

Assabet Valley Regional Vocational School District
215 Fitchburg Street, Marlborough, MA 01752

RFP Contracted Cleaning Services Sept 2026 – August 2027

*possible 2-yr extension years through 2029

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS RFP 623 CONTRACTED CLEANING SERVICES

Assabet Valley Regional Vocational School District (AVRVSD) “School” is a regional public high school in Marlborough, MA serving the towns of Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough and Westborough, Massachusetts with an enrollment projected to be 1,461 in 2026-2027. AVRVSD is seeking **sealed bid proposals** for contracted cleaning services for its school. The School intends to award a contract for cleaning services for the 2026/2027 school year. The high school was constructed and occupied in September, 1973 and consists of three wings totaling 440,000 gross square feet. The cleaning contractor will work in partnership with our buildings and grounds department with a responsible area of 328,485 sq. ft.

1.0 **Contract Term**

1.1 The contract shall be for a term commencing on September 1, 2026 through August 31, 2027, subject to annual appropriation. The Assabet Valley Regional Vocational School District reserves its sole option to renew the contract for two additional one-year contract periods.

1.2 The contract will be awarded to the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.

2.0 **Proposal Format and Requirements**

2.1 All proposals are due Tuesday, July 21st at 10:00 AM and must be mailed or hand delivered to the Assabet Valley Technical High School, Attn: School Business Office at **215 Fitchburg Street, Marlborough, MA 01752**. The contract will be awarded at a special School Committee meeting date scheduled for August 2026. The time for award may be extended for up to 45 days by mutual agreement between the District and the apparent lowest responsive and responsible bidder. Proposers are required to submit unit prices for the specified services on the Price Proposal Sheet for the school calendar schedule, including daily rates, that will be used for adjusting bill downward when a full crew is not provided and upward when additional services are required.

2.2 A bid/proposal deposit in the amount of 5% is required. All deposits will be returned once a contract has been executed with the successful proposer.

2.3 The Contractor shall provide both a performance and a labor and materials bond, each in the sum of one hundred percent (100%) of the contract price, and in a form acceptable to the District. The bonds must be provided within ten (10) days of notice of the contract award.

2.4 Any questions on the part of the proposer regarding the specifications contained herein must be submitted in writing by July 13, 2026 at 10AM. A pre-bid site visit, which will include a building tour, is scheduled for **Tuesday July 7, 2026 at 10:00AM**.The

pre-bid visit is an opportunity for proposers to confirm dimensional information and conditions and the ability to ask technical questions about the contract. Questions about the contract or bid, other than at the pre-bid conference must be submitted by emailing Stefanie Fields, Director of Business Operations at sfields@assabet.org. All questions must be submitted no later than **July 13, 2026 at 10AM.**

2.5 The School reserves the right to reject any and all proposals, or any part of such proposals, if it is in the best interest of the School.

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

3.0 **Qualifications of Proposers**

3.1 Proposals may be submitted by companies, partnerships and corporations that are presently engaged in the field of professional cleaning services and that have a minimum of two (2) years' experience in a school or corporate environment and a demonstrated ability to perform the contracted cleaning services required by these specifications. Demonstrated ability shall be established by current or recent references of professional cleaning jobs similar in size and scope as the work to be performed pursuant to this contract.

3.2 Proposers are required to submit a "Company Resume" in their Non-Price Proposal which will contain information relative to the organization of the proposer's cleaning service business, including date of incorporation, organization, headquarters, field offices, size, work force, management structure, employee system, benefits, training programs and union information.

4.0 **Scope of Work**

4.1 The following is the address of the site for the contract cleaning:

Assabet Valley Regional Vocational School District
215 Fitchburg Street
Marlborough, MA 01752

4.2 The scope and frequency of cleaning services applicable to the building is shown in Appendix A. It will be the Proposer's responsibility to determine the number of man hours necessary to complete the requirements in Appendix A. The Contractor shall comply with the latest industry standards. All cleaning procedures shall be in strict accordance with manufacturers' directions and warnings (Appendix D includes floor finishing requirements for the facility), OSHA and EPA standards, and all Federal, State and local laws.

Prior to the start of the contract, there will be a meeting with Assabet Valley Regional Vocational School District and Contractor to review scope and responsibilities.

4.3 For the four night custodians: Cleaning services, as outlined in Appendix A and Section 5.2, are required for days when school is in session (183), four days a week during December, February and April vacation weeks (12 total), plus two weeks after the last day of school (10 days), for a total of 205 work days.

For the one day custodian: Cleaning services, as outlined in Appendix A and Section 5.2, are required for days when school is in session (183), four days a week during December, February and April vacation weeks (12 total), plus seven weeks after the last day of school (35 days), for a total of 230 work days.

The Contractor shall invoice Assabet Valley Regional Vocational School District only for those days worked in conjunction with the school calendar. The Facilities Coordinator or his immediate designee will immediately notify the Contractor of emergency closings such as weather-related issues, power outages, etc.

4.4 Floor plans, shown in Appendix B, give a general idea of the areas involved. The School does not attest to the labeling accuracy or completeness of the drawings (e.g., boiler rooms and outdoor entrances are not shown). **Cleaning services in this RFP applies to the second floor** offices, classrooms, corridors, lavatories, stairwells, library, storage rooms and closets. It is 48,490 sq ft with 3,500 being carpeted floors in the library. The Contractor shall be responsible for the proper cleaning of all areas of the building. Appendix B-Floor Plan shows areas not part of this contract, which will be maintained by our staff.

4.5 Any and all adjustments to regularly scheduled work must be approved in advance in writing and signed by Assabet Valley Regional Vocational School District, Facilities Coordinator or his designee.

4.6 Assabet Valley Regional Vocational School District's responsibilities include all cleaning on the first floor of the building. This area is not considered part of the contract, and, as such, the Contractor is not responsible for these duties.

4.7 It is understood and agreed that **only the highest standards of cleanliness are acceptable and are to be maintained**. It is also understood that the specifications herein are not construed as absolutely complete; and that any additional requirements to meet this expectation shall be considered a part of this specification. The Contractor shall be required to redo, at his/her own expense, any work not done according to the schedule; any work in relation to which there shall be doubt or discrepancy; or any work done in violation of the law or public authority. In the event that work has been done improperly, The Facilities Coordinator or his designee shall have the right to demand immediate corrective action on the part of the Contractor, or have the condition corrected by whatever means necessary and deduct the costs from the monthly invoice.

5.0 Hours and Conditions of Work

5.1 The cleaning schedule is shown in 5.2. Assabet Valley Regional Vocational School District reserves the right to change the hours for any reason. The Contractor shall be flexible, within reason, so as to alter schedules per the request of The Facilities

Coordinator or his designee.

5.2 The Contractor will supply five employees for daily cleaning services at the high school on each weekday, Monday through Friday, according to the schedule indicated below. Hours of operation can be adjusted during the school vacations as long as the proposed adjustment is mutually beneficial and agreed upon by both parties.

Night Staff (4 people): 7PM -11:00 PM – 205 Days

Day Staff (one person): 7AM - 3PM - 230 Days

(See details provided in Section 4.3 for calculated days.)

Assabet Valley Regional Vocational School District will have a staff person on duty in an advisory capacity during the cleaning shift. The Assabet staff person's responsibilities will include inspection of the premises, quality control, allocating supplies, security, and dealing with emergencies.

Certain areas may not be accessible due to scheduling conflicts and flexibility is required to cooperate with the needs of our staff and community.

6.0 Supervision and Personnel

6.1 The Contractor acknowledges and agrees that it is responsible as an independent contractor for all services provided under this contract and for all the acts of its employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this contract, to the extent that any such claim, damage, loss, or expense: (1) is attributable to the destruction of tangible property, including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent or willful act or omission of the Contractor, any of the Contractor's employees or agents, or anyone for whose acts the Contractor may be liable, except to the extent any such claim, damage or loss of expense is caused in part by a party indemnifiable hereunder.

6.2 At the beginning of each shift, the Contractor's staff must check in with the Assabet Valley Regional Vocational School District's staff person for special instructions.

6.3 The Contractor shall have available a sufficient number of personnel, properly trained in contracted cleaning, for regularly scheduled work, absences, summer cleaning and emergencies. The Contractor will provide time cards to Assabet Valley each Monday for review and verification of hours for payment of the Contractor's invoice.

6.4 The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability as defined and required by state and federal laws in connection with the

performance of the services under this Agreement. The Contractor further agrees that it will be in compliance with Federal I-9 regulations as well as any and all other employment-related laws, local by-laws, and rules and regulations of the Massachusetts Department of Labor and all other Federal and State regulatory bodies having jurisdiction.

6.5 All employees shall be neat in appearance and shall be required to wear standard uniforms furnished by the Contractor, as well as photo I.D. badges supplied by the School.

6.6 All employees shall undergo and pass **CORI and SORI checks** through Assabet Valley Regional Vocational School District, in addition to any background check (**fingerprinting**) conducted by the Contractor, prior to employment (release forms to be provided by the School). It will be the Contractor's responsibility to have any new employee fill out the School's release form and submit it to the Assabet Valley Business Office. In accordance with Chapter 77 of the Acts of 2013.

6.7 The Assabet district will issue each of the Contractor's staff a two-way radio to be used on site.

6.8 The Contractor must maintain and make available to the School, upon request, employee profiles including names, social security numbers, health and accident records, and criminal records. An emergency data sheet on each of the Contractor's employees working in the Assabet Valley Regional High School must be on file with the Buildings & Grounds Department. The School reserves the right to direct a change of personnel at any time.

6.9 The use of alcohol, tobacco or vaping products is prohibited by law on school property. Personal, portable listening devices are not permitted by the Assabet Valley Regional Vocational School District during work hours.

6.10 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, or tamper with personal or public property. Contractor employees are prohibited from using district telephones, fax machines, or computer technology equipment.

6.11 All lights shall be turned out before leaving an area that has been cleaned and Contractor personnel must also close and lock doors.

7.0 Equipment and Supplies

7.1 All equipment, hand tools and accessories necessary to perform the cleaning services will be provided by the School.

8.0 Security and Safety

8.1 The Contractor shall be responsible for all costs incurred in the event that the Contractor fails to follow the required security procedures as specified herein and as may be further specified in writing prior to the execution of the contract, including losses incurred as a result of theft and vandalism, changing locks and keys, etc.

8.2 The Contractor's employees shall enter and leave by an assigned doorway, and shall login and log out at the time of each and every entry and exit from the building. Keys must be secured in a location designated by the Director of Building & Grounds. Under no conditions shall keys leave the buildings or be duplicated by the Contractor or his employees.

8.3 The Assabet Valley Regional Vocational School District staff person is responsible for officially unlocking and locking all exterior doors at the beginning and end of each day. The Contractor is prohibited from unlocking exterior doors. At the end of each cleaning shift, the master key must be returned to the School lockbox.

8.4 The Contractor is expected to notify the Director of Building & Grounds, or his designee, of any minor repairs of an emergency nature in order to ensure the health and safety of building inhabitants, e.g., glass repairs, minor plumbing adjustments, ceiling tile replacements, light bulb replacements, roof leaks, equipment failure, no heat situations, etc.

9.0 **Payment for Services**

9.1 The School shall pay the Contractor within 30 days of receipt of an invoice indicating the number of days for which services were rendered in the preceding month. The Contractor's employees must fill in weekly timesheets, to be returned to the School Supervisor each Friday. Payment shall be calculated by multiplying the contractor's daily rate as indicated on the bid sheet, by the number of days for which services were rendered, less any amounts deducted pursuant to paragraph 9.2 of this section for work not done or work not done as required by these specifications, as determined by The Facilities Coordinator or his designee.

9.2 The School reserves the right to adjust the invoice to reflect the actual number of days worked and hours supplied, or offset the cost to have the work done by other means. In the event that the Facilities Coordinator or his designee determines that required work has not been performed or has not performed according to these specifications, the Contractor shall be notified of the deficiency and given an opportunity to correct the same at no additional cost to the School. If the work is not performed within 24 hours of said request to correct the deficiency, or such other amount of time as the parties agree to in writing, then the School shall have the right to perform the work using its own personnel and deduct the cost of same at the Contractor's hourly rate as stated on the bid sheet.

10.0 **Insurance**

10.1 The Contractor shall, within thirty (30) days of notification of the award of the contract, provide the School with a Certificate of Insurance, with the amounts and types of coverage as specified in this section, which insurance shall be maintained at all times during the term of the contract. Failure to provide or maintain such insurance shall be grounds for termination.

A. Workers' Compensation and Employer's Liability Insurance

Coverage as required by the Workers' Compensation laws of the Commonwealth of Massachusetts, M.G.L., 149 §34A.

B. General Liability

Bodily Injury \$1,000,000

Bodily Injury aggregated limit \$3,000,000

Property Damage each occurrence limit \$1,000,000

Project Damage aggregated limit \$3,000,000

Coverage must include Premises/Operations, Elevators and Hoists, Independent Contractors, Contractual Liability Assumed, Products/Completed Operations, Personal Injury, Pollution Liability including Asbestos Liability, and shall not be subject to any of the special property damage liability exclusions commonly referred to as XCU exclusions.

C. Automobile Liability

Bodily Injury each person limit \$1,000,000

Bodily Injury each occurrence limit \$3,000,000

Property Damage each occurrence limit \$1,000,000

Project Damage aggregated limit \$3,000,000

Coverage must include Owned Vehicles, Leased Vehicles, Hired Vehicles, and Non-Owned Vehicles.

D. Umbrella Liability

General aggregate \$2,000,000

Products – completed operations aggregate \$2,000,000

Each occurrence limit \$2,000,000

E. Owner's Protective Liability Insurance

The Contractor shall furnish the Certificates of Insurance naming the Town of Dracut as additionally insured as their interest may appear, and maintain the required insurances through the life of this Contract.

F. General Requirements for All Lines of Insurance to be Furnishing

All policies shall be written so the Dracut Public Schools shall be notified of cancellation or addition of "restrictive amendments" by registered mail or by facsimile not later than ten (10) days prior to the effective date of such cancellation or amendment.

11.0 Termination

11.1 Termination for Cause. If at any time during the term of this Agreement the School determines that the Contractor has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the School, or by not complying with the direction of the School or its agents, or by otherwise failing to

perform this Agreement in accordance with all of its terms and provisions, the School shall notify the Contractor in writing stating therein the nature of the alleged breach and directing the Contractor to cure such breach within ten (10) days. The Contractor specifically agrees that it shall indemnify and hold the School harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the Contractor fails to cure said breach within ten (10) days, the School may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the Contractor specifying the effective date of the termination. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the School may have against the Contractor up to the date of such termination, and the Contractor shall be liable to the School for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the School.

11.2 Termination for Convenience. The School may terminate this Agreement at any time for convenience by providing the Contractor written notice specifying therein the termination date which shall not be sooner than ten days from the issuance of said notice. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the School, such payment not to exceed the fair value of the services provided hereunder.

11.3 In the event that the Contractor undergoes dissolution, termination, of existence, insolvency, appointment of a receiver of any property of, assignment for the benefit of creditors by, or commencement of a proceeding under any bankruptcy or insolvency laws by or against the Contractor or any guarantor of the Contractor, the School shall have the right to declare the contract terminated and to pursue any remedies provided by the contract or at law or in equity.

12.0 Assignment

12.1 The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the School, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the School. This Agreement shall be binding on the heirs, personal representatives, successors, and assignees of the Contractor.

13.0 Governing Law

13.1 The Contractor shall comply with all Ordinances of the Assabet Valley Regional Vocational School and Regulations of the Commonwealth of Massachusetts, Federal Laws

and Regulations, including Federal I-9 regulations, and Interstate Commerce Commission Rules and Regulations, and all regulations authorized by law, applicable to the provisions of such contract. Any disputes that arise under the contract shall be determined in accordance with Massachusetts General Laws.

14.0 Severability

14.1 If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Sealed Proposals, plainly marked, “**ASSABET Contract Cleaning Proposal**” must be mailed or hand delivered to the Assabet Valley Regional High School, 215 Fitchburg Street, Marlborough, Massachusetts 01752, attention: Business Office **by July 21, 2026 at 10AM**

Sealed “PRICE” and “NON-PRICE” Proposals shall be submitted separately. Each Proposal shall be clearly identified using the terms “PRICE PROPOSAL” and NON-PRICE PROPOSAL”.

PRICE PROPOSAL – Use Price Proposal Sheet Provided by the School District

The dollar figure for the cleaning of the building is to be the total of: the man- hours per day for school calendar, and days indicated in Section 4.3. Bidders/proposers are hereby notified that the hourly prices submitted for additional or emergency rates shall **not** be used in evaluating proposals.

NON-PRICE PROPOSAL

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

Proposers must list the names, addresses, telephone numbers and contact names of at least three (3) clients on the attached form.

EVALUATION OF PROPOSALS

Minimum Evaluation Criteria

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

1. Completed and signed proposal signature form.
2. Completed reference list form.
3. Completed and signed Certificate of Non-Collusion, Tax Compliance form, and Certificate of Authority (if the contractor is a corporation).
4. Detailed plan of cleaning for all areas specified that includes worker oversight and and verification of work hours.
5. Employee Training Plan.
6. Resume of Company
7. Company history

Comparative Evaluation Criteria

Each proposal that has met the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria. The three most desirable companies will be brought in for an in person interview.

1. Years of Experience of the Contractor:

***Highly Advantageous** – The Contractor has 10 or more years experience in the cleaning of public schools or commercial buildings, and is able to furnish references of the schools that they are presently cleaning, or have cleaned within the last five years.*

***Advantageous** – The Contractor has 5-9 years experience in the cleaning of public schools, or commercial buildings, and is able to furnish references of the schools that they are presently cleaning, or have cleaned within the last five years.*

***Not Advantageous** – The Contractor has 2 to 5 years experience in the cleaning of public schools or commercial buildings, and is able to furnish references of the schools that they are presently cleaning, or have cleaned within the last five years.*

***Unacceptable** - The Contractor has 1 or fewer years experience in the cleaning of public schools or commercial buildings,.*

2. References (Provided on Form 1)

***Highly advantageous** – The Contractor has 3 or more references provided on Form 1 who gave positive feedback on their experience with the contractor.*

***Advantageous** – The Contractor has 2 references who provided positive feedback on their experience with the contractor.*

***Not Advantageous** – The Contractor has 1 reference who provided positive feedback on their experience with the contractor.*

***Unacceptable** – The Contractor has no references who provided positive feedback on their experience with the contractor.*

Scoring Rubric

Highly Advantageous: 10 points

Advantageous: 5 points

Not Advantageous: 2 points

Unacceptable; zero points

3. Company Resume and History

Max. Points

Operational Capacity	<i>History, Organization, Headquarters, Field Offices, Size, Workforce</i> Does the vendor have the scale, financial stability, and local presence to support your school district without disruption?	3 Points
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Management Oversight	& <i>Management Structure, Union Information</i> Is there a clear chain of command (area managers)?	3 Points
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Retention & Quality Control	<i>Employee System, Benefits, Training Programs</i> Do they invest in their staff? High benefits and structured training equal lower turnover, higher security, and better cleaning quality for students.	4 Points
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TOTAL SCORE	SECTION	10 Points
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Bidder/Vendor Checklist

1. References - List of Similar Contracts

2. Required Bid Form – Attachment ‘A’ *Non-Collusion Form*

3. Required Bid Form – Attachment ‘B’ *Tax Compliance Form*

4. Required Bid Form – Attachment ‘C’ *Certificate of Non-Debarment*

5. Required Bid Form - ‘Attachment D’ Non-Price Proposal

6. Required Bid Form – Attachment ‘E’ *Price Proposal Form*

*****Submitted Separately*****

Form 1- Reference List of Similar Contracts

Bidder: _____

RFP Title: **Contract Cleaning Services**

Bidder must provide references for: similar contracts performed within the last 2 years of similar size and scope to this contract.

Reference: _____ Contact: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

Description and date(s) of supplies or services provided: _____

Form 2 – ‘Attachment A’ Non-Collusion

CERTIFICATE OF NON-COLLUSION

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

Signature of individual submitting bid or proposal

Name of business

Form 3 – ‘Attachment B’ Tax Compliance

TAX COMPLIANCE CERTIFICATION

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

Signature of person submitting bid or proposal

Printed Name of person submitting bid or proposal

Form 4 – Attachment C Certificate of Non-Debarment

CERTIFICATE OF NON-DEBARMENT

By submitting this signed certificate, the Responder hereby certifies that neither it nor its principals is presently not debarred, suspended or otherwise prohibited from practice by any federal, state or local agency, and that should any proceeding arise in which it is debarred, suspended or otherwise prohibited from practice by any federal, state or local agency, the Responder shall inform the Assabet Valley Regional Vocational School District within one business day of such debarment, suspension, or prohibition of practice.

Firm/Organization Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Authorized Company/Organization Official's Name: _____
(typed or printed name)

Title of Authorized Representative: _____
(typed or printed name)

Signature of Authorized Company/Organization Official: _____

Date Signed: _____

Form 5 – ‘Attachment D’ Non-Price Proposal

Proposers must submit a one-page summary [Non-Price Proposal] or ‘company resume’ to show experience in service contracts comparable in size and scope to the proposed contract.

INTENTIONALLY BLANK

Form 6 – ‘Attachment E’ PRICE PROPOSAL

***This form must be submitted in a Separate, Sealed, Labeled Envelope**

Contracted Custodian Shifts	<u>Number of Custodians</u>	<u>Daily Rate</u>	<u>Number of work days</u>	<u>Total: (number of custodiansX daily rateX number of days)</u>
Day Custodian (7AM - 3PM)	1	\$	230	\$
Night Custodians (7PM - 11PM)	4	\$	205	\$
TOTAL ANNUAL CONTRACT: Year 1 (September 2026- July 2027)				\$
Contracted Custodian Shifts	<u>Number of Custodians</u>	<u>Daily Rate</u>	<u>Number of work days</u>	<u>Total for 205 days (number of custodiansX daily rate)</u>
Day Custodian (7AM - 3PM)	1	\$	230	\$
Night Custodians (7PM - 11PM)	4	\$	205	\$
TOTAL ANNUAL CONTRACT: Year 2 (September 2027- July 2028)				\$
Contracted Custodian Shifts	<u>Number of Custodians</u>	<u>Daily Rate</u>	<u>Number of work days</u>	<u>Total for 205 days (number of custodiansX daily rate)</u>
Day Custodian (7AM - 3PM)	1	\$	230	\$
Night Custodians (7PM - 11PM)	4	\$	205	\$
TOTAL ANNUAL CONTRACT: Year 3 (September 2028- July 2029)				\$
TOTAL Regular 3-Yr Contract: (Add value of all three years)				\$

Date:

Company Name:

Company Address:

Officer Name/Title:

Contact Phone/Email:

Officer Signature:

APPENDIX A - CUSTODIAL CLEANING SCHEDULE

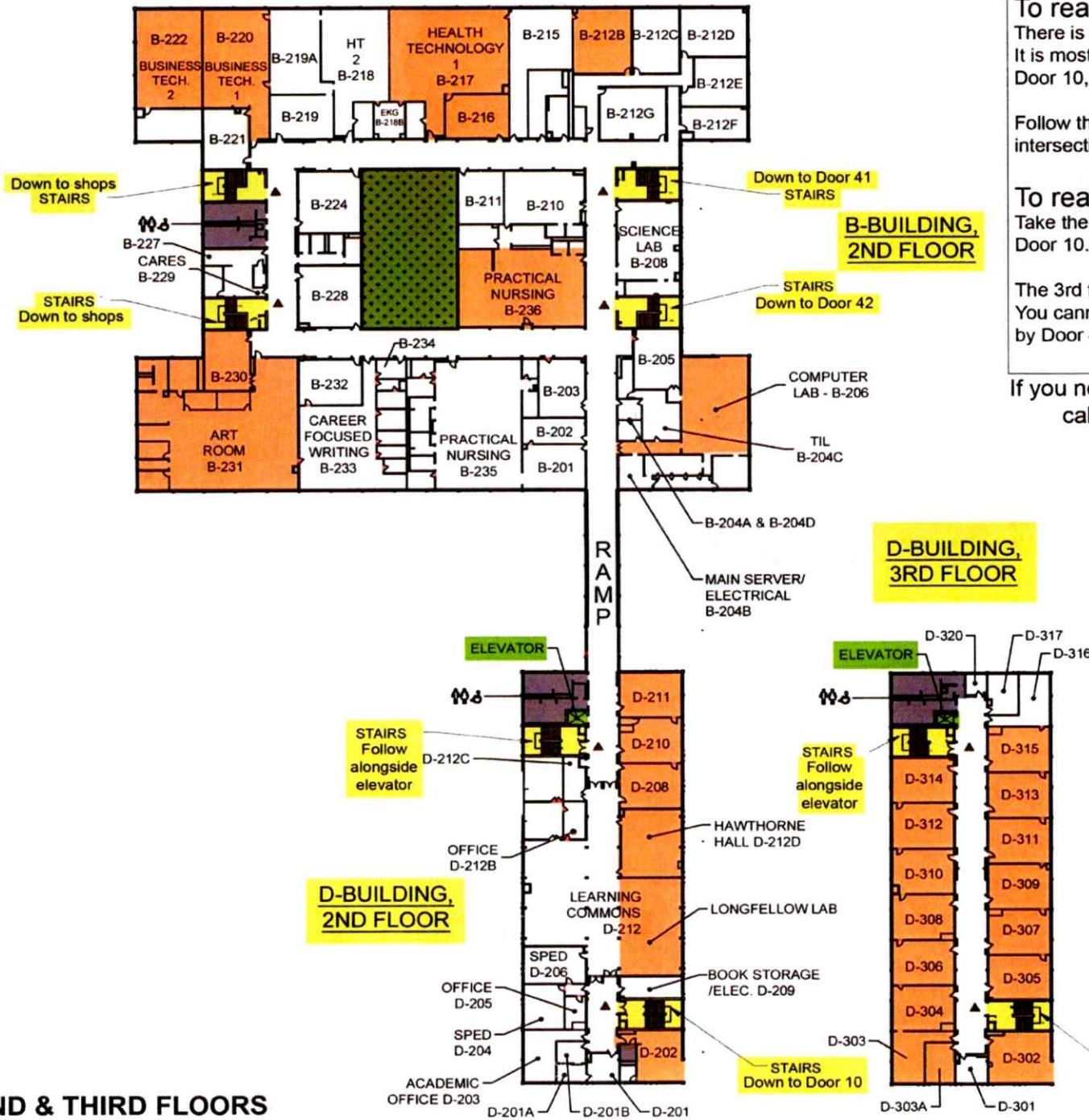
	GENERAL	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL
1	Adjust shades for energy conservation, shut off lights	X			
2	Secure doors and windows	X			
3	Sweep or dry mop floors & stairs	X			
4	Clean all handrails	X			
5	Spot wash office and classroom floors	X			
6	Wash stairwells	X			
7	Wash sinks	X			
8	Sweep, wash and disinfect floors in student dining room and locker rooms	X			
9	Wash and disinfect drinking fountains	X			
10	Clean window sills	X			
11	Clean all shades, blinds and drapes			X	
12	Clean and spot clean furniture and surfaces, e.g. lockers, counters, filing cabinets, office desktops, telephones	X			
13	Clean high areas (pipes, shelves, vents, ceilings, heating ducts, louvers)			X	
14	Spot clean all carpets	X			
15	Spot clean woodwork, walls, switch plates, lockers, tiles, kick plates	X			
16	Spot clean trophy and other display cases, door glass and partitions	X			
17	Wash all interior glass including windows			X	
18	Clean all lighting fixtures, including exposed bulbs			X	
19	Vacuum carpeted corridor areas, rugs, faculty dining area	X			
	STUDENT/STAFF RESTROOMS	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL
20	Wash and disinfect restroom floors, walls and fixtures, including partitions and pipes. Remove graffiti	X			
21	Clean restroom ceilings, partitions, louvers, vents, mirrors, doors, shelves	X			

22	Clean and refill toilet paper, towel, soap and sanitary napkin dispensers with products approved by the Coordinator of Facilities	X			
	CLASSROOMS	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL
23	Spot wash spills and remove stains and gum from carpet and floors	X			
24	Empty pencil sharpeners		X		
25	Clean chalkboards/marker boards and wash chalk trays		X		
26	Sweep/mop classroom floors and carpet	X			
27	Clean & disinfect classroom furniture, including desks	X			

GLOSSARY

Daily	Once within a 24-hour period
Weekly	Once per week
Monthly	Once per month
Semi-Annually	Two times per year
Broom Sweep	Manually sweep all edges of carpet abutting walls
Clean	To dust, dry clean or vacuum
Disinfect	To apply, clean and wipe surfaces with School disinfectant for lavatories
Shampoo	To scrub rugs with (after broom sweeping)
Spot Clean	To clean as needed in order to remove spots and stains, such as fingerprints
Strip	To machine scrub, to remove floor finish and foreign material
Sweep	To clean with broom or trusted dust mop
Wash	To damp mop with water and neutral cleaner
Wet Mop	To damp mop
Wet Vacuum	To wet area and use water vacuum
Burnish	To use burnishing machine in accordance with manufacturer's specifications.

APPENDIX B - Floor Plan, 2nd floor



To reach the **elevator**,
 There is only ONE elevator inside Assabet.
 It is most easily reached by entering Door 1,
 Door 10, or Door 42.

Follow the signs/directories at each
 intersection.

To reach the **THIRD** floor:
 Take the elevator/stairs or use the stairs by
 Door 10.

The 3rd floor is only above building "D".
 You cannot reach the 3rd floor using the stairs
 by Door 42/Door 41/shops.

If you need help finding your classroom
 call the office (508) 263-9651