

**TOWN of SUDBURY
INFORMATION FOR BIDDERS**

**GENERAL CONDITIONS
CONTRACTED CLEANING AND LIGHT MAINTENANCE SERVICES**

NOTE: All documents are complementary and shall be considered by the bidder as a whole.

1.0 Contract Term

The contract shall be for an eighteen-month period commencing on December 18, 2023 through June 30, 2025, with an option to extend the contract period for an additional twelve-month period (FY 2026) ending June 30, 2026 upon notification from Town to contractor prior to June 30, 2025.

For **Areas A, A.1, B, C and D**, bids are solicited for an eighteen-month period commencing on December 18, 2023 through June 30, 2025.

For **Area A.2 and Area E**, due to construction in the pool viewing room, this area will not be included in the contract for the full duration of the term as it is scheduled to be under construction from December 22, 2023 – February 24, 2024. These areas will be included in the scope of work from approximately February 25, 2024 through the end of the contract term.

Natatorium shutdowns during which no services will be required in **Areas A.1 and A.2** are for an approximate 14-day period currently projected between August 15 and August 30, 2024, and for an approximate 60-day period currently projected for spring 2025.

2.0 Information and Pre-Bid Walkthrough

Any questions on the part of the applicant regarding the specifications contained herein must be resolved prior to submission of the quotation and contract. A walkthrough to confirm information and conditions is mandatory for contractors at 1:00 p.m., Tuesday, November 28, 2023.

3.0 Qualifications of Bidders

3.1 Bids may be submitted by companies, partnerships and corporations that are presently engaged in the field of professional cleaning services and that have five (5) years experience in providing professional cleaning services and a demonstrated ability to perform the contracted cleaning services required by these specifications. **Cleaners employed must be direct employees, not sub-contracted.** Demonstrated ability shall be established by current references of professional cleaning jobs similar in size and scope of the work to be performed pursuant to this contract. Bidders Eligibility and Qualification sheet and company resume shall be enclosed in the bid submittal.

3.2 Contractors 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, organization, headquarters, field offices, size, work force, management structure, benefits, training programs and union information.

3.3 Contractors must have the ability to assign the same full-time person to work at the Fairbank Community Center on a daily basis and to assign a regular supervisor to the site to serve as liaison. (See Table 1, Labor). Cleaners must be direct employees. Repeated turnover rate in the employee assigned to the Fairbank Community Center may result in termination of cleaning contract (more than two turnovers in one year.)

3.4 Contractors will provide necessary information required to perform Massachusetts Criminal Offender Record Information (CORI) on any and all personnel that will be assigned to the Fairbank Community Center.

4.0 **Instructions for Submitting Bids**

4.1 All bids must be submitted in a sealed envelope addressed as outlined in the Invitation to Bid, and must be received by the Facilities Department, 275 Old Lancaster Road, Sudbury, MA by 2:00 p.m., Friday, December 8, 2023.

4.2 Each bid shall be submitted on the FORM FOR BID FURNISHED BY THE Awarding Authority. All blank spaces shall be filled in and the form signed by the bidders.

The FORM FOR BID, together with the Tax Attestation; Certificate of Corporate Bidder (if corporation); Certificate of Non-Collusion; Bidder's Eligibility & Qualification Sheet, Criminal Offender record if applicable and Company Resume (see 3.2) shall be enclosed in an envelope sealed and clearly labeled with the words:

BID FOR: CLEANING SERVICES - FAIRBANK CENTER COMPLEX

If the bid is mailed, the Bidder shall enclose their sealed bid in an outer envelope and address it as follows:

**FROM: BIDDER'S NAME AND BUSINESS ADDRESS
PROJECT NAME**

**TO: FACILITIES DEPARTMENT
TOWN OF SUDBURY
275 OLD LANCASTER ROAD
SUDBURY, MA 01776**

All bidders are cautioned to allow ample time for transmittal of bids. Bids received after the specified times will not be accepted or recognized. Note that the times of receipt will determine the acceptability of mailed bids regardless of postmark.

The Awarding Authority will not be held responsible for premature opening of bid envelopes which are not properly filled out in accordance with the instructions set forth herein.

4.3 Bid Modifications: No modification of any bid will be considered by the Awarding Authority, unless same is in writing, sealed, and received by the Awarding Authority prior to the times respectively established herein for the receipt of General Bids.

4.4 Withdrawal of Bids: A bid may be withdrawn by written request or telephone request subsequently confirmed in writing, provided that such request is received prior to times respectively established herein for the receipt of General Bids. The Awarding Authority will not be responsible, however, for the timely receipt of any request for withdrawal in ample time for delivery before the bid opening hour.

4.5 The monthly rate for cleaning is to be the total cost inclusive of labor, supplies and equipment. The cost per hour shall be the cost the Contractor shall charge the Town for any additional requested services and shall not be used in determining the lowest bid.

4.6 The dollar figure for the cleaning & light maintenance of the building is to be the total cost per hour to be charged for cleaning & light maintenance of the Fairbank Community Center Monday through Sunday. The cost per hour shall include all costs inclusive of labor, supplies and equipment that the Contractor shall charge to the Fairbank Community Center.

4.7 Contractors are hereby notified that the hourly prices submitted for weekend, emergency and special cleaning rates shall not be used in determining the lowest bid.

4.8 Pursuant to 1.0, Bidders shall also submit a bid for the additional Fiscal Year 2026 (commencing July 1, 2025 through June 30, 2026), the optional contract renewal period. Said bid is to be utilized by the Town, in its discretion, for exercising its right to renew for an additional one year period. Failure to submit a bid for the optional renewal period shall result in disqualification of the bid.

5.0 **Acceptance of Bids and Award of Contract**

5.1 The Town reserves the right to accept or reject any or all bid prices or any part thereof and to waive informalities as it deems to be in the best interest of the Town of Sudbury.

5.2 Award, if any, shall be made to the lowest responsible and eligible Contractor, which shall mean the Contractor whose bid price (based upon the amount stated in the bid for the initial eighteen month period) is the lowest of those meeting the qualifications set forth herein for contracted cleaning services.

5.3 The successful bidder to whom the award is made shall execute the Cleaning Agreement for the 18-month period commencing December 18, 2023 through June 30, 2025. Bidder shall be notified of any renewal thereof and execute an extension acknowledgement under the same terms and conditions.

5.4 If the Contractor selected fails to execute the Agreement or provide evidence of insurance, an award may be made to the next lowest responsible and eligible bidder.

5.5 The Town reserves the right to use its own personnel and/or supplies and equipment to perform cleaning services when deemed necessary or expedient, and to award additional contracts for cleaning services as deemed necessary.

6.0 **Scope of Work**

6.1 The following is the address of the site to be cleaned:

Sudbury Fairbank Center Complex, 40 Fairbank Road 01776

6.2 Cleaning & light maintenance services, as outlined in Table 1 - SPECIFICATIONS/SCOPE OF SERVICES , are required Monday through Sunday when the Fairbank Community Center is scheduled to be open and also times when the Community Center is scheduled to be closed.. The Contractor shall comply with the latest industry standards.

6.3 All cleaning procedures shall be in strict accordance with manufacturers' directions and warnings, OSHA and EPA standards, and all Federal, State and Local laws. All cleaning products used must be EPA Safer Choice or DfE-Certified products. Safety product data sheets of all cleaning products intended for use on the site must be submitted to the Combined Facilities Director for approval prior to use

6.4 The Contractor's regularly scheduled employee assigned to the work site shall be required to work on regularly scheduled days or when the Fairbank Community Center has a delayed opening or is closed due to a snow storm, unless notified by the Combined Facility Director or designee. The Director or their designee will immediately notify the Contractor of emergency closing decisions requiring a scheduling change for the regularly scheduled employee.

6.5 Emergency and special cleaning services are considered separate from the day to day cleaning and shall be charged at hourly labor rates as specified in the Contractor's bid. The Combined Facility Director or their designee shall determine the work schedules and size of the labor force needed for any such separate 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.

6.6 Cleaning services apply to offices, public areas, service desks and counter areas, hallways, staff lounges, staff work areas, lobbies and entrance ways (exterior and interior), and restrooms. The Contractor shall be responsible for the proper cleaning of these areas of the buildings.

6.7 Light Maintenance tasks include but are not limited to completing minor building maintenance work, which includes event setting up and breaking down tables and chairs for events and performing basic plumbing tasks such as unclogging drains.

6.8 Any and all adjustments to regularly scheduled work must be approved in advance in writing and signed by the Combined Facilities Director.

6.9 The Contractor shall properly dispose of trash in the dumpster and single stream recycling stations provided.

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

6.11 The Town of Sudbury's responsibilities listed below are not considered part of the contract, and, as such, the Contractor is not responsible for these duties:

Monitoring:
Major Maintenance and repairs
Clocks
** Landscaping
***Snow removal.

***with the exception of clearing leaves from the walkways and courtyard -see Table I*
****with the exception of snow removal and applying sand to the entrance area ramp, walkways and stairs -see Table I*

6.12 It is understood and agreed that only the highest standards of cleanliness and light maintenance are acceptable and are to be maintained; that the specifications are not construed as absolutely complete; but all items not included and considered necessary to properly clean and assist with the maintenance of the building shall be construed as part of the specifications. The Contractor shall be required to redo, at their own expense, any work not done according to the schedule; any work in relation to which there shall be doubt or discrepancy; any work done in accordance with verbal instructions not confirmed in writing; or any work done in violation of the law or public authority. In the event that work has been done improperly, the Combined Facilities Director 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.

7.0 **Hours and Conditions of Work**

7.1 The hours of work set forth below relate to the cleaning scope of work set forth in paragraph 6.0." The Town 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 Combined Facilities Director.

7.2 The cleaning shall be accomplished between the hours set forth in the schedule below:

All areas, (A, A.1, A.2, B, C, D and E) specified herein require the services of one (1) individual to perform cleaning services as specified between the hours of 6:30 a.m. – 3:00 p.m., Monday through Friday with one half hour lunch break and two fifteen (15) minute breaks.

In addition, Monday – Sunday, cleaning service will be required in all areas (A, A.1, A.2, B, C, D and E) between the hours of 10:00 p.m. and 5:00 a.m. The times between 10 p.m. and

5:00 a.m. are not the hours required to perform services. They are for the general range of time that the building is available for cleaning. At a minimum before the opening of each business day, all areas shall have trash removed, restrooms cleaned, floors vacuumed and moped, entrance interior and exterior swept/de-iced, door glass and door handles cleaned before the start of business for each operator.

Additional Hours may be required for events and are expected to be requested with a minimum of four hours.

7.3 Offices are closed on all holidays and during certain emergencies. Scheduling and potential payment for these days should be discussed with the Combined Facilities Director.

8.0 Supervision and Personnel

8.1 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.

8.2 At the conclusion of each shift, the Contractor's employee must make an inspection of the premises; check in with the Combined Facility Director or their designated staff person for special instructions for the following day; and inform the Director or their designee of any discrepancies from routine work (with explanations), such as, property not serviceable or in operating condition, and supplies needed.

8.3 The Contractor shall have available a sufficient number of personnel, properly trained in contracted cleaning, for absences and emergencies. **Cleaners employed must be direct employees, not sub-contracted.** The Contractor shall assign *the same full-time* employee to the Fairbank Community Center *work site on a daily basis*. Repeated turnover in the employees assigned to the Fairbank Community Center shall be considered in violation of this contract (more than two turnovers in one year). For after hours cleaning, the Contractor shall assign regularly scheduled employees.

8.4 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 comply with all laws, local by-laws, and rules and regulations of the Commonwealth of Massachusetts and all other regulatory bodies having jurisdiction.

8.5 All employees shall be neat in appearance and business like in demeanor.

Cleaning personnel must wear uniform indicating cleaning company name and individual's name affixed to the uniform.

8.6 Any employee assigned to the Fairbank Community Center must have the ability to communicate with the Town and Sudbury Public Schools staff.

8.7 The Contractor must maintain and make available to the Combined Facility Director, upon request, employee profiles including names, social security numbers, health and accident records, and criminal records. The Town of Sudbury reserves the right to demand a change of personnel at any time.

8.8 No smoking is allowed within the Fairbank Community Center or on the premises. ear pods, and/or other portable listening devices are not permitted.

8.9 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones (without permission), radios, television sets or computer equipment or tamper with personal or public property.

8.10 Contractor employees shall schedule and carry out duties in a manner which creates the least amount of disturbance for staff and Fairbank Community Center users.

9.0 **Equipment and Supplies**

All standard equipment, cleaning supplies and accessories necessary to perform the cleaning services shall be the responsibility of the Contractor. Items include vacuums, mops, brooms and dusters. Contractor's property brought onto the premises shall be properly inscribed. Storage space is provided in the building for supplies and equipment. Equipment and supplies must be stored properly and kept in order. Paper products, soaps for dispensers and plastic trash liners shall be the responsibility of the Town. All cleaning products used must be EPA Safer Choice or DfE-Certified products. Safety product data sheets of all cleaning products intended for use on the site must be submitted to the Director of Facilities for approval prior to use.

10.0 **Security and Safety**

10.1 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, changing locks and keys, etc.

10.2 The Contractor's employee(s) shall be responsible for keys and any security password. The Contractor's employees shall enter and leave by assigned doorways. Under no conditions shall keys be duplicated by the Contractor or their employees. At the conclusion of the contract, keys shall be returned to the Combined Facilities Department.

10.3 Town employees are responsible for officially opening and closing the building areas to the public - unlocking and locking all exterior doors at the beginning and end of each day. The Contractor shall keep all exterior doors locked when the buildings are unoccupied .

The Contractor shall not open any doors for purposes other than cleaning, unless otherwise notified by the Combined Facilities Director. Any property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition by and at the expense of the Contractor.

10.4 The Contractor's employee(s) are not to permit anyone to enter the building before or after normal open hours unless specifically authorized by Town officials.

10.5 The Contractor's employees shall be trained in fire safety procedures and first aid. Flammables must be stored in safety cabinets as directed by the Combined Facilities Director.

10.6 The Contractor or their employee(s) shall inspect the areas of the building for which he is responsible for cleaning to ensure that they are free of hazards and, if not, report same to the Combined Facilities Director if unable to remedy the situation.

11.0 **Payment for Services**

11.1 The cost of the base bid should be broken down for departmental monthly payments as follows:

“Area A” – Park and Recreation Gym, Program Rooms and Offices” – approximately 15,570 sf, located on the first floor and comprised of gym, program rooms, offices, conference rooms, all corridors, lavatories, small sink/breakroom areas.

“Area A.1 – Park and Recreation Department Locker Rooms” – approximately 2,405 sf located on the first floor and adjacent to the natatorium.

“Area A.2 – Park and Recreation Department Vestibule and Lobby, Pool Viewing Area and Aquatics Office” – approximately 1,032 sf located on the first floor adjacent to the natatorium.

“Area B - Senior Center” – approximately 7,453 sf, located on the first floor, cleaning services are required in all offices, program rooms, conference rooms, all corridors, lavatories, small sink/breakroom areas, reception area and main entry vestibule;

“Area C Sudbury Public Schools Administrative Offices” – approximately 7,800 sf located on the second floor, cleaning services are required in all offices, conference rooms, mailroom, all corridors, lavatories, small sink/breakroom areas; stairways, landings, first floor vestibules and elevator cab;

“Area D” - approximately 5,010 sf, defined as Community Center Common Areas located on the first floor and comprised of the fitness room, the arts and crafts room and the multipurpose room.

“Area E – Park and Recreation Exterior Restrooms” approximately 130 sf, defined as Exterior All Gender Restrooms.

Note Excluded areas: Mechanical, electrical and IT rooms, Shelter Storage, the Natatorium as well as the Kitchen inclusive of walk-in cooler/freezer, pantry, and dishwashing area located in the Senior Center are excluded from this scope of services

11.2 The Town shall pay the Contractor within 30 days of receipt of an invoice for services 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. The check sheets shall be in a form acceptable to the Combined Facilities Director.

11.3 The Town reserves the right to adjust the invoice to offset the cost to have the work done by other means. In the event that the Combined Facilities Director, 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 Town. 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 Town shall have the right to perform the work using its own personnel or other means and deduct the cost of same at the contractor's hourly rate as stated in the bid.

12.0 **Insurance**

12.1 The Contractor shall upon execution of the Agreement provide the Town with a Certificate of Insurance, with the amounts and arrangement 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.

12.2 The Certificate of Insurance shall provide Public Commercial General Liability coverage for bodily injury and property damage, with a minimum of \$100,000 per occurrence and \$300,000 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 Fairbank Center Complex, and shall name the Town of Sudbury as an additional insured.

12.3 The Certificate of Insurance shall provide Automobile Liability Insurance with bodily injury coverage in the amount of \$100,000 per person, \$300,000 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.

12.4 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.

12.5 The Contractor agrees to guarantee and indemnify the Town of Sudbury against all damages or loss the town may incur or sustain by or through the misconduct or negligence of any agent, servant or employee of the Contractor during the performance of services required by this

contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision.

13.0 **Termination**

13.1 In the case of failure by the Contractor to meet the standards of cleaning specified or to abide by the terms and conditions herein as evidenced by three (3) warnings in writing during the contracted period, the Town shall have the right to declare the contract terminated by giving thirty (30) days written notice, and to pursue any remedies provided by the contract or at law or in equity.

13.2 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 Town shall have the right to declare the contract terminated and to pursue any remedies provided by the contract or at law or in equity.

13.3 Failure of the Town to pursue its remedies at the time of the commission of a breach of contract by the Contractor will not act as a waiver of the town's right to pursue said remedies at a later time.

14.0 **Assignment**

The Contractor's duties and obligations under the contract shall not be assigned or subcontracted to another party without the written consent of the Combined Facilities Director. The contract shall be binding on the heirs, personal representatives, successors, and assignees of the Contractor.

15.0 **Governing Law**

The Contractor shall comply with all ordinances of the Town of Sudbury, General Laws and Regulations of the Commonwealth of Massachusetts, Federal Laws and 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 accordance with Massachusetts law.

16.0 **Severability**

The provisions of this contract are severable. If any provision herein is found unenforceable, the remaining provisions shall remain in full force and effect.

TABLE 1 - SPECIFICATIONS/SCOPE OF SERVICES

- CONTRACTOR TO PROVIDE ALL LABOR, STANDARD EQUIPMENT, CLEANING COMPOUNDS AND ACCESSORIES NECESSARY TO PERFORM THE CLEANING SERVICES.
- ALL CLEANING PRODUCTS USED MUST BE EPA SAFER CHOICE OR DfE-CERTIFIED PRODUCTS. SAFETY PRODUCT DATA SHEETS OF ALL CLEANING PRODUCTS INTENDED FOR USE ON THE SITE MUST BE SUBMITTED TO THE DIRECTOR OF FACILITIES FOR APPROVAL PRIOR TO USE.
- THE TOWN TO SUPPLY PAPER PRODUCTS, SOAPS FOR DISPENSERS AND PLASTIC TRASH LINERS.

LABOR

CONTRACTOR TO PROVIDE: One Full Time person experienced in all aspects of Commercial cleaning and light commercial maintenance as outlined in the specifications listed herein. This same person(s) shall be assigned to the Fairbank Community Center on a daily basis as communication with the Combined Facility Director, Town/Public School Staff and the general public will be essential factor in the cleaning/maintenance contract award.

CONTRACTOR TO ASSIGN: Regular Supervisor to the Fairbank Community site to serve as liaison between Combined Facility Director and/or their designated staff and Contractor's place of business.

FAIRBANK CENTER COMPLEX

Sections A, A.1, A.2 , B, C, D and E (excluding Natatorium (pool deck) area):

GENERAL SERVICES (performed daily):

1. **TRASH AND RECYCLING - DAILY:** Wastebaskets emptied. Soiled trash liners replaced. Trash and recycling gathered and removed to the dumpster.
2. **DUSTING/POLISHING - DAILY:** Office and work areas – desks, file cabinets, shelving units, tables, counter tops, computer terminals – lightly dusted. Public seating areas lightly dusted. Window sills, ledges, baseboards, moldings and other woodwork lightly dusted. Window blinds dusted as needed. Cobwebs removed.
3. **ALL BATHROOMS - DAILY:** Cleaned and disinfected including sinks, urinals, and toilets. Mirrors cleaned and polished. Partitions cleaned and tops kept dust free daily. Doors, light switch areas cleaned as needed. Tiled floors washed using germicidal solution every day. Female sanitary receptacles emptied and waxed liners replaced. Dispensers checked daily and refilled as needed to ensure that there will be sufficient paper products for the following day. Cobwebs removed and baseboards cleaned.
4. **HARD FLOOR SURFACES - DAILY:** In order to keep areas clean and neat, all floors vacuumed and washed daily with neutral cleaner. (Stripping and waxing floors periodically will be at the hourly rate provided for additional services.)
5. **GYM FLOOR - DAILY:** Dry sweep daily and damp mop three times per week with a second mopping using cleaning product acceptable to Park and Recreation. Damp mopping shall be on Monday, Wednesday, and Friday.
6. **CARPET & RUNNERS:** All wall-to-wall, carpet runners vacuumed daily. Edges kept clean using crevice tool attachment. Treat noticeable carpet stains with stain remover and notify Town of stain. Vacuum must have a beater brush for carpet.
7. **PUBLIC VIEWING ROOM AT POOL AREA, OPEN LOBBY/LOUNGE AREAS AND CORRIDORS:** Tables cleared, surfaces cleaned and sanitized, and daily brush debris from upholstered furniture. Vacuum floors and wash daily.
8. **PUBLIC LOCKER ROOMS/CORRIDOR:** Fixtures cleaned and disinfected including sinks, urinals, toilets. Mirrors cleaned and polished.

Ceramic tile flooring swept/vacuumed and washed with germicidal solution. Showers washed down with germicidal solution; scoured as necessary. Floor drain traps cleared of hair and other debris. Sweep/vacuum locker rooms before washing floors. All cleaning compounds must be approved by Town.

9. KITCHENETTE/BREAKROOMS: Sinks cleaned and polished daily. Counter tops, refrigerator doors, tables cleaned. Chairs neatly arranged. Floors vacuumed and washed with approved detergent daily. Dispensers refilled as needed.
10. GLASS: Entrance(s) door glass, interior partition glass, and service desks' glass cleaned for dirt, smudges, fingerprints, etc. This includes glass on lobby side of pool.
11. BUILDING ENTRANCES & VESTIBULES (exterior and interior): vacuum, mop, or sweep daily. Exterior landings must be swept and cleaned every day; this applies to the area outside the exterior doors, for a distance of six (6) feet.
12. DRINKING FOUNTAINS: cleaned daily with stainless steel polish.
13. WALLS: Clean wall surfaces in hallways and entrances when necessary; clean walls in locker rooms, shower rooms, bathrooms, – every day; clean toilet partitions every day.

PERIODIC SERVICES

Monthly Service:

1. Clean all glass on pool lobby/lounge windows, both the lobby/lounge side and pool side, all office side lights , glass doors, glass within wood doors, (both sides of all), fitness room mirrors and entrance vestibules glass.

Bi-Annual Service:

1. Steam clean all tile in the pool locker rooms.

Annual Service

1. Steam clean all tile in all lavatories.

Event Based Service

1. Provide janitorial services for special events on an hourly basis, based on a four-hour minimum.

The Periodic Services shall be included in the base month bid on the bid sheet. However, the # of Hours per day in the base bid excludes the time it takes to perform the Periodic Services.

BID FORM CONTINUED

a) Deduction for work to be performed on a weekend (S&S) during “Area A.1 and A.2” area closure period \$_____ (Daily rate applicable)

b) Deduction for work to be performed on weekdays (M-F) during “Area A.1 and A.2” closure period \$_____ (Daily rate applicable)

Monthly Service: \$_____

Bi-Annual Service: \$_____

Annual Service: \$_____

Event Based Service
Hourly rate for additional requested services \$_____ (per hour)

Area E – Park and Recreation Exterior Restrooms \$ _____

Total monthly rate contract cost \$ _____

a) Deduction for work to be performed on a weekend (S&S) during “Area A.1 and A.2” area closure period \$ _____ (Daily rate applicable)

b) Deduction for work to be performed on weekdays (M-F) during “Area A.1 and A.2” closure period \$ _____ (Daily rate applicable)

Monthly Service: \$ _____

Bi-Annual Service: \$ _____

Annual Service: \$ _____

Event Based Service
Hourly rate for additional requested services \$ _____ (per hour)

Signature of Individual, or Corporation
Name

By: _____
Corporate Officer & Title (if applicable)

FID. No. _____
AFFIX CORPORATE SEAL (if applicable)

The Contractor must list the names, addresses, telephone numbers and contacts of at least three (3) clients on the attached Bidder’s Eligibility & Qualifications sheet.

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

Attach: Tax Attestation, Certificate of Corporate Bidder, Certificate of Non-Collusion

TAX ATTESTATION

Pursuant to General Laws Chapter 62C Section 49A, the undersigned certifies under the pains and penalties of perjury that _____ is in
(name of contractor)
compliance with the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature

Print Name

Title

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, or Corporation Name

By: _____
Corporate Officer & Title (if applicable)

CERTIFICATE AS TO CORPORATE BIDDER

I _____, certify
that I am the _____ of the Corporation named
as bidder in the within Bid Form; that _____
who signed said Bid Form on behalf of the Bidder was then _____
_____ of said Corporation; that I know their
signature and that their signature hereto is genuine and that said Bid Form was duly
signed, sealed, and executed for and in behalf of said Corporation by authority of its
governing body.

(Corporate Seal)

Title

This Certificate must be completed where Bidder is a Corporation, and should be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this Certificate must be completed by another Officer of the Corporation.

BIDDER'S ELIGIBILITY & QUALIFICATION SHEET

1. Name and address of bidder:

2. When was your company organized?

3. Where was your company incorporated?

4. How many years have you been engaged in the contracting business under the present firm name? _____ years ____

5. List contracts on hand, showing gross amount of each contract:

6. Have you ever failed to complete any of your contracts for cleaning services?

If so, where and why?

7. List three (3) similar jobs which you are currently performing and work performed for local municipalities should be listed. Include nature of work, awarding authority, year of contract, amount of contract and contact person (name and telephone number).

a).

b).

c).

Signed:

Bidder

Title:

Telephone Number

ATTACH “COMPANY RESUME”.

CLEANING AGREEMENT – FAIRBANK CENTER COMPLEX

This Agreement is entered into this ____ day of _____, 2023, by and between the Town of Sudbury and the Sudbury Public Schools, collectively hereinafter “Town” and _____ with an address of _____, hereinafter “Contractor”.

WHEREAS the Town has advertised for bids for the cleaning of Fairbank Center Complex and _____, was the lowest eligible and responsible bidder on specifications published by the Town for the period advertised.

NOW THEREFORE the parties agree as follows:

1. This agreement is for the eighteen-month period commencing on December 18, 2023 through June 30, 2025, with an option to extend services for an additional year FY26, July 1, 2025 through June 30, 2026.in regard to any one or more of the areas referred to as “A”, “A.1”, A.2”, “B” ,“C” , “D” and “E” to be rendered for one or more additional months/weeks at the Town’s discretion and with prior notification at the monthly price set forth in the completed Bid Form for the specific area.
2. Incorporated by reference herein are the Invitation to Bid, Information for Bidders/ General Conditions and Specifications/Scope of Services, and all other Contract Documents together with the Bid dated _____.
3. The Contractor has provided evidence of insurance as required prior to commencing work under this contract and shall maintain such insurance throughout the contract period.
4. The Contractor shall provide all labor, supplies, and equipment in accordance with the Specifications/Scope of Services and shall adhere to the schedule contained therein for the base bid and service areas set forth as “A”, “A.1”, A.2”, “B”, “C” , “D” and “E”.
5. The Town shall pay the Contractor at the base bid monthly rates for the service areas designated as “A”, “A.1”, A.2”, “B”, “C” , “D” and “E”. Payments for services rendered applicable to Area A.1 and A.2 shall be reduced by the daily rates for applicable closure periods as appropriate.
6. The Contractor acknowledges that he understands all of the terms and conditions stated in the Contract Documents and has inspected the various work sites.
7. _____ will indemnify and hold the Town harmless for all injuries, damages, actions or causes of action caused by, its agents, servants, employees or subcontractors.

WITNESS our hands and seals this _____ day of _____, 2023.

CONTRACTOR

TOWN OF SUDBURY

President

Andrew Sheehan
Town Manager

SUDBURY PUBLIC SCHOOLS

Donald Sawyer
Director Business & Finance

CERTIFICATE OF VOTE

I, _____, Clerk of _____, hereby certify that at a meeting of the Board of Directors of said Corporation duly held on _____, 20__, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

"VOTED: That _____ (name of Officer authorized to sign for Corporation) be and he/she is authorized, directed and empowered for, in the name and on behalf of this Corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts, bonds and other obligations of the Corporation; the execution of any such contract, bond or obligations by said _____ (name of Officer) to be valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk of the Corporation for all purposes, and that a certificate of the Clerk of the Corporation setting forth this vote shall be delivered to the Town of Sudbury; and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such Directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of Sudbury."

I further certify that _____ (Name of Officer) is the duly elected _____ (Title) of said Corporation.

Signed: _____
Clerk/Secretary

Place of Business

Date of Contact

AFFIX CORPORATE SEAL

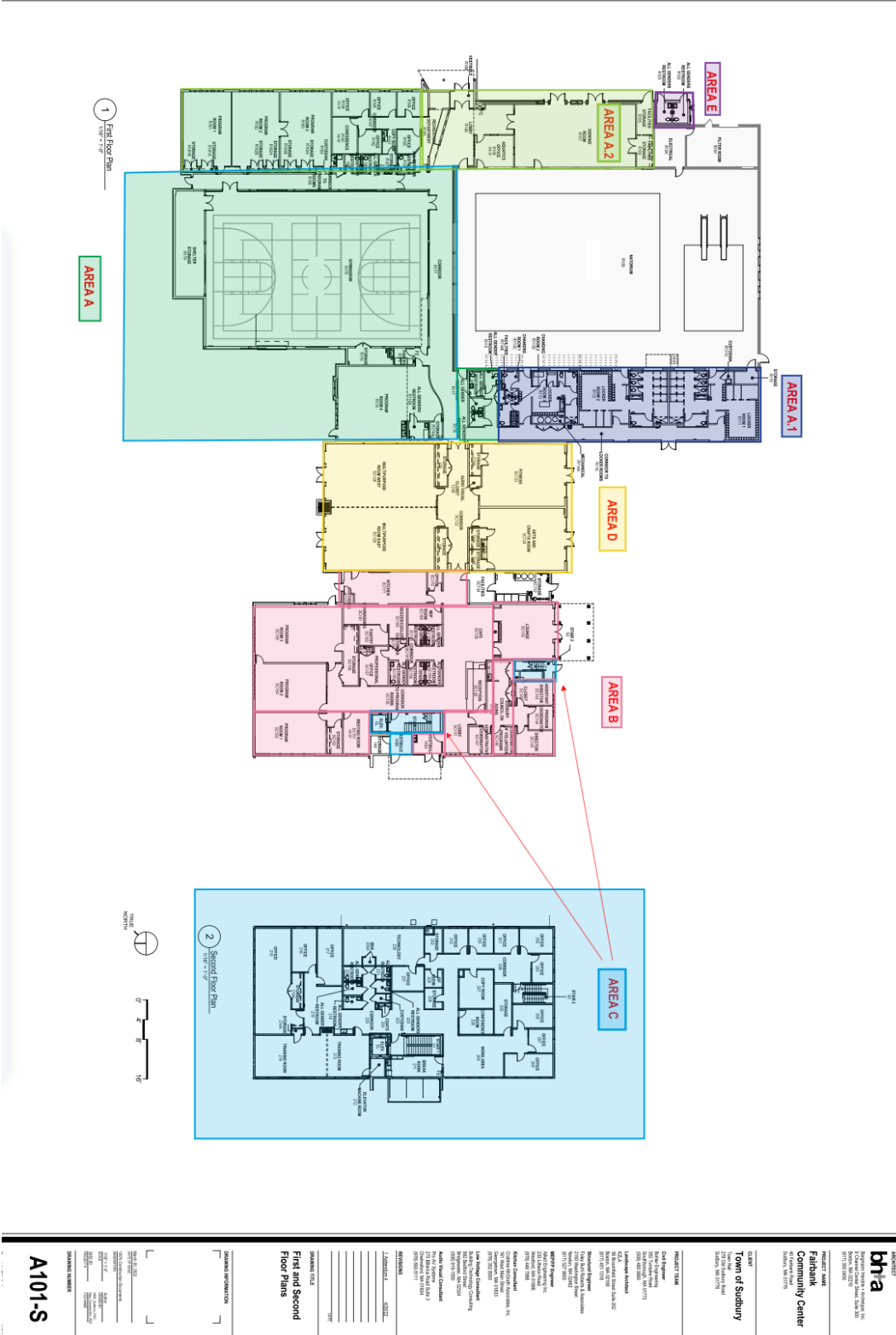
COUNTERSIGNATURE

Name and Title of Officer

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign the Contract or other instrument for the Corporation, this certificate must be countersigned by another Officer of the Corporation.

FAIRBANK CLEANING PLAN

Client: Revit 3462, Suburb PSC, New Construction, P218, bsa@p218.com
 11/02/23 10:08 AM Author



<p>PROJECT TEAM</p> <p>Client Engineer 3225 Fairbanks Blvd #107 Fairbanks, AK 99709 (907) 452-2000</p> <p>Client Architect 1000 Fairbanks Blvd #200 Fairbanks, AK 99709 (907) 452-2000</p> <p>Project Engineer 1000 Fairbanks Blvd #200 Fairbanks, AK 99709 (907) 452-2000</p> <p>Architectural Consultant 1000 Fairbanks Blvd #200 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Engineer 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Architectural 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Consultant 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Architectural 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Consultant 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Architectural 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p> <p>MEP Consultant 2222 Fairbanks Blvd #100 Fairbanks, AK 99709 (907) 452-2000</p>	<p>PROJECT NAME</p> <p>Fairbank Community Center</p> <p>PROJECT LOCATION</p> <p>Town of Suburb</p> <p>PROJECT NUMBER</p> <p>A101-S</p>	<p>DATE</p> <p>11/02/23</p> <p>SCALE</p> <p>AS SHOWN</p> <p>PROJECT NUMBER</p> <p>A101-S</p>	<p>PROJECT NUMBER</p> <p>A101-S</p>
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