

PURCHASING DEPARTMENT  
**TOWN OF ARLINGTON**  
730 Massachusetts Avenue  
Arlington, MA 02476  
Telephone 781.316.3003  
Fax 781.316.3019

June 18, 2024  
Invitation for Bids #24-35

**Cleaning Services – Ottoson Middle School & Arlington High School**  
**ADDENDUM NO. 2**

The attention of Bidders submitting bids for the above-referenced project is called to the following Addendum to the Invitation for Bids. The items set forth herein, whether of omission, addition, substitution, or clarification, shall be included in and form a part of the proposal submitted and shall become part of the Contract.

1. **Sign-in Sheet from Pre-bid Conference**: See attached.

2. **Specifications, PARA 1, LOCATION**

Omit the references to Buildings F and B at Arlington High School.

3. **Questions Submitted by Bidders**

a. **Question**: As new sections of Arlington High School open, will the cleaning locations assigned to the contractor change?

**Answer**: Yes, but the total person-hours required per day shall remain the same.

b. **Question**: What is the current contractor's level of staffing at each location?

**Answer**: Ottoson Middle School - 4 persons x 6 hours per day. Arlington High School - 5 persons x 8 hours per day.

c. **Question**: What is the square footage of each school?

**Answer**: Arlington High School – 420,000 sf. Ottoson Middle School – 173,500 sf.

d. **Question**: Will the Town provide all cleaning supplies and equipment?

**Answer**: Yes.

e. **Question**: Can you confirm that the vendor will supply labor only?

**Answer**: Yes.

f. **Question**: Will the Town maintain all equipment?

**Answer**: Yes.

- g. **Question:** Will the Town provide stripper and wax finish?  
**Answer:** Yes.
- h. **Question:** Will the Town's custodians help the contractor with floor stripping and waxing?  
**Answer:** The contractor will have full responsibility for floor stripping and waxing the areas to which it is assigned. The Town's custodians will be responsible only for floor stripping and waxing areas not assigned to the contractor. Note: there is no stripping or waxing at Arlington High School.
- i. **Question:** Is window washing included in the scope of services?  
**Answer:** Yes, interior window washing only.
- j. **Question:** Can the Town provide a list of holidays?  
**Answer:** See attached. The holidays on this list are those that the Town's custodians and the contractor shall not work at the sites.
- k. **Question:** Do you pay holidays?  
**Answer:** No.
- l. **Question:** Was the pre-bid conference mandatory?  
**Answer:** No.
- m. **Question:** What is the annual contract price?  
**Answer:** The amount of the current contract is \$399,048 annually.
- n. **Question:** Who is the current vendor?  
**Answer:** The current vendor is MP Building Services LLC of Methuen, MA.
- o. **Question:** Are the employees of the current contractor part of a union?  
**Answer:** No.
- p. **Question:** Can you confirm that no bonds are required?  
**Answer:** Correct. In accordance with M.G.L. c.30B, no bid bond, performance bond or payment bond is required.

All other terms and conditions of the bid documents remain unchanged.

**ADDENDUM MUST BE ACKNOWLEDGED ON THE BID FORM. FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NON-RESPONSIVE.**

James Feeney  
Town Manager



## 2024 Holidays

NEW YEARS DAY	Monday, January 1
MARTIN LUTHER KING DAY	Monday, January 15
PRESIDENT'S DAY	Monday, February 19
GOOD FRIDAY	Friday, March 29 <sup>th</sup> -DPW ½ Day
PATRIOTS DAY	Monday, April 15
MEMORIAL DAY	Monday, May 27
JUNETEENTH	Wednesday, June 19
INDEPENDENCE DAY	Thursday, July 4
LABOR DAY	Monday, September 2
INDIGENOUS PPL DAY	Monday, October 14
VETERANS DAY	Monday, November 11
THANKSGIVING	Thursday, November 28 - full day holiday Friday, November 29 – closed
CHRISTMAS EVE	Tuesday, December 24
CHRISTMAS	Wednesday, December 25