the cleaning of public or private schools at the secondary, university or college level and is able to furnish references of the schools that they are presently cleaning, or have cleaned within the last five years.

**Advantageous:** The Contractor has engaged in the field of professional cleaning services for three years and a demonstrated ability to perform the contracted cleaning services required by these specifications. (Demonstrated ability shall be established by current or recent references of professional cleaning jobs similar in size and scope of the work to be performed pursuant to this contract.)

**Not Advantageous:** The Contractor does not have adequate experience in the cleaning of public schools or equivalent and is unable to furnish references.

### **On Site Supervision:**

**Highly Advantageous:** The Contractor shall provide working supervision and on-the-job training during all working hours to assure superior performance of all work. The Supervisor will make sufficient daily routine inspections to insure that all work is performed as required by these specifications. The Contractor's working supervisor and staff must be literate in the English language because of the necessity to read such things as job instructions, reports, chemical labels, etc. In addition, the working supervisors must have the ability to communicate with all school personnel.

**Advantageous:** The Contractor shall provide weekly supervision of employees. The supervisor will make weekly routine inspections to insure that work is being performed in accordance with these specifications.

**Not Advantageous:** The Contractor will provide some supervision of employees. The supervisor will make monthly routine inspections to insure that work is being performed as required by these specifications.

### **Availability of Staff:**

**Highly advantageous:** The Contractor will have staff available twenty-four hours per day, seven days per week to respond to emergency situations such as flood control or restorative cleaning. All staff will be accessible via cell phone and the Contractor will provide a complete cell phone list to the Director of Facilities. The Contractor will have a minimum of twenty available personnel, and will utilize fill in staff in the event of an employee absence.

**Advantageous:** The Contractors will have staff available twenty-four hours per day, seven days per week to respond to emergency situations such as flood control or restorative cleaning. The supervisor will be accessible via cell phone and the Contractor will provide this number to the Director of Facilities. The Contractor will have up to twenty available personnel and will utilize fill-in staff in the event of any employee absence.

**Not Advantageous:** The contractor does not have staff available twenty-four hours per day, seven days per week, to respond to emergency situations such as flood control or restorative cleaning. Only the owner or his/her representative is available via cell phone. The Contractor is unable to provide fill-in staff in the event of employee absence.

**Verification of Hours Worked:**

**Highly Advantageous:** The Contractor shall submit to the Director of Facilities weekly, signed time sheets directly from provided Time clock verification of all employee hours worked. Any hours not worked will be reimbursed within one business week (5) Five days.

**Advantageous:** The Contractor shall submit to the Director of Facilities Bi-Weekly (every other week), signed time sheets directly provided Time clock verification of all employee hours worked. Any hours not worked will be reimbursed within one business week of (5) Days.

**Not Advantageous:** The Contractor shall submit to the Director of Facilities monthly (submitted on the last Friday of each month), signed time sheets directly provided time clock verification of all employee hours worked. Any hours not worked will be reimbursed within one business week of (5) Days.

**Equipment:**

**Highly Advantageous:** The Contractor shall furnish all supplies and new equipment outlined in this specification subject to the approval of the Director of Facilities. A complete list of new equipment should be included in the "Non Price Proposal"

**Advantageous:** The Contractor shall furnish all supplies and equipment outlined in this specification in Excellent / "Like New" operating condition subject to the approval of the Director of Facilities. A complete list of equipment and the equipment's condition should be included in the 'Non-Price Proposal'

**Not Advantageous:** The Contractor shall furnish all supplies and equipment outlined in this specification in GOOD operating condition subject to the approval of the Director of Facilities. A complete list of equipment and the equipment's condition should be included in the 'Non-Price Proposal'

\*\*ALL Equipment is subject to end of year inspection and approval of the Director of Facilities. Any equipment deemed by the Director of Facilities to be in substandard condition, shall be replaced with the same type equipment that meets the standards of the Facilities Director\*\*\*

**AMESBURY PUBLIC SCHOOLS  
CONTRACTED CLEANING SERVICES  
PRICE PROPOSAL SHEET**

**Amesbury Public School District:**

**A. 342,130 sq. ft. X \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_**

**B. Hourly Wage for extra work \$ \_\_\_\_\_ per hour**

**Total Annual Contract Year 1 (2020-2021) \$ \_\_\_\_\_**

**Please list the amount under "A" above on this line**

\*\*\*\*\*

**C. 342,130 sq. ft. X \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_**

**D. Hourly Wage for extra work \$ \_\_\_\_\_ per hour**

**Total Annual Contract Year 2 (2021-2022): \$ \_\_\_\_\_**

**Please list the amount under "C" above on this line**

\*\*\*\*\*

**E. 342,130 sq. ft. X \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_**

**F. Hourly Wage for extra work \$ \_\_\_\_\_ per hour**

**Total Annual Contract Year 3 (2022-2023): \$ \_\_\_\_\_**

**Please list the amount under "E" above on this line**

**Signature of Official Authorized under the "Certificate of Authority" to authorize this price proposal.**

**Name: \_\_\_\_\_ (please print)**

**Title: \_\_\_\_\_ (please print)**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**AMESBURY PUBLIC SCHOOLS**  
**CONTRACTED CLEANING SERVICES**  
**NON-PRICE PROPOSAL INFORMATION**

Bidders must submit a company resume including history, organization, headquarters, field offices, size, work force, management structure, employee system, benefits, training programs and union information.

The Bidder must list the names, addresses, telephone numbers and contact names of at least three (3) clients on the attached form.

**BIDDER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation) held on \_\_\_\_\_ (Date) \_\_\_\_\_

It was VOTED that:

\_\_\_\_\_  
(Name) (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such \_\_\_\_\_ under seal of the company, shall

(Officer)

Be valid and binding upon this company.

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
\_\_\_\_\_. That \_\_\_\_\_ is duly elected  
\_\_\_\_\_ of said company, and that the above vote has not been  
amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL:

## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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**(Signature of person signing bid or proposal)**

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**(Name of business)**

**CERTIFICATION AS TO PAYMENT OF TAXES**

Pursuant to G.L. c.62C, §49A, I, \_\_\_\_\_ hereby certify under the  
Pains and penalties of perjury that \_\_\_\_\_ has complied with all laws

**(Contractor)**

**Of the Commonwealth of Massachusetts relating to the payment of taxes and has filed all  
state Tax returns and paid all State taxes required under law.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Authorized Representative of Contractor**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Social Security Number or Federal ID Number of Contractor**

**REFERENCE LIST FORM (copy this page to include all schools you have worked with)**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACTS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACTS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACTS:** \_\_\_\_\_

## ANNUAL SCHEDULE

As a point of clarification, the regular cleaning schedule is for 185 days (181 student days and up to 4 additional days around the opening of school, teacher professional days, snow days and at the end of the school year as directed by the Director of Facilities). The daily, weekly, and monthly schedule will be followed on these days. Summer & 3 Vacation Periods are to be added into the overall cost for the 185 day school calendar.

### SUMMER & 3 VACATION PERIODS (December/February/April)

During these periods, a more intensive cleaning needs to take place. The following are the highlights of what needs to be accomplished during these times. (Please note that this is not limited to this list, but is provided as a guideline to understand what is expected to be done during these periods.)

**Windows:** Interior windows (Both sides) cleaned during each December, February, April and August (4 times). Inside exterior windows cleaned during April and August (2 times) Note: Interior glass such as glass in doors and glass panels should be cleaned in accordance with the specifications on a weekly basis.

**Carpets:** Thorough cleaning of carpets in public spaces during each of these (December, February, April & August) periods (4 times). Office carpets spotting during three vacation periods. Another thorough cleaning during summer vacation.

**Floors:** During the summer, ALL floors need to be stripped and re-waxed with Six (6) coats of High Gloss wax 22% Solids Minimum, or enough coats to give 100% coverage, or per the direction of the Amesbury Public Schools. (6) Six is our estimate based on Industry standards.

During three vacation periods, the cafeteria and hallway floor needs to be stripped, scrubbed and three coats of wax applied. Classroom floors should be scrubbed and waxed where needed or otherwise directed by the Director of Facilities.

**Monthly Schedule:** Some Monthly scheduled cleaning will take place during these times.  
(Please refer to cleaning schedule.)

As part of the summer schedule prior to the opening of school, all classrooms need to be checked to insure their readiness.

**APPENDIX A**  
**CLEANING SCHEDULES**

**APPENDIX A-CUSTODIAL CLEANING SCHEDULE**

<b><u>GENERAL</u></b>	<b><u>DAILY</u></b>	<b><u>WEEKLY</u></b>	<b><u>MONTHLY</u></b>
1. Collect trash & dispose of in dumpster	X		
2. Clean trash containers		AS NEEDED	
3. Empty paper and bottle recycling bins	X		
4. Secure doors and windows	X		
5. Sweep or dry mop floors & stairs	X		
6. Clean all handrails	X		
7. Spot wash office and classroom floors	X		
8. Hallways machine scrubbed	X		
9. Hallways & Cafeteria burnished		X	
10. Wash stairwells	X		
11. Wash sinks	X		
12. Sweep, wash and disinfect floors in Student dining room and locker rooms	X		
13. Wash and disinfect drinking fountains	X		
14. Clean windowsills	X		
15. Clean all shades, blinds and drapes			X
16. Clean and spot clean furniture and Surfaces e.g. lockers, counters, filing Cabinets, office desktops, telephones		X	
17. Clean high areas, Ex: pipes, shelves, Vents, Ceilings, heating ducts, louvers		X	

<u>GENERAL</u>	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>
18. Spot clean all carpets		X	
19. Spot clean woodwork, walls, switch-Plates, lockers, tiles, kick plates	X		
20. Spot clean trophy and other display Cases, door glass and partitions	X		
22. Wash all interior glass including windows		X	
23. Clean all lighting fixtures including Exposed bulbs			X
24. Vacuum corridor rugs, faculty dining area	X		

**STUDENT/STAFF RESTROOMS**

25. Wash and disinfect restroom floors, Walls and Fixtures, including partitions and pipes. Remove graffiti	X		
26. Clean restroom ceilings, partitions, Louvers, vents, mirrors, doors, shelves	X		
27. Clean and refill toilet paper, towel, Soap and sanitary napkin dispensers with Products approved by the Director of Operations	X		

**CLASSROOMS**

28. Spot wash spills or remove stains from carpet/floors			X
29. Empty pencil sharpeners	X		
30. Clean chalkboards/marker boards and Wash chalk trays	X		
31. Sweep/mop classroom floors and carpet		X	



<u>GENERAL</u>	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>
32. Clean & disinfect classroom furniture Including desks		X	
33. Burnish classroom tile, removing all Gum			AS NEEDED

**FITNESS CENTER, AUDITORIUM, LECTURE HALL AND THEATRE**

34. Sweep, wash and disinfect floors in Locker, Shower and weight rooms	X		
35. Sweep gym floor and wash in accordance With manufacturer's specifications		X	
36. Sweep bleachers and return to closed Position			AS NEEDED
37. Clean backboard glass			AS NEEDED
38. Scrub walls & floors in locker and Sports facilities	X		
39. Vacuum/mop fitness center carpets		X	

**WOOD SHOPS**

40. Empty trash and dump sawdust from Hoppers in wood shops	X		
41. Clean floors	X		
42. Vacuum floors		X	

**CERAMIC (ART ROOMS)**

43. Wet mop clay dust with proper Mask	X		
44. Wet vacuum clay dust (Use same Procedures as above on line #43)			

**KITCHEN**

45. Auto scrub kitchen floors nightly	X (nightly)		
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## GLOSSARY

<b><u>Daily:</u></b>	Once within a 24-hour period
<b><u>Weekly:</u></b>	Once per week
<b><u>Monthly:</u></b>	Once per month
<b><u>Broom Sweep:</u></b>	Manually sweep all edges of carpet abutting walls
<b><u>Clean:</u></b>	To dust, dry clean or vacuum
<b><u>Disinfect:</u></b>	To apply, clean and wipe surfaces with District disinfectant for lavatories
<b><u>Shampoo:</u></b>	To scrub rugs with (after broom sweeping)
<b><u>Spot Clean:</u></b>	To clean as needed in order to remove spots and stains, such as fingerprints
<b><u>Strip:</u></b>	To machine scrub, to remove floor finish and foreign material
<b><u>Sweep:</u></b>	To clean with broom or trusted dust mop
<b><u>Wash:</u></b>	To damp mop with water and neutral cleaner
<b><u>Wet Mop:</u></b>	To damp mop
<b><u>Wet Vacuum:</u></b>	To wet area and use water vacuum
<b><u>Burnish:</u></b>	To use burnishing machine in accordance w/ manufacturer's specs.

