

**TOWN of HOPEDALE**  
Invitation to Bid 17-2

Sealed bids are requested by the Town of Hopedale for Contract Cleaning Services for the Hopedale Jr./Sr. High School, Memorial Elementary School and Bright Beginnings Center. Specifications may be obtained on the school's website <http://www.hopedaleschools.org/information/school-committee/bidding-opportunities> or at the School Superintendent's Office, located at 25 Adin Street, Hopedale, Massachusetts 01747 between the hours of 9:00 a.m. and 3:00 p.m. beginning May 26, 2016.

Bids shall be submitted in a sealed envelope and appropriately marked "Contract Cleaning Services – Hopedale Jr./Sr. High School, Memorial Elementary School and Bright Beginnings Center". Bids will be received at the Hopedale Town Hall's Main Office, 78 Hopedale Street, Hopedale, Massachusetts 01747 on or before Wednesday, June 15, 2016 until 10:00 a.m., at which time and place they will be publicly opened and read.

The town reserves the right to reject any and all bids. The award is subject to the approval of the Hopedale School Committee.

School Accountant  
Lynne Davis

## **BUILDING CLEANLINESS**

1. It is understood and agreed that only the highest possible standards of cleanliness are acceptable and shall be maintained; that the following specifications 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 at some length.
  
2. **BID BOND.** All bids must be accompanied by a bid security of cash or certified check, Treasurer's or Cashier's check by a responsible bank or trust company, or bid bond, payable to Hopedale Public Schools, in the amount of 5% of the total bid amount.
  
3. **CONTRACT AND BOND.** The successful bidder will be required to enter into a contract with Hopedale Public Schools. A performance bond in the amount of 100% of the contract protecting the Town as to the completion of the contract will also be required. The bond may be reduced annually to cover the balance of the contract amount.
  
4. **CHANGE ORDERS.** When, and if, field conditions necessitate that changes, additions or deletions be made to the contract, the Superintendent of Schools 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. A deduction of time will be charged at the same rate as any additional time required.

4a. The Contractor shall be responsible for the proper cleaning of all areas of the building including storage areas whether specifically listed or not. A mandatory pre-bid conference will be held at the Memorial School at 10:00 a.m. on Thursday June 9, 2016 to examine the buildings and to acquaint himself / herself thoroughly with any and all field conditions.

The Contractor shall be required to redo, at their own expense, any work not done according to specifications; any work in relation to which there shall be doubt or discrepancy unless performed in accordance with the adjustment thereof; any work done in violation of law or public authority; any work done in accordance with verbal instructions not confirmed in writing.

5. **INSURANCE.** The contractor shall submit certificate of insurance with the following minimum limits:

	<u>Limits</u>
<b>a. Worker's Compensation</b>	
Bodily injury by accident	\$500,000 each accident
Bodily injury by disease	\$500,000 policy limit
Bodily injury by disease	\$500,000 each employee
<b>b. General Liability</b>	
General aggregate limit	\$3,000,000
Personal & advertising injury limit	\$1,000,000
Each occurrence limit	\$1,000,000

Hopedale Public Schools **must** be named as “additional insured”.

6. **SUPERVISION.** The Contractor shall give personal supervision to the work and shall employ a **competent supervisor** during the progress of the work. One worker in the high school and one in Memorial School will have a good command of the English language. The Contractor shall employ a sufficient number of **competent workers** who are experienced thoroughly in this type of work. The supervisor shall make a detailed inspection upon completion of each night's work and shall make a daily report listing all work completed under the specification.

The selected contractor shall discharge or replace from service in Hopedale Public Schools any person who, in the opinion of the Superintendent of Schools, is incompetent, disorderly or otherwise unsatisfactory. This also will include any illegal immigrants to the United States of America.

7. **UTILITIES.** The Contractor may employ for their own use, the present electrical and water services, in order to perform the work 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.

8. **DEBRIS.** 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.

9. **PROTECTION OF PROPERTY.** The Contractor shall keep all exterior doors locked when the building is unoccupied and **shall be responsible for locking the windows and doors of the building** or any portion or portions of the building, at times other than where they are in normal use. The Contractor shall not open any doors or windows 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 Superintendent of Schools shall hold the Contractor responsible for any school property that is lost or stolen during the execution of the work. Smoking by employees is not allowed on school property.
  
10. **AREAS TO BE INCLUDED.** The areas to be included under this specification shall include the complete Memorial School and Hopedale Jr./Sr. High School along with Bright Beginnings Center.
  
11. **BID FORM.** All bids must be submitted on the attached Bid Form. The bid form will be bid in two ways: 1) the Memorial School, the Jr/Sr High School and the Bright Beginnings Center buildings and 2) the Memorial School and Jr/Sr High School.
  
12. **LENGTH OF CONTRACT.** This specification shall cover the period July 1<sup>st</sup>, 2016 through June 30, 2019. The Superintendent of Schools shall have the right to terminate this agreement 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 Superintendent shall be written and made by registered mail. Years two and three are subject to Town appropriation.
  
13. **TIME OF WORK PERFORMANCE.** On school days, the majority of work in this specification shall be done after 4:00 p.m. These areas shall include, but not be limited to certain corridors, classrooms, toilet facilities, meeting areas, etc. All work for the night must be completed no later than 9:00 p.m.

On school snow days, workers will be required to come in and do detail work on areas not normally cleaned on a daily basis. All work must be completed on a nightly basis. The contractor will be responsible for supplying enough man power for approximately 249 days per year to clean the facilities as specified.

14. **EQUIPMENT AND MATERIALS.** The Contractor shall furnish all equipment, appliances and materials, cleaning chemicals (including wax), including an automatic floor scrubber at both the high school and Memorial School, labor and supervision, unless otherwise specified for performing all operations within this specification. Hopedale Schools will provide all paper products and liquid soap for bathrooms and all plastic trash bags.
15. **ACCIDENT, FIRE AND SAFETY PREVENTION.** The Contractor shall be responsible for carrying out the fire, accident and safety prevention policies. (There will be no smoking allowed on school property.)
16. **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 not in session or after staff professional days.
17. **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 and approved by the Superintendent of Schools.
18. **LIGHTS.** Only those lights necessary for cleaning in the immediate areas where employees are working will be lighted. All lights shall be turned off and doors closed and locked in each classroom unless there is somebody physically in that room cleaning.
19. **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, including fire doors and windows, shall be closed, locked and checked upon leaving each room that has been cleaned. Cost associated with lost keys shall be assessed to the Contractor.
20. **PERSONAL PROPERTY.** Employees of the Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones, computers, radios or television sets or tamper with personal property.

21. **MINIMUM QUALIFICATION.** Each bidder must have had a minimum of three years experience cleaning a minimum of 100,000 square feet of Building space, and working in a school environment.

Comparative Evaluation Criteria:

I. Number of Years of Experience

- a) Highly Advantageous: Contractor has more than five years of cleaning experience
- b) Advantageous: Contractor has more than three but not more than five years of cleaning experience
- c) Not Advantageous: Contractor has one to three years of cleaning experience
- d) Unacceptable: Contractor has less than one year of cleaning experience

II. Number of Square Feet of Building Space

- a) Highly Advantageous: Contractor has cleaned greater than 150,000 sq. ft. of building space
- b) Advantageous: Contractor has cleaned greater than 110,000 sq. ft. of building space, but not more than 149,999 sq. ft. of building space
- c) Not Advantageous: Contractor has cleaned greater than 100,000 sq. ft., but not more than 109,999 sq. ft.
- d) Unacceptable: Contractor has cleaned 99,999 sq. ft. or less

III. Experience in a School Environment

- a) Highly Advantageous: Contractor has experience working in a school district with 4 or more school buildings
- b) Advantageous: Contractor has experience working in a school district with 3 school buildings
- c) Not advantageous: Contractor has experience working in a school district with 2 or less school buildings
- d) Unacceptable: Contractor has no experience working in school buildings

22. **REPORTING.** Employees of the Contractor will notify the custodial supervisor for the owner the following: stopped toilets and drains, broken fixtures and equipment, lights out of order, etc. Anything of immediate nature such as open or unlocked doors, or anything out of the ordinary shall be reported to the custodial supervisor for the Owner.

23. **CUSTODIAL CLOSETS.** Closets are to be kept clean and orderly at all times. There shall be no flammable materials stored in these areas.
24. **WEEKLY INSPECTIONS.** Inspections will be performed in conjunction with Superintendent of Schools or designee and the Contractor at least weekly.
25. **PENALTIES.** Whenever the level of cleaning or supervision provided to carry out the services called for in this contract falls below the levels specified in the documents or items of work are not accomplished, the invoices tendered by the Contractor for that period will be reduced reflecting services not provided as per contract specifications.
26. **SUMMER SHUTDOWN.** It shall be the responsibility of the successful Contractor that all items listed to be done during the summer shutdown shall be completed **one week prior to school opening. The daily cleaning of the schools will begin on the week night before the first day of school.**
27. **WORK HOURS.** Each bidder shall state the number of work hours scheduled for the daily cleaning activities for each building.
28. **CONTRACT TRANSFER.** The Contractor shall not assign, subcontract or transfer any interest in this Agreement without the prior written consent of the Superintendent of Schools. 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 Superintendent of Schools.
29. **HIRING STANDARDS.** 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 Agreement. The Contractor further agrees that it will comply with all laws, local by-laws, rules and regulations of the Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.
30. **CORI REQUIREMENTS.** The Contractor shall perform criminal offender registry information (CORI) checks on all employees prior to their starting work in a school. **Evidence of checks shall be given to the**

**Superintendent of Schools. The Superintendent of Hopedale Public Schools reserves the right to review all CORI reports and reserves the right to reject any employee based on the CORI report results.**

31. **INDEMNIFY.** 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 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.

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Hopedale and the Hopedale Public School Department, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his/her employees, agents, subcontractors or material persons. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Hopedale Public School Department for damage to its property caused by the Contractor, his/her employees, agents, subcontractors or material persons, including damages caused by his/her, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Hopedale Public School Department's gross negligence or willful misconduct.

By signing this contract I confirm that I have read, understand and agree to adhere to the specifications listed in the eight (8) pages in this document.

\_\_\_\_\_  
Date

Performance References of Similar Nature  
Site Visits Will Be Conducted

1. Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

2. Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

3. Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

# **FORM A**

## ***Certificate of Non-Collusion***

*The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.*

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*(Name of Person signing bid or proposal)*

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*(Name of Business)*

# **FORM B**

## ***Individual Form***

***IF BID IS BY AN INDIVIDUAL, PLEASE FILL IN THE INFORMATION BELOW:***

\_\_\_\_\_  
***CONTRACTOR***

\_\_\_\_\_  
***ADDRESS***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
***SOCIAL SECURITY NUMBER***

\_\_\_\_\_  
***HOME TELEPHONE NUMBER***

\_\_\_\_\_  
***FIRM TELEPHONE NUMBER***

# FORM C

## *Partnership Form*

*IF BID IS BY A PARTNERSHIP, PLEASE FILL IN THE INFORMATION BELOW*

\_\_\_\_\_  
*CONTRACTOR*

\_\_\_\_\_  
*ADDRESS*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*TREASURY REPORTING NUMBER*

\_\_\_\_\_  
*TELEPHONE NUMBER*

\_\_\_\_\_  
*PARTNER*

\_\_\_\_\_  
*PARTNER*

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

# FORM D

## Corporation Form

IF BID IS BY A CORPORATION, PLEASE FILL IN THE INFORMATION BELOW:

\_\_\_\_\_  
*CONTRACTOR*

\_\_\_\_\_  
*ADDRESS*

\_\_\_\_\_  
*TREASURY REPORTING NUMBER*

\_\_\_\_\_  
*TELEPHONE NUMBER*

\_\_\_\_\_  
*PRESIDENT*

\_\_\_\_\_  
*VICE-PRESIDENT*

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

\_\_\_\_\_  
*TREASURER*

\_\_\_\_\_  
*CLERK*

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_  
*HOME ADDRESS*

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*SOCIAL SECURITY NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

\_\_\_\_\_  
*HOME TELEPHONE NUMBER*

**FORM E**

***Certificate of Vote Form***

I, \_\_\_\_\_, Clerk of \_\_\_\_\_, hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on \_\_\_\_\_, 200\_\_\_\_, at which time 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 is hereby is authorized, directed and empowered, in the name and on behalf of the Corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver all Contracts, Bonds or obligations of this Corporation; the execution of any such Contracts, Bonds or obligations by such Officer

\_\_\_\_\_  
(Name of Officer)  
to be binding upon this Corporation for all purposes and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of Hopedale 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 Hopedale.”

I further certify that \_\_\_\_\_  
(Name of Officer)

is the duly elected \_\_\_\_\_  
(Title)

of said Corporation.  
Signed: \_\_\_\_\_  
(Clerk/Secretary)

Place of Business: \_\_\_\_\_

Date of Contract: \_\_\_\_\_

**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 of the Corporation, this Certificate must be countersigned by another Officer of the Corporation.*

# **FORM F**

## ***Tax Compliance Form***

*I certify under the penalties of perjury that to my best knowledge and belief, the bidder named below has complied with all laws of the Commonwealth of Massachusetts relative to taxation, reporting of employees and contractors, and withholding and remitting child support.*

\_\_\_\_\_  
*\*Signature*

\_\_\_\_\_  
*By: Corporate Officer  
(Mandatory, if applicable)*

\_\_\_\_\_  
*\*\*Social Security # (Voluntary) or  
Federal Identification Number*

*\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.*

*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. c. 62C s. 49A.*

# **FORM G**

## **AGREEMENT BETWEEN THE TOWN OF HOPEDALE AND**

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### **FOR BUILDING CLEANING SERVICES**

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**MADE AS OF** \_\_\_\_\_

The Town of Hopedale, Massachusetts, a municipal corporation with an address of Hopedale Town Hall, 78 Hopedale Street, PO Box 7, Hopedale MA 01747 (“Town”) and \_\_\_\_\_, a corporation with a place of business at \_\_\_\_\_ (“Contractor”) hereby agree as follows:

The Contractor agrees to perform and the Town agrees to pay for the performance of cleaning services for Town Buildings, the Jr. /Sr. High School, Memorial School and Bright Beginnings Center in accordance with the applicable specifications and the following terms:

#### **ARTICLE 1: SCOPE OF WORK:**

The Contractor shall perform all work and furnish all services necessary for cleaning of the Jr. /Sr. High School, Memorial School and Bright Beginnings Center in accordance with the specifications contained.

#### **ARTICLE 2: TIME OF PERFORMANCE:**

The term of the Contract is July 1, 2016 to June 30, 2019, subject to the Town’s appropriation of sufficient funds, as stated in the specifications.

#### **ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ \_\_\_\_\_.

#### **ARTICLE 4: CONTRACT DOCUMENTS:**

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.

3. All attachments to the Agreement.
4. The Specifications of the Bid Invitation

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

**ARTICLE 5: CONTRACT TERMINATION:**

The Town may suspend or terminate this Agreement by providing the Contractor with thirty (30) days written notice for convenience, and for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

**ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the Agreement. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement and the performance and functionality of the Apparatus purchased hereunder. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

**ARTICLE 10: AMENDMENTS, NOTICE:**

All amendments or any changes to the provisions specified in this agreement can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the Agreement provisions shall be made until after the written execution of the amendment or change to the Agreement by both parties.

Any notice required or authorized hereunder shall be given by certified mail, return receipt requested, to the parties at their respective addresses stated above.

**ARTICLE 11: INSURANCE:**

Prior to the start of the Contractor's work, the Contractor shall procure for the Contractor's work, and maintain in force with companies licensed to sell insurance in Massachusetts the following:

- Workers' Compensation and Employers Liability Insurance.

- Commercial General Liability Insurance including contractual liability to cover the contractor indemnification obligation. Completed operations coverage to continue in force for 2 years beyond completion of work for Town of Hopedale.
- Automobile Liability Insurance on all owned, leased, hired and non-owned vehicles.
- Umbrella Liability Insurance.

Town of Hopedale shall be named as additional insured on all of these policies except for Workers' Compensation. The additional insured endorsement shall limit that status to the acts or omissions of the Contractor, or the acts or omissions of any party for whom the Contractor is responsible.

All insurance shall be maintained with limits of liability not less than the following:

<u>Coverage</u>	<u>Limits</u>
Workers' Compensation Employers Liability	Statutory \$500,000 each accident \$500,000 each employee – Disease \$500,000 policy limit – Disease
Commercial General Liability  operations	\$3,000,000 general aggregate with a per location endorsement \$1,000,000 per occurrence \$3,000,000 aggregate, completed  \$1,000,000 personal injury
Automobile Liability	\$1,000,000 per occurrence
Umbrella Liability  operations	\$ 3,000,000 per occurrence \$ 3,000,000 products/completed  \$ 3,000,000 general aggregate

The Contractor shall maintain in effect all insurance coverage required under this agreement at the Contractor's sole expense and with insurance companies acceptable to Town of Hopedale.

All insurance policies shall contain a provision that the coverage afforded shall not be canceled or non-renewed, nor restrictive modifications added, until at least 30 days prior written notice has been given to Town of Hopedale, unless otherwise specifically required in contract documents.

Certificates of Insurance shall be filed with Town of Hopedale prior to the commencement of the Contractor's work.

In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Town of Hopedale may purchase such coverage and charge the expense thereof to the Contractor or terminate this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CONTRACTOR

by:

\_\_\_\_\_

Name:

Title:

TOWN OF HOPEDALE

by its \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specifications for HOPEDALE PUBLIC SCHOOLS - CLEANING CONTRACT**  
**Hopedale High School**

<b>General / Executive Offices</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office equipment, window ledges, heating units, partitions, doors, door frames and light switches.	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions, and 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 carpeted surfaces. Inspect carpet for spots and remove stains.	X				
Vacuum clean all exposed carpeted surfaces including edges, corners and under easily moved furniture.	X				
Spot clean all door and partition glass.	X				
Completely clean all door and partition glass.		X			
<b>Corridors</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Dry mop floors, remove gum, and all scuff marks. remove all adhesives and scrub wash floor.	X				
Add restorer and Burnish floors.		2X			
Vacuum all entrance mats; remove stains, gum and adhesives.	X				
Remove smudges from walls, glass, doors frames, handles, switch plates, kick and push plates and lockers.	X				
Clean and sanitize drinking coolers.	X				
Clean trophy cases	X				
Dust all ledges, moldings, heaters, shelving and wall hangings.	X				
Clean all doors and door frames.		X			

<b>Stairwells</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
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		
Clean door and sidelight glass.	X				
Wash handrails removing smudges, oils, gums and adhesives.		3X			
<b>Classrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Clean door glass in and out.	X				
Clean chalk trays.		2X			
Clean white boards, and vacuum erasers.		2X			
Empty pencil sharpeners.	X				
Sweep or dry mop all floor surfaces, remove gum and adhesives. Wet mop spills.	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 and partitions.	X				
Fill and clean all soap and towel dispensers.	X				
Carpeted classrooms, Library and Media-vacuum all traffic areas and soiled carpet surfaces and under easily moved furniture. Inspect carpet for spots and remove stains.	X				
Carpeted classrooms, Library and Media-vacuum all exposed surfaces including edges and corners.		X			
Clean and polish door kick plates.		X			
Shampoo all carpeted classroom			X		

<b>Restrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Clean and refill all dispensers (materials to be supplied by the School Dept.), hand towels, toilet paper, soap and sanitary dispensers.	X				
Clean walls, ceilings partitions, louvers and vents.	X				
Clean mirrors, doors & frames, powder shelves, etc.	X				
Clean and <b>sanitize</b> all fixtures, wash basins, urinals, toilet bowls including underneath plumbing fixtures.	X				
Polish all bright work.	X				
Sweep and damp mop with a <b>disinfectant</b> cleaner all floors-paying particular attention to edges, corners and lower wall base.	X				
Machine scrub floors with a <b>disinfectant</b> cleaner and wash lower wall areas.			X		
Empty all wastebaskets, exchange trash can liner, spot clean exterior of containers.	X				
Wash and disinfect all partitions and walls.		X			
Dust all ledges.		X			
Clean and polish door kick plates.		X			
<b>DRAPER GYM &amp; LOCKER ROOMS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Pick-up all trash in bleachers.					Season
Pick-up all trash in lobby areas and locker-rooms.					Season
Remove all trash to BFI container at High School.					Season

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, O=Other

S=Seasonal

SUMMER  
SHUTDOWN

Specifications for ***HOPEDALE PUBLIC SCHOOLS*** - CLEANING CONTRACT  
***High School***

Summer Shutdown					
Strip & recoat all vinyl floors taking care in all corners & edges. Clean all baseboards. A complete detail cleaning in all rooms and hallways, floor to ceiling.					
All room furnishings to be removed prior to floor refinishing and reinstalled as they were prior to being removed.					
Dust all lighting fixtures including exposed bulbs. This is to include all hanging light fixtures.					
Clean and sanitize ALL furniture. Steam clean cafeteria tables and chairs removing all gum.					
Shampoo all carpeted surfaces and mats.					
Clean sweep & vacuum all storage areas, supply rooms and closets. Wash all walls, doors and frames in Nurses' area with a disinfectant cleaner. Clean and disinfect all bathrooms. Clean all glass areas, both inside and outside. Clean all tack boards of staples and dirt. Clean all entrance door and partition glass.					
Auditorium floor to be washed and carpet shampooed. Chairs to be washed and gum removed.					
Auditorium stage to be damp mopped.					
Clean all of kitchen walls and flooring. Kitchen hood and filters. Remove all items stored on floor of kitchen storage room and machine wash floor paying particular attention to grout lines.					
All work to be completed one week before opening of school.					
All regular daily cleaning to resume the week night prior to school opening.					

## **High School**

### **VACATIONS**

#### **Specifications for *HOPEDALE PUBLIC SCHOOLS* - CLEANING CONTRACT**

Each of Three Vacations					
All resilient flooring to be assessed prior to each vacation to determine refinishing process (i.e. Scrub and recoat; or strip and recoat).					
All classroom floors to be washed. Vacuumed in hard to dry mop areas.					
All chalk trays and erasers cleaned. All counters cleaned. Wash with a disinfectant cleaner exterior of student lockers. Wash all walls, doors and frames in Nurse's area with a disinfectant cleaner. Clean and disinfect all bathrooms.					
Clean all entrance door and partition glass.					
Clean and polish door kick plates.					
All regular daily cleaning to resume the week night prior to school opening.					

**Specifications for HOPEDALE PUBLIC SCHOOLS - CLEANING CONTRACT**

**Hopedale Bright Beginnings**

<b>General / Executive Offices</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office equipment, window ledges, heating units, partitions, doors, door frames and light switches.	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions, and wall decorations.		X			
Dust all pictures, charts and similar wall hangings.			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 carpeted surfaces. Inspect carpet for spots and remove stains.	X				
Vacuum clean all exposed carpeted surfaces including edges, corners and under easily moved furniture.		X			
Spot clean all door and partition glass.	X				
Completely clean all door and partition glass.		X			
Clean and polish door kick plates.		X			
<b>Corridors</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Dry & Wet mop floors, remove gum, and scuff marks.	x				
<b>Add restorer and burnish floors</b>		2X			
Vacuum all entrance mats, remove stains, gum and adhesives.	X				
Remove smudges from walls, glass, doors frames, handles, switch plates, kick and push plates and lockers.	X				
Clean and sanitize drinking coolers.	X				
Dust all ledges, moldings, heaters, shelving and wall hangings.	X				
Clean and polish door kick plates.		X			
Burnish hallway floors and add restorer as needed			X		

<b>Stairwells</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
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		
Clean door and sidelight glass.	X				
Wash handrails removing smudges, oils, gums and adhesives.		X			
<b>Classrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners when soiled or ripped, remove trash to disposal area.	X				
Clean door glass in and out.	X				
Clean chalk trays.		2X			
Clean white boards, and vacuum erasers.		2X			
Empty pencil sharpeners.	X				
Sweep or dry mop all floor surfaces, remove gum and adhesives. Wet mop spills.	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 and partitions.	X				
Fill and clean all soap and towel dispensers.	X				
Carpeted classrooms, Library and Media-vacuum all traffic areas and soiled carpet surfaces and under easily moved furniture. Inspect carpet for spots and remove stains.	X				
Carpeted classrooms, Library and Media-vacuum all exposed surfaces including edges and corners.		X			
Shampoo classroom carpets.			X		

<b>Restrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Clean and refill all dispensers (materials to be supplied by the School Dept.), hand towels, toilet paper, soap and sanitary dispensers.	X				
Clean walls, ceilings partitions, louvers and vents.	X				
Clean mirrors, doors & frames, powder shelves, etc.	X				
Clean and <b>sanitize</b> all fixtures, wash basins, urinals, toilet bowls including underneath plumbing fixtures.	X				
Polish all bright work.	X				
Sweep and damp mop with a <b>disinfectant cleaner all floors-paying particular attention to edges, corners and lower wall base.</b>	X				
Machine scrub floors with a <b>disinfectant cleaner and wash lower wall areas.</b>			X		
Empty trash receptacles; replace liner and spot clean exterior of containers.	X				
Wash and <b>disinfect</b> all partitions and walls.					
Dust all ledges.					
Clean and polish door kick plates.		X			

Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, O=Other

S=Seasonal

SUMMER SHUTDOWN

Specifications for **HOPEDALE PUBLIC SCHOOLS** - CLEANING CONTRACT

**BRIGHT BEGINNINGS**

Summer Shutdown					
Strip & recoat all vinyl floors taking care in all corners & edges. Clean all baseboards.					
All room furnishings to be removed prior to floor refinishing and reinstalled as it were prior to removal from room.					
Wash all walls, doors and frames.					
Dust all lighting fixtures including exposed bulbs. This is to include all hanging light fixtures.					
Clean and sanitize <b>ALL</b> furniture.					
Shampoo all carpeted surfaces and mats.					
Clean sweep all storage areas, supply rooms and closets.					
Wash all walls, doors and frames in Nurses' area with a disinfectant cleaner.					
Clean and disinfect all bathrooms.					
Clean all glass areas, both inside and outside.					
Clean all tack boards of staples and dirt.					
Clean all entrance door and partition glass.					
<b>All work to be completed one week before opening of school.</b>					
<b>All regular daily cleaning to resume the night prior to school reopening.</b>					

**VACATIONS**

**BRIGHT BEGINNINGS**

Specifications for **HOPEDALE PUBLIC SCHOOLS** - CLEANING CONTRACT

Each of Three Vacations					
All resilient flooring to be assessed prior to each vacation to determine refinishing process (i.e. Scrub and recoat; or strip and recoat).					
Clean all glass areas.					
Clean all counter areas.					
Shampoo all carpet areas.					
All regular daily cleaning to be performed prior to school reopening.					
Clean and disinfect all bathrooms.					
Clean all entrance door and partition glass.					
Clean and polish door kick plates.					

Specifications for HOPEDALE PUBLIC SCHOOLS - CLEANING CONTRACT

## MEMORIAL SCHOOL

General / Executive Offices	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions, and 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 carpeted surfaces. Inspect carpet for spots and remove stains.	X				
Vacuum clean all exposed surfaces including edges, corners and under easily moved furniture.		X			
Vacuum all upholstered chairs in offices.			X		
Spot clean all door and partition glass.	X				
Completely clean all door and partition glass.		X			
Corridors	D	W	M	Q	A
Dry mop and wet mop all floor surfaces paying attention to all edges and corners. Remove all scuff marks and gum.	X				
Scrub wash and burnish floors.		2X			
Clean and sanitize drinking coolers.	X				
Dust all ledges, moldings, wall hangings, side-light frames and sills and shelving units.		X			
Clean all exterior door glass and showcase glass.	X				

<b>Stairwells</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Sweep or dry mop all stairs and landings, spot clean spills and remove black marks, gum and adhesives.	X				
Damp mop all stairs and landings.		3X			
Clean and polish door kick plates.		X			
Dust all framework, risers, window ledges, door frames and wall tiles and ledges.		2X			
Wash stair treads and landings and apply gloss restorer / sealer.			X		
Clean door glass.	X				
Wash handrails removing smudges, oils, gums and adhesives		X			
Spot clean all tile walls and remove tape and remove adhesives	X				
<b>Classrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior					
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Clean door and sidelight glass in and out.	X				
Empty pencil sharpeners.	X				
Sweep or dry mop all floor surfaces and spot clean, remove gum and adhesives.	X				
Wet mop floor paying particular attention to edges and corners .Remove all scuff marks.		X			
Vacuum all traffic areas and soiled carpet surfaces and under easily moved furniture. Inspect carpet for spots and remove stains.	X				
Vacuum all exposed surfaces including edges and corners.		X			
Vacuum under all area rugs and TV stands.		X			
Dust tops of file cabinets, window ledges	X				
Clean chalk trays and vacuum erasers.		2X			
Machine scrub, apply restorer & burnish.			X		
Clean sinks, counters and back splashes.					
Fill paper towel & soap dispensers.	X				
Dust louver vents.		X			
Clean and polish door kick plates.		X			

<b>Restrooms</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Clean and refill all dispensers (materials to be supplied by the School Dept.), hand towels, toilet paper, soap and sanitary dispensers.	X				
Clean walls, ceilings, partitions, louvers and vents.	X				
Clean mirrors, doors & frames, powder shelves ,etc.	X				
Clean and <b>sanitize</b> all fixtures, wash basins, urinals, toilet bowls including underneath plumbing fixtures.	X				
Polish all bright work.	X				
Sweep and damp mop with a <b>disinfectant</b> cleaner all floors-paying particular attention to edges, corners and lower wall base.	X				
Machine scrub floors with a <b>disinfectant cleaner</b> and wash lower wall areas.			X		
Empty all wastebaskets, exchange trash can liner, spot clean exterior of containers.	X				
Wash and disinfect all partitions and walls		X			
Dust all ledges.	X				
Clean and polish door kick plates.		X			

<b>Front Entrance and Lobby</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Vacuum all upholstered chairs in lobby waiting area.			X		
Vacuum entrance mat, remove any tape or adhesives and spot clean stains. Spot clean all entrance glass.	X X				
Dust all ledges, sills, wall hangings and furnishings. Sweep or dry mop floor.	X X				
Machine scrub or wet mop entire lobby floor including edges and corners.	X				
Spot clean all tile walls.	X				
Wash all entrance glass.		X			
Clean and polish door kick plates.		X			
Burnish entrance floor		2X			

*Legend: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, O=Other*

<b>SUMMER CLEANING</b>					
Summer cleaning at Memorial to be from dble. doors at room #'s 206 & 209 to and including rooms #'s 200 & 201 and all areas in between, including the kitchen, café, and stage areas.					
Strip & recoat all vinyl floors taking care in all corners & edges. Clean all baseboards.					
A complete detail cleaning of all rooms & hallways.					
All room furnishings to be removed prior to floor refinishing and reinstalled as they were prior to removal. This includes the kitchen and kitchen storage room. All items on storage room floor to be removed prior to cleaning.					
Dust all lighting fixtures including exposed bulbs.					
Detail cleaning in kitchen to include hood vent filters and fans. Top of refrigerators to be vacuumed.					
<b>Clean and sanitize ALL furniture Steam clean cafeteria tables and benches removing all gum.</b>					
Shampoo all carpeted surfaces and mats.					
Clean sweep & vacuum all storage areas, supply rooms and closets.					
Stage to be vacuumed and wet mopped.					
Clean and disinfect all bathrooms.					
Clean all glass areas, both inside and outside.					
Clean all tack boards of staples and dirt.					
Clean all entrance door and partition glass.					
Stage floor to be vacuumed & damp mopped.					

**All work to be completed one week before opening of school**

<b>All regular daily cleaning to resume the week night prior to school opening.</b>					
<b>VACATION CLEANING</b>					
All resilient flooring to be assessed prior to each vacation to determine refinishing process ( i.e. Scrub and recoat; or strip and recoat.)					
All classroom floors to be washed. Vacuumed in hard to dry mop areas.					
All chalk trays and erasers to be cleaned.					
All counters to be cleaned.					
Clean and disinfect all bathrooms					
Clean all entrance doors & partition glass.					
Clean all doors and door frames.					
<b>All regular daily cleaning to resume the week night prior to school reopening.</b>					