

Mystic Valley Regional Charter School
RFP for Janitorial Services
RFP #FY27-200

**Mystic Valley Regional Charter School
(MVRCS)**

**RFP 27-200
Request for Proposal (RFP)
for Janitorial Services**

RFP Release Date:	Wednesday, June 18, 2026	10 AM
Site Walk-thru:	Tuesday, June 30, 2026	9 AM
Response Due:	Thursday, July 16, 2026	2 PM
Performance to Commence:	Wednesday, August 19, 2026	
Site Walk-thru: Start at 4 Laurel Street, Malden. There are several buildings located throughout Malden that will be visited. Please plan on at least 2 hours to review the facilities		

Responses are to be delivered to:

Contact Information:

**Mystic Valley Regional Charter School
4 Laurel Street
Malden, MA 02148
Julie-Anne Aloise
jaloise@mvracs.org**

Janitorial Services RFP

GENERAL INFORMATION

This RFP will become the contract between the Contractor and the Mystic Valley Regional Charter School (MVRCS). If you choose to respond to this RFP, you accept all the terms of this RFP. The terms of this RFP shall control over any other writing, unless specifically agreed to by MVRCS in writing. Your Response is an Offer. Once your Response has been accepted, a contract has been formed.

Responding: All terms, conditions, requirements, and procedures included in this RFP must be met for a Response to be determined responsive. If a bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified. Unless otherwise specified in this RFP all communication, responses, and documentation must be in English, all cost proposals or figures in U.S. Dollars. All responses must be submitted in accordance with the specific terms of this RFP.

The Subcontractors: Prior approval of MVRCS is required for any subcontracted service under the contract. The Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. The Subcontractors are required to meet the same state and federal financial and program reporting requirements and will be held to the same reimbursable cost standards as the Contractor. The Contractor shall remain fully responsible for any services to be performed under this Agreement, regardless of whether performed by Contractor or by any subcontractor, employee or other agent. Any liability arising because of any act or omission or service or a subcontractor or other agent or employee of the Contractor shall remain the liability of the Contractor. MVRCS shall address any claim, complaint or legal action to the Contractor and the solution or settlement of such claim, complaint, or legal action shall in no way be conditioned upon the contractor recovering damages or otherwise settling an issue with a subcontractor or other agent. The Contractor shall at all times be fully and immediately responsible for all services performed or to be performed under this Agreement. MVRCS shall have the right to exclude any subcontractor or other person from performing services under this Agreement only under extraordinary circumstances.

No Guaranty: MVRCS makes no guarantee that any Services will be purchased from any Contract resulting from this RFP. Any estimates or past procurement volumes referenced in this RFP are included only for the convenience of Bidders and are not to be relied upon as any indication of future contracted service levels.

Alternatives: If a Bidder is unable to meet any of the specifications required in this RFP, the Bidder's Response must include an alternative method for meeting such specification by identifying the specification, the proposed alternative and thoroughly describing how the alternative achieves substantially equivalent or better performance to the performance required in the RFP specification. The Contract Manager will determine if a proposed alternative method of performance achieves substantially equivalent or better performance.

Best Value for School: The goal of this RFP is to provide the best value of Services to achieve the procurement goals of MVRCS. Bidders offer alternatives which provide substantially better or more cost-effective performance than achievable under a stated RFP specification or Bidders that propose discounts, uncharged Services or other benefits in addition to the RFP specification may receive a preference or additional points under this RFP as specified.

Sequence in Responses: All Responses must be presented using the same numbering and ordering sequence used in this RFP or as otherwise specified.

All Bidders are expected to complete and return the following:

1. The attachments completed.
2. Any additional documentation requested in the Specifications & Scope of Service.

If your bid is accepted and you are awarded the contract, you must then complete, execute and return the Standard Contract Form. Your Response to this RFP constitutes an Offer and will obligate you to enter a contract under the terms of your Response if your Response is accepted.

By executing the Standard Contract Form, the Contractor certifies under the pains and penalties of perjury that it has submitted a Request for Response (RFP) issued by MVRCS and that this Response is the Contractor's Offer as evidenced by the execution by the Contractor's authorized signatory, that the Contractor's Response may be subject to negotiation by MVRCS, and that the terms of the RFP, the Contractor's Response and any negotiated terms shall be deemed accepted by MVRCS and included as part of the Contract upon execution of the Standard Contract Form by MVRCS's authorized signatory.

AFFIRMATIVE MARKET PROGRAM

Minority and Women Owned Business Enterprises (M/WBEs) are strongly encouraged to submit responses to this RFP, either as prime contractors, as joint venture partners, or as subcontractors.

Non-M/WBE bidders are strongly encouraged to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFP. The highest number of points will be awarded for responses that clearly illustrate how the proposed business relationship(s) will result in the development and growth of M/WBEs within these primary industries. A lesser number of points will be awarded for traditional subcontracting relationships. The least number of points will be awarded for ancillary uses of M/WBEs.

In order to satisfy this section, the bidder must submit: the names, addresses, phone number and contact person of each M/WBE firm; a description of each business relationship to be established; and the actual dollar amounts, or percentages, to be rewarded to each M/WBE firm. MBE and WBE firms must submit a copy of their state certification letter for the current period.

A Minority Business Enterprise (MBE) or a Woman Business Enterprise (WBE) is defined as a business that has been certified as such by the MA State Office of Minority and Women Business. Minority and women-owned firms that are not currently state-certified but would like to be considered as an M/WBE for this RFP should apply for certification.

PROCUREMENT SCOPE & BUSINESS/TECHNICAL SPECIFICATIONS

I. PROCUREMENT SCOPE

MVRCS is seeking responses from qualified bidders for Janitorial Services described in Attachment A.

The Contractor will be asked to submit the total price for the services they wish to provide. This will be described in detail in Attachment A.

II. ELIGIBLE ENTITIES

MVRCS is a Kindergarten through 12th grade regional public charter school. We have approximately 1500 students and approximately 110 teachers. Julie-Anne Aloise can be contacted in event a vendor has any questions regarding the services. All correspondence shall be sent to the 4 Laurel Street address to the attention of Julie-Anne Aloise

III. CONTRACT TERM AND PRICE CHANGES

The standard contract resulting from this RFP will terminate one (1) year from the effective date of the contract. The Contract Manager for the School may extend the contract beyond the initial term for four (4) additional (12) month periods under the same terms and conditions. The Contractor may be allowed to increase pricing before each extension period. The Contractor will be required to submit any increase in pricing to the Contract Manager at least six (6) months or one hundred and eighty (180) days prior to the start of the additional term of the contract.

IV. CONTRACT MANAGER

The Assistant Superintendent of Finance and Operations of MVRCS, Neil Kinnon, will be the Contract Manager for any contract resulting from this RFP.

The Contract Manager shall have the final authority in all operational matters pursuant to this contract. Alterations, substitutions, or modifications to this contract must be approved by the Contract Manager prior to implementation or performance. MVRCS and Contractor hereby agree to the Contract Manager's authority to take all such necessary actions. Changes to any provisions specified in any contract resulting from this RFP, can occur only when mutually agreed upon by the Contractor and MVRCS, when set forth in writing and signed by both parties.

In the case of a breach of the contract, the Contract Manager has the capacity to replace a former Contractor with the next qualified bidder in that category, from the original RFP, if this next bidder will honor their original offer.

V. ADDENDA TO RFP

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, such Addenda will be sent to each responding Bidder.

VI. SUBMISSION OF RFP

Bidders must submit an electronic copy to the Contract Manager's email address listed on the title page. Bidders must submit one (1) original RFP and two (2) copies. Please reference the title of this RFP on your envelope. A Response is only valid if it is received by the submission deadline.

The Contract Manager shall be under no obligation to return any responses or materials submitted by a bidder in response to this RFP. All materials submitted by bidders become the irrevocable and sole property of the Contract Manager and MVRCS. Bidders must bear all costs associated with the response. No costs or expenses incurred by bidders either in responding to this RFP nor in participating in this solicitation will be borne by MVRCS.

VII. EVALUATION CRITERIA

The award will be based on attainment of Technical and Business specifications put forth in the RFP document. Pricing will represent a certain percentage in the total evaluation of this RFP. Other factors will also be used to determine which response is selected, such as prior experience of the bidder.

VIII. PROMPT PAY DISCOUNT

Payment terms for MVRCS are net 30 days. Payments will be made thirty days after receipt of Contractor's invoice; which invoice may not be submitted until after delivery of all products or all services. If invoices are to be submitted at other intervals, you must indicate this in your Response.

Indicate discounts, if any, for payments less than 30 days

Percentage Days
_____ % _____ Days

Note: The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice.

IX. YEARS IN SERVICE

The awarded Contractor must have been in the business of providing Janitorial Services to the size and scope of this RFP for a minimum of four (4) years preceding the RFP due date.

X. BIDDER CLIENT REFERENCES

The bidder must provide three (3) client references, preferably a client that has received similar services. Bidders should complete the attached Reference Form within this RFP. It is required that the references be for clients or customers to whom the services were provided within three (3) years from the RFP due date. If a bidder has done business with

MVRCS, their past performance will also be considered in this section, whether offered as a reference or not. It is required that the client references be able to demonstrate Bidder's ability to perform the services of similar size, nature and complexity to that described in this RFP. If a Bidder receives an unfavorable reference recommendation it may result in a Bidder being disqualified from consideration under this RFP.

XI. PERFORMANCE REQUIREMENTS

MVRCS is endeavoring to deliver the best value to facilitate their needs. However, it is important to measure the Contractor's performance to ensure the Contract is following what has been requested and what the Contractor has offered in the Response to this RFP. MVRCS recognizes the importance of establishing a partnership with the Contractor, but MVRCS must put in place performance requirements to safeguard and ensure contract performance. The following specific performance areas will be subject to measurement. Failure to sustain these levels may result in the Contractor being removed from this Contract or another Contractor being added to this Contract to ensure Contract Compliance, whichever is in the best interest of MVRCS. If any such action is required by MVRCS, it will result in a loss of revenue to the Contractor and damages being paid by the Contractor to MVRCS, whichever is necessary to fully mitigate MVRCS's damages.

Customer Satisfaction: It is required that the Contractor maintains customer satisfaction in the following areas:

1. Delivery of services will be as specified in this RFP.
2. Service Support will be maintained as specified in this RFP.
3. Written invoices will be provided by the Contractor.
4. The Contractor will provide a timely response to any communication from MVRCS.

The Contract Manager will monitor the performance of the Contractor on this contract on an ongoing basis, using the criteria indicated in this RFP and the Report Card measurements indicated below:

1. **GRADE A.** The Contractor maintains all levels of the above performance requirements at the levels agreed to in this RFP. All work complies with the scope of service set forth in this RFP.
2. **GRADE B.** The Contractor fails to maintain the agreed to level of performance of any of the performance requirements mentioned in the Scope of Service. The Contractor receives a verbal warning regarding non-performance of the duties set forth in this RFP.
3. **GRADE C.** The Contractor fails to maintain the agreed to level of performance of any of the performance requirements mentioned in the Scope of Service after being verbally notified. The Contractor receives a written warning regarding non-performance of the duties set forth in this RFP. Termination could result if outstanding issues are not rectified immediately.
4. **GRADE D.** The Contractor is found to be in major non-compliance of this contract. Major non-compliance will be defined as failure to maintain the agreed to level of performance after receiving the verbal and written warning of non-compliance. MVRCS can start termination notification.

It is hoped that the Contractor will maintain the above Performance Requirements at GRADE A for the full term of this Contract. If the Contractor should fall to GRADE B, the Contract Manager will work with the Contractor to alleviate the problem. If the Contractor should fail to GRADE C, the Contract Manager will require, in writing, within five (5) business days, why the non-compliance has occurred and an action plan to remedy the problems immediately. The action plan must contain a timeline that is agreeable to the Contract Manager, along with the understanding that failure to facilitate the action plan could result in termination from this Contract or adding another bidder to this Contract, whichever is in the best interest of MVRCS. If the Contractor should fall to a GRADE D, MVRCS may take action to terminate the contract. The Contractor hereby agrees to pay damages to MVRCS if the Contractor fails to respond to concerns of the Contract Manager within the time frame stated in this paragraph. Such damages shall include economic loss, personal injury, property, loss of employees' time in correcting the problem, and other damages.

XII. NON-SOLICITATION

During the Contractor's engagement and for one year thereafter, the Contractor shall not, directly or indirectly, individually or on behalf of any other person or entity do any of the following:

- A. Call upon, solicit, or attempt to solicit customers to transfer their patronage from MVRCS to any other business, firm or entity engaged in activities which are directly or indirectly competitive with those conducted by MVRCS;
- B. Aid or agree to aid any competitor, customer or supplier of MVRCS in any attempt to hire any employee of MVRCS; or
- C. Induce or attempt to influence any person or business entity who is or was a customer or supplier of MVRCS to transact business with a competitor of MVRCS or cease to do business, in whole or in part, with MVRCS.

In the event the Contractor is in violation of any of these conditions, the Contractor agrees to pay MVRCS 50% of the current year's annualized salary for the employee in question. The Contractor will be found financially responsible if any employee of MVRCS ends up being employed by the Contractor or any subcontractor of the Contractor, under the provisions mentioned above.

XIII. CONTRACT TERMINATION

Either party, for cause, with a thirty (30) day notification, may cancel this Contract. MVRCS may terminate this contract for breach/neglect as determined by MVRCS when considering such items as failure to maintain proper insurance coverage as outlined in the Contract, failure to provide required periodic information/statements, failure to maintain quality of service at a level satisfactory to MVRCS. Matters concerning violations of the law will be referred to local, State, or Federal authority that has the proper jurisdiction. MVRCS may suspend or terminate this contract by providing the Contractor with ten (10) days notice for reasons outlined as follows:

- A. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this contract.
- B. A determination by MVRCS that the Contractor has engaged in fraud, waste mismanagement, misuse of funds or criminal activity with any funds provided under this contract.
- C. In the event of bankruptcy by the Contractor.
- D. Any act on the part of the Contractor, including any provision of any service, which MVRCS has reason to believe may pose any type of danger to any student of MVRCS.

XIV. INDEMNIFICATION

Contractor further agrees to indemnify, defend, save, keep and forever hold harmless MVRCS, its successors, assigns and agents, from and against any and all claims, demands, liabilities, suits or actions, including all reasonable expenses and attorneys' fees, for injuries to or the death of any person or persons, including the employees or agents of each party hereto, and for the loss of or damage to the property of any person or persons, including the property of MVRCS, alleged to have been caused by or resulting from the services purchased and sold hereunder, even if the allegations are groundless, false or fraudulent, and Contractor agrees to reimburse MVRCS for all sums which it may pay or be compelled to pay in settlement of any claim on account thereof.

Insurance Certificate: Contractor agrees to provide a certified copy of an insurance certificate, which shall name MVRCS as additional insured if Contractor provides any type of services to MVRCS. Details as to the amounts of such insurance are stated in Section XVIII.

XV. AVAILABILITY OF FUNDS

The compensation provided by this Agreement is subject to the availability and appropriation of funds in the year of the services and Contractor explicitly acknowledges this contingency.

XVI. APPLICABLE LAW

The Contractor agrees to comply with all applicable State of MA and Federal laws, regulations and orders relating to the completion of this Contract. Such laws, regulations or ordinances include, but are not limited to, non-discrimination laws, prevailing wage laws, workers compensation laws and the protection of work, property, persons and employees. The Contractor shall procure and pay for all permits, licenses and approvals.

XVII. ASSIGNMENT

The Contractor shall not make any assignments of this Agreement without the prior written consent of MVRCS.

XVIII. INSURANCE

1. Commercial General Liability Coverage and Limits - Coverage Form

- A. ISO Commercial General Liability Policy Form (1998 Edition) or equivalent.
- B. The form must be an occurrence form and not claims made.
- C. **Coverage provided must not in any way restrict by endorsement the premises/operations, personal injury/advertising injury, product liability/completed operations, and contractual liability coverage that is provided in the above form.**

	Limits	
General Aggregate – Per Project		\$2,000,000
Products/Completed Operations Aggregate – Per Project		\$2,000,000
Personal and Advertising Injury		\$1,000,000
Each Occurrence		\$1,000,000
Fire Damage Legal Liability		\$200,000
Medical Expenses		\$1,000

Special Conditions

- Any deductible and/or self-insured retention, which is applicable to the policy form, must be disclosed and approved by MVRCS.
- The following entities must be added as additional insured via ISO endorsement CG 2010 (0397) or equivalent: MVRCS.

2. Workers Compensation and Employers Liability Coverage and Limits

Workers Compensation: Statutory Coverage for States of Operation

Employer Liability: \$100,000 each accident
\$500,000 aggregate for disease
\$100,000 disease for employee

All Other States Coverage: Covering all but Monopolistic States

Stop Gap Coverage: Employers Liability for Monopolistic States

3. Commercial Automobile Liability Coverage and Limits

- Coverage Form:
- The ISO Business Auto Policy or equivalent
 - Coverage must extend to all owned and leased vehicles
 - Non-Owned and Hired Automobile coverage must be included

Liability Limits: Bodily Injury/Property Damage Combined Single Limit - \$1,000,000

Special Considerations: The following entities should be added as an additional insured: MVRCS

4. Commercial Umbrella Coverage and Limits

Coverage Form: At minimum, coverage must attach above and follow form all applicable primary coverages and limits listed in I, II, and III above.

Minimum Limits:

Each Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000
Self Insured Retention	\$10,000

Special Considerations:

- The following entities must be added as additional insured: MVRCS.

5. Property Coverage for Contractors' Equipment

Coverage Form:

- ISO Special Form Coverage (1990 edition) or equivalent
- Full Replacement Cost Coverage
- Agreed Amount Provision (No coinsurance clause)
- Coverage must extend to all equipment owned, rented, used, and/or in the care, custody and control of the contractor while on any premises or while performing any duties for MVRCS.

Limits: Property limits must be equal to sum of the 100% replacement cost of all equipment as stated above.

Deductible: Any deductible above \$5,000 should be disclosed and subject to approval by MVRCS.

Special Considerations: The Conditions Section of property coverage must include the standard ISO Transfer of Rights of Recovery Against Others Clause (1987 edition) or equivalent.

6. Miscellaneous Provisions

- Evidence of coverage to be provided via standard Accord certificate (property coverage) of insurance form and evidence of property form.
- **30 days notice of cancellation, non-renewal, or material change in coverage must be given.**
- Notice wording must be adjusted per the attached specimen certificate.
- All companies providing insurance coverage must be licensed as an admitted company in the applicable states and all policies represented must be written in an admitted basis.
- All companies providing insurance coverage must maintain an A.M Best alphabetical rating of no less than A-, and a numerical rating of no less than VII.
- It must be mandated that all coverage (except for all first party property coverages) be maintained for the course of the contract and, if possible, up to two years after completion of the contract.
- **All coverage must be written so as to be primary of any applicable coverage carried by MVRCS. A standard waiver of subrogation clause should be included for all policies.**

Benefit of Children: Contractor hereby acknowledges that the health, safety and education of the students are the primary concern under any Contract with MVRCS. Contractor agrees to expedite the services in order to maximize the educational experience of the children and ensure their constant and continued safety.

XIX. General Issues

Vendors are required to comply with all Federal and State of MA general or special laws or regulations involving employment, including the payment of prevailing wage rates and contributing to Worker's Compensation and Unemployment Compensation Insurance Funds, if applicable.

The Vendor must guarantee that qualified, trustworthy personnel will perform all services. The Vendor will be responsible for actions of all personnel when performing the services listed on the attached specification sheet.

All personnel working at MVRCS shall (i) have a clean criminal record; (ii) have not been charged with any crime involving children. Therefore, all personnel must have their pre-employment screening completed, including a criminal history search, finger printing and drug test. Copies of both reports must be provided to MVRCS prior to the start of employment at MVRCS.

All personnel are required to abide by MVRCS "No Harassment" policy as MVRCS does not tolerate harassment of any of our employees, applicants, students, parents, vendors, or customers. All personnel working at MVRCS shall be eligible to work in the United States with proper identification.

A Project Manager or single point of contact must be available to MVRCS 24 hours a day 7 days a week for emergency contact.

A detailed report shall be provided to the Contract Manager at MVRCS prior to any services not stated in contract. The Contractor will maintain detailed logs on site for review by MVRCS for audits and invoicing purposes.

XX. SUBMISSION OF BID

All bids must be received by the time and date indicated in the front sheet of this document. Any bid received after the mentioned time will be deemed unresponsive and will not be considered.

ATTACHMENT A: Scope of Service

The Mystic Valley Regional Charter School (MVRCS) invites bidders to submit qualifications to provide Janitorial Services for facilities operated or occupied by MVRCS throughout Malden, MA.

The Janitorial Services required at the specified locations include but are not limited to the following: Nightly cleaning of hallways, nightly cleaning of classrooms, nightly cleaning of restrooms, nightly cleaning of office space, trash removal, dusting, window cleaning, periodic floor waxing. MVRCS may require additional work to be performed on an as needed basis. A complete list of services, specific to each facility's location, can be found below.

Summer Cleaning: We also require special cleaning services during summer vacation. For this, we ask that you remove furniture from every classroom, strip, wash, then wax the floors, and then put the furniture back in the classroom. A Summer Cleaning breakdown for each building can be found below.

For your pricing proposals, we ask that you prepare a proposal for the following:

- All Inclusive: Include pricing for all buildings, including summer cleaning for all buildings
- Option 1: Include pricing for only the 306 & 238 Highland Ave. (High School) and the 576 Eastern Ave. (Athletic Complex) buildings.
- Option 2: Include pricing for only the 30 Laurel St. (Annex), 770 & 729 Salem St. (Main), 4 Laurel St. (Firehouse) buildings, 721 Salem St., 28 Lebanon St., and 31 Granite St. (Gym).
- Summer Cleaning: Include pricing for summer cleaning services for Option 1 and Option 2

The Contractor will provide the following Janitorial Services for MVRCS on an as needed basis: **The square foot detail below is an estimation, and it is the Contractors responsibility to confirm the square footage of the serviced square footage of each of the locations listed below.**

Location	Square Feet	Classrooms	Other Rooms
306 Highland Ave. (High School)	32,560	24	14
238 Highland Ave	30,000	10	3
30 Laurel St. (Annex)	30,880	16	11
576 Eastern Ave (Athletic Complex)	32,900	7	20
721 Salem St	5,800		15
729 Salem St (Main)	16,282	2 Lecture Halls	15
770 Salem St. (Main)	28,776	24	6
28 Lebanon St	4000		8
4 Laurel St. (Firehouse/Library)	9,857	0	15
31 Granite St. (Gym)	6,000	0	0
Totals	197,055	83	107

306 and 238 Highland Avenue (High School) Cleaning List

Below is a list of general janitorial tasks that should be routinely performed at 306 Highland Ave.

Entrance:

- Clean interior/exterior main entrance doors
- Vacuum all carpeted/mated areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- **Empty ALL wastebaskets nightly**

General/Classroom:

- Clean interior glass on classroom doors as needed
- Vacuum all carpeted areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- Dust locker-tops weekly
- Reposition furniture as needed
- **Empty ALL wastebaskets nightly**

Restrooms:

- Clean and disinfect all toilets, sinks, and vanities
- Clean counters, shelves, lights, light switches, mirrors, and partitions
- Wash floors
- Refill soap and paper dispensers
- **Empty ALL wastebaskets nightly**

Cafeteria/Eating Areas (306 Highland Ave. only):

- Wipe tabletops and tables as needed
- Dry mop nightly
- Mop weekly with tables up
- Spot wash floors nightly
- **Empty ALL wastebaskets nightly**

Gym:

- Wipe walls as needed
- Sweep/vacuum nightly
- Mopping and dusting weekly

Final Checkout:

- Remove all trash from building
- Close all classroom doors, doors between classrooms, and lock them
- Shut off all interior lights
- Set alarm
- Close and lock dumpster

Summer Cleaning:

- Remove all furniture from the classroom
- Strip, wash, then wax the floors (classrooms and hallways)
- Put all furniture back in the classroom in original layout pre-removal

30 Laurel St. (Annex) Cleaning List

Below is a list of general janitorial tasks that should be routinely performed at 30 Laurel St. Entrance:

- Clean interior/exterior main entrance doors
- Vacuum all carpeted/mated areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- **Empty ALL wastebaskets nightly**

General/Classroom:

- Clean interior glass on classroom doors as needed
- Vacuum all carpeted areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- Dust all cleared surfaces of desks, file cabinets, and locker-tops weekly
- Reposition furniture as needed
- **Empty ALL wastebaskets nightly**

Restrooms:

- Clean and disinfect all toilets, sinks, and vanities
- Clean counters, shelves, lights, light switches, mirrors, and partitions
- Wash floors
- Refill soap and paper dispensers
- **Empty ALL wastebaskets nightly**

Teacher's Lounge/Eating Areas:

- Wipe countertops and tables as needed
- **Empty ALL wastebaskets nightly**

Corridors, Kitchen, Gym, Multipurpose Room, Stage:

- Sweep and mop nightly
- **Empty ALL wastebaskets nightly**

Final Checkout:

- Remove all trash from building
- Close all classroom doors, doors between classrooms, and lock them
- Shut off all interior lights
- Set alarm
- Close and lock dumpster

Summer Cleaning:

- Remove all furniture from the classroom
- Strip, wash, then wax the floors (classrooms and hallways)
- Put all furniture back in the classroom in original layout pre-removal

576 Eastern Ave. Cleaning List

Below is a list of general janitorial tasks that should be routinely performed at 770 Salem St.
Entrance:

- Clean interior/exterior main entrance doors
- Vacuum all carpeted/mated areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- **Empty ALL wastebaskets nightly**

General/Classroom:

- Clean interior glass on classroom doors as needed
- Vacuum all carpeted areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- Dust all cleared surfaces of desks, file cabinets, and locker-tops weekly
- Reposition furniture as needed
- **Empty ALL wastebaskets nightly**

Restrooms:

- Clean and disinfect all toilets, sinks, and vanities
- Clean counters, shelves, lights, light switches, mirrors, and partitions
- Wash floors
- Refill soap and paper dispensers
- **Empty ALL wastebaskets nightly**

Teacher's Lounge/Eating Areas:

- Wipe countertops and tables as needed
- **Empty ALL wastebaskets nightly**

Corridors and Kitchen:

- Sweep and mop nightly
- **Empty ALL wastebaskets nightly**

Final Checkout:

- Remove all trash from building
- Close all classroom doors, doors between classrooms, and lock them
- Shut off all interior lights
- Set alarm
- Close and lock dumpster

Summer Cleaning:

- Remove all furniture from the classroom
- Strip, wash, then wax the floors (classrooms and hallways)
- Put all furniture back in the classroom in original layout pre-removal

729 & 770 Salem St. (Main) Cleaning List Below is a list of general janitorial tasks that should be routinely performed at 576 Eastern Ave.

Entrance:

- Clean interior/exterior main entrance doors
- Vacuum all carpeted/mated areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- **Empty ALL wastebaskets nightly**

General/Classroom:

- Clean interior glass on classroom doors as needed
- Vacuum all carpeted areas
- Wash tile, ceramic, and vinyl floors nightly
- Dust accessible windowsills, baseboards and other flat surfaces weekly
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- Dust all cleared surfaces of desks, file cabinets, and locker-tops weekly
- Reposition furniture as needed
- **Empty ALL wastebaskets nightly**

Restrooms:

- Clean and disinfect all toilets, sinks, and vanities
- Clean counters, shelves, lights, light switches, mirrors, and partitions
- Wash floors
- Refill soap and paper dispensers
- **Empty ALL wastebaskets nightly**

Teacher's Lounge/Eating Areas:

- Wipe countertops and tables as needed
- **Empty ALL wastebaskets nightly**

Corridors and Kitchen:

- Sweep and mop nightly
- **Empty ALL wastebaskets nightly**

Pool

- Clean/disinfect showers, locker rooms and pool area, toilets, and sinks nightly
- Sweep and mop nightly
- Scrub Floor weekly

Final Checkout:

- Remove all trash from building

- Close all classroom doors, doors between classrooms, and lock them
- Shut off all interior lights
- Set alarm
- Close and lock dumpster

Summer Cleaning: ** Do not treat the gym floor. That will be taken care of by MVRCS**

- Remove all furniture from any other common areas
- Strip, wash, then wax the floors hallways
- Put all furniture back in the classroom in original layout pre-removal

28 Lebanon St (Bank)

- Clean nightly
- Vacuum all carpeted/matted areas
- Wash tiles, ceramic, and vinyl floors
- Dust accessible windowsills, baseboards, and other flat surfaces
- Remove cobwebs
- Wipe light switches, door handles, and doors weekly
- Empty wastebaskets
- Clean and disinfect all toilets, sinks, and vanities
- Clean kitchenette
- Remove old food unlabeled item from kitchenette refrigerator bimonthly

4 Laurel St. (Firehouse/Library):

- Clean nightly
- Vacuum all carpeted/matted areas
- Wash tiles, ceramic, and vinyl floors
- Dust accessible windowsills, baseboards, and other flat surfaces
- Remove cobwebs.
- Wipe light switches, door handles, and doors weekly
- Empty wastebaskets
- Clean and disinfect all toilets, sinks, and vanities
- Summer Cleaning:
 - Remove all furniture from the offices
 - Strip, wash, then wax the floors
 - Put all furniture back in the offices

31 Granite St. (Gym):

Restrooms:

- Clean and disinfect all toilets, sinks, and vanities
- Clean counters, shelves, lights, light switches, mirrors, and partitions
- Wash floors
- Refill soap and paper dispensers
- **Empty ALL wastebaskets nightly**

Corridor/Entryway:

- Sweep and mop nightly

- **Empty ALL wastebaskets nightly**

Summer Cleaning: ** Do not treat the gym floor. That will be taken care of by MVRCS**

- Remove all furniture from any other common areas
- Strip, wash, then wax the floors hallways

Preference will be given to Janitorial Services firms having an office within the schools' sending district, which is comprised of Everett, Malden, Medford, Melrose, Stoneham, and Wakefield.

Vendor's Acknowledgement of Attachment A Scope of Service

**Attachment B
Bidder Check and Response Sheet
(Please attach sheets if necessary)**

Item	Yes	No	Response
Pricing Proposal for Monthly Cleaning (All inclusive)			\$
Pricing Proposal for Monthly Cleaning for Option 1 (High School and Athletic Complex)			\$
Pricing Proposal for Monthly Cleaning for Option 2 (30 Laurel St., 770 Salem St., 4 Laurel St., 729 Salem St., 721 Salem St., 31 Granite St, and 28 Lebanon St.)			\$
Pricing Proposal for Summer Cleaning (All inclusive)			\$
Pricing Proposal for Summer Cleaning for Option 1			\$
Pricing Proposal for Summer Cleaning for Option 2			\$
Traveling Expense (per occurrence)			\$
Per Diem (per occurrence)			\$
Attachment A - Acknowledgement of Scope of Services (signed)			Please attach
1 Original & 2 Copies of the RFP			Please attach
Certifications (each person)			Please attach
MBE or WBE Certified in MA			Attach Certification
Three Customer References			Please attach
F.I.D. Number	X		

Bidder Information

CONTACT: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

Contractor affirmation: I _____ (print name) understand and agree that I must meet all the requirements within this RFP and have accurately indicated my responses on the above list. *I understand that this Response constitutes an Offer on which MVRCS may rely in forming a Contract.*

_____ (Authorized Signature) _____ (Date)

BUSINESS REFERENCE FORM

Bidder: _____
RFP Name/Title: Janitorial Services
RFP Number: FY27-200

The Bidder must provide (indicate number) 3 business references.

Reference Name: _____ Contact: _____
Address: _____ Phone: () _____
Fax/Internet Address: _____
Description and date(s) of commodities and services provided: _____

Reference Name: _____ Contact: _____
Address: _____ Phone: () _____
Fax/Internet Address: _____
Description and date(s) of commodities and services provided: _____

Reference Name: _____ Contact: _____
Address: _____ Phone: () _____
Fax/Internet Address: _____
Description and date(s) of commodities and services provided: _____

References will be contacted to confirm the Bidder's abilities and qualifications as stated in the Bidder's Response. References from the Procuring Department shall not be accepted for references. MVRCS may deem the Bidder's Response un-responsive if a reference is not obtainable from a listed reference after reasonable attempts.