

**CITY OF MALDEN  
INVITATION TO SUBMIT  
REQUEST FOR PROPOSALS FOR  
JANITORIAL SERVICES**

The City of Malden, as the issuing authority, invites sealed proposals for Janitorial Services.

Proposal documents may be obtained from the Superintendent's Office, Malden City Hall, 200 Pleasant Street, Malden, MA 02148 or on the City of Malden's website at [www.cityofmalden.org/school](http://www.cityofmalden.org/school).

All proposals shall be submitted to Dr. David DeRuosi, Superintendent Malden Public Schools, City of Malden, no later than 9:00 A.M. on Tuesday, May 13, 2014. The bid opening will take place at 10:00 AM on Tuesday, May 13, 2014.

Security deposits will be required in the form of a bid bond, certified check or cashier's check, from a responsible bank, trust company, or insurance institution, in the amount of 5% of the total proposal price for the first contract year, payable to the City of Malden.

The City of Malden reserves the right to reject any or all proposals, or to waive any formalities or defects in any proposals, should it deem it to be in the best interest of the City.

This contract is subject to the Uniform Procurement Act, Massachusetts General Laws, Chapter 30B, Section 6, which is hereby incorporated by reference into this proposal.

All bidding contractors are encouraged to conduct pre-bid site inspections and become knowledgeable of existing circumstances and/or conditions of the facility. All contractors must be accompanied by designated City of Malden management personnel while engaged in site inspection activities.

Bidders are required to submit a "Company Resume" which will contain information relative to the organization of the bidder's cleaning service business, including date of incorporation, organizational structure, headquarters, field offices, size, work force, management structure, and training programs.

**CITY OF MALDEN  
SPECIFICATIONS FOR JANITORIAL MAINTENANCE SERVICES**

**PURPOSE:**

The intent and purpose of this Request for Proposal is to establish a contractual price agreement for the performance of janitorial maintenance. The term of the contract to be awarded pursuant to this Request for Proposal shall be for a period of one (3) year with an option for renewal for one (1) additional year upon mutual agreement between the City of Malden and the Contractor. The City of Malden and the Contractor shall have a mutual agreement in exercising this option. The City of Malden and the Contractor shall provide notice of this option renewal no later than sixty (60) days prior to the end of the then current annual terms.

The contract shall be awarded to the most advantageous proposal, taking into account both non-price criteria and contract price. The City of Malden expressly reserves the right to award a contract to a proposer other than the one offering the lowest contract price if it is determined to be in the City's best interest.

**SCOPE OF WORK:**

The contractor, unless otherwise specified, shall furnish all labor, tools, supplies, and equipment necessary for the complete and satisfactory performance of janitorial maintenance services at the following locations:

Ferryway School located at 150 Cross Street, Malden, MA. The total space to be cleaned within Ferryway School is approximately 138,000 square feet.

Linden STEAM Academy located at 29 Wescott Street, Malden, MA. The total space to be cleaned within the Linden STEAM Academy is 138,300 square feet.

Beebe School located at 401 Pleasant Street, Malden, MA. The total space to be cleaned within the Beebe School is 152,400 square feet.

Forestdale School located at 74 Sylvan Street, Malden, MA. The total space to be cleaned within the Forestdale School is 115,000 square feet.

Early Learning Center located 257 Mountain Ave, Malden, MA. The total space to be cleaned within the Early Learning Center is 49,000 square feet.

**PROPOSAL SUBMISSION REQUIREMENTS:**

All proposals are to be delivered to the place specified and no later than the time specified.

Proposers shall submit two copies in separate, sealed envelopes of the price and non-price proposals. Each school location should be priced out individually. The price envelope shall be clearly marked “**Bid Proposal for Malden Public Schools Janitorial Services**”. The contract will be awarded within thirty days after the bid opening and may be extended to forty-five additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder.

Every proposal shall be accompanied by a bid deposit in the amount of five percent (5%) of the total first year price. The bid deposit shall be in the form of a bid bond, certified check, treasurer’s check or cashiers check made payable to the City of Malden.

**CONTRACTOR REQUIREMENTS:**

For the prospective contractor to qualify for consideration, it is mandatory that the following requirements be met:

Provide evidence that the contractor has engaged in the janitorial contracting business, operating under the same business name and business organization structure and, performing the type of work described in a “Company Resume,” for a minimum of ten (10) years. If a full compliment of staff is unable to be provided, the contractor shall make compensation, to the City of Malden in the form of reimbursement for substitute cleaners.

Provide the City of Malden with a Performance Bond in the amount of one hundred percent (100%) of the highest yearly contract price prior to commencement of work and not later than fifteen (15) calendar days from notice of award. The Performance Bond shall be executed by a surety company acceptable to the City of Malden and licensed by the Commonwealth of Massachusetts Division of Insurance.

Provide at least five (5) references that are satisfactory to the City of Malden that will serve to illustrate the ability of your firm to act as the primary contractor to accomplish janitorial services in accordance with this specification and permission to visit referenced sites will be required if necessary. All references used for this purpose shall be:

public or private schools, and public agencies, commercial or industrial accounts that your firm has provided janitorial maintenance service for while serving in the capacity as the “primary” janitorial contractor versus the sub-contractor.

a school that you have maintained a contractual work agreement for accomplishing janitorial maintenance services on a minimum service schedule of five (5) days/nights per week basis for a period of not less than twelve (12) consecutive calendar months no earlier than June 30, 2012. This account shall be one that has been invoiced at a minimum of \$100,000 during the aforementioned 12-month period.

References provided should be an account that meets the following conditions:

satisfactory accomplishment of janitorial maintenance services equal to or greater than those specified for the Malden Public School listed in this proposal.

Certification of insurance acceptable to the City shall be provided to the City of Malden prior to the commencement of work and shall be provided no later than fifteen (15) calendar days from the notice of contract award. Insurance shall remain enforced during the full term of the contractual agreement and/or until work is completed and accepted by the City of Malden.

All proposals shall include the non-collusion form, tax compliance certificate and reference form, which are included in this request.

**EMERGENCY AND/OR SPECIALTY CLEANING:**

The contractor shall be required to provide personnel 24-hours per day, 7-days per week, for cleaning due to an emergency or special conditions as deemed necessary by the Building Supervisor or his designee.

**AUTHORITY OF CITY AND AUTHORIZED AGENTS:**

All the work done under this contract shall be done to the satisfaction of the Building Supervisor or his designee, who shall in all cases, determine the amount, quality and acceptability of services rendered.

**AGENT/OWNER REPRESENTATIVE:**

The agent and owner representative for the Malden Public School is the Building Supervisor or his designee.

**SUB-CONTRACTING:**

The Contractor shall not subcontract with an outside firm.

**INDEMNIFICATION:**

The Contractor shall assume defense of and hold the City and its agents and employees harmless from all suits and claims against them arising from use of any invention, patent right, material, labor or employment, or from any act or omission or neglect of the Contractor, his agents employees or any sub-contractor in carrying on the work.

**LAW:**

The Contractor shall conform to all requirements of law and those of all other public authorities relating to the methods or materials used, or the persons employed in their work.

**PROTECTION OF PERSONS:**

The Contractor shall take all proper precautions to protect persons from injury, unnecessary interference or inconvenience. The Contractor agrees to hold the City harmless from any and all liability of every nature and description which may be suffered through bodily injuries, including death, to any person or persons, by reason of negligence of the Contractor, his agents, or employees, or any sub-contractor.

**PERSONNEL:**

The Contractor shall use qualified personnel who are directly employed/supervised by the Contractor. The Contractor shall conduct a background investigation on all employees to ensure that they are of sound moral character and in possession of valid work papers "Green Card," if required. All employees shall be carefully selected, well trained and motivated to do a good job.

**EMPLOYEE IDENTIFICATIONS:**

Identification tags giving the name of the employee and company shall be worn at all times. Nametags shall be provided by the contractor and shall be approved by the City of Malden.

**SAFETY PRECAUTIONS:**

The Contractor shall employ all necessary safety precautions to prevent injury to persons, property and equipment.

**PAYMENT:**

The Contractor will be paid on a monthly basis. An invoice or invoices, as determined by the City, will be presented for services performed. It is agreed by the Contractor that performance of the foregoing shall be payable in twelve (12) monthly payments. The payment amount is calculated by dividing the annual bid amount by twelve.

**LENGTH OF CONTRACT:**

The Contract shall be for a period of three (3) years with an option for renewal for one (1) additional year at the mutual agreement between the City of Malden and the Contractor.

**CANCELLATION OF CONTRACT:**

The City of Malden reserves the right to cancel and terminate the contract, in whole or in part, in the event that the services provided by the Contractor prove to be unsatisfactory or it is determined to be in the best interest of the City of Malden to do so.

**BASIS FOR AWARD:**

The contract will be awarded to the most advantageous proposal, taking into account both non-price criteria and contract price which will be defined as the total for (3) three years. The City expressly reserves the right to award a contract to a proposer other than the one offering the lowest contract price if it is determined to be in the City's best interest to do so.

**CONTRACT DOCUMENTATION/AUTHENTICATION:**

The proposal response, together with the specifications, and the award letter signed by the Superintendent, shall constitute the contract.

**CONTRACT EQUIPMENT:**

The Contractor, with his proposal, shall provide a list of all equipment to be used in the general daily cleaning of each building. This equipment shall be new and shall remain in each building for the duration of this contract. The City reserves the right to inspect, at any time, the equipment used by the Contractor.

**SECURITY CONDITIONS:**

It shall be the responsibility of the Contractor to see that in areas where any windows are open or opened by any one of the cleaner's personnel, to see that these windows are closed at the completion of the job. Any damage done to the building, equipment and/or materials due to the negligence of the contractor's personnel by not closing the windows shall be assumed by the Contractor. It shall be the responsibility of the Contractor to see that all lights, which have been turned on by his employees, are extinguished when leaving the area. All areas that require unlocking to enter for cleaning or washing and waxing shall be re-locked at the completion of the job in that particular area.

Contractor's employees shall only use those spaces identified by the City when they stop for lunch, refreshment or coffee break. City computers, phones, typewriters, and other equipment or appliances must not be tampered with or used. The contractor shall assume any damages or charges to such equipment or appliance due to the Contractor's personnel.

The contractor shall take all proper precautions to protect the City of Malden property from damage. Should any damage to City property be caused by the Contractor or Contractor personnel, the Contractor will be required to make repairs immediately. The City may, however, elect to make repairs or replacement of damaged property itself and deduct the cost from monies due the Contractor.

Prior to leaving the buildings that do not have City of Malden employees working, contractors cleaning personnel shall secure all doors, close all windows, turn off lights, and activate security alarm.

## **SUPERVISION:**

The Contractor shall provide his own on-site supervision for the total and complete janitorial services specified throughout this contract. Supervisors shall be responsible for all of the buildings to be serviced and shall be employed for the sole purpose of supervising the janitorial services specified in this contract. Contractor shall equip the supervisor with a pager and/or cell phone so that the City's personnel may contact him during the hours of cleaning. Supervisor shall inspect all work in each building to ensure his staff accomplishes nightly cleaning. If work is not completed, he is to have proper personnel return to the job site and finish cleaning. All work is to be completed before the next business hours.

Supervisor shall be present at all meetings scheduled by the Superintendent or his designee.

NOTE: Supervisor will respond to all pager or cell phone calls within a reasonable amount of time. All calls will be during the working hours for cleaning all buildings.

## **INSPECTIONS:**

The Contractor shall prepare a checklist of all areas to be cleaned with such list submitted to the City's agent for his approval on a daily basis. (This list shall be provided with his bid). An inspection shall be conducted by the City of Malden's Superintendent or his designee and the Contractor's Supervisor, utilizing this checklist. If work performance is deemed satisfactory during the first three (3) months of the contract, the inspections may be reduced to one (1) per week; however, the frequency of these inspections can be increased at the sole discretion of the City.

Following the inspection, immediate steps shall be taken by the Contractor's supervisor to correct any deficiencies noted. A copy of the inspection report will be given to the Contractor's supervisor and a copy will be filed with the City. Again, this checklist will be provided with the Contractor's bid.

## **SCHOOL NIGHT PORTER:**

The Contractor shall provide one (1) person employed as a night porter to be present daily, between the hours of 3:00 pm and 11:00 pm.

Night porters shall perform security duties such as locking doors, closing windows, allowing into the building authorized persons only, turning off lights, and activating the security alarm. Night porters shall fill out the log book supplied by the contractor with the following information: names of cleaning personnel and the hours they work, areas cleaned maintenance problems, or messages to the Superintendent or his designee.

Night porters shall perform customer service for persons authorized to use the building. Night porter shall set-up furniture and equipment when needed or scheduled, and return it to storage when it is no longer in use. The night porter shall take notice and report any mechanical failures to the Superintendent or his designee or if it is not an emergency, enter the information into the logbook.

Night porter shall meet daily with the Superintendent or his designee for instructions and information on scheduled building use and nightly cleaning issues. The night porter shall take instruction from the Superintendent or his designee assigned to supervise the building between the hours of 3:00 pm and 11:00 pm, Monday thru Friday of each week.

The night porter may be required to perform additional janitorial duties delegated by the Superintendent or his designee. Additional duties must not result in a loss of customer service previously mentioned.

Night porters shall present themselves in a professional manner wearing a uniform and an identification badge at all times. Night porters shall be responsible for the safety and maintaining of all equipment supplied by the contractor to accomplish the janitorial services specified in this contract.

**SUPPLIES AND EQUIPMENT:**

All equipment and supplies to perform the cleaning services will be provided by the contractor excluding light bulbs, lavatory supplies such as paper towels, toilet tissue, and hand soap (items noted will be supplied by the City).

All equipment used by the Contractor shall be in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons and the City's property. Any equipment that does not meet this requirement must be repaired to its proper operating condition prior to further use or it must be removed from the premises. All equipment removed from the premises must be replaced expeditiously so that the normal routine cleaning will not experience any delays.

Night porter shall be responsible to contact the following persons or department in the event of an emergency or mechanical failure:

- ❖ Fire Department
- ❖ Police Department
- ❖ Superintendent of Public Schools or his designee

**Night Porter Requirements:**

Night porters shall have at least five (5) years experience in janitorial cleaning supervision. The night porter must have the ability to speak, read, and write in English to effectively supervise and receive instructions and communicate to City of Malden representatives in times of emergency.

The City of Malden superintendent and his designee prior to working in any building will interview night porters. The Contractor shall submit a copy of his employment application for review by the Superintendent and the Malden Police Department.



Night porters shall be present for the pre-determined number of days scheduled for the Malden Public School. All new night porters assigned to a building shall work for five (5) nights prior to the commencement of school. The purpose for this is to provide the necessary training in such areas as security, mechanical systems, knowledge of the facility, building usage schedules, and to familiarize himself with City of Malden Superintendent of Public Schools or his designee and School personnel.

**NOTE: The night porter position is not intended to lessen the cleaning responsibilities of the crew assigned to clean the building at night. It is to achieve through supervision, a high standard of cleanliness as specified in this contract, and to provide the required level of customer service to the users of the facility.**

**Cleaning Personnel:** The contractor shall supply competent, supervisory personnel and all employees shall perform the services outlined herein. The Contractor shall thoroughly interview, screen and reference check all of its personnel to be assigned at each of the schools listed in this contract to assure that they are of good moral character and have no objectionable behavior traits. Sub-contractors will not perform any duties unless approved by the Superintendent of Public Schools or his designee.

The City shall have the right to require the Contractor to remove and/or replace any of its personnel working on the premises and the Contractor agrees to comply with such request.

The Contractor agrees that no person or persons other than his employees, executives or administrators, shall be brought into the premises unless the City grants permission in advance. Malden residents, if equally qualified, shall have hiring preference.

**SUPPLIES AND EQUIPMENT:**

All equipment and supplies to perform the cleaning services will be provided by the contractor excluding light bulbs, lavatory supplies such as paper towels, toilet tissue, and hand soap (items noted will be supplied by the City).

All equipment used by the Contractor shall be in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons and the City's property. Any equipment that does not meet this requirement must be repaired to its proper operating condition prior to further use or it must be removed from the premises. All equipment removed from the premises must be replaced expeditiously so that the normal routine cleaning will not experience any delays.

The following list of equipment will be kept on site at all times:

### **EQUIPMENT LIST TO BE KEPT ON SITE:**

- 2 Dual 20" Automatic scrubbing machines
- 1 20" Automatic 2,000 high speed burnishing machine
- 1 30 gallon extraction carpet cleaning unit
- 2 2,000 rpm high speed burnishers
- 2 5 gallon wet/dry vacuums

Miscellaneous vacuums and equipment  
All vacuums will be HEPA filtered.

### **MINIMUM EVALUATION CRITERIA:**

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

- 1. A completed and signed proposal signature form.
- 2. A bid deposit in the amount of five percent (5%) of the total first year price.
- 3. A completed reference list form.
- 4. A completed and signed Certificate of Non-Collusion and Tax Compliance form.
- 5. A completed equipment list including condition of equipment.
- 6. Carry the required amount of insurance as shown by the insurance requirement enclosed herewith.
- 7. Employee training plan; showing proper procedure and use of equipment.
- 8. Resume of the company.
- 9. Provide evidence that the contractor has engaged in the janitorial business operating under the same business name and business organization structure and performing the type of work described in your company resume, for a minimum of ten (10) years.
- 10. Provide evidence that the contractor maintained a contractual work agreement for accomplishing janitorial maintenance services on a minimum service schedule of five (5) days/nights per week basis for a period of not less than twelve (12) consecutive calendar months no earlier than 2009.

### **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 ten years.

**Advantageous** – The Contractor has engaged in the field of professional cleaning services of public or private schools at the secondary, university or college level for five to seven years and

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 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.

**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 by telephone and the Contractor will provide a complete list of numbers to the Superintendent of Public Schools or his designee. 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 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. The supervisor will be accessible via telephone and the Contractor will provide this number to the Superintendent of Public Schools or his designee. The Contractor will have up to ten 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 of his/her representative is available via telephone. The Contractor is unable to provide fill-in staff in the event of employee absence.

**WORK REQUIREMENTS:**

These specific work requirements have been developed to provide both a sanitary and pleasant environment for teachers, employees, students, and visitors to the Malden Public Schools. It is expected that the successful bidder shall do all work as outlined and any extra or incidental work as may be considered necessary, from time to time, to complete the work in a satisfactory manner.

**Cleaning Person – Days**

The Contractor shall provide for two (2) persons to be present daily, Monday thru Friday, between the hours of 7:00 a.m. and 3:30 p.m. (1/2 hour lunch break) except at the Early Learning Center. Only one (1) person is to be present daily, Monday thru Friday, between the hours of 7:00 a.m. and 3:30 p.m. at the Early Learning Center. These persons shall perform general cleaning duties, as designated by the Superintendent of Public schools or his designee. Such duties may include, but are not necessarily limited to - cleaning of entry areas (including litter around the entire building); glass cleaning; and general cleaning of corridors, stairwells, lavatories and lunch time cafeteria work, etc. These positions are not intended to lessen the cleaning responsibilities of the crew, which arrives later in the day, but rather to maintain a high standard of cleanliness throughout the day. If these persons are not on the job as specified his or her daily pay shall be deducted from monthly payment. These persons will be required to sign in and out at the main office every day.

These persons will be on only during the 180-day school year. On days in which snow has fallen or is predicted to fall, these individuals may be requested to report to the schools by 6:00am for the purpose of snow removal. Snow will need to be removed from walkways, stairs in front of buildings, by doorways for emergency exits, and all paths leading into the main entrance of the building.

Schedule for Cleaning: All daily cleaning shall be done during non-school hours, unless otherwise specified by the Building Supervisor or his representative. Cleaning shall be done between the hours of 4:00 pm and 11:00 pm in all school buildings. Vacation and summer cleaning schedules shall be submitted to the Building Supervisor one (1) week prior to vacation.

### **1. Daily Cleaning - Classrooms**

During nights when night school is in session, these rooms shall be cleaned before and after class sessions. A list will be provided by the City showing rooms that are being used for night school.

Empty waste baskets and wash, dry mop floors in general, sweep, vacuum carpeted rooms, dress and buff flooring as necessary; dust all horizontal surfaces using treated cloth or yarn duster, to include furniture, office equipment, window sills, door ledges, baseboards, etc., within normal reach; dust air vents, remove finger marks from door glass, remove cobwebs from corner, floor and ceiling. All desks and chairs shall be moved nightly to accomplish the work on the complete classroom floor area. Clean and polish classroom sinks. .

### **2. Daily Cleaning - Litter**

All areas outside all buildings entrances will be cleared of litter and swept daily.

### **3. Daily Cleaning -Lavatories**

Empty wastebaskets and wash, wash urinals, wash sinks and bowls, wash toilets and both sides of toilet seats, clean mirrors, wash floors and glass shelves. Dust all partitions with treated cloth or yarn duster, wash tile walls, dispensers and receptacles. Restock supplies. A germicidal and sanitizing solution, approved by the Building Manager, shall be used in all lavatory cleaning. Give the name of products to be used with bid and supply MSDS sheets.

### **4. Daily Cleaning - Hallways**

The following procedures shall be followed:

- a. Dry mop floors - damp mop in bad weather. Buff and wax flooring as needed. In general, sweep, wash, dress and buff flooring as necessary. Clean and sanitize water fountains, clean all rubber mats, dust all woodwork and walls with treated cloth or yarn duster and remove dirt marks on the walls and lockers. Lockers shall be cleaned of any writing ink, pencil, etc., nightly.

- b. Hallways shall be high speed buffed nightly.
- c. Corridor windows - spot clean daily and wash all windows inside monthly.

**5. Daily Cleaning - All Lobbies/Entry Ways**

- a. Wash interior windows
- b. Mop and Spray buff floors as needed.
- c. Dust woodwork and sills with treated cloth or yarn duster
- d. Remove dirt marks on walls

**6. Monthly Cleaning - Classrooms**

Wash and spray buff floors, wash students desks if needed, wash waste baskets, wash blackboards (or as requested), remove all finger marks and smudge marks from doors, door frames and woodwork in general, wash all interior windows, inside and out, remove all objectionable footmarks and other similar marks from the walls. Monthly cleanings will begin in September and continue through June. The Contractor's working porters and the individual schools Foreman shall report, using the log book, the daily progress on monthly cleaning, listing the number of personnel who shall be performing the work for each work day of the monthly cleaning program.

**7. Vacation Cleaning - Classrooms**

Dust all light fixtures, dust down all ceiling corners, dust all furniture using treated cloth or yarn duster, wash all desks - top and bottom - removing gum, etc., wash blackboards and chalk trays, dust tops of blackboards and other materials mounted on the walls. Dust or vacuum all shades and blinds, dust all overhead pipes and sprinklers, dust all hanging light fixtures, remove finger marks from doors, door frames, woodwork in general, and glass, remove all footmarks and other dirt marks from walls. Wash wastebaskets, strip and wax floors. Wash exterior windows inside. Power vacuum carpeted areas and spot clean as required. Each room and corridor area shall receive a vacation cleaning during the three (3)-vacation periods - Christmas, February, and April.

**8. Vacation Cleaning - Hallways**

Clean and sanitize all drinking fountains, remove all finger marks and smudges from doors, door frames, and woodwork in general and glass. Dust all light fixtures, pictures and other materials mounted on the walls. Dust and wash walls with treated cloth or yarn duster, wash all rubber mats and floors, strip and wax floors. Wash face of all lockers.

**9. Vacation Cleaning - Lavatories**

Dust all light fixtures, dust ceiling corners with treated cloth or yarn duster, wash partitions and doors, wash all fixtures, wash floors, wax floors, restock all supplies such as paper towels, toilet tissue and liquid hand soap. (Items noted supplied by the City). This will be done during the three (3)-vacation periods; Christmas, February, and April.

### **Summer Cleaning**

Shall commence immediately after school closing in June except in the areas used by the Summer School. These areas will be cleaned on a daily schedule as described in this contract.

All areas of Ferryway, Linden, Beebe, Forestdale and ELC School rooms and corridors will be cleaned on a daily cleaning schedule. Immediately after Summer School term is concluded, these rooms and corridors will be given a summer cleaning to be completed no later than the third week in August. This shall also include all office areas.

This shall consist of items 6, 7 and 8 plus stripping and re-waxing of all floors in hallways, classrooms and offices. All classroom furniture shall be completely cleaned of any gum or foreign objects attached to tops and undersides of same.

All walls and partitions, including ceiling light fixtures, blackboards, chalk trays, etc., shall be completely cleaned and washed.

All lockers shall be cleaned and washed, inside and out. All windows shall be washed inside.

Summer cleaning shall be completed no later than August 24th. The Contractor shall submit a schedule of cleaning to the Superintendent of Schools or his designee prior to beginning work.

### **Carpeting**

Carpeting in all school buildings shall be cleaned during the summer vacation.

All furniture, including file cabinets, shall be moved by the contractor before cleaning and placed in the same position after cleaning is finished.

The contractor shall coordinate with all others to insure that carpet is not soiled after work is accomplished.

**The carpet in all locations is to be cleaned by the wet extraction method or equal.**

- 1) Equipment must be Van mounted**
- 2) A minimum water temperature of 160° -190°**
- 3) A minimum washing pressure of 500 lbs**
- 4) A minimum vacuum pressure of 13-14 inches**

If the bidder is going to sub-contract carpet cleaning, he will be required to submit it with his bid.

Name of company doing work, which has been a registered business in Massachusetts for at least five (5) years prior to bid opening date.

The company shall have a minimum of five (5) years experience in carpet cleaning using this method prescribed.

The company shall furnish five (5) letters of reference of which three (3) must be current school contracts. The letter shall include the square footage of the areas cleaned.

**Supplies and Equipment:**

All supplies and equipment to perform the cleaning services, excluding the light bulbs and bathroom supplies, will be supplied by the contractor. Contractor must give the name of products to be used with bid and supply MSDS sheets.

**Additional Requirements and Coordination:**

- a. Areas to be cleaned in school buildings are depicted on building drawings enclosed herewith.
- b. The owner or a corporate officer of the company to whom this contract is awarded shall be expected to visit all areas covered by the contract on a periodic basis to determine that all requirements are effectively being carried out.
- c. It shall be the responsibility of the Contractor to see that all lights which have been turned on by his employees are turned off when leaving the area.
- d. In areas where any windows are open or opened by any one of the contractor's personnel, it shall be the responsibility of the Contractor's supervisor to see that these windows are closed at the completion of the job. Any damage done to the building, equipment and/or materials due to the negligence of the Contractor's personnel by not closing the windows shall be assumed by the Contractor.
- e. All areas that require unlocking to enter for cleaning or washing and waxing shall be re-locked at the completion of the job in that particular area.
- f. Contractor's employees shall not use the offices or office furniture if and when they stop for lunch, refreshment or coffee breaks. School computers, phones, typewriters and other equipment or appliances must not be tampered with or used. Any damage or charges to such equipment or appliances due to the Contractor's personnel shall be assumed by the Contractor.
- g. No wash water is to be dumped in the yard area, on or around any shrubbery, or in any wash sinks at any time. Wash water must be dumped into utility sinks. These sinks must be cleaned after usage, removing all foreign material and flushing hot water to remove all wax and dirt from

the drains in order to eliminate any possibility of clogging. All mops will be rinsed clean after they have been used, to eliminate foul odors and the spreading of germs.

- h. There shall be a meeting of the Contractor or his supervisor at least once a week with the Buildings Supervisor or his representative for the purpose of determining all aspects of the contract and the performance of the Contractor. These meetings shall be discontinued at the Building Supervisor's direction, but may be resumed if he feels that any part of the contract is not being properly fulfilled.
- i. The contractor shall supply a schedule of work programs with his bid. Such schedule shall show when a room and/or hallway shall be washed & spray buffed in accordance with the agreed terms.
- j. If, for any reason, the daily work force shall not be on the job, the Buildings Manager shall be notified in advance. If work is not performed, City employees shall perform such duties and the contractor shall be billed accordingly. The Contractor will be billed at the City of Malden custodial hourly overtime rate.
- k. All rooms containing carpeting shall be HEPA vacuumed daily during the school year, plus general cleaning. All carpeting shall be spot cleaned during the year. All waste and other trash shall be removed from the building each night in plastic bags and disposed of in dumpsters; the Contractor will supply plastic bags. In addition, the Locker Rooms and Gym are to be cleaned between the hours of 10:00 p.m. and 2:00 a.m. every night. All ledges in locker room and gym will be dusted daily, Monday thru Friday. The Gym floor will be dry mopped nightly. If any areas of any buildings are being used, work shall be performed after the activities are finished. These activities shall include dances, basketball games, concerts, banquets, etc. A schedule of events will be given to the contractor in advance when possible.

**MISCELLANEOUS REQUIREMENTS:**

- a) Employees of the Contractor may need to move materials, paper or equipment located on desks for cleaning purposes; however, items moved will be put back in their original position. In no case will Contractor personnel open desk drawers, filing cabinets or other storage containers used to house business or personal articles.
- b) Employees of the Contractor will not operate any equipment; turn on equipment or use typewriters, adding machines, radios, telephones, or computers.
- c) No alcoholic beverages will be allowed on the property and gambling of any kind is strictly prohibited.
- d) It shall be the responsibility of the Contractor to see that all coffee making equipment which was left on is turned off. Additionally, it shall be the responsibility of the Contractor to see that all lights, which have been left on, or were turned on by Contractor employees, are turned off when Contractor personnel are the last to leave the building.



- e) In areas where any windows are left open or were opened by Contractor personnel, it shall be the responsibility of the Contractor to see that these windows are closed at the completion of work. Any damage done to the building, equipment and/or materials due to the negligence of the Contractor's personnel by not closing the windows shall be assumed by the Contractor.
- f) All areas that require unlocking to enter for cleaning or washing and waxing shall be re-locked at the completion of the job in that particular area. Security alarm systems shall be activated by Contractor personnel if they are the last to exit the building.
- g) No wash water is to be dumped in the yard area, on or around any shrubbery, or in any wash sinks at any time. Wash water must be dumped into utility sinks. These sinks must be cleaned after usage, removing all foreign materials and flushing hot water to remove all wax and dirt from the drains in order to eliminate any possibility of clogging. All mops will be rinsed clean after they have been used to eliminate foul odors and the spreading of germs.
- h) All equipment used by the Contractor shall be in a safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons and/or Town property. Any equipment that does not meet this requirement must be repaired to its proper operating condition prior to further use, or it must be removed from the premises. Equipment will be replaced expeditiously so that the normal routine cleaning will not experience any delays.
- i) At the start of this particular contract, there shall be recurring meetings between the Contractor or his designated representative and designated Owner representative(s), for the purpose of reviewing the performance of this contract. The frequency of these meeting shall be at least every other week and shall be conducted on a face-to-face basis at each of the schools listed in this Contract or other designated building, between the hours of 8:00 am and 3:00 pm. These meetings shall be discontinued at the discretion of Manager's representative, but may be resumed in the event that any part of the contract is not being properly fulfilled.
- j) The Contractor shall supply the owner with a schedule of work chart within fifteen (15) days after receiving the contract. Such schedule shall show quarterly, semi-annual and annual services and dates scheduled for service. The Contractor shall be responsible for posting and/or annotating the chart with the date that the required service was accomplished. Posting of the chart shall be accomplished on the day that the service was completed.
- k) If for any reason the daily work force shall not be on the job, the designated Owner representative(s) shall be notified in advance.
- l) If work is not performed, City employees shall perform such duties and the Contractor shall be billed accordingly. The Contractor will be billed at the City of Malden custodial hourly overtime rate.

- m)** All waste and other trash shall be removed from the building each night in plastic bags and disposed of in a dumpster or barrels supplied by the Owner. The Contractor will supply plastic bags.
- n)** In the event that an accident occurs involving Contractor personnel, equipment or operations, and such accident results in injury or damage to personnel or equipment the Contractor shall immediately notify the Building Supervisor.

**CITY OF MALDEN**  
**BID PROPOSAL FORM FOR**  
**JANITORIAL MAINTENANCE SERVICES**

**1ST CONTRACT YEAR**

<u>Facility</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	\$ _____	\$ _____
Linden School	\$ _____	\$ _____
Beebe School	\$ _____	\$ _____
Forestdale School	\$ _____	\$ _____
Early Learning Center	\$ _____	\$ _____

Night Porters

		<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	180 days	\$ _____	\$ _____
Linden School	180 days	\$ _____	\$ _____
Beebe School	180 days	\$ _____	\$ _____
Forestdale School	180 days	\$ _____	\$ _____
Early Learning Center	180 days	\$ _____	\$ _____

Total Cost    Year One    \$ \_\_\_\_\_

Alternate Bid

Contractor shall provide a daily rate for possible additional porter services. Do not include in total bid price.

Alternate One

First Year

\$\_\_\_\_\_ per hr.

**2nd CONTRACT YEAR**

<u>Facility</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	\$_____	\$_____
Linden School	\$_____	\$_____
Beebe School	\$_____	\$_____
Forestdale School	\$_____	\$_____
Early Learning Center	\$_____	\$_____

<u>Night Porters</u>		<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	180 days	\$_____	\$_____
Linden School	180 days	\$_____	\$_____
Beebe School	180 days	\$_____	\$_____
Forestdale School	180 days	\$_____	\$_____
Early Learning Center	180 days	\$_____	\$_____
Total Cost		Year Two	\$_____

Alternate Bid

Contractor shall provide a daily rate for possible additional porter services. Do not include in total bid price.

Alternate                                      Second Year                                      \$\_\_\_\_\_ per hr.

**3rd CONTRACT YEAR**

<u>Facility</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	\$_____	\$_____
Linden School	\$_____	\$_____
Beebe School	\$_____	\$_____
Forestdale School	\$_____	\$_____
Early Learning Center	\$_____	\$_____

Night Porters

		<u>Monthly Cost</u>	<u>Yearly Cost</u>
Ferryway School	180 days	\$_____	\$_____
Linden School	180 days	\$_____	\$_____
Beebe School	180 days	\$_____	\$_____
Forestdale School	180 days	\$_____	\$_____
Early Learning Center	180 days	\$_____	\$_____

Total Cost	Year Three	\$_____
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Alternate Bid

Contractor shall provide a daily rate for possible additional porter services. Do not include in total bid price.

Alternate                                      Third Year                                      \$\_\_\_\_\_per hr.

TOTAL COST, ALL THREE (3) YEARS                                      \$\_\_\_\_\_

II CONTRACT QUALIFICATION DATA:

1. List the exact name of your firm.

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2. How many years has your firm been in business under its present business name and business organization structure?

\_\_\_\_\_ years

3. How many years has your firm been regularly and actively engaged in the janitorial maintenance service business, performing the type of work described in paragraph 2 of the specification "Scope of Work"?

\_\_\_\_\_ years

4. Indicate below at least five (5) references that will serve to illustrate the ability of your firm to act as the primary contractor for the contract and who conform to the requirement(s) for references as stated in this specification:

<u>Client Name and Address</u>	<u>Square Footage Cleaned</u>	<u>Contact Person &amp; Tele. No.</u>
_____	_____SQ.FT. LARGEST SINGLE FACILITY	_____
_____	_____SQ.FT. TOTAL ALL FACILITY	_____
_____	_____SQ.FT. LARGEST SINGLE FACILITY	_____
_____	_____SQ.FT. TOTAL ALL FACILITY	_____
_____	_____SQ.FT. LARGEST SINGLE FACILITY	_____
_____	_____SQ.FT. TOTAL ALL FACILITY	_____
_____	_____SQ.FT. LARGEST SINGLE FACILITY	_____
_____	_____SQ.FT. TOTAL ALL FACILITY	_____
_____	_____SQ.FT. LARGEST SINGLE FACILITY	_____
_____	_____SQ.FT.	_____



## **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.

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Signature of individual submitting bid or proposal

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Name of business

**Tax Compliance Certification**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of person submitting bid or proposal

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Name of business