



ORIGINAL



Town of Arlington



Bid for Cleaning Services for Ottoson Middle School & Arlington High School

May 19, 2021



May 17, 2021

Town of Arlington  
Office of the Town Manager/Purchasing Department  
730 Massachusetts Ave.  
Arlington, MA, 02476

Please find enclosed our proposal to provide contracted cleaning services to Arlington High School & Ottoson Middle School.

S. J. Services Inc. is the leading contract cleaner of schools in Massachusetts. We provide very similar cleaning programs to school districts throughout Massachusetts.

Due to the amount of schools that we service, S. J. Services Inc. has been certified by the Massachusetts Criminal History Systems Board to have speedier and more direct access for background checks of our employees. We use the Statewide Applicant Fingerprint Identification Services (SAFIS) on employees and we are certified by the Massachusetts Criminal History System Board for conducting CORI/SORI background checks to assure that responsible people are in place at all of the schools that we clean.

We are very experienced in **Green** cleaning programs and will partner with the school in these efforts, which will bring extra value and a healthier indoor environment for the building occupants.

Sincerely,

Daniel Shea  
Director of Business Development  
[danielshea@sj-services.com](mailto:danielshea@sj-services.com)  
(351) 201-9276

Hartford, CT

235 Newbury Street  
Danvers, MA 01923  
978.750.1033  
[www.sj-services.com](http://www.sj-services.com)

Manchester, NH



## **Experience**

Our Mission Statement:

*“S. J. Services Inc. is a leading building service contractor providing excellent building services to our clients while providing to our associates a safe, honest and healthy work place and industry leading compensation.”*

S. J. Services Inc. is a full-service contract cleaning company with over 38 years of continuous operations and day-to-day management by the founding principles. Our management team has more than 200 years of combined experience managing cleaning and maintenance programs for our clients.

On a daily basis, we employ over 1,300 cleaners cleaning in over 40 million sq. ft. of floor space throughout New England.

We provide custodial services in many different types of facilities, but the majority of our clients are Educational Facilities in New England, including the Danvers Public Schools, the Whitman-Hanson Regional School District as well as many others.

As a leader in our industry within the Northeast region, we maintain one of the best contract retention rates in the industry as a result having a productive, cost effective and consistent program of service. We believe our strong client satisfaction levels are a direct result of our comprehensive training programs.

## **Memberships in Professional and Related Associations**

S. J. Services Inc. is a member of the following organizations;

- APPA, Leadership in Educational Facilities.
- Massachusetts FAC81 Certified Vendor.
- Massachusetts DCAMM Certified Vendor.
- Rhode Island DCAMM Certified Vendor.
- ISSA, Worldwide Cleaning Association.
- Building Services Contractors Association International (BSCAI).
- Maintenance Contractors of New England Association.
- Federal GSA, Building Maintenance & Operations, Best-in-Class Vendor.

**CLEANING SERVICES, OTTOSON MIDDLE SCHOOL**

**YEAR #1 – (7/1/21 – 6/30/22)**

FACILITY	PerMonth		Yearly
OttosonMiddle School			
A. Per Month	<u>\$11,560.</u>	x12	= <u>\$138,720.</u>

**OPTION YEAR #2 – (7/1/22 – 6/30/23)**

FACILITY	PerMonth		Yearly
OttosonMiddle School			
A. Per Month	<u>\$11,560.</u>	x12	= <u>\$138,720.</u>

**OPTION YEAR #3 – (7/1/23 – 6/30/24)**

FACILITY	PerMonth		Yearly
OttosonMiddle School			
A. Per Month	<u>\$11,560.</u>	x12	= <u>\$138,720.</u>

**CLEANING SERVICES, Arlington High School Bldg. "F", Arlington High School Bldg. "B"2nd floor, Arlington High School Bldg. "B"partial 4th floor**

**YEAR #1 – (7/1/21 – 6/30/22)**

FACILITY	Per Month		Yearly
Arlington High School			
A. Per Month	<u>\$19,265</u>	x 12	= <u>\$231,180.</u>

**OPTION YEAR #2 – (7/1/22– 6/30/23)**

FACILITY	Per Month		Yearly
Arlington High School			
A. Per Month	<u>\$19,265</u>	x 12	= <u>\$231,180.</u>

**OPTION YEAR #3 – (7/1/23 – 6/30/24)**


FACILITY	Per Month		Yearly
Arlington High School			
A. Per Month	<u>\$19,265</u>	x 12	= <u>\$231,180.</u>

**References**

1. Leif Rochna 978-265-6828 Danvers Public Schools  
(Contact Name) (Phone number where contact is easily reached) (Location)
  
2. Ernie Sandland 781-618-7435 Whitman-Hanson Regional School District  
(Contact Name) (Phone number where contact is easily reached) (Location)
  
3. John Chirichiello 617-228-3352 Bunker Hill Community College  
(Contact Name) (Phone number where contact is easily reached) (Location)

**Bidder information**

Name of company: S. J. Services, Inc.

Signed:   
Daniel Shea - Director of Business Development

Print Name and Title:

Address: 235 Newbury Street  
Danvers, MA 01923

Telephone Number: 351-201-9276

Date: 5/17/2021

# 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)**

Daniel Shea

**(Name of individual submitting bid or proposal)**

S. J. Services, Inc.

**Name of Business**


5/17/2021

**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.

04-3214662.

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**



### **Employee Screening: CORI / SORI**

S. J. Services Inc. conducts comprehensive screening of all applicants. We use the following procedures for all applicants.

We use the Statewide Applicant Fingerprint Identification Services (SAFIS) on employees and we are certified by the Massachusetts Criminal History System Board for conducting CORI/SORI background checks.

We have been doing this for many years and have designated our Director of Human Resources, Sheila Hanrahan, as our SAFIS/CORI officer. All employees undergo these checks including all cleaners, managers, executive staff and special service crews.

### **Other screening procedures:**

1. All applicants must fill out a written application.
2. All applicants must present original documents including photo identification from a recognized government agency and a Social Security Card.
3. Social Security numbers are checked with the Social Security Administration.
4. An S. J. Services manager personally interviews all candidates.
5. All work and personal references are checked.
6. Federal I-9 and W-4 forms must be filled out.





## **Employee Training**

S. J. Services Inc. places a strong emphasis on training throughout the company. We recognize the value for all involved as a properly trained employee has far less safety and QC issues than an untrained cleaner.

ALL employees in the company receive both initial and on-going training through in-house programs, off-site seminars and on-line training including; general business, environmental, facilities management, and the latest innovations within the janitorial industry. SJS shall provide employee certifications of job related training upon award of contract.

## **Training Highlights**

- Safety training
  - OSHA, environmental, general
  - Emergency protocols
  - Wet floor training, use of wet floor and other signage
  - Personal Protective Equipment (PPE) use
  - Hazcom (hazard communication), Right to Know
  - Proper use of extension cords
- Equipment and Product training
  - Proper use, care and storage of all tools, equipment and cleaning agents
  - Green Seal cleaning products and systems
  - Anti-microbial
  - Equipment repair
- Procedures training
  - Methodology and assignments
  - Blood borne pathogens, Infection Control
  - HIV Awareness, Hepatitis B precautions
  - Asbestos Awareness (AHERA)
  - Universal Precautions
  - Communication
  - Cross-contamination
  - Restroom sanitation
  - Carpet care
- Other
  - Sexual harassment
  - Site specific security training
  - Active Shooter
  - Key Control



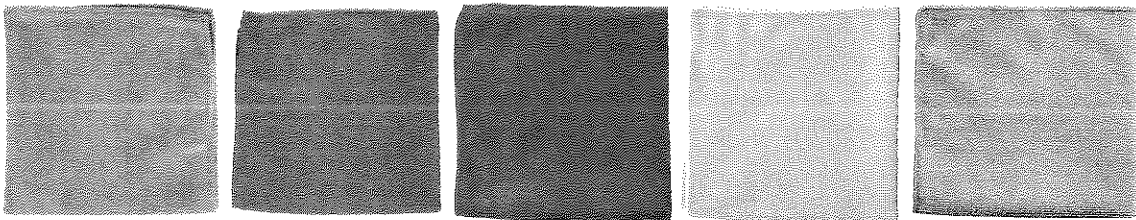


## **Green Cleaning**

S. J. Services has a strong commitment to **Green Cleaning** and eliminating “cross-contamination” because we recognize the benefits it provides to the building occupants and maintaining a healthy building environment.

Our standard program includes Green Seal certified cleaning products and equipment that are environmentally sensitive and prevent cross contamination as a result of janitorial procedures and equipment. Research shows occupants of buildings with environmentally sensitive cleaning programs, that help to improve Indoor Air Quality, are more productive and health related issues are decreased.

- Green Seal certified cleaning products
- Dispensing Control Units to provide proper chemical dilution and inventory control
- Continued staff training and education in the proper use and application of equipment and cleaning solutions.
- Color-coded wet mop system so, for example, mops that are used in restrooms and not used in other parts of the building. See below:



**BLUE**  
Mirrors/Glass

**GREEN**  
General

**RED**  
Toilets/Urinals

**YELLOW**  
Dusting

**GRAY**  
Cafeteria

**We shall maintain this program and the costs are included in our pricing so there is no added charge.**

Hartford, CT

235 Newbury Street  
Danvers, MA 01923  
978.750.1033  
[www.sj-services.com](http://www.sj-services.com)

Manchester, NH



**Insurance**

S. J. Services agrees to abide by all insurance requirements in this contract. We have attached an illustration of our current coverage.

**Hartford, CT**

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Danvers, MA 01923  
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[www.sj-services.com](http://www.sj-services.com)**

**Manchester, NH**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cross Insurance-Wakefield 401 Edgewater Place Suite 220  Wakefield MA 01880		<b>CONTACT NAME:</b> Emily LeBlanc <b>PHONE (A/C, No, Ext):</b> (781) 914-1000 <b>FAX (A/C, No):</b> (781) 224-5777 <b>E-MAIL ADDRESS:</b> emily.leblanc@crossagency.com	
<b>INSURED</b> S.J. Services Inc. 235 Newbury Street  Danvers MA 01923		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Axis Surplus Ins Co <b>NAIC #</b> 26620 <b>INSURER B:</b> Selective Insurance Co of Southeast      39926 <b>INSURER C:</b> Starstone National Ins. Co.      25496 <b>INSURER D:</b> Wesco Ins. Co.      25011 <b>INSURER E:</b> Illinois Union Ins. Co. <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL21556241      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BINDER/TBD	05/06/2021	05/06/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ Excluded
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			A9108276	05/06/2021	05/06/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	<input type="checkbox"/> UMBRELLA LIAB			G75640213ALI	05/06/2021	05/06/2022	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> CLAIMS-MADE	RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WWC3478648	06/01/2020	06/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Contractors Pollution Liability			CPY G71203955 003	05/06/2021	05/06/2022	Each Pollution Condition \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage Only

<b>CERTIFICATE HOLDER</b>  Evidence of Insurance	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  