

June 19, 2018

PROJECT MANUAL

**Contract Cleaning Services
for
School
and
Town Buildings
BID #: 2019-04**

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CONSULTANT
N/A

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Town of Belmont
Facilities Department
19 Moore Street
Belmont, Massachusetts 02478

ADVERTISEMENT FOR BIDS

Contract Cleaning Services
for
School
and
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BID #: 2019-04

Notice is hereby given that bids for contract cleaning shall be filed in the Belmont Facilities Department, 19 Moore Street, Ground Floor, Belmont, Massachusetts 02478, on or before **11:00 a.m. on July 12, 2018** and will be opened at that time in the Belmont Facilities Department office.

The bids made should be based upon specifications on file in the Belmont Facilities Department, 19 Moore Street, Ground Floor, Belmont, Massachusetts, 02478 where copies may be obtained up to 24 hours prior to bid opening. Specifications may also be requested by email to: cpapa@belmont-ma.gov. The Belmont Facilities Department reserves the right to accept or reject any or all bids or parts thereof, waive any minor informality or to take any action that is in the best interest of the Belmont Facilities Department. Bids missing any required information, will be considered incomplete and rejected. The bids must be sealed, plainly marked, and received at the Belmont Facilities Department Office by **11:00 a.m. on July 12, 2018**.

BELMONT FACILITIES DEPARTMENT

Belmont, Massachusetts 02478

June 19, 2018

SPECIFICATIONS FOR CONTRACT CLEANING

CONDITIONS FOR BIDDING

Sealed bids shall be filed in the Belmont Facilities Department, 19 Moore Street, Ground Floor, Belmont, Massachusetts 02478 on or before **11:00 a.m. on July 12, 2018**. Bids must be plainly marked, **Contract Cleaning Services Bid #2019-04 for Belmont School and Town Buildings**.

ACCEPTANCE OF BIDS

The Belmont Facilities Department reserves the right to accept or reject any or all bids or any parts thereof, waive any minor informality or to take any action that is in the best interest of the Belmont Facilities Department.

GENERAL CONDITIONS

1. It is understood and agreed that only the highest possible standards of cleanliness are acceptable and shall be maintained; that the following specifications, including the attached listing of "Duties to be Performed" are not to be construed as complete, and all items not included but found necessary to properly clean the buildings shall be included as though written into some length. A structured work program will be instituted as prescribed by the Belmont Facilities Department, utilizing specific equipment and cleaning procedures, in order to attain green cleaning certification and sustainability. The ultimate goal of this contract is to provide a consistent and sufficient cleaning process at both facilities.
2. **CONTRACT AND BOND.** The successful bidder will be required to enter into a contract with the Belmont Facilities Department and to provide a performance bond in the amount of 100% of the highest annual cost protecting the Belmont Facilities Department as to the completion of the contract. The bond must be issued by a company authorized to issue such bonds in Massachusetts. **Bidders must submit documentation with their bid that indicates the bidder's ability to obtain an insurance bond. Documentation may be in the form of a letter from a surety company indicating that the bidder can obtain a bond, if awarded a contract by the Belmont Facilities Department.**
3. The contractor shall be responsible for the proper cleaning of all areas of the buildings including storage areas whether specifically listed or not, the only exclusion shall be the vacuuming of the pool itself at the High School. **All bidders are required** to attend a pre-bid site visit to examine both buildings prior to bidding to acquaint themselves thoroughly with all field conditions. The site visit will be conducted on **June 28, at 10:00 a.m. commencing at Belmont High School and will then proceed to the Chenery Middle School, Beech Street Senior Center, Belmont Public Library, Belmont Police Station, Belmont Town Hall, and the Homer Building. Transportation between sites will not be provided. Bidders will have to complete the enclosed site visit attendance form, which must be signed by an authorized Belmont Facilities Department representative; the signed form must be submitted with the contractor's bid as evidence of having attended the site visit.**
4. The contractor shall assume defense of and hold the Belmont Facilities Department/Town of Belmont "Owner" harmless from all suits and claims against the owner arising from use of any invention, patent right, material, labor or employment, by or from any act or omission or neglect of the contractor, their agent, or employees in carrying out the contract.

The contractor shall be required to do over at their own expense any work not done according to specifications, at the sole discretion of the Belmont Facilities Department.

5. **CHANGE ORDERS.** When, and if, field conditions necessitate changes, which would require additions or deletions to the contract, the Director of Facilities will issue the necessary change order in writing describing such changes and indicate the amount of the change in the contract price, if any. No extension of time will be allowed for any such change order unless so stated therein.
6. **INSURANCE.** The Contractor shall purchase and maintain for the duration of the contract such insurance as will protect both the Owner and the Contractor from claims which may arise under the Agreement, including operations performed for the named insured by independent contractors and general inspection thereof by the named insured. In addition, the Contractor shall require its subcontractors to maintain such insurance. Coverage shall be provided for:
- (A) claims under workers' or workmen's compensation, disability benefit and other applicable employee benefit acts, in accordance with applicable law;
 - (B) claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
 - (C) claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
 - (D) claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
 - (E) claims for damages, including damages to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
 - (F) claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
 - (G) claims involving contractual liability applicable to the Contractor's obligations under Section 13.

The limits of liability for coverage required under the preceding paragraph shall be as required by the Owner.

All such policies shall contain provisions or endorsements necessary to assure coverage of claims by one insured against another. All required insurance policies shall be endorsed to state that the Contractor's policies shall be primary to all other insurance available to the Owner and other specified additional insureds for liability arising out of or resulting from the Contractor's operations under the Contract, whether such operations be by Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. All policies shall include permission for partial or total occupancy of the premises by the Owner within the scope of this Contract. The commercial general liability insurance shall include all major divisions of coverage, and shall include premises/operations, products and completed operations for at least three years following acceptance and final payment, independent contractors, contractual liability, additional interests of employees, incidental medical malpractice, personal injury coverage, no exclusions for X-C-U or for property in the care, custody or control of the Contractor, and notice of occurrence and knowledge of occurrence endorsements satisfactory to the Owner. The business automobile liability insurance shall be on a comprehensive basis and shall cover owned, non-owned and hired motor vehicles, including loading and unloading of any motor vehicle. All insurance shall be written on an occurrence basis, unless otherwise approved by the Owner.

All liability coverage policies shall name the Town of Belmont and the Architect/Engineer as additional insureds and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage provided thereby. The Contractor shall provide the Owner with appropriate certificate(s) of insurance evidencing compliance with this provision prior to the commencement of any work under this Agreement.

7. **SUPERVISION.** The contractor shall give personal supervision to the work and shall employ one competent foreperson at each school facility and one working foreperson for town facilities during the progress of the work. The contractor shall employ a sufficient number of competent workers who are experienced thoroughly in this type of work. **The foreperson shall make a detailed inspection, report via the daily report, anything** out of the ordinary, such as doors unlocked, stopped toilets and drains, broken fixtures and equipment, lights out of order, etc. **and upon completion of each night's work and shall file a daily written report listing all work completed under the specification. Sample reporting forms are to be included by the vendor with the bid. Forms are subject to approval and edits by the Belmont Facilities Department.**
8. **UTILITIES.** The contractor may employ for their own use, the present electrical and water services, in order to perform the work to be done at the sites where the work is to be done. The contractor shall be held responsible, however, for all damages to such services or equipment, or damage caused by such services, if such damage be by reason of their use of such services or equipment.
9. The contractor shall clean up all debris caused by their operations. No debris shall be allowed to accumulate. The contractor shall leave all furniture, equipment, etc., in rooms and other places where the work is done in the same position and condition in which it is found.
10. **PROTECTION OF PROPERTY.** The contractor shall keep all exterior doors locked when the building is unoccupied and shall be responsible for locking the doors of the building or of any portion or portions of the building, at times other than where they are in normal use. The contractor shall not open any doors for purposes other than cleaning. Any school 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. The Belmont Facilities Department shall hold the contractor responsible for any school property which is lost or stolen during the execution of the work. Smoking by employees is not allowed inside the buildings or around the building premises.
11. **AREAS TO BE INCLUDED.** The areas to be included under this specification are the complete High School (with the exception of vacuuming the swimming pool) which measures approximately 278,000 square feet **and will include cleaning of a detached modular unit directly in back of the High School consisting of 3 classrooms** that measures 4,600 square feet. Also, the Chenery Middle School facility which measures approximately 182,000 square feet and will also include cleaning of a **detached modular building consisting of 6 classrooms that measures 40,638 square feet, whether specifically referred to or not**, excluding only the skating/tennis facility at the High School which is a separate building. Town building areas include Town Hall at 24,273 square feet, Police Station at 13,950 square feet, Beech Street Senior Center at 19,747 square feet, Public Library at 25,212 square feet, and Homer Building at 22,900 square feet.
12. All bids must be submitted on the attached Bid Form.
13. **CLEANING STANDARDS.** Bidders must:
 - a. Use Green Seal Chemicals utilizing SafeGap and air gap educators to meet ASSE 1055B standard for back flow prevention. All such items shall be provided by the owner at no cost to the contractor.
 - b. Perform cleaning duties which are expected to result in and maintain a GREENGUARD Indoor Air Quality Certification for each building.
14. **LENGTH OF CONTRACT.** This specification shall cover the period, September 4, 2018 through June 30, 2019, with two one-year extensions, for July 1, 2019 through June 30, 2020 and for July 1, 2020 through June 30, 2021. Granting of extensions shall be at the sole discretion of the Belmont Facilities Department and at the rates quoted for a single year. It is the intention of the Belmont Facilities Department to provide notification as to whether or not it will be exercising an extension on or about May 15th of the preceding year. The Belmont Facilities Department shall have the right to terminate this agreement without cause by giving notice to the contractor of such termination and specifying the date thereof at least thirty calendar days before the effective date of such termination. Notification by the

Belmont Facilities Department shall be written and made by registered mail. Any possible extensions in years 2 and 3 are subject to Town appropriation.

- 15. RULE FOR AWARD.** It is the intention of the Belmont Facilities Department to award a contract to the responsible and responsive bidder with the lowest price of the total bid for school and town buildings based on the total bid three year pricing. In addition, the number of average daily labor hours per building must be equal to or greater than the specified minimum in item 16.
- 16. TIME OF WORK PERFORMANCE.** The majority of work in this specification shall be done after 3:00 p.m. at the Chenery Middle School and Belmont High School on school days and may be done during the day during vacation periods. The contractor shall also provide sufficient workers from 3:00 p.m. to 5:00 p.m. at the High School only to properly clean and prepare areas to be used that evening. These areas shall include, but not be limited to, certain corridors, classrooms, toilet facilities, meeting areas, etc. The field house, pool, gymnasium areas shall be cleaned after 10:00 p.m. daily.

Buildings closed for approved Holidays will not require cleaning. All school work performed by the contractor must be completed by 11:00 p.m. daily. All contractor employees and representatives must leave both school buildings by 11:00 p.m. Belmont Facilities Department custodial staff is on duty at both buildings until 11:00 p.m. Any time spent after 11:00 p.m. by a Belmont Facilities Department custodial staff member may be subject to additional overtime wages to be paid by the Belmont Facilities Department. The successful bidder shall be responsible for reimbursing the Belmont Facilities Department for any and all actual school custodial wages for periods worked after 11:00 p.m. that result from the failure of the contractor's employees, representatives or agents to exit the building by 11:00 pm. Any exceptions to this condition may only be made by prior mutual written agreement, on a case by case basis, between the contractor and the Belmont Facilities Department Supervisor of Buildings and Grounds and/or the Director of Facilities. Cleaning of Town buildings can be scheduled between 4:00 p.m. and 12:00 a.m. daily, except the Library, which requires day shift, 6:00 a.m. to 10:00 a.m., and night shift, 5:00 p.m. to 10:00 p.m., except Friday, which is 4:00 p.m. to 8:00 p.m.

Bid pricing must factor in a sufficient number of labor hours to perform all duties required to properly clean the buildings. The expected minimum labor hours per building, within the hours during which contract cleaning shall take place, is:

High School 60 labor hours per day.
Middle School 40 labor hours per day.
Homer Building, daily work totaling 18 hours per week.
Police Station, daily work totaling 18 hours per week.
Town Hall, daily work totaling 18 hours per week.
Beech Street Senior Center, daily work totaling 18 hours per week
Library 20 hours day shift and 24 hours night shift, totaling 44 per week.

Bidders are required to include on the attached bid form, the estimated average labor hours per day per building that is being proposed. The Belmont Facilities Department reserves the right to reject any bids that in its sole discretion reflects an inordinately high or low number of average daily labor hours per building.

- 17. EQUIPMENT AND MATERIALS.** The contractor shall furnish at the start of the contract all new equipment, appliances and materials, unless otherwise specified for performing all operations within this specification. All equipment and appliances must be properly maintained and/or replaced as needed. Loaner machines must be provided when equipment has failed and is out of service for repair. Contractor must provide and utilize a Kaivac No-Touch Restroom Cleaning Systems as scheduled in Appendix A. **NOTE: The Belmont Facilities Department shall provide all cleaning chemicals and floor finishing products. Bid pricing shall not include any cost for these items.**
- 18. ACCIDENT, FIRE AND SAFETY PREVENTION.** The contractor shall be responsible for carrying out fire, accident and safety prevention policies. (There will be no smoking allowed within the building or around the building premises.)

- 19. METHOD OF OPERATION.** No deviation from the specified method of operation will be permitted. However, the scheduled night for weekly work may be varied if mutually agreeable between the two parties. Duties to be performed daily shall be done only when school is in session for that day.
- 20. IDENTIFICATION.** All employees shall be required to wear uniforms, badges or other means of identification at all times, which are to be furnished by the contractor.
- 21. LIGHTS.** Only those lights necessary for cleaning in the immediate areas where employees are working will be lighted. All lights shall be turned out before leaving the area that has been cleaned.
- 22. SECURITY.** The contractor shall be responsible for all keys issued to their supervisor. Keys shall not be left in doors, and employees are not to admit anyone into the building where they are working, under any circumstances. All doors shall be closed, locked and checked upon leaving each room that has been cleaned. If keys are lost, misplaced, or stolen by any of the contractor's employees, agents or representatives, the contractor shall be responsible for the cost of re-keying the entire building.
- 23. PERSONAL PROPERTY.** Employees of the contractor shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, computers, televisions or any other Belmont Facilities Department non-cleaning equipment or tamper with personal property.
- 24. MINIMUM QUALIFICATION.** Each bidder must have had a minimum of three years experience cleaning a minimum of 100,000 square foot building, preferably for a public school district.
- 25. CLEANER'S CLOSETS.** Closets are to be kept clean and orderly at all times. There shall be no flammables stored in these areas.
- 26. PERFORMANCE MONITORING.** The contractor's foreperson shall complete and file, on a daily basis, an evaluation form, detailing all work performed by the contractor during that night's work performed by the contractor upon completion of each night's work. Sample reporting forms are to be included by the vendor with the bid. Forms are subject to approval and edits by the Belmont Facilities Department. Daily reports are to be filed with the head custodian of the respective building. In addition, inspections will be performed regularly by the Owner of the work done by the contractor and compared to the filed daily report. The owner will complete a weekly inspection report which will be on-file with the Supervisor of Building Maintenance.
- Both the daily and weekly reports will be used by the owner to monitor contractor performance for the purpose of providing feedback to affect any changes in performance necessary and/or as a basis of terminating the contract, if applicable.
- The contractor MUST have at least one foreperson on site during every shift the crew is working. The foreperson is required to complete a daily report for each building included in the scope of this contract.
- 27. PENALTIES.** Whenever the actual work hours or supervision provided to carry out the services called for in this contract falls below the levels specified in the documents required, or items of work are not accomplished, the invoices tendered by the contractor for that period will be reduced by an amount equal to the lost hours.
- 28.** It shall be the responsibility of the successful contractor that all items listed to be done during the summer shutdown shall be completed prior to September 1 each year, so that the facility will be thoroughly cleaned for the opening of school.
- 29.** The contractor shall not assign, subcontract or in any way transfer any interest in this Agreement without the prior written consent of the owner. The contractor further agrees that none of the services to be performed under this Agreement shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior written consent of the owner.

30. 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 Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.
31. The contractor agrees that it will comply with the requirements of Massachusetts General Law Chapter 71, section 38R, as amended by Chapter 385 of the Acts of 2002 effective February 25, 2003, known as the Criminal Offender Records Information (CORI) law. A CORI review will be performed by the Facilities Department Coordinator on all employees of the contractor assigned to work in the Belmont Public Schools and the Beech Street Senior Center. The contractor further agrees to have every employee assigned to the Belmont Public Schools and the Beech Street Senior Center provide the information required and sign a *CORI Request Form* to allow the Facilities Department to conduct the CORI review. Any employee of the contractor who refuses to provide the information and sign the *CORI Request Form* will not be allowed to work for the contractor in the Town of Belmont.
32. The contractor agrees to guarantee and indemnify the Owner against all damages or loss the Owner may incur or sustain by or through the misconduct or negligence of any agent, servant, representative 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.
33. The successful bidder shall provide the Belmont Facilities Department a list of fringe benefits the bidder makes available to their employees.
34. Bidders must complete the attached Reference Form. Bidders shall list all current clients and a complete list of any clients for the past three years whether they are current or not. Please indicate which clients are public school districts. A contact name and telephone number for every client must be listed. Additional pages may be attached if there is not sufficient space on the Bid Form. Preference will be given to positive references from public school districts.
35. During periods of inclement weather, the contract employee may be directed to support activities to maintain exterior stairs and sidewalks for the use by the public. In such cases, it will be at the discretion of the Belmont Facilities Department if additional hours are required to complete planned cleaning duties.

Appendix A

Minimum Standards for Cleaning Belmont School and Town Buildings

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required

General	D	W	M	Q	A
Report building damage, broken furniture or windows, inoperable equipment, fixtures, lights, etc	X				
Clean and refill all dispensers (these materials are supplied by the Town), paper towels, toilet paper, soap and sanitary dispensers	X				
Remove graffiti	X				
All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.	X				
Close and secure all windows by end of shift and turn off lights once area is cleaned	X				
Move Furniture					X
Remove trash that is too large for standard waste containers	X				
Janitor closets are to be clean, organized, and order free at all times	X				
General & Public Areas/ Offices / Conference Rooms	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners when soiled or ripped and remove trash to disposal area	X				
Empty recycling bins	X				
Wash trash cans		3X			
Door mats indoors and outdoors at each entrance	X				
Disinfect and sanitize door knobs	X				
Sweep exterior entrance areas	X				
Disinfect common area surfaces	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office equipment, window ledges, heating units, partitions, doors, door frames & light switches		X			
Clean, sanitize, and polish drinking fountains	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions, & wall decorations		X			
Dust all pictures, charts and similar wall hangings			X		
Damp wipe all telephones with a disinfectant cleaner		X			
Dust all chair and table legs, rungs, baseboards, ledges, moldings and other low-reach areas		X			
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories, above 72 inches			X		
Vacuum clean all traffic areas and soiled carpet surfaces Inspect carpet for spots and remove stains	X				
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X			

Appendix A					
Minimum Standards for Cleaning Belmont School and Town Buildings					
Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required					
Sweep or dry mop all floor surfaces, remove gum and adhesives Wet mop spills, stains, and spots	X				
Spot clean all door and partition glass	X				
Completely clean all door and partition glass		X			
Clean and polish door kick plates		X			
AUDITORIUM AND MEETING ROOMS	D	W	M	Q	A
Vacuum clean all carpeting		X			
Pick up any trash	X				
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories, above 72 inches			X		
Extraction clean carpeting				X	
Vacuum chairs to remove dust			X		
Dust and clean all horizontal surfaces		X			
Spot clean interior glass		3X			
Spot clean walls and partitions		X			
CAFETERIA AND DINING AREAS	D	W	M	Q	A
Dry mop and wet mop all floor surfaces with disinfectant	X				
Dust all horizontal surfaces (including tables and chairs)	X				
Disinfect common area surfaces and sanitize lunch tables	X				
Remove smudges, etc , from door frames, light switches and doors	X				
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories, above 72 inches		X			
High speed burnish floor		X			
Extraordinary cleaning of tables and chairs			X		
Clean windows (interior) and glass doors		3X			
Dust baseboards, ledges, moldings and other low reach areas		X			
Spot clean walls and partitions		X			
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Wash trash cans		3X			
Empty recycling bins	X				
Wet wipe sills and ledges	X				
Clean and wash all floor mats	X				
CLASSROOMS	D	W	M	Q	A

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Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners when soiled or ripped and remove trash to disposal areas	X				
Empty recycling bins	X				
Clean door glass in and out	X				
Clean chalk trays		2X			
Clean white boards, and vacuum erasers		2X			
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories, above 72 inches			X		
Empty pencil sharpeners	X				
Sweep or dry mop all floor surfaces, remove gum and adhesives Wet mop spills, stains, and spots	X				
Vacuum and wet mop floor, paying particular attention to edges and corners		X			
Dust tops of file cabinets, teachers desks, window ledges and TV stands		X			
Apply restorer or spray wax and burnish all floors			X		
Spot clean walls, doors, door frames, switches all partitions	X				
Fill and clean all soap and towel dispensers	X				
Carpeted classrooms and Media Center - vacuum all traffic areas and soiled carpeted surfaces and under easily moved furniture Inspect carpet for spots and remove stains	X				
Carpeted classrooms and Media Center - vacuum all exposed surfaces including edges and corners		X			
Clean and polish door kick plates		X			
Extraction clean all carpeted classrooms				X	
CORRIDORS and HALLWAYS	D	W	M	Q	A
Dry mop floors, remove gum, and all scuff marks, remove all adhesives and scrub wash floors	X				
Dry mop floors, wet mop spills, remove gum, and scuff marks Add restorer and burnish floors		2X			
Wash trash cans		3X			
Vacuum all entrance mats, remove stains, gum and adhesives	X				
Remove smudges from walls, glass, door frames, handles, switch plates, kick and push plates and lockers	X				
Clean, sanitize, and polish drinking fountains	X				
Clean trophy cases, door and partition glass	X				
Dust all ledges, moldings, heaters, shelving and wall hangings	X				
Clean and polish door kick plates		X			

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Minimum Standards for Cleaning Belmont School and Town Buildings

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ELEVATORS	D	W	M	Q	A
Remove build up from corners and edges		X			
Strip and wax floors, 3 coats				X	
Scrub and recoat with 2 coats of wax			X		
Clean walls of smudges, etc floor	X				
Spray buff elevators		X			
Dry mop, wet mop floor	X				
Wipe and clean all elevator buttons	X				
GYMNASIUMS	D	W	M	Q	A
Wet mop floor, wash door frames, door		X			
Spot mop floor, remove gum, etc	X				
Dust and clean all horizontal surfaces		X			
Remove high dust			X		
Dry mop floor, clean bleachers	X				
KITCHENS	D	W	M	Q	A
Dry mop and wet mop floor with disinfectant	X				
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Clean under stoves, refrigerators	X				
Dry mop, wet mop storage room floors	X				
Remove empty boxes to dumpster	X				
Check/replace soap and towels by sink	X				
Clean walls around trash cans	X				
High dust above 72"			X		
Low dust in low reach areas		X			
Wash trash cans		3X			
Empty recycling bins	X				
Spot clean walls and partitions		X			
Clean and wash all floor mats	X				
KITCHEN OFFICE	D	W	M	Q	A
Dust all horizontal surfaces		X			
High dust above 72"			X		

Appendix A

Minimum Standards for Cleaning Belmont School and Town Buildings

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required

Low dust in low reach areas		X			
Extract clean carpet			X		
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Empty recycling bins	X				
Clean door, door frame, light switches of smudges	X				
Spot clean walls and partitions		X			
Wash trash cans		3X			
Clean glass by the door	X				
Vacuum floor	X				
Clean and refill all dispensers (these materials are supplied by the Town), hand towels, toilet paper, soap and sanitary dispensers	X				
KITCHEN & STAFF BREAK ROOMS	D	W	M	Q	A
Dry mop and wet mop floor	X				
Clean all horizontal surfaces		X			
Clean table tops	X				
Dust low reach areas		X			
High dust above 72"			X		
Burnish floor		X			
Strip and wax (3 coats) floor				X	
Spot clean walls and partitions		X			
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Empty recycling bins	X				
Wash trash cans		3X			
Clean table legs, chair legs			X		
Clean and refill all dispensers (these materials are supplied by the Town), hand towels, toilet paper, soap and sanitary dispensers	X				
LECTURE HALL	D	W	M	Q	A
Dust and clean all horizontal surfaces		X			
Remove high dust, with ladder				X	
Spot clean interior glass		3X			
Spot clean walls and partitions		X			
Wash door frames, door, light switches		X			

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Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required					
Dry mop floor	X				
Wet mop floor		X			
LOCKER ROOMS	D	W	M	Q	A
Dry mop floors	X				
Wash the floor with disinfectant	X				
Dust all horizontal surfaces		X			
Clean top and front of lockers	X				
Dust all surfaces above 72"			X		
Clean and sanitize all fixtures, wash basins, urinals, toilet bowls including plumbing fixtures underneath and	X				
Clean and sanitize showers from top to bottom	X				
Dust all low reach surfaces		X			
Spot clean walls and partitions	X				
Clean locker room floor and showers with Kaivac No Touch Cleaning system		X			
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Wash trash cans		3X			
LOCKER ROOM COACHES OFFICE	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Dry mop floor	X				
Wet mop floor using disinfectant	X				
Spot clean walls and partitions		X			
Dust low reach areas			X		
Dust high reach 72" areas			X		
Wash trash cans		3X			
MEDIA CENTER	D	W	M	Q	A
Dust all horizontal surfaces		X			
Empty trash and replace liner	X				
Empty recycling bins	X				
Wash trash cans		3X			
Dust all horizontal surfaces above 72"			X		
Spot clean interior glass		3X			

Appendix A

Minimum Standards for Cleaning School and Town Buildings

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required

Spot clean walls and partitions		X			
Extraction clean all carpeting, moving furniture				X	
Spot clean stains in carpeting		X			
Dust baseboards, chair legs, table legs, ledges, molding and other low reach areas		X			
Vacuum all exposed carpet	X				
RESTROOMS	D	W	M	Q	A
Restrooms shall be maintained in a condition free of noxious odors and residues.	X				
Disinfect and sanitize and refill all dispensers (these materials are supplied by the Town), hand towels, toilet paper, soap and sanitary dispensers	X				
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners (always) and remove trash to disposal areas	X				
Wash and sanitize trash cans		3X			
Clean ceiling partitions, louvers and vents	X				
Disinfect and sanitize mirrors, doors and frames, powder shelves, etc	X				
Floors and fixtures shall be cleaned with restroom machine designed for commercial restrooms	X				
Disinfect and sanitize all fixtures, wash basins, urinals, toilet bowls including underneath and plumbing fixtures	X				
Wet-mop floor and disinfectant	X				
Polish all bright work	X				
Sweep and damp mop with a disinfectant and sanitize all floors-paying particular attention to edges, corners and lower wall base	X				
Machine scrub floors with a disinfectant and sanitizer and wash lower wall areas			X		
Clean with Kaivac no touch cleaning system		X			
Dust all ledges		X			
Disinfect and sanitize all door knobs and handles	X				
Disinfect, sanitize, and polish door kick plates		X			
STAIRWELLS	D	W	M	Q	A
Sweep or dry mop all stairs and landings, spot clean spills and remove gum	X				
Damp mop all stairs and landings		3X			
Clean and polish door kick plates		X			
Dust all framework and risers, heaters, window ledges and door frames		X			
Dust high ledges and walls			X		
Wash stair treads and apply gloss restorer/sealer			X		

Appendix A

Minimum Standards for Cleaning Belmont School and Town Buildings

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=As Needed or Required

Clean door and sidelight glass	X				
Wash handrails removing smudges, oils, gums and adhesives	X				
SCHOOL SUMMER BREAK					
All work to be completed one week before opening of school					
All regular daily cleaning to be performed prior to school reopening					

All room furnishings to be removed prior to floor refinishing and reinstalled as it was prior to being removed Auditorium hard surface flooring to be washed and carpeting extraction cleaned
 Clean all accessible light fixtures
 Clean all baseboards
 Clean all entrance doors and partition glass
 Clean all glass areas, both inside and outside
 Clean all of kitchen walls and flooring Kitchen hood and filters
 Clean all tack boards of staples and dirt
 Clean all vents with extra attention to restrooms and locker rooms
 Clean and disinfect all bathrooms
 Clean and polish door kick plates
 Clean and sanitize ALL furniture
 Clean and vacuum heat registers
 Clean and wash with a disinfectant cleaner interior and exterior of all lockers Clean
 sweep all storage areas, supply rooms and closets
 Dust all lighting fixtures including exposed bulbs and all hanging light fixtures Extract
 upholstery
 Extraction clean all carpeted surfaces and mats
 Remove shelving from kitchen storage room and machine wash floor
 Stage floor to be damp mopped
 Strip and recoat (4 coats) all hard surface flooring (Excluding hard wood) taking care in all corners and edges
 Strip and recoat (4 coats) in corridors all hard surface flooring (Excluding hard wood) taking care in all corners and edges Thoroughly clean
 desks tops, insides, & underneath
 Vacuum upholstered furniture
 Wash all walls, doors and frames
 Wash all walls, doors and frames in Nurses' area with a disinfectant cleaner Wash
 walk in refrigerator and freezer flooring

DECEMBER, FEBRUARY, APRIL SCHOOL BREAKS

Each of Three Breaks

All regular daily, weekly, and monthly cleaning are also to be performed during each vacation prior to school reopening
 All resilient flooring will be scrub and recoat (2 coats) or striped and recoated (3 coats), depending on condition
 Clean all entrance doors and partition glass
 Clean all vents with extra attention to restrooms and locker rooms
 Clean and disinfect all bathrooms and locker rooms
 Clean and polish door kick plates
 Clean exterior windows (outside) (April Vacation)
 Spot extract clean all carpeted areas, paying close attention to heavy traffic areas, and ensuring carpets are dried
 Wash all walls, doors and frames in Nurse's area with a disinfectant cleaner
 Wash with a disinfectant cleaner exterior of student lockers

Belmont Public Library Additional Tasks

Open building unlock doors, and set heat/AC
 Set table and chairs in program rooms for morning and afternoon scheduled events
 Cover Post Office duties when required
 Empty exterior book drop containers and return books accordingly
 Clean Children's Room at 8:00 p.m. daily, except 6:00 p.m. on Friday

Appendix B
BELMONT FACILITIES DEPARTMENT
CONTRACT CLEANING SERVICES
BID FORM

The undersigned proposes to provide cleaning services at the listed School and Town Buildings, per the schedule identified in Appendix A for the period, September 4, 2018 through June 30, 2019 (which includes two one-year extensions to be awarded at the sole discretion of the Belmont Facilities Department for July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021 in accordance with these specifications for the following bid prices:

Building	Daily Cleaning Hours	Daily Foreman Hours	Daily Total Hours	9/4/18 to 6/30/19 \$ Bid	Year 2 \$ Bid	Year 3 \$ Bid	3 Year \$ Bid Total
Belmont High School							
Chenery Middle School							
School Total							
Beech Street Senior Center							
Belmont Police Station							
Belmont Town Hall							
Homer Building							
Belmont Library							
Town Total							
School and Town Total							

I understand that if I am the successful bidder, I will be required to enter into a written contract which can be cancelled without cause by the Belmont Facilities Department in accordance with these specifications.

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Whenever the actual staffing or supervision provided to carry out the services called for in this contract falls below the levels specified in the documents required, or items of work are not accomplished, the invoices tendered by the contractor for that period will be reduced by an amount equal to the lost labor hours @ \$_____ per hour. Missed daily labor hours cannot be made up. Additional work requests shall be provided at the same hourly rate as lost labor hours.

Signature: _____

Company: _____

Name: _____

Address: _____

Title: _____

Telephone No. _____

Date: _____

Appendix C

CLIENT LIST/REFERENCE FORM

Please list all clients for the past three (3) years, whether or not contracts are still in effect.

Please list Current Clients first

1. Client Name_____

Address_____

If School District, grades_____

Public_____ Private_____

Contact Person_____

Tel. No. _____

Duration of contract_____

from when to when

2. Client Name_____

Address_____

If School District, grades_____

Public_____ Private_____

Contact Person_____

Tel. No. _____

Duration of contract_____

from when to when

3. Client Name_____

Address_____

If School District, grades_____

Public_____ Private_____

Contact Person_____

Tel. No. _____

Duration of contract_____

from when to when

4. Client Name_____

Address_____

If School District, grades_____

Public_____ Private_____

Contact Person_____

Tel. No. _____

Duration of contract_____

from when to when

Please copy this sheet if additional space is necessary.

Appendix D
BELMONT FACILITIES DEPARTMENT
CONTRACT CLEANING SERVICES

Certification of Non-Collusion and State Tax Compliance

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. Also, as required by MGL C.62, s49A, I certify that the bidder has complied with all laws of the Commonwealth relating to taxes.

Name _____ Date _____

Title _____

Company name _____

Address _____

Telephone # _____

Appendix E

**Contract Cleaning Services
for
School
and
Town Buildings
BID #: 2019-04
BELMONT, MASSACHUSETTS**

July 1, 2018

To

JUNE 30, 2021

CONTRACT

CLEANING

School
and
Town Buildings

BELMONT, MASSACHUSETTS

THIS AGREEMENT made this ____ day of July in the year Two Thousand and Eighteen,
between _____ with a usual place of business at
_____ hereinafter called the CONTRACTOR, and the
Town of Belmont, acting by its FACILITIES DEPARTMENT, with a usual place of business at 19
Moore Street, Belmont, MA 02478, hereinafter called the OWNER.

WITNESSETH, that the CONTRACTOR and the OWNER, for consideration hereinafter
named, agreed as follows:

1. GENERAL. The CONTRACTOR shall furnish all equipment, appliances, materials,
labor and supervision (unless otherwise specified) and perform all of the work at the Belmont Town
and School Buildings through June 30, 2019 in accordance with the "Specifications For Contract
Cleaning," dated June 20, 2018, and the Bid of the CONTRACTOR, dated _____ copies of
which are attached hereto and made a part hereof. Note that the OWNER shall provide all cleaning
chemicals and floor finishing products. All of the work to be performed under this AGREEMENT
shall be in accordance therewith.

2. THE CONTRACT PRICE. The TOWN shall pay the CONTRACTOR the firm bid price for Year One and any subsequent renewal years. The OWNER shall have the sole discretion to exercise its option to extend the one year term of the agreement beyond June 30, 2019 for two additional years. Such extensions are subject to Town appropriation and will be exercised, if at all, one year at a time by written notice to the CONTRACTOR. In the event that an option to extend is exercised by the OWNER, the sum paid to the CONTRACTOR for that year shall be the firm annual price noted in the bid.

3. CONTRACT DOCUMENTS. The Advertisement for Bids and Bid Specifications dated June 20, 2018, as well as the Bid of the CONTRACTOR dated _____, and the Bid Performance and Payment Bonds, Certificate of Insurance and Certification of Non-Collusion, shall become the contract documents and are included herein and shall become part of this AGREEMENT in all respects and as fully as if the provisions thereof were completely set forth herein.

4. APPROVAL OF WORK. All work pursuant to this AGREEMENT shall be done to the satisfaction of the Facilities Director, or any other duly authorized representative of the OWNER.

5. ASSIGNMENT. The CONTRACTOR shall not assign, subcontract, or transfer any interest in this AGREEMENT without the prior written consent of the OWNER. The CONTRACTOR further agrees that none of the services to be performed under this AGREEMENT shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior written consent of the owner.

6. TERMINATION. The OWNER shall have the right to terminate this AGREEMENT by giving written notice of such termination by registered mail to the CONTRACTOR and specifying the date thereof at least thirty calendar days before the effective date of termination.

7. LIABILITY. The CONTRACTOR acknowledges and agrees that it is responsible for all of its acts and doings and those of its employees and agents. The CONTRACTOR shall assume defense of and hold harmless the OWNER and the Town of Belmont from all suits and claims against the OWNER and the Town of Belmont arising from use of any invention, patent right, material, or labor or from any act, omission or neglect of the CONTRACTOR or its agents or employees in carrying out this AGREEMENT. The CONTRACTOR agrees to guarantee and indemnify the Town of Belmont against all damages, expenses or losses the Town of Belmont may incur or sustain by or through the misconduct or negligence of the CONTRACTOR or its agents or employees in the performance of services required by this AGREEMENT. Neither The Town of Belmont nor their officers, agents, or attorneys shall be personally liable for any of the acts or doings of the CONTRACTOR under this AGREEMENT or incidental thereto or for any claims of the CONTRACTOR, or any person claiming under it, by virtue of its acts or omissions.

8. INSURANCE. The Contractor shall purchase and maintain for the duration of the contract such insurance as will protect both the Owner and the Contractor from claims which may arise under the Agreement, including operations performed for the named insured by independent contractors and general inspection thereof by the named insured. In addition, the Contractor shall require its subcontractors to maintain such insurance. Coverage shall be provided for:

- (A) claims under workers' or workmen's compensation, disability benefit and other applicable employee benefit acts, in accordance with applicable law;
- (B) claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
- (C) claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;

- (D) claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
- (E) claims for damages, including damages to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
- (F) claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
- (G) claims involving contractual liability applicable to the Contractor's obligations under Section 13.

The limits of liability for coverage required under the preceding paragraph shall be as required by the Owner. All such policies shall contain provisions or endorsements necessary to assure coverage of claims by one insured against another. All required insurance policies shall be endorsed to state that the Contractor's policies shall be primary to all other insurance available to the Owner and other specified additional insureds for liability arising out of or resulting from the Contractor's operations under the Contract, whether such operations be by Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. All policies shall include permission for partial or total occupancy of the premises by the Owner within the scope of this Contract.

9. SECURITY. CONTRACTOR's employees shall not admit any unauthorized person to areas controlled by them.

10. COMPLIANCE WITH STATUTES, RULES AND REGULATIONS. This AGREEMENT is made subject to all laws of the Commonwealth and if any clauses do not conform to such laws, then such clauses shall be void and such laws shall be operative in lieu thereof and the

remaining terms of the agreement shall remain in full force. Such sections of the Massachusetts General Laws as are required to be included in this AGREEMENT are hereby incorporated. The CONTRACTOR agrees that it will comply with all laws, local by-laws, and rules and regulations of the Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the OWNER by its authorized representatives who, however, incur no personal liability by reason of the execution hereof or of anything herein contained, as of the day and year first above written.

CONTRACTOR:

Printed Name:

Title:

OWNER: Town of Belmont

Patrice Garvin, Town Administrator _____

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefore and that the sum of \$ _____ has been authorized to execute the contract and approve all requisitions and change orders.

Account No.:

By: _____
Chitra Subramanian, Town Accountant

APPENDIX F INSURANCE REQUIREMENTS

1.01 THE CONTRACTOR'S INSURANCE:

- A. The Contractor shall provide and maintain insurance, at its expense, during the term of the contract, as well as any and all renewals thereof, which shall be at a minimum, in the amounts and types as set forth below.
 - 1. The contractor shall purchase and maintain such insurance that shall protect the Contractor from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by itself or by any Subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.
- B. Worker's Compensation Insurance: Statutory Limits established by the Commonwealth of Massachusetts. Individuals, sole proprietors and partners shall obtain workers compensation insurance and shall provide evidence of such coverage.
- C. Employer's Liability Insurance: Employer's Liability Insurance in the amount of \$500,000 Bodily Injury per Accident, \$500,000 Bodily Injury by Disease, each employee and policy limit.
- D. General Liability Insurance: Commercial general liability insurance on an occurrence basis with limits not less than a combined single limit per occurrence of \$1,000,000; \$1,000,000 aggregate for products/completed operations; \$1,000,000 per person for personal/advertising injury; and \$2,000,000 general aggregate. General liability policies shall not contain a deductible and this shall be clearly evidenced on the certificate of insurance. A waiver of subrogation shall not be included in the policy. The "XCU" perils shall be included.
- E. Automobile Liability Insurance: \$1,000,000 Combined single limit per accident for bodily injury and property damage liability. Coverage shall be provided for all owned, hired and non-owned vehicles and shall be evidenced on the certificate. There shall be no automobile liability deductible applicable.
- F. Umbrella Liability Insurance: Umbrella liability insurance applying in excess of primary employer's liability, general liability and automobile liability with limits of at least \$3,000,000 per occurrence, \$3,000,000 aggregate.
- G. Property Insurance: The Owner shall maintain property insurance on the building, including materials to be added per this contract. Such insurance shall include the interests of the Owner, Contractor and Sub-Contractors. This insurance shall cover portions of the work, stored off-site and in transit.
- H. Insurance Certificates: The Contractor shall furnish Certificates of Insurance that are acceptable to the Owner, within five (5) days of notification by the Purchasing Agent or her designee. Six insurance certificates, in original form shall be provided to the Owner and at least one shall contain an original signature, in blue ink.

1. The certificate holder shall be listed as follows:
 - a. Town of Belmont, 455 Concord Avenue, Belmont, MA 02478.
 - b. The Town of Belmont shall be named as an additional insured (including its employees, agents and representatives), with respect to all coverage, with the exception of worker's compensation.
 - c. The project title shall be included on the certificate, in the section entitled "Description of Operations".
 - d. Companies providing insurance coverage shall be licensed to transact business in the Commonwealth of Massachusetts.
 - e. Certificates of Insurance acceptable to the Owner shall be addressed to and filed with the Owner prior to commencement of the work.
 - f. The insurance certificate shall require that the certificate holder be notified in writing at least 30 days (10 days for Worker's Compensation coverage) prior to cancellation or non-renewal of the policy (ies).
 - g. No restrictive amendments shall be placed on the policies.
 - h. There shall be no liability insurance deductibles, unless approved by the Owner.
 - i. All premium costs shall be included in the Contractor's bid.
 - j. Insurance providers shall be rated, as a minimum, "A-" by A.M. Best. If the rating of the insurance provider falls below "A-" during the period of performance of the contract, the contractor shall furnish coverage(s) from another provider that possesses a rating of A- or better at no additional cost to the Owner.

END OF SECTION

Appendix G
BELMONT FACILITIES DEPARTMENT
CONTRACT CLEANING SERVICES
PRE-BID SITE VISIT ATTENDANCE FORM

NAME _____

TITLE _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____

DATE OF SITE VISIT June 28, 2018

BELMONT FACILITIES DEPARTMENT

Appendix H
BID CHECKLIST

BID FORM SIGNED	_____
CERTIFICATION OF NON-COLLUSION AND TAX COMPLIANCE SIGNED	_____
COMPLETED REFERENCE FORM	_____
DAILY REPORT FORM SAMPLE	_____
PRE-BID SITE VISIT ATTENDANCE FORM SIGNED BY BELMONT FACILITIES DEPARTMENT REPRESENTATIVE	_____
EVIDENCE OF THE ABILITY TO OBTAIN A PERFORMANCE BOND	_____