



TOWN OF ARLINGTON, MASSACHUSETTS

INVITATION TO BID

BID NO. 19 - 30

Sealed bids, pursuant to the Uniform Procurement Act, Ch. 30B, are invited and will be received by the Town Manager, Town of Arlington, Massachusetts, until **10:00 A.M., Tuesday, July 9, 2019**, at the Office of the Town Manager/Purchasing Dept., 730 Massachusetts Avenue, Arlington, Massachusetts, at which time and place they will be publicly opened and read for furnishing:

Cleaning Services/Various Town Buildings

Bids received after this time will not be accepted. Specifications and Proposal Forms may be obtained at the Office of the Town Manager/Purchasing Dept., 730 Massachusetts Avenue, Arlington, MA, 02476.

Pre-Bid walk through, 10:00 A.M. on Tuesday, June 25, 2019, starting at the Fox Library at 175 Massachusetts Avenue. All vendors should meet at the main entrance of the Fox Library.

Proposals must be submitted on forms provided and in a sealed envelope plainly marked:

BID NO. 19-30; Cleaning Services/Various Town Buildings

Attestation Forms pursuant to M.G.L. Ch. 701 of the Acts of 1983 must be submitted with bids in order to be considered.

For further information please contact Jeremy Brandl 781-316-3621.

The Town Manager reserves the right to cancel any Invitation for Bid and/or to reject in whole or in part any and all bids, when it is deemed in the best interest of the Town to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

June 20, 2019

Town of Arlington

Specifications for Cleaning Service

Town Hall/DPW Building/Central School//Robbins Library/Fox Library/Jarvis House/ Whittemore Robbins House

General Information and Conditions

1. LOCATION

The contract is for cleaning service at the following locations in Arlington MA:

Town Hall, 730 Massachusetts Avenue

Department of Public Works, 51 Grove Street

Central School, 27 Maple Street

Robbins Library, 700 Massachusetts Avenue

Fox Library, 175 Massachusetts Avenue

Jarvis House, 50 Pleasant Street

Whittemore Robbins House, 670R Massachusetts Avenue

Jefferson Cutter House, 611 Massachusetts Avenue

Recreation Office, 422 Summer Street

Daycare Center, 352 Massachusetts Avenue

2. CONTRACT TERM

The contract period is from July 1, 2019 thru June 30, 2020. The Town has sole option to review and renew the contract annually (July 1, 2020 thru June 30, 2021 and July 1, 2021 thru June 30, 2022), based upon performance review and contract compliance of the contractor.

3. INSURANCE

Workers' Compensation: As required by statute.

Public Liability : \$1,000,000

Each person: \$ 500,000

Property damage: \$ 500,000

Theft: The contractor should have sufficient coverage of employees against theft of Town or private property.

4. PERFORMANCE BOND

The successful bidder will be required to provide the town with a performance bond in the amount of 100% of the yearly contract. The bond shall be in a form acceptable to the Town Counsel.

5. QUALIFICATIONS OF BIDDERS

To be considered qualified to bid on this project, a firm must be actively engaged in, or have recently been engaged in similar contracts of similar size and description during the past five years. Names and telephone numbers of references (minimum 3) must be provided with the bid package. Municipal contracts only.

6. **CONTRACTOR PERSONNEL**

Personnel must be experienced, qualified cleaners. Prior to award, the apparent successful bidder must provide a list of names, experience, CORI and SORI forms and duration of employment of all employees to be assigned to this project. Any personnel who fails the CORI or SORI application will not be allowed to work under this contract. The day-to-day supervisor of each shift must have oral and written communication skills in the English language. Contractor shall provide a written certification that all employees are legally authorized to work in the United States. A listing of names and emergency telephone numbers of supervisors is to be provided and kept current with the Supervisor of Custodians.

7. **PREVAILING WAGE REQUIREMENT**

In accordance with state procurement laws, there is no requirement for prevailing wage distribution in connection with this contract.

8. **PRE-BID Walk Through**

A **pre-bid walk through** will be held on **Tuesday, June 25, 2019, at 10:00 A.M. beginning at the Fox Library at 175 Massachusetts Avenue.** A tour of all the facilities will be conducted. All questions and responses at the conference will be recorded and provided to each bidder prior to the bid due date via addendum. No exterior work is included in these specifications.

9. **DETERMINATION OF AWARD**

The contract will be awarded to the lowest responsible bidder who meets all of the qualifications and requirements listed above.

A pre-award conference will be held with the apparent low bidder including the supervisors to verify qualifications with regard to contractor personnel, review of references and review of past contract activity.

10. **METHOD OF PAYMENT**

The successful contractor will submit invoices to the Town of Arlington School Department at the close of each month for monthly cleaning services. Each building must be separately itemized on the monthly invoice. Payment for all services will be subject to verification of actual work completed. No payment will be made if in the opinion of the Facilities Director the work is not complete in accordance with these specifications.

11. HOURS OF OPERATION

Robbins and Fox Library

Work to be conducted between the hours of 9:00 P.M. – 12:00 A.M., Monday through Friday. 6 (six) man hours are to be provided during each daily work shift for the Robbins Library. 2 (two) man hours are to be provided during each daily work shift for the Fox Library.

Town Hall

Work to be conducted between the hours of 4:00 P.M. – 11:00 P.M., Monday through Friday. 5 (five) man hours are to be provided during each daily work shift for the Town Hall Building.

Department of Public Works

Work to be conducted between the hours of 4:00 P.M. – 11:00 P.M., Monday through Friday in accordance with the Department of Public Works. 2 (two) man hours are to be provided during each daily work shift for the Department of Public Works building.

Central School

Work to be conducted between the hours of 3:00 P.M. – 11:00 P.M., Monday through Friday. 5 (five) man hours are to be provided during each daily work shift for the Central School. Building will be undergoing substantial renovations beginning July 1, 2019 thru approximately December 30, 2020. This will result in a reduction of man hours and area to be cleaned. The Town will negotiate pricing during the phases of construction.

Whittemore Robbins House

Work to be conducted between the hours of 4:00 P.M. – 11:00 P.M., on Monday and Friday only. 2 (two) man hours are to be provided twice a week for the Whittemore Robbins House on Monday and Friday.

Jarvis House

Work to be conducted between the hours of 4:00 P.M. – 11:00 P.M., Monday and Friday only. 2 (two) man hours are to be provided twice a week for the Jarvis Library on Monday and Friday.

Jefferson Cutter House

Work to be conducted between the hours of 4:00 P.M. – 11:00 P.M., Monday and Friday only. 2 (two) man hours are to be provided twice a week for the Jefferson Cutter House on Monday and Friday.

Recreation

Recreation Office, 422 Summer St., one day/week, 2 (two) man hours between the hours of 4:00 P.M. - 9:00 P.M. Daycare, 352 Mass Ave, one day/week, 2 (two) man hours between the hours of 3:00 P.M. - 7:00 P.M. are to be provided.

12. SUPPLIES AND EQUIPMENT

The Town staff will be responsible for providing each building with consumable items such as toilet paper, paper towels, cleaning supplies and equipment, etc.

13. HOLIDAYS

For Town buildings – See Federal Calendar (No work required on Federal Holidays where Arlington custodial staff is not present.)

14. CLEANING SPECIFICATIONS, SPECIAL REQUIREMENTS

The Town of Arlington reserves the right to add additional special cleaning requirements. These special requirements will be offset by deletion of daily duties to compensate for the additional work. There will be no change in contract price unless specifically negotiated and agreed to in writing by the Director of Facilities.

The Town's representative will also maintain a daily list of incomplete work, if any, for use by the contractor. This list is to be reviewed by the contractor's supervisory personnel daily to insure quality service to the building.

The Town buildings and Schools are used on a regular basis for events during evening hours. The contractor will be required to perform cleaning services as required with minimum interference to these events.

Unauthorized use of cell phones, telephones, computers, radios, televisions and all other public and private equipment is strictly prohibited and will be grounds for dismissal of personnel.

No smoking is allowed by any employee of the contractor in any Town or School facility during the execution of work by the contractor. Smoking is not allowed on the grounds of any school building in Arlington.

The contractor shall comply with the School's Recycling Initiative with regard to the separation and disposal of recyclable materials in Town facilities.

Uniforms are required – Collared Shirt with cleaning company logo and ASTM certified slip resistant footwear are mandatory.

15. SPECIFICATIONS FOR CLEANING SERVICES

CLEANING STANDARDS OF WORKMANSHIP

1. Floor sweeping: A satisfactory or acceptably swept floor will not have dust streaks, marks, dirt in corners, below radiators, behind doors or under furniture. Furniture or other equipment moved during sweeping will be replaced. Wall bases, equipment, doors and furniture will not be disfigured by sweeping mop or broom. After sweeping, the room will appear orderly and well attended. Sweeping may be accomplished and dirt removed by use of a vacuum cleaner, sweeping with a brush or broom, or by use of a dry or treated sweeping mop of the proper design.

2. Damp Mopping: A satisfactory or acceptably damp mopped floor presents a clean appearance and should be free from streaks, smears, dirt, residue, and water. Damp mopping is accomplished by use of cotton mops, detergent solution and clean water.
3. Scrubbing: A satisfactory or acceptably scrubbed floor is a floor without embedded dirt, cleaning solution, film, stains, marks or water.
4. Polish or Wax Removal: Satisfactory or acceptable polish or wax removal is accomplished when surfaces, including wall bases, have all polish or wax removed and the surface has been rinsed with clean water, and it is clean, uniform in appearance and free of streaks, spots and standing water.
5. Polishing or waxing: A satisfactory or acceptably polished or waxed floor has a thin, even coating. Floor will be clean and bright in corners and under furniture as well as in all other areas. No wax or polish stain will be applied or allowed to remain on wall bases.
6. Buffing: All waxed areas will be buffed sufficiently for maximum gloss and uniform sheen leaving no soiling or heavy marks in order for the buffing to be satisfactory or acceptable.
7. Dusting: A satisfactory or acceptably dusted surface is free of all dust, dust streaks, lint, cobwebs, dirt, oil streaks, or stains from contact with oily dusters. The dust must be removed, not scattered around the room.
8. Plumbing fixtures and Toilet Rooms: Acceptably cleaned toilet room fixtures and rooms have no objectionable odors. Toilet bowls; washbowls and urinals will be clean and bright without soap film. There will be no markings on walls or fixtures. Floor, wainscoting and partitions will be clean and bright. All metal fixtures and other hardware and adjacent surfaces will be clean and bright. Mirrors will be clean.
9. Glass Cleaning: Glass is satisfactorily or acceptably cleaned when the glass surface is without streaks, film, deposits, or stains, and it has a uniformly bright appearance with all adjacent surfaces wiped clean and dry.
10. Metal cleaning: Metal is acceptably and satisfactorily cleaned when all surfaces are without deposits or tarnish, and it has a uniformly bright appearance with all adjacent surfaces wiped free of cleaner.
11. Spot Cleaning: A surface adequately and acceptably spot cleaned has been substantially cleaned of recent or new dirty hand prints, coffee stains, or other.
12. Bathroom Wall Washing: Bathroom ceramic and hard finish wall washing, to be acceptably accomplished, must be bright and clean, including joints in tile, and must be free of film, streaks, deposits and soiling.
13. Light Fixture Cleaning: Light fixtures are acceptably and satisfactorily cleaned when all components including bulbs, shades, grilles, and tubes are free of dust, insects, dirt, lint, film and streaks. All articles removed for cleaning must be replaced immediately.
14. Vacuuming Rugs: Vacuum cleaning of rugs or carpets is acceptable and satisfactory when the surface is free of dirt, dust, stains, spots, or other deposits. When spots or stains appear, they will be removed from the rugs by the dry cleaning or dry suds method, or other approved methods, without causing damage to the carpet or rug.

TOWN OF ARLINGTON

PROPOSAL FORM

Bid Opening: Bid# 19-30 - Tuesday, July 9, 2019, 10:00 A.M.

Mr. Adam W. Chapdelaine, Town Manager
Arlington, MA 02476

We, the undersigned, herewith submit a proposal for delivering to the Town of Arlington the following in accordance with the Invitation for Bid and Specifications furnished to us:

Exclusions: The Town of Arlington reserves the right to reduce man hours one time per year at the following locations to accommodate changes in available cleaning budget. Reductions of hours will not exceed 15% of the total contract cost. Locations include Town Hall, Gibbs School, Central School, Fox and Robbins Library, Department of Public Works, Robbins Whittemore House, Jarvis House.

All cleaning staff will be required to report for work unless a state of emergency is declared by the Governor of Massachusetts. Staff will be required to report to work 1 hour after the state of emergency has been lifted.

Award based on the Total Yearly Price for year #1. Award will be made based on the lowest yearly price for all the facilities combined.

CLEANING SERVICES, Fox and Robbins Library

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Fox and Robbins Library

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Fox and Robbins Library

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Fox and Robbins Library

A. Per Month _____ x 12 = _____

CLEANING SERVICES, Town Hall

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY	Per Month	Yearly
Town Hall		
A. Per Month	_____ x 12	= _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY	Per Month	Yearly
Town Hall		
A. Per Month	_____ x 12	= _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY	Per Month	Yearly
Town Hall		
A. Per Month	_____ x 12	= _____

CLEANING SERVICES, Department of Public Works

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Department of Public Works

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Department of Public Works

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Department of Public Works

A. Per Month _____ x 12 = _____

CLEANING SERVICES, Central School

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Central School

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Central School

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Central School

A. Per Month _____ x 12 = _____

CLEANING SERVICES, Whittemore Robbins House

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Whittemore Robbins House

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Whittemore Robbins House

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Whittemore Robbins House

A. Per Month _____ x 12 = _____

CLEANING SERVICES, Jarvis House

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Jarvis House

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Jarvis House

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Jarvis House

A. Per Month _____ x 12 = _____

CLEANING SERVICES, Jefferson Cutter House

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY	Per Month	Yearly
Jefferson Cutter House		
A. Per Month	_____ x 12	= _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY	Per Month	Yearly
Jefferson Cutter House		
A. Per Month	_____ x 12	= _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY	Per Month	Yearly
Jefferson Cutter House		
A. Per Month	_____ x 12	= _____

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly

Recreation Office

A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly

Recreation Office

A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly

Recreation Office

A. Per Month _____ x 12 = _____

YEAR #1 – (7/1/19 – 6/30/20)

FACILITY Per Month Yearly
Daycare Center
A. Per Month _____ x 12 = _____

OPTION YEAR #2 – (7/1/20 – 6/30/21)

FACILITY Per Month Yearly
Daycare Center
A. Per Month _____ x 12 = _____

OPTION YEAR #3 – (7/1/21 – 6/30/22)

FACILITY Per Month Yearly
Daycare Center
A. Per Month _____ x 12 = _____

TOTAL YEAR PRICE FOR YEAR #1 (ALL BUILDINGS): \$ _____

References

1. _____
(Contact Name) (Phone number where contact is easily reached) (Location)

2. _____
(Contact Name) (Phone number where contact is easily reached) (Location)

3. _____
(Contact Name) (Phone number where contact is easily reached) (Location)

Bidder information

Name of company: _____

Signed: _____

Print Name and Title: _____

Address: _____

Telephone Number: _____

Date: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under 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.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**