

Town Manager
Needham Town Hall
1471 Highland Avenue
Needham, Massachusetts 02492
Telephone 781-455-7500

Acknowledgement of Receipt

Release Date	February 2, 2023
Bid Title	Building Cleaning Services
Bid Number	24DPW001G
Number of Documents	The Bid Package consists of one (1) PDF document.
Pre-Bid Conference	9:10 a.m. Saturday, February 18, 2023 (advanced registration required by 4:00 p.m. Friday, February 17, 2023) Pcentral@needhamma.gov
Questions Due	1:00 p.m. Thursday, February 23, 2023
Proposals Due	11:00 a.m. Friday, March 3, 2023 to Kate Fitzpatrick, Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492
Please provide the requested information below as acknowledgment that you have received our bid package noted above and your intention is to submit a bid. It is recommended that interested bidders complete this acknowledgment and return via email to pcentral@needhamma.gov . Only by doing this, will the Town be able to provide notification of addenda* or answered questions relating to this Bid. Only those companies or individuals shown on the Distribution Register will be sent addenda to this Bid and whose written questions will be addressed. By completing and returning this acknowledgment will ensure you are recorded on the Distribution Register. Proposals from companies or individuals not acknowledging the addenda may be <u>rejected</u> as not responsive.	
Name of Company or Individual (Print)	
Name / Title of Contact (Print)	
Address (line 1) (Print)	
Address (line 2) (Print)	
Telephone Number	
Fax Number	
E-mail Address (Print)	
Signature	
Date	
* Addenda will be posted to the website. Please check the website for addenda before submitting your bid to the Town. Bidders who access the bid package from the Town's website are responsible for checking the website periodically for any addenda that may be issued by the Town.	

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(Advertised in the Hometown Weekly February 2, 2023)
(Advertised in Goods and Services Monday, February 6, 2023)
(Advertised in COMMBUYS February 2, 2023)

Town of Needham
Request for Proposals
Building Cleaning Services
24DPW001G

The Town of Needham is accepting sealed proposals for full time building cleaning services for its high school, middle school and one elementary school for up to a five-year period. Copies of the Request for Proposals (RFP) package will be available beginning Thursday, February 2, 2023 online at the Town's web site www.needhamma.gov/bids.aspx and will be available until submission deadline. Please refer to the RFP for additional information. Sealed proposals must be **submitted no later than 11:00 a.m. Friday, March 3, 2023** to Kate Fitzpatrick, Town Manager, Town of Needham, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. LATE BIDS WILL NOT BE CONSIDERED. This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick
Town Manager
February 2, 2023

ABOUT NEEDHAM

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has an estimated population of 31,000 and occupies a land area of approximately 12.75 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and a five member Select Board. The day-to-day management is under the direction of a Town Manager. School affairs are administered by a seven-member School Committee and a Superintendent of Schools. The Town is classified as an economically developed suburb with above average wealth levels and higher education attainment. The Town has an “AAA” credit rating from Standard and Poor’s.

The Town provides a full range of governmental services including police and fire protection; emergency medical services; collection, disposal, and recycling of solid waste; sewers; streets; water services; health and human services; town library; and recreation. The Town also provides public education in grades kindergarten through twelve. The Town operates 1 pre-school, 5 elementary schools (K – 5), 1 sixth-grade center, 1 middle school (7 – 8), and a senior high school (9 – 12). Technical education is offered to grades nine through twelve by the Minuteman Regional Vocational Technical School District. The total expenditures in the most recent fiscal year exceeded \$200 million.

DECISION TO USE COMPETITIVE SEALED PROPOSALS

The Chief Procurement Officer (CPO) has determined that in order to select the most advantageous proposal to provide cleaning services for the Needham High School, Pollard Middle School, and Newman Elementary School comparative judgments of non-price factors will be necessary for which the Town may be willing to pay more. The Town believes that the selected contractor serving in this capacity must possess experience not only in the cleaning of municipal school buildings but must also have a demonstrated ability to successfully provide the services for buildings that are in active use and may also be under construction. The selected contractor must have the ability and capacity to take on additional work when requested on short notice. The select contract or must have the ability to provide other identified services on an on-call basis. The selected contractor must address the needs of the Town for open communications with users of the facilities to provide a high level of cleanliness and preservation of the assets. The contract will be awarded in accordance with M.G.L. c.30B following the request for proposals procedure.

Building Cleaning Services
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Procurement in Brief	
Primary Procurement Contact	David Davison, Assistant Town Manager/Director of Finance email: Pcentral@needhamma.gov
Event	Details
Bid Title	Building Cleaning Services
Contract Number	24DPW001G
Request for Proposal Available	Information and details of bidding requirements may be obtained at Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492, or online at the Town's website http://www.needhamma.gov/bids.aspx
Pre-Bid Conference	There is a pre-bid conference scheduled onsite and will take several hours to complete. Please confirm your intention to attend the pre-bid conference by emailing pcentral@needhamma.gov Bidders should register by 4:00 p.m. Friday, February 17, 2023 The Bidder awarded a contract under this RFP shall be responsible for the proper cleaning of all areas of the identified buildings including storage areas whether specifically listed or not. A pre-bid conference will be held on Saturday, February 18, 2023 starting at 9:10 a.m. Attendance is mandatory. All questions must be delivered in person, by USPS, or e-mail by the deadline for written questions, including questions asked during the pre-bid conference in order to receive an official response. The pre-bid conference will provide bidders an opportunity to see the layout of each building, to examine the buildings, and to acquaint themselves thoroughly with any and all conditions. The pre-bid conference will begin at the Newman Elementary School located at 1155 Central Avenue (enter through the front doors off the parking circle). After the tour of the Newman Elementary School has ended, bidders will be asked to follow, in their own vehicles, the Town's designated employee to the Pollard Middle School located at 200 Harris Avenue to conduct a tour of that building. Bidders will then follow, in their own vehicles, the Town's designated employee to Needham High School located at 609 Webster Street. Bidders will be asked to sign-in at the beginning of the meeting and sign out at the end of the meeting. The Town anticipates that this process may take as long as five (5) hours to complete.
Written Questions*	Deadline: 1:00 p.m. Thursday, February 23, 2023 (generally we will respond within two business days from receipt of the questions) Responses will be in writing. By Delivery: Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 By Email: Pcentral@needhamma.gov Questions are to be clearly labeled as: Building Cleaning Services 24DPW001G - Questions
Exceptions	The bidder must disclose in detail any exceptions to the specimen contract and such exceptions must be specific. The bidder must state a reason for each exception and propose alternative language. The purpose of the exception process is to permit the Town to correct, prior to the opening of the bids, any technical or contractual requirement, provision, ambiguity, or conflict in the bid package. Exceptions must be <u>submitted by the</u> deadline for written questions stated above. Unless timely submitted as an exception, any such ambiguity, conflict or problem shall be resolved in favor of the Town of Needham.
Addenda	If any changes are made to this bid, an addendum will be issued. Addenda will be emailed to all bidders on record as having received the bid package and have provided an email address to the Town to notify the bidder. Each bidder is responsible for checking the Town's website to determine if the Town issued any addenda.
When and Where Bids are Due*	11:00 a.m. Friday, March 3, 2023 Office of the Town Manager Town Hall 1471 Highland Avenue Needham, Massachusetts 02492 LATE SUBMISSIONS WILL NOT BE CONSIDERED (Per State Law)

Procurement in Brief	
Primary Procurement Contact	David Davison, Assistant Town Manager/Director of Finance email: Pcentral@needhamma.gov
Event	Details
Number of Required Copies	One (1) original signed paper copy of the Technical and One (1) original signed paper copy of the Price Proposal each in a separately sealed envelope. The Technical Proposal must also be provided electronically on a thumb drive.
Bid Opening	Bids will NOT be publicly opened. A list of submitters will be made available after the submission deadline.
Evaluation of Bids	Evaluation Committee members will independently review the technical proposals.
Proposal Presentation	March 22, 2023, March 23, 2023, and March 24, 2023 Bidders deemed qualified based on the evaluation of the written technical proposals WILL be required to make a presentation before the Evaluation Committee.
Bid Surety (bond) Requirements	A Bid bond is NOT required
Contract Length	The anticipated contract term is three years with two (2), one-year options for a maximum term of five (5) years. The Town reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.
Contract Award**	The target date for award is May 1, 2023 Approval of Town Manager and Town Counsel are REQUIRED
Upon Award of Contract	
Payment Bond	Will NOT be Required
Performance Bond	Will NOT be Required
Insurance	Before commencing performance of the contract, the awarded bidder will be responsible for providing and maintaining insurance coverage in force for the life of the contract in adequate amounts to secure all of the obligations under the contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All policies issued shall indemnify and hold harmless the Town of Needham, its agents, and employees from any and all claims for damages to persons or property as may arise out of the performance of this contract.
Workers Compensation	Required
Honesty Bond	Required
Criminal Offender Record Information (CORI) checks Sexual Offender Registry Information (SORI) checks Fingerprint-supported national criminal history background checks	All newly hired teachers, school employees, bus drivers, subcontractors and early education and care and out-of-school time providers must undergo state and national background checks. Therefore, prior to commencement of any work the Contractor agrees to provide completed and signed CORI and SORI Request Forms and accompanying screening reports (to the extent allowed by law) to the Town (Needham Public Schools) prior to the actual assignment of the proposed candidates to the Town. No employee of the Contractor shall work in the Town without prior approval from the Town. The Town will only do business with Contractors that have adopted and employ CORI-related policies, practices, and standards that are consistent with the Town's standards and the applicable MGL. The Contractor understands that the Town expects CORI checks to be run in both Massachusetts and the proposed candidate's home state (if non-Massachusetts resident) by the Contractor. Further, the Contractor's candidates will be subject to a fingerprint-supported national criminal history background check. When the Town receives a proper CORI report of a Candidate that contains only the CORI information that the Town (Needham Public Schools) is authorized to receive and the Town is inclined to refuse assignment, the Contractor agrees to fully comply with 803 CMR 6.11. The Contractor will ensure any required fee is paid, and that the Town will not be charged for the cost of this requirement.

Procurement in Brief	
Primary Procurement Contact	David Davison, Assistant Town Manager/Director of Finance email: Pcentral@needhamma.gov
Event	Details
* Written inquiries must be sent prior to the above date and time deadlines. The Town will respond to written questions submitted by individuals/companies who intend to submit a bid. Individuals/companies will demonstrate their intention to bid by completing and returning the Acknowledgement of Receipt form. The time/date stamp machine located in the Town Manager's Office will govern the date and time requirements mentioned in the table above and throughout this document. Please allow enough time for hand delivery. ** The Bidder agrees that the offer is effective for (a) at <u>least 180 calendar days</u> from the opening date of the bids (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b), or (c) occurs first. The time for award may be extended by the Town. The Town reserves the right to change, delay, cancel, or expedite the contract award date. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.	

PART 1 GENERAL INFORMATION

1.01 Quantities

Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. Any quantities indicated on the **Bid Form** or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The bidder shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the bid.

1.02 Questions Regarding the Bid

The bidder shall be satisfied as to the requirements to enable intelligent preparation of your bid. The bidder shall be familiar with all the bid material requirements and documents before submitting the bid to avoid any misunderstanding. Bidders shall promptly raise the issue of any ambiguity, inconsistency, or error, which they may discover upon examination of the bid documents, specifications, services, worksite, or any other conditions which may apply. No allowance will be made for any claim that the bid is based on incomplete information.

The Town will respond to written questions submitted by individuals/companies who intend to submit a bid. Individuals/companies will demonstrate their intention to bid by completing and returning the **Acknowledgement of Receipt** form.

Inquiries concerning any part of this bid shall be directed to the individual(s) listed under the **Procurement in Brief**. Bidders should note that **oral communications are not binding on the Town and only written responses by the Town will be considered**. All requests/questions must be submitted in writing. Questions may be delivered by hand or email as referenced under the **Procurement in Brief** by the deadline. Questions that may be asked during any pre-bid conference should also be sent in writing in order to receive an official response. Requests properly presented that in the opinion of the Town require interpretation, correction, or change in the bid documents will result in an issuance of an addendum to the bid documents. The Town will forward responses to all persons who are on record as receiving the bid package. Questions received after the due date will not be responded to unless the Town determines it is necessary. Bidders, please allow enough time for hand delivery.

1.03 Information about Changes to the Bid

In the event that changes/additions are made to this bid, an addendum will be issued. Addenda will be emailed if an email address was provided. **Addenda will also be posted to the Town's website where the bid package was made available.** Please check back on the website for addendums before submitting your bid to the Town. Bidders may not be notified individually of Addendums.

1.04 Bonds, Insurance, and Indemnification

Bonds

Bidders should refer to the **Procurement in Brief** for any bond (Bid Bond, Honesty Bond, Payment Bond, and/or Performance Bond) requirements.

Insurance

Bidder awarded a contract under this bid must provide proof of insurances in at least the minimum amounts required in the contract and when requested shall name the Town of Needham as an additional insured for the amounts written.

The Bidder awarded a contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope, or amount of any such policy or policies. Compliance by the bidder with the insurance requirement, however, shall not relieve the Bidder from liability under the indemnity provisions.

The Certificate Holder shall read as follows:

The Town Assigned Contract Number **24DPW001G** and Contract Title: **Building Cleaning Services**

Town of Needham

1471 Highland Avenue

Needham, Massachusetts 02492

No Town Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

Bidders should refer to the **Procurement in Brief** for additional insurance requirements.

Indemnification

The bidder shall indemnify, defend, and save harmless the Town and all of the Town's officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or

damage to property of the Town or any person, consultant, corporation or association arising out of or resulting from any negligent act, omission, or negligence of the bidder, its subcontractors and its and their agents or employees in the performance of the work covered by the contract and/or failure to comply with terms and conditions of the contract, but only in respect to such injuries or damages sustained during the performance and prior to the completion and acceptance of the work covered by the contract and to the extent such injuries or damages are not covered by the Town's insurance. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the bidder under the contract.

1.05 Execution of the Contract

The awarded bidder agrees and will execute the approved contract electronically. The Town will forward the contract to be executed via DocuSign.

1.06 Payment and Discount Terms, Adjustments for Incomplete Work

Payment Terms

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled.

Invoices are to itemize charges for labor, equipment, supplies, and services. The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed. Invoices should include the Town's purchase order number. The Purchase Order number may change with each fiscal year.

Invoices for additional services must include the date and times of the work, the type of services performed; the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Invoices for additional supplies and/or materials must include the quantity, date and times of delivery, a description of the supplies or materials, unit price, shipping, and handling charges as applicable, and the name of the person who placed the order. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Adjustments for Incomplete or Unacceptable Work

The Town reserves the right to withhold payment for incomplete or unacceptable work. The Town shall provide notice of any work that is deemed to be incomplete or unacceptable. The vendor shall rectify that condition to the satisfaction of Town. The Town will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the vendor.

The vendor shall take all proper precautions to protect the Town and private property from damage and/or loss. Should any damage to, and/or loss of, property be caused by the vendor, the vendor will be required to make repairs and/or restitution immediately at its expense.

Refer to the **Procurement in Brief** for other payment term considerations.

1.07 Bid Modifications or Withdrawals

Bids may be corrected, modified, or withdrawn prior to the submission deadline. Requests to do so must be received in writing by the Town Manager. After the submission deadline, bids may not be changed. Minor mistakes may be waived by the Town.

1.08 Premature Opening of a Bid

The Town will not be responsible for the premature opening of any bid not properly identified. The Town may reject bids which are incomplete, not properly endorsed, not signed, or are otherwise contrary to these instructions.

1.09 Unexpected Closure or Delays

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other, the deadline will be postponed until **11:00 a.m.** on the next normal business day (Monday through Friday, excluding Holidays). Bids will be accepted at the same location until that date and time.

1.10 Late Submissions

Late bids will not be considered. The Town assumes no responsibility for late submissions due to mail, courier, or delivery problems.

1.11 Rejection of Bids

The bid must satisfy all the submission requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed NON-RESPONSIVE and result in rejection of the bid unless the Town determines that such failure constitutes a minor informality that can be corrected without prejudice to other bidders. A bid may be rejected if the Bidder:

- Fails to adhere to one or more of the provisions established in the bid package.
- Fails to submit its bid by the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to submit its bid to the required address on or before the specified submission deadline.
- Misrepresents its service or provides demonstrably false information in its bid or fails to provide material information.

1.12 Taxes

Purchases made by the Town are exempt from the payment of all Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. If requested, the Town will provide the awarded bidder with a copy of the Certificate of Exemption.

1.13 Public Records

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by the bidder in response to this Bid. Thus, bidders who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the bidder in response to this Bid will be open for inspection by any person and in accordance with M.G.L. c.66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded.

1.14 Conflict of Interest

By execution of a contract with the Town of Needham, the Bidder acknowledges that the Town of Needham is a municipality for the purposes of M.G.L. c.268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be complying at all times with the obligations of the contractor based on said statute.

1.15 Tie Bids

In the event that there is a tie bid between two (2) responsive and responsible bidders, the award of the contract will be determined by a coin toss. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. In the event that there is a tie bid with three (3) or more responsive and responsible bidders, the award shall be made by a draw by lot limited to those bidders. The coin toss/draw by lot shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss/drawing shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the Needham Town Hall during regular business hours.

1.16 Contract Award

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

A contract is anticipated to be executed by the date indicated under **Procurement Schedule** for this bid. However, the Town reserves the right to change, delay, cancel, or expedite the contract execution date. The selected bidder is required to furnish all bonds and certificate of insurances required under the contract, in a form acceptable to the Town prior to the execution date.

The award may be subject to further discussions with the bidder. The making of a preliminary award to a bidder **does not** provide the bidder with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A bidder has rights, and the Town has obligations, only if and when a contract is executed by the Town and the bidder.

Changes to the terms of the Town's contract may be requested by the bidder in writing and submitted with the bid and if, in the opinion of the Town, the requested inclusion(s) and/or deletion(s) does not materially affect the bid, they may be allowed at the sole discretion of the Town. Bidders shall NOT be allowed to request any changes to the contract terms once award of contract has been announced.

The Town herein declares its express purpose not to award the contract to any bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any bidder may be required to demonstrate financial stability satisfactory to the Town.

The Town Manager is the awarding authority for the contract. Further, the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment, and performance obligations shall depend on the availability and appropriation of funds.

The Town reserves a period up to **180 calendar days** following the opening of the bids in which to evaluate and award the contract.

1.17 Other Notices

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.

The bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (M.G.L. c.151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful bidder may receive or award as a result of this contract.

Any services provided by the bidder shall be rendered through a professional services contract. The bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The bidder shall comply with M.G.L. c.66A if the bidder becomes a "holder" of "personal data". The bidder shall also protect the physical security and restrict any access to personal or other Town data in the bidder's possession or used by the bidder in the performance of the contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment, or systems.

1.18 Clarification of Terminology

All references in this Bid to features, functions, services, or deliverables that "should", "must", "will", "has ability to", etc. be provided by the bidder are to be construed as mandatory. Similarly, all references in this Bid to information that "should", "must", "will", "has ability to", etc. be provided in the bidder's proposal are to be construed as mandatory.

Bidders may be referred to alternatively as "bidders", "offerors", "respondents", "successful offerors", "successful bidders", "vendors", etc. All such references (except for those explicitly defined otherwise) are to the primary contractor who submits a response to this bid and, if successful, who will be responsible for the successful completion of all required deliverables.

References to days are to workdays unless otherwise explicitly stated.

Reference to time as stated in this bid is based on local Eastern Standard Time.

End of Section

PART 2 SCOPE OF SERVICES

The Town requires full-time year-round cleaning services for the Needham High School, Pollard Middle School, and Newman Elementary School for a three-year period beginning July 1, 2023 with two (2), one-year extensions, for a maximum term of five years. The cleaning services will be performed during the evening hours, except during school breaks when the work may require time during the day as well as the night. Cleaning must be completed in a manner not to disrupt normal school functions as determined by the Town. The services are currently being provided by S. J. Services. The cleaning service contract expires on June 30, 2023. The Town's desire is to have a single company clean all three school buildings, and to provide on an on-call basis other services identified in the RFP. The Town will continue to use in-house staff to clean four other elementary schools (Broadmeadow, Eliot, Mitchell, Williams), one sixth-grade center, and its other year-round municipal buildings. In-house staff will also continue to provide day-time services at all the year-round facilities including the High School, Pollard School, and Newman School. The awarded bidder must begin work on July 1, 2023. The awarded bidder is to begin services with brand new equipment. The equipment must be pre-approved by the Town before it is introduced to the buildings. In most cases, the Contractor's employees will be reporting at 4:00 p.m. each business day (available work hours, 4:00 p.m. to 11:00 p.m.), to begin cleaning duties. In most cases, it is expected that cleaning duties will begin in the cafeteria or other areas immediately available. Actual hours will be confirmed for each individual facility by the Director of Building Maintenance. Employees are required to complete all required items as outlined in Minimum Standards for Cleaning appendix.

The Contractor shall provide all labor, supervision, equipment, materials, supplies, tools, etc. as are required for undertaking cleaning services for the facilities under contract. The Contractor shall use environmentally safe cleaning products certified by a qualifying green seal agency and approved by the Town in writing.

Property Descriptions

Needham High School is a building of approximately 304,170 square feet including bathrooms, offices, storage areas, and hallways, with about 110 classrooms, two (2) gymnasiums/weight room, one (1) cafeteria, one (1) cafeteria kitchen, one (1) auditorium, one (1) athletic center, one (1) wrestling room, and multiple locker rooms located at 609 Webster Street in Needham, Massachusetts. The building is heavily used Monday - Friday year-round from approximately 6:30 a.m. to 3:30 p.m. Use continues via after-school activities and adult education programs until approximately 10:00 p.m. It is anticipated that the work required under this contract will be done between 4:00 p.m. and 11:00 p.m. with much more extensive cleaning during the school breaks and weekends.

The **Pollard Middle School** is a building of approximately 157,000 square feet including bathrooms, offices, storage areas, and hallways, with about 65 classrooms, two (2) gymnasiums (plus a weight room and locker rooms), one (1) cafeteria, one (1) cafeteria kitchen, and one (1) auditorium located at 200 Harris Avenue in Needham, Massachusetts. The building was constructed in 1957 with modular classrooms added in 2002. The school has two floors and two elevators. The building is heavily used Monday - Friday year-round from approximately 6:30 a.m. to 3:30 p.m. Use continues via after-school activities until approximately 10:00 p.m. It is anticipated that the work required under this contract will be done between 4:00 p.m. and 11:00 p.m. with much more extensive cleaning during the school breaks and weekends.

The **Newman Elementary School** is a building of approximately 137,700 square feet including bathrooms, offices, storage areas, and hallways, with about 42 classrooms (including preschool rooms), one (1) gymnasium, one (1) cafeteria, one (1) cafeteria kitchen, and one (1) auditorium and a science center located at 1155 Central Avenue in Needham, Massachusetts. The services for the science center will be limited. The building was originally constructed as a junior high school in 1961; the building was closed and eventually was reopened in 1993 as an elementary school. A major systems upgrade was completed in 2012. The school has two floors and two elevators. The building is heavily used Monday - Friday year-round from approximately 7:00 a.m. to 4:00 p.m. Use continues via after-school activities until approximately 10:00 p.m. It is anticipated that the work required under this contract will be done between 4:00 p.m. and 11:00 p.m. with much more extensive cleaning during the school breaks and weekends.

2.02 Service and Condition Requirements

Building Cleanliness: 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. 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. Mop heads are to be treated, changed and laundered and brushes and sponges for toilet bowls and urinals not used for other purposes. Toilets and hand sinks are not to be used for cleaning mops, brooms, brushes, etc.

Absenteeism: Employee absenteeism can significantly and adversely affect the quality of services received by the Town. The Contractor must maintain a pool of trained and qualified substitutes, available at short notice, to ensure that the Town is adequately staffed in the event of illness, injury, excused or unexcused absences. A list of substitutes must be provided to the Town and School Department and updated, as individuals are added or removed from the substitute pool. All substitute employees must be pre-approved just as regular employees of the Contractor are pre-approved by the Town and School Department.

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 within the buildings or on the grounds).

Areas Included: The areas to be cleaned include the entire Needham High School, the Pollard Middle School and modulars, and the Newman Elementary School. In addition to the cleaning and custodial services required within the building, the Contractor shall keep all exterior entry ways free from litter and debris. All exterior trash receptacles located at the entry ways will be emptied. The goal of this section is to ensure a high degree of cleanliness, and thereby satisfaction, with the use and appearance of the facilities and any additional areas that may be assigned during the contract period.

Attendance of Meetings: The Contractor shall designate a “Contract Manager” as the primary company contact, and the individual is to contact the Town within forty-eight (48) hours of notice of award. The Contract Manager shall be available to attend meetings during normal business hours with the Town at the request of the Town Manager, the Director of Public Works, or Director of Building Maintenance, and be able to attend meetings with other Town Officials upon request which may be an evening meeting. These meetings will be attended without any extra costs to the Town. The Town will usually send the meeting request to the Contractor 72 hours before the scheduled time for the meeting, however if circumstances dictate a shorter notice may be necessary. Unless other arrangements have been made with the Town, the Contract Manager is expected to be at the meeting in person. The Supervisor shall also be available to attend. If the Town requests other employees of the Contractor to be present at the meeting, the Contractor will ensure this happens.

Conduct: The Contractor’s employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by the Town will be grounds for removal from Town property. Contractor employees are to be respectful to town and school personnel, students, and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises. The Contractor shall assign the required staff to each location to be serviced.

Possession and/or use of alcohol, marijuana, medical marijuana, tobacco, or illegal drugs are prohibited on Town property. Being under the influence of illegal drugs, alcohol, and/or medical marijuana while on Town property or grounds, is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from Town property and from any further work under this contract.

Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the Contractor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely, while under the medication.

Guns, knives or any other recognized weapons or any tools or instruments intended for use, as weapons are not allowed upon Town property. Possession of a weapon on the grounds or property of the Town, regardless of whether the weapon is on the person of the employee or in a location of the employee’s knowledge, shall be cause for the immediate removal of the employee from Town property and from any further work under this contract.

Contract Manager: The Contractor shall assign a Contract Manager to facilitate the needs of this contract. The Contractor Manager must visit the building sites a minimum of two working days per week to better facilitate communications and to be aware and knowledgeable of the activities at the buildings and the responsiveness of the Contractor’s employees. The

Contractor must replace a Contractor Manager when requested by the Town. The Director of Public Works and the designees will monitor the performance of the Contractor on an ongoing basis. (When the term Project Manager is referenced, it is understood that this is the Contract Manager). In addition to a Contract Manager, there shall be one full time on-site Supervisor for all three buildings, and a lead staff member at each building.

CORI/SORI Requirements: As a condition of the award of any contract pursuant to this Request for Proposals, and prior to commencement of any work by the Contractor's candidate, the successful Contractor agrees to provide completed and signed CORI and SORI Request Forms and accompanying screening reports (to the extent allowed by law) to the Assistant Superintendent for Human Resources for the Needham Public Schools prior to the actual assignment of the proposed candidate to the Town. No employee of the Contractor shall work in the Town without prior approval from the Town. The Town will only do business with Contractors that have adopted and employ CORI-related policies practices and standards that are consistent with the Town's standards and the applicable Massachusetts General Laws. The contractor understands that the Town expects CORI checks to be run in both Massachusetts and the proposed candidate's home state (if non-Massachusetts resident) by the Contractor. CORI checks, SORI checks, and fingerprinting will have to be conducted every year. If the staff member transitions building to building, they will have to conduct an additional CORI and SORI check before relocation. Further, the Contractor's candidate will be subject to a fingerprint-supported national criminal history background check. When the Town and Needham Public Schools receives a proper CORI report of a candidate that contains only the CORI information that the Town is authorized to receive and the Town is inclined to refuse assignment, the successful Contractor agrees to fully comply with 803 CMR 6.11. The Contractor will ensure any required fee is paid, and that the Town will not be charged for the cost of this requirement.

Custodial Closets: Closets are to be kept clean and orderly at all times. There shall be no flammable materials stored in those areas.

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.

Emergency or Specialty Cleaning: The Contractor shall be required to provide personnel for cleaning due to an emergency or special conditions as deemed necessary by the Director of Public Works. The Contractor agrees to respond to any emergency requests for water pick-ups and/or mop-ups made necessary by rain, plumbing failure, leaks, or accidents, 24 hours per day, 7 days per week, 365 days per year. Hourly pricing for this after-hours, emergency service is requested on the bid form. Any additional services of this nature must be pre-approved by the Director of Public Works or the designee. Any invoice for this type of service must include the date, area(s) affected, scope of work performed, hours expended by contract personnel, and name of person authorizing the work.

Energy Conservation: Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. 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 and windows closed and locked before leaving the area that has been cleaned. Doors and windows shall remain closed whenever the heating or cooling systems are operating.

Employees: The Contractor is solely responsible for all matters concerning the recruitment, performance, and retention of their employees. The Contractor must fully comply with all federal, state, and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

Only persons, who have received the proper screening, background checks, and training, prior to employment, shall be assigned duties under this contract. All contract employees will receive training on proper cleaning methods and the handling and disposing of materials. The Contractor must provide written documentation that any employee working on a Town site has received this training.

The Contractor shall supply the Town and the Needham School Department a list of all employees including substitute employees assigned to each location. Notification shall include the name, current address of the employee, completed, and signed CORI/SORI forms, and former employer information of the proposed employee. This list shall be updated as employees are hired or terminated (removed). The Director of Public Works for the Town and the Assistant Superintendent for Human Resources for the Needham Public Schools must be notified in writing prior to any new employee or substitute employee entering any school building. Such notice must be provided at least ten (10) legal business days prior to the intended start date

for the employee. Please refer the CORI/SORI Requirements section for details. The required background checks and finger printing must have been done. Failure of the Contractor to follow these requirements may be cause for immediate termination of the contract and possible legal action.

Equipment and Materials: The Contractor shall furnish all cleaning supplies and tools, equipment, and materials, labor, and supervision, unless otherwise specified for performing all operations required within this contract. **The bid shall be all-inclusive of these costs.** All equipment, materials, and supplies to be provided by the Contractor shall be subject to inspection and approval of the Director of Building Maintenance. The Director of Building Maintenance can require the Contractor to replace any of its equipment and/or to use different materials, if the Town determines it is necessary for the health, safety, or protection of the Town or persons. The contractor is required to use green seal chemicals. The contractor is required to use wax that is 25% solids, which will require four coats of finish. The Contractor is expected to provide safe and operable equipment to be used by the Contractor's employees. No equipment will be operated within a building which is powered by an internal combustion which utilizes the following fuels: gasoline, kerosene, propane, butane, natural gas, diesel, or #2 fuel. **The Town will supply hand soap, paper towels, toilet paper, and sanitary napkins for the school buildings.** When items that are to be supplied by the Town have less than the minimum required amount of supply in storage, the Contractor must inform the Director of Building Maintenance, or designee to order more. The Director of Building Maintenance will furnish a list of supplies for point of use replenishment and the minimum required amount for each supply. All supplies shall be maintained in a secured storage area and readily available for use. There will be a storage closet identified on each floor for security.

It is understood that all equipment, tools, materials, and supplies are to be used only for their intended purposes. Misuse of any item will not be tolerated, and use of equipment in a manner not consistent with the instructions regarding the use of the equipment is not allowed.

Extra Work and Special Projects: All special circumstances requiring additional/revised hours must be pre-approved by the Director of Public Works, or designee. Any request that would increase the compensation due to the Contractor must be in writing, with a detail explanation from the Contractor of the work to be done, the unit cost of the work and a good faith estimate of the total cost. The approval will come in the form of an executed **Change Order** between the Contractor and the Town. The Contractor will not be paid for any work done without prior approval by the Town.

The Town may elect, during the period of this contract and the associated option years, if exercised, to add other facilities to the scope of this contract. Should the Town elect to use the Contractor for emergency services; the Contractor shall clearly itemize the distinction between the emergency services and standard services.

Hiring Standards: The Contractor agrees that it will not discriminate against any employee or applicant because of race, color, religious creed, national origin, sex, age, or ancestry in connection with the performance of the services under contract. 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. The Contractor shall use qualified personnel who are directly employed and supervised by the Contractor. The Contractor shall conduct a background investigation CORI and SORI on all employees to ensure that they are of sound moral character and are legally authorized to work in the United States. All employees shall be carefully selected, well trained, and motivated to provide superior service. Furthermore, no employee of the Contractor or any subcontractor for the Contractor shall begin work in a Town building without first being approved by the Town. **The Contractor must ensure that all employees who work in any school building will submit to a separate CORI/SORI investigation conducted by the School Department before the employee may begin work in a building and provide an update at least once a year, as well as the new national background check.** The national background check must be completed prior to the start of the School Year, or upon initial hire for employees of the contractor who are hired after August 1. In addition, the School Department reserves the right to require that employees of the Contractor who work in a school building display Needham Public Schools identification at all times. In such event, the Needham Public Schools will provide identification to the Contractor, to hand to its employees.

Indemnify: The Contractor agrees to guarantee and indemnify the Town against all damages or loss the Town may incur or sustain by or through the misconduct or negligence of any agent, servant, or employee of the Contractor during the performance of services required by this contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision. The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, damages, 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 Town for damage caused by 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 Town's gross negligence or willful misconduct.

Identification: All employees shall be required to wear a uniform (company shirt, company ID badge with first name, last name, and photograph and an appropriate means to display the ID) that identifies the worker as an employee of the Contractor's workforce and will be worn at all times while working in the buildings and/or around the grounds of the buildings. The uniform should identify the company's name. The uniforms are to be furnished by the Contractor and approved by the Director of Public Works in writing. The School Department reserves the right to provide identification to the Contractor to hand to its employees and to require that employees of the Contractor who work in school buildings display such identification at all times while on Town or School property.

Massachusetts Right-To-Know: M.G.L. c. 111F requires that all employers in the Commonwealth of Massachusetts establish and maintain a central workplace file of complete and up-to-date Material Safety Data Sheets (MSDS) for all products, which the successful bidders supply; and which contain or may contain regulated toxic or hazardous substances recorded on the Massachusetts Substance List (MSL) The Contractor shall place labels detailing MSL toxic or hazardous substances on all containers containing chemicals or chemical derivatives. Compliance is NOT optional.

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 Town and the Contractor, in writing.

The Contractor's employees shall not perform any services not specified in this proposal for the facility faculty and students, which are outside the scope of this contract. At no time, during the work shift, shall the Contractor's employees leave the facility premises on behalf of any town or school employee, student, or visitor.

In the event of special evening meetings or activities occurring at the school buildings, as a general rule, the Contractor's cleaning crews should not stay beyond 11:00 p.m. If the Contractor's crews must stay later than 11:00 p.m., the Contractor's supervisor shall notify the Director of Building Maintenance or designee no later than 10:00 p.m. of the same evening. If the Contractor plans or is scheduled to do weekend or holiday cleaning, the Director of Building Maintenance must approve in writing. The Contractor may not work weekend or extended evening hours without written consent from Director of Building Maintenance. The Contractor must ensure that the appropriate Town personnel are properly notified. The supervisor and Contractor's staff must have this approval available on-site. The Town reserves the right to request and expect any adjustment to the work hours of Contractor and its staff as needed by location and situation.

Minimum Standards for Cleaning: The Contractor shall ensure that the tasks required under the Minimum Standards for Cleaning (Appendix A) are addressed.

Parking: The Contractor's employees may use the building and facility parking, when on duty. The parking shall not be used for periods of time other than the work shift.

Performance Tracking: The Town is endeavoring to deliver the best value to facilitate the needs of our users. It is important to measure the Contractor's performance to ensure that the Contractor is in compliance with what has been requested. The Town recognizes that it is important to establish a working relationship with the Contractor and to safeguard and ensure contract performance.

The Town does not intend to engage the services of a contractor and then be required to fulfill the contractor obligations for daily supervision, daily inspections of full compliance upon the completion of the work, verification that the performance of the cleaning duties have met the standards of the contract, supplies, tools, equipment are put away and securing each evening, verification of the readiness of the building for the next day, etc.

The Town has established the following criteria to monitor Contractor performance for this contract. The measurement will be satisfactory or unsatisfactory. The following sections of specific performance areas will be subject to measurement:

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

- Task Completion

- Resolution of complaints relating to the cleanliness of the building
- Overall cleanliness
- Professional Interaction
- The Town may conduct semi-annual satisfaction surveys of the occupants of the facilities

Complaints: Director of Building Maintenance or designee can submit complaints orally or in writing to the Contract Manager. The Town may also submit complaints in writing to Contractor for immediate resolution pertaining to any condition of compliance with contractual provisions. Immediate attention and resolution given to complaints and the number of complaints filed will be the criteria used for measuring performance.

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. Employee shall not use Town telephones except in cases of life-or-death emergencies.

Protection of Persons: The Contractor shall take all proper precautions to protect persons from injury, unnecessary interference, or inconvenience. The Contractor agrees to hold the Town harmless from any and all liability of every nature and description which may be suffered through bodily injuries, including death, to any person or persons, by reason of negligence of the Contractor, his agents, employees, or any subcontractor.

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 Town 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 Contractor shall be held responsible for any Town property that is lost or stolen during the execution of the work. In addition to the insurance requirements under of this RFP, the Contractor must also have theft insurance in the amount of not less than \$100,000 per occurrence to include Employee Theft of client Property coverage during the term of the contract.

Reporting: Employees of Contractors shall notify the onsite Senior Custodian or Shift Supervisor for 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 Shift Supervisor for the Town. The Contractor shall make an initial written report to the Town, within three (3) hours from the incident in which its equipment, supplies, materials, personnel may have been involved while on Town property. In the event the accident involves injury or death of any person, a verbal report shall be made at once in person or by telephone to either the Director of Public Works or the Town Manager, after notification to the police and/or fire department, and rendering assistance to the injured.

School Calendar: The 2023–2024 Needham Public School Calendar has been established and is included in **Appendix B**. The school calendars for 2024–2025, 2025–2026, 2026–2027, and 2027–2028 have NOT been established but should be similar in structure to the 2023–2024 school year.

School Breaks: It shall be the responsibility of the successful Contractor that all items listed to be done during the December, February, and April school vacation breaks shall be completed prior to school reopening. The facility must be thoroughly cleaned for the opening of school.

Security: The Contractor shall be responsible for all keys issued to their employees. Keys shall be returned to the town at the end of every shift. The Contractor shall ensure that duplicate keys are not made. The Contract Manager is expected to know who has keys and when. 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; lights shall be turn off, and when required activate security alarms. Cost associated with lost keys shall be assessed to the Contractor.

If the Town deems it necessary to re-key any locks due to inadequate key control/management by the Contractor, the cost will be deducted from the monthly payment.

Any infractions of the Security Conditions terms by a Contractor, contractor's employees, former employees, or sub-contractors shall be just cause for immediate termination of the Contractor and/or the Contractor's employees who have violated any terms of the Security Conditions. The Town's decision or judgment on these matters shall be final, conclusive, and binding.

Smoking: Smoking is not allowed in any Town/School building or on the grounds at any time.

Staffing: The Contractor shall state the number of designated positions assigned to each building for every cleaning day. The Contractor will identify the number of unique staff per building and the total number of working hours the staff will be onsite to clean the building every cleaning day.

Subcontracting: It is understood that the onsite work and services to be provided under any contract resulting from this RFP shall be done by the Contractor's employees. Should subcontractors be used to provide onsite work and/or services the Contractor must obtain advanced written approval from the Town's Director of Public Works. CORI checks, SORI checks, and fingerprinting will have to be conducted for all subcontracted employees. It is understood that no additional compensation shall be given or construed for approval of such work that may be done by subcontractors. The Town reserves the right to reduce the amount of compensation that may be paid to the Contractor if in the sole opinion of the Town such work/services performed by a subcontractor was not of a quality, means, method, and/or delivery that the Town expects. It is also understood and required, that the Contractor will disclose all conditions and requirements of the contract and obtain in writing from the subcontractors that they understand and will comply with all its requirements. Under no circumstance, will the Contractor be relieved of any responsibility or liability of an action or inaction by subcontractors and their agents or employees in the performance of the work covered by any contract resulting from this RFP and/or failure to comply with terms and conditions of any contract.

Summer Break: It shall be the responsibility of the successful Contractor that all items listed to be done during the summer break shall be completed no later than the end of the third week of August. The facility must be thoroughly cleaned for the arrival of School Department staff and the opening of school. The Contractor must provide the necessary resources to open the schools on time. The Town expects that the Contractor's employees will be working daily (Monday – Friday) throughout the summer break period because in the estimation of the Town the necessary work to be done will require at least eight (8) weeks to finish. The school buildings will be in use during the summer break. All areas in use during the summer break including classrooms, offices, lavatories, and corridors will be cleaned on a daily basis. These areas will be given a thorough extensive cleaning to be completed no later than one week prior to the opening of school. The Town may also have construction work ongoing during the summer break; the Contractor will be required to plan accordingly to ensure the areas are cleaned regularly with an extensive cleaning done one week prior to the opening of school.

Supervision: The Contractor shall give personal supervision to the work and shall employ a competent Supervisor with a good command of the English language during the progress of the work. The Supervisor shall be dedicated to the Town of Needham account and be on site every cleaning day for the entire shift. The Contractor shall designate a lead staff person to work in each building. The Contractor shall employ a sufficient number of competent and unique 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 (a checklist modeled after the minimum cleaning standard appendixes should be utilized). The Contractor shall discharge or replace from service any person who, in the opinion of the Town is incompetent, disorderly, or otherwise unsatisfactory. Any infractions of the Security Conditions terms by the Contractor, contractor's employees, or subcontractors shall be just cause for immediate termination of the Contractor and/or the contractor's employees who have violated any terms of the Security Conditions. The Town's decision or judgment on these matters shall be final, conclusive, and binding.

Theft or Damage of Property: The Contractor shall be responsible for repairing or replacing, to the satisfaction of Town, any damage caused by any willful or negligent act of its employees. The Contractor is also liable for any theft proven to be either committed by its employees or made possible by willful or negligent action of its employees. The Town reserves the right to remove the Contractor from site based on the severity of the acts committed by the Contractor's staff.

The Contractor must reimburse all costs incurred by the Town due to illegal or inappropriate conduct by the Contractor's employees. Such costs shall include, but are not limited to the following:

- Re-keying or restoring of locks; service charges levied by security alarm companies, law enforcement agencies, or security companies in response to false alarms;

- Payments to law enforcement agencies or security companies for investigations of conduct that prove an employee's inappropriate or illegal conduct;
- Replacement costs of items missing or damaged, due to an employee's conduct;
- Damages to property due to misuse of cleaning chemicals and cleaning equipment;
- Any disputes involving reimbursable costs may be arbitrated.
- The Town reserves the right to remove the Contractor from site based on the severity of the acts committed by the Contractor's staff. The acts would be reviewed by assigned Town staff members.

Time of Work Performance: The Contractor shall clean the schools, five (5) times per week (Monday – Friday), in accordance with the schedules issued by the Department of Public Works. The exception will be for days declared as official holidays by the Town. On school days, the work shall be done after 4:00 pm. The Contractor shall also provide sufficient workers from 4:00 p.m. on to properly clean the buildings. All work for the night must be completed no later than 10:45 p.m. In the event schools are not opened, or in the event schools are closed early, due to inclement weather or emergency conditions, the Director of Building Maintenance or designee will notify the Contractor of any needed adjustments. The Contractor will typically be required to work in the event of such circumstances as to ensure the readiness of the building the following day and workers will be required to do detail work on areas not normally cleaned on a daily basis. However, if the Contractor's employees did not work it is expected that the Contractor shall resume their regular schedule on the next available day identified by the town. Any work that was left uncompleted due to an unexpected closure must be completed along with regularly scheduled duties, on the next day identified by the town. During severe weather events or "State of Emergency" declared by the Governor of the Commonwealth, which the contracted staff does not report, the billing for that month will be prorated reflecting the lack of service.

Uniforms: The Contractor shall provide sufficient number of uniforms to each employee to be wore by the employee while on-site. The uniform is to be clean, in good condition, and identifies the name of the Contractor. Every employee is required to have the appropriate footwear for the work that the employee does to ensure the safety of the employee. Each employee must be provided with a company ID badge (first name, last name, and photograph) and a means to display the ID badge so that it is visible to others. Company name and employee ID badge must be visible at all times while on Town/School property.

Utilities: The Contractor may employ for their own use, the present electrical, water and sewer services, in order to perform the work to be done. The Contractor shall be held responsible, however, for any damage 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. Furthermore, the Town's utilities shall not be used for any purposes other than for the custodial services required under this contract. Violations of this provision will be considered theft and subsequently treated accordingly.

Visitations: The Contractor's employees shall not be assisted, accompanied, or visited by family, friends, or associates, during their work shift, unless specific, written authorization has been granted by an authorized Town official and a background check has been supplied to the Town and School Department.

Weekly Inspections: Inspections will be performed in conjunction with the Director of Building Maintenance or designee and the Contractor at least weekly. The Town will conduct weekly inspections of the facilities maintained by the Contractor as part of its standard operating procedures. Inspections may occur more often if the Director of Building Maintenance deems necessary or desirable.

The results of each inspection shall be documented by the designated official. The purpose of this document is to develop and maintain a record of the Contractor's performance under this contract. Copies of the assessment sheets will be available upon request.

Work Hours: The bid shall state the total number of workers scheduled for the daily cleaning activities for all locations. The Contractor will include the required number of hours and employees to fully clean each school as is required under this contract. Should the Contractor require additional hours or employees to complete the work required and/or to meet the performance or quality requirements required under this Contract, the Contractor shall do so at NO additional cost to the Town. The Contractor will submit to the Town (Senior Custodian or Shift Supervisor) at the end of each nightly shift the number of employees and the number of hours each employee worked at the school. Should the contractor provide less than the required number of hours and/or employees, the Town will prorate payments based on the number of hours/employees who actually worked.

All housekeeping, cleaning and maintenance duties must always be done with a minimum of disruption to normal instruction and other functions. If the Bidder feels that the listed available hours for cleaning are not adequate for maintaining clean facilities, they may submit a proposed alternative schedule. Please explain the nature of the change(s) and why the change is an improvement. A Contractor will not be penalized during the bid process for a proposed change to the cleaning schedule. However, the Pricing Proposal should be done on the basis of the Bid Price Form provided by the Town. Nor should a Contractor use the proposed schedule before and unless receiving written approval from the Town.

Termination: Upon termination or expiration of this Contract, Contractor shall, within five (5) days thereof, vacate the related premises, and remove from the premises all contractor-provided equipment.

Additional Optional Services

Non-standard or unscheduled projects may be required. Pricing submitted at the time of such requests must be very clear with regards to the specific service and the associated hourly rates and, where appropriate, which supplies, materials and/or equipment are included. If pricing for the respective service is not offered, then no consideration shall be given to the Contractor to perform these services in the future.

On Call Services: The contractor may be required to perform on-call cleaning services as requested by the Town. The services required may include but not be limited to the following:

- Scrub and recoat floors
- Strip and refinish floors
- General cleaning
- Carpet cleaning vendor must provide all equipment and materials for services provided.
- Snow Removal.

Emergency On-Call Services: The Contractor may be required to perform emergency on-call cleaning services as requested by the Town. The services required may include but not be limited to the following:

- Floor restoration
- Fire and smoke damage
- Mold clean-up, wipe down and removal
- Disinfectant for health concerns
- Vandalism

2.03 – Quality Requirements

Minimum Experience Qualification: In order to be considered for an award the bidder must show it has the capacity and the experience to meet the needs of the Town. The bidder must be knowledgeable and experienced in all aspects of cleaning and servicing a public school system. The bidder must have an excellent reputation and proven track record. The bidder must have a minimum of five (5) years of experience cleaning multiple buildings with a minimum of 400,000 square feet of building space and working in a school environment.

In addition to the conditions established hereunder, Bidders must also meet all provisions of the criteria as set forth below in order to qualify for consideration. Any Bidder who does not satisfy this will be rejected as non-responsive. All Bidders must submit all necessary client lists, resumes, and other pertinent information in order to evidence levels of experience and competence.

The Bidder must be able document to the satisfaction of the Town that it has the available resources (financial, personnel, equipment, and experience) to provide the services requested under this RFP.

In order for the bidder's proposal to be considered the following minimum requirements must be satisfied.

1. The company demonstrates the ability to commence and perform required work promptly upon award of contract.
2. The company must provide proof that it has or can provide all required insurances in the amounts stated in the RFP.
3. The company must have a minimum of five (5) years of building cleaning service experience under the same name for public/private schools.
4. The company must have provided regular (minimum of five days a week) daily cleaning services, similar to those requested in this RFP for school buildings, to a minimum of three (3) school systems.
5. The company must currently be providing regular (minimum of four days a week) cleaning services similar to those requested in this RFP to five (5) or more clients for duration of three or more years.
6. The proposed Contract Manager must have at least five (5) years of experience in managing projects of a size and scope as requested under this RFP.
7. The proposed Supervisor must have at least three (3) years of documented successful supervisory experience with crews the size proposed by the Bidder for this project.
8. The bidder must agree to execute the Town's standard 30B Short Form Agreement.

End of Section

PART 3 SELECTION PROCESS

3.01 Selection Process Overview

An Evaluation Committee will review the **technical proposals**. The technical proposals will be evaluated without knowledge of prices. Bidders who submit proposals that meet all of the requirements set forth under Quality Requirements (Part 2, 2.02) and satisfy the Submission Requirements (Part 4) will then be judged on Comparative Evaluation Criteria (Part 3). The criteria to be utilized for this project are shown below. After the evaluations have been completed a summary will then be submitted to the Chief Procurement Officer (CPO). Qualified Bidders will be required to make a presentation and discuss their proposal and services with the Evaluation Committee. If necessary, the Town will contact the Bidders in the order that the proposals are received to schedule appointments. If a presentation is required, Bidders who fail to make a presentation **will be deemed non-responsive and therefore the proposal will be rejected**.

The **price proposal** (*which was submitted in a separately sealed envelope*) will be opened by the Chief Procurement Officer after all the presentations have been conducted.

The Chief Procurement Officer will determine the most advantageous proposal, taking into consideration the evaluation of the technical proposals by the Evaluation Committee, the quality of the references, and the price proposals. The Chief Procurement Officer will make an award recommendation to the Town Manager.

Technical evaluation may also require the bidder to arrange and schedule at the Town's convenience, visits to **one or more of the bidder's existing customers**.

3.02 Comparative Criteria

Proposals which satisfy the Quality Requirements and complied with the Submission Requirements will be further evaluated based on the criteria listed below. For each criterion, proposals will be assigned a rating of **Highly Advantageous**, **Advantageous**, **Not Advantageous**, or **Unacceptable**. After the Evaluation Committee provides a rating for the individual criteria, the CPO will assign a rating to each proposal.

Pre-Bid Conference	
Highly Advantageous	The Bidder attended the pre-bid conference, was engaged in the process, visited all the sites with Town staff, and verified attendance by pre-registering with the Town, and signed in and signed out of the pre-bid conference. The written proposal showed a clear and credible understanding of the facilities to be serviced under this contract.
Advantageous	The Bidder attended the pre-bid conference, visited all the sites with Town staff, and verified attendance by pre-registering, and signed in and signed out of the pre-bid conference. The written proposal showed a credible understanding of the facilities to be serviced under this contract.
Not Advantageous	The Bidder attended the pre-bid conference, but only visited some of the sites with Town staff, or did not preregister for the pre-bid conference, or did not sign in and/or sign out of the pre-bid conference. The written proposal showed familiarity with the facilities to be serviced under this contract.
Unacceptable	The Bidder did not attend the pre-bid conference.

Operation Plan and Methodology	
Highly Advantageous	The operation plan provides a detailed, logical, and highly efficient scheme for providing cleaning services required in the RFP.
Advantageous	The operation plan provides a credible scheme for providing cleaning services required in the RFP.
Not Advantageous	The operation plan is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to provide the cleaning services required in the RFP.
Unacceptable	The operation plan is not provided with the submission in response to this RFP.

Training Program (must be submitted with proposal)	
Highly Advantageous	The Bidder has a written orientation and employee evaluation program as well as ongoing monthly training topics.
Advantageous	The Bidder has a written orientation and employee evaluation program as well as ongoing quarterly training topics.
Not Advantageous	The Bidder has a written orientation and employee evaluation program
Unacceptable	The Bidder does not have a written orientation or employee evaluation program

Relevant Experience of the Bidder (1)	
Highly Advantageous	The Bidder has ten (10) or more years of experience providing building cleaning services under the same name for public schools which consist of pre-K, elementary, middle, and high school age students.
Advantageous	The Bidder has five (5) or more years of experience providing building cleaning services under the same name for public schools which consist of pre-K, elementary, middle, and high school age students.
Not Advantageous	The Bidder has five (5) or more years of experience providing building cleaning services under the same name for public/private schools.
Unacceptable	The Bidder has less than five (5) years of experience providing building cleaning service under the same name for public or private schools.

Relevant Experience of the Bidder (2)	
Highly Advantageous	The Bidder has ten (10) or more years of experience providing regular cleaning services to public school systems with two or more buildings with a combined cleaning area of 400,000 square feet or more.
Advantageous	The Bidder has five (5) or more years of experience providing regular cleaning services to public school systems with two or more buildings with a combined cleaning area of 400,000 square feet or more.
Not Advantageous	The Bidder has five (5) years of experience providing regular cleaning services to school systems with two or more buildings with a combined cleaning area of 400,000 square feet or more.
Unacceptable	The Bidder has less than five (5) years of experience providing regular cleaning services to school systems with two or more buildings with a combined cleaning area of 400,000 square feet or more.

Relevant Experience of the Bidder (3)	
Highly Advantageous	The Bidder is currently providing regular cleaning services similar to those requested in this RFP to more than eight (8) clients, each for three or more years.
Advantageous	The Bidder is currently providing regular cleaning services similar to those requested in this RFP to more than five (5) clients, each for three or more years.
Not Advantageous	The Bidder is currently providing regular cleaning services similar to those requested in this RFP to five (5) clients, each for three or more years.
Unacceptable	The Bidder is NOT currently providing regular cleaning services similar to those requested in this RFP to five (5) or more clients, each for three or more years, or has less than five (5) clients presently.

Experience and Qualification of Contract Manager	
Highly Advantageous	The Contract Manager has ten (10) or more years of experience in managing projects of the size and scope defined in the RFP to municipal or district schools.
Advantageous	The Contract Manager has five (5) or more years of experience in managing projects of the size and scope defined in the RFP to municipal or district schools.
Not Advantageous	The Contract Manager has five (5) or more years of experience in managing projects of the size and scope defined in the RFP but not to municipal or district schools.
Unacceptable	The Contract Manager has five (5) or less years of experience in managing projects of the size and scope defined in the RFP.

Supervisor Experience	
Highly Advantageous	The proposed supervisor has ten (10) or more years of supervisory experience with a crew size proposed by the Bidder to clean the building.
Advantageous	The proposed supervisor has five (5) or more years of supervisory experience with a crew size proposed by the Bidder to clean the building.
Not Advantageous	The proposed supervisor has three (3) or more years of supervisory experience with a crew size proposed by the Bidder to clean the building.
Unacceptable	The proposed supervisor has less than three (3) years supervisory experience with a crew size proposed by the Bidder to clean the building.

Equipment	
Highly Advantageous	The Bidder commits in writing to bring and use “Green” state-of-the-art new equipment which includes items such as auto-scrubbers, battery powered buffers and burnishers, wet vacs, carpet extractors, power washers, and backpack vacuums, etc. and leaves the equipment at each school building.
Advantageous	The Bidder commits in writing to bring and use new equipment which includes items such as auto-scrubbers, battery powered buffers and burnishers, wet vacs, carpet extractors, power washers, and backpack vacuums, etc. and leaves the equipment at each school building.
Not Advantageous	The Bidder commitments in writing to bring and use new equipment which includes items such as auto-scrubbers, battery powered buffers and burnishers, wet vacs, carpet extractors, power washers, and backpack vacuums, etc. to be shared by the two school buildings
Unacceptable	The Bidder did not provide the information, or the Bidder does not commit in writing to bring and use new equipment which includes items such as auto-scrubbers, battery powered buffers and burnishers, wet vacs, carpet extractors, power washers, and backpack vacuums, etc.

Demonstrated Ability to Keep a Clean Building	
Highly Advantageous	All of the Bidder's clients contacted indicated that the buildings were cleaned to their satisfaction and the work was completed on schedule or with minimal delay.
Advantageous	One of the Bidder's clients contacted indicated that the building was not cleaned to their satisfaction, or the work was not completed on schedule or with substantial delay.
Not Advantageous	Two of the Bidder's clients contacted indicated that the buildings were not cleaned to their satisfaction, or the work was not completed on schedule or with substantial delay.
Unacceptable	More than two of the Bidder's clients contacted indicated that the buildings were not cleaned to their satisfaction, or the work was not completed on schedule or with substantial delay.

Proposal	
Highly Advantageous	The proposal is complete and demonstrates a clear understanding of the services to be performed and how the services will be provided in accordance with the Town's needs. The Bidder exceeds all the quality requirements.
Advantageous	The proposal is complete, and the Bidder meets all the quality requirements.
Not Advantageous	The proposal is incomplete/is not clear whether it satisfies the services, but the Bidder meets all the quality requirements.
Unacceptable	The Bidder does not meet the quality requirements.

3.03 Bidder Presentation

As part of the evaluation process, the Evaluation Committee **will** require a presentation by Bidders that met the Quality Requirements. Bidders must be prepared to discuss the operations plan, how the company will ensure the schools are kept clean even during times of heavy use, and how complaints will be remedied. The Bidder will also demonstrate how it can meet demands for additional services and how the operational plan makes it possible to do so. A presentation to the Evaluation Committee is a requirement for award of a contract. Bidders that fail to make a presentation will be deemed **non-responsive and therefore the proposal will be rejected**. We will contact the Bidders to schedule a time for the interview. The Town has reserved the following dates for the presentations from qualified Bidders: **March 22, 2023, March 23, 2023, and March 24, 2023**. The specific dates and times will be explained when the bidders are contacted.

Please note that any materials or information which the Bidder may want to distribute during the presentation must be included with the written proposals.

The following criteria will apply for evaluation:

Evaluation of the Interview	
Highly Advantageous	Bidders who offer an exceptionally creative, well-organized, and compelling presentation, and demonstrate an ability to effectively communicate ideas and plans. The Bidder responds to Committee questions with factual clear answers, and follows up on Committee requests for additional information promptly (less than 24 hours).
Advantageous	Bidders who offer a clear well organized oral presentation, and demonstrate their ability to effectively communicate ideas and plans. The Bidder responds to Committee questions with factual clear answers, and follows up on any Committee requests for additional information (within the time frame agreed to at the presentation, usually not more than two business days) so that the Committee may complete its evaluation in a timely manner.

Evaluation of the Interview	
Not Advantageous	Bidders who offer an unclear and confusing presentation, and who do not effectively communicate their ideas and plans, or Bidders whose responses to Committee questions were unclear and/or did not follow up on any Committee request for additional information promptly. Failure to provide requested information within the agreed time will be a basis for rejection of the bid.
Unacceptable	Bidders who decline or do not make a presentation.

3.04 Price Proposal

The **price proposal** (*which was submitted in a separately sealed envelope*) will be opened by the Chief Procurement Officer after all the demonstration and requested presentations have been conducted.

Price Structure	
Highly Advantageous	Highly Advantageous technical proposal which offers the lowest price.
Advantageous	Highly Advantageous technical proposal which offers a competitive price or Advantageous technical proposal which offers the lowest price.
Not Advantageous	Advantageous technical proposal which offers a competitive price.
Unacceptable	A proposal that is neither Highly Advantageous or Advantageous and is not the lowest price.

3.05 Recommendation

The Chief Procurement Officer will determine the most advantageous proposal, taking into consideration the evaluation of the technical proposals and the price proposals.

The Town shall NOT be responsible for any costs incurred by the bidder during the entire selection process. The Town will perform whatever research it deems necessary into the bidder's history, financial viability, and references. The bidder shall cooperate with the Town by providing appropriate information.

The Town will consider the completeness of the bidder's proposal and how well the proposal meets the needs of the Town. In evaluating the proposals, the Town will be using a criteria evaluation process which reflects a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Town may not award a contract based on the lowest price. The objective is to choose a company capable of providing safe, superior, and responsive services to the Town. The Chief Procurement Officer will make an award recommendation to the Town Manager.

End of Section

PART 4 SUBMISSION REQUIREMENTS

4.01 Technical Proposal Requirements

The **Technical Proposal** must include the following:

The **Technical Proposal** shall contain one (1) original copy and one (1) electronic version of the proposal (PDF format on a thumb drive) in a sealed package. **The printed version of the Technical Proposal must be inserted into a three-ring binder, three-hole punched, with consecutive page numbers and dividers between sections.** A copy of the technical proposal is to be provided on a thumb drive so that the proposal can be shared with the members of the evaluation team. The Technical Proposal must clearly be marked: **“Building Cleaning Services – TECHNICAL PROPOSAL”**. The Technical Proposal must be signed by an individual authorized to bind the Bidder to the contract.

4.02 Technical Proposal Submission Requirements

The proposal is to be submitted and addressed as follows: Office of the Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492.

The bid is to be clearly marked: **BID – Building Cleaning Services**

The bid must include a **letter of transmittal** signed by the individual authorized to negotiate for and contractually bind the company. The transmittal letter shall state that the offer is effective for (a) **at least 180 calendar days** from the opening date of the bids, (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b), or (c) occurs first. The transmittal letter also must state the number of years that the company has been in business providing cleaning services under the same name.

Bidder should acknowledge all addenda related to this RFP. Failure to receive or acknowledge any addenda does not relieve the bidder of any changes, conditions, quantities, methods, requirements that may result by the issuance of an addenda. Bidders are encouraged to check the Town’s website www.needhamma.gov/bids.aspx for addenda before submitting their bid to the Town.

The **Technical Proposal** must have a table of contents to easily identify where the requested information can be found.

1. Include a profile of the company and list of key personnel who will be responsible for providing services to the Town under this contract. Provide a biography for all senior management positions. Company information shall identify the number of staff dedicated to each building and for how many hours each day. Please include an organizational chart that shows the line of communication and designating level of authority of the team members. Include in the chart the job titles and office locations for staff to be assigned to this account.
2. Disclose the address and location of the closest office to the Town of Needham where the Company’s staff will be dispatched.
3. Project Narrative including your approach to objectives, specific elements, and tasks associated with services, delineating how the Company will be able to provide the services.
 - i. Describe the support services available to the Town and how they will be provided.
 - ii. Describe the process to address questions and complaints
 - iii. Describe the procedures for requesting emergency services.
4. Provide a step-by-step plan of the actions to be taken by the Company’s staff to resolve problems that may occur during the contract period.
5. Describe the Operational Plan to provide cleaning services at the Needham High School, the Pollard Middle School, and the Newman Elementary School. Describe the startup plan for each location. Provide details of the operational plan for each site which must include:
 - i. staffing;
 - ii. list of equipment including quantity for each site;

- iii. the preventive maintenance plan for equipment;
 - iv. and identify the cleaning supplies and equipment that will be used at each building.
6. Describe your employee training programs including topics, frequency, and method of delivery for: Supervisors; Support staff; Custodial staff Describe your quality control program including:
 - i. Personnel involved in the QC program
 - ii. Inspections
 - iii. Reporting
 7. Describe your hiring process including recruiting, screening, and training. Provide guidelines for screening prospective employees including but not limited to drug testing policy and background checks.
 8. Disclose and explain other parties/consultants who have a material role in providing the services and will work with you to provide the onsite services requested in this RFP. If subcontractors will be used for this contract, provide the following information on all subcontractors:
 - i. Name, address and contact information (primary contact name, telephone, and e-mail address);
 - ii. Degree of utilization to be used in the performance of this contract;
 - iii. A brief history of the company including the number of years in business providing services specified

Bidder must submit a completed **Bidder Information Response** form with the contact information and questions answered.

Bidder MUST provide a **minimum of five (5) references**. For each, provide the following: a contact person and title, customer's name, address, telephone number, email, and a brief description of the actual services provided (sample format included in bid package). **Do not use the names of relatives or Town Employees as references.** Do not use any previous Town contracts as a source of project reference information. You may use previous Town contracts as a record of your experience only. The Town has provided a Professional References Form (attached) that the bidder may use but is not required to use this form; however, the Bidder is required to provide in whatever format at least the requested information that is stated on the Professional Reference Form. If any of the requested information is not available, the bidder is to disclose this fact and why.

A signed **Certificate of Good Faith**.

A completed **Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.

A completed **Promise to Execute Contract** form which states the bidder is aware and agrees that the final contract to be executed by the parties will be done remotely via the method determined and chosen by the Town. Currently the Town uses DocuSign to execute contracts.

A completed **Certificate of Authority** (attached) or **Corporate Resolution**; if applicable.

A signed **Equipment List Certification** for each building with a description of the type and amount of equipment and chemicals to be used in the performance of the services. All chemicals must meet or exceed all current EPA and OSHA environmental safety requirements. The Contractor shall comply with all Massachusetts Right-To-Know disclosure requirements and all manufacturers and governmental requirements concerning use, storage, and disposal.

A complete **List of Accounts** of Massachusetts municipal and public-school clients that the Bidder presently or previously provided cleaning services under contract for a period of thirty (30) days or more since July 1, 2019. Contracts with Massachusetts municipal and school districts are public records and therefore any claim by a Bidder of confidentiality will be considered non-responsive.

Bids must be received, and time stamped no later than the deadline stated in the **Procurement in Brief** (Where and When Bids are Due). LATE PROPOSALS WILL NOT BE CONSIDERED.

A **Bid Bond** is **not** required.

A **Performance Bond** is **not** required.

Inclusion of any “price” in any section of the Technical Proposal or any copy thereof shall be cause for rejection of the entire bid.

4.03 Price Proposal Submission Requirements

The Price Proposal shall contain one (1) original sealed **Bid Price Form** signed by an individual authorized to bind the bidder. The sealed envelope must be clearly marked “**Building Cleaning Services – PRICE PROPOSAL**”. The price must remain firm for **180 calendar days**.

All bidders are expected to complete and include in the Price Proposal envelope the following:

A completed Bid Price Form (form attached) or an exact copy, signed by the individual authorized to negotiate for and contractually bind the bidder. Failure to fully complete the form, or provide the requested information, or making any alterations will be deemed a conditional bid and the proposal will be rejected.

Bidders must disclose in their Price Proposal any charges that would be owed by the Town including any third party that is necessary to successfully implement and use the proposed solution.

4.04 Other Requirements and Notices

The bidder **MUST** also include PDF version of the Technical Proposal on a thumb drive.

Failure to complete any form, provide the requested information, or make any alterations to forms that are required to be submitted as presented may be deemed a **conditional bid** and the bid will be rejected.

Bidder should acknowledge all addendums related to this bid, if any. Failure to acknowledge addenda does not in itself disqualify a bidder; however, the bidder shall be subject to any terms, conditions, and/or requirements that may be identified or result from the issuance of the addenda.

Delivery will be at the expense of the Bidder. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the Bidder.

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

End of Section

PART 5
CHECKLIST AND FORMS FOR SUBMISSION
Checklist

Bidder Name: _____

- ☐ Bidder has completed and returned the **Acknowledgement of Receipt** form (prior to bid submission).
- ☐ Bidder has completed, signed, and enclosed the **Bidder Information Response**.
- ☐ Bidder has completed, signed, and enclosed the **Certificate of Good Faith**.
- ☐ Bidder has completed, signed, and enclosed the **Certificate of Compliance with Massachusetts Tax Laws** or provided the Certificate of Good Standing by the Department of Revenue.
- ☐ Bidder has completed, signed, and enclosed the **Promise to Execute Contract**.
- ☐ Bidder has completed, signed, and enclosed the **Equipment List Certification**.
- ☐ Bidder has provided a minimum of **five (5) references**.
- ☐ Bidder has completed, signed, and enclosed the **List of Accounts**.
- ☐ If the bid submission is signed by someone other than the Owner/President of the company, a completed **Certificate of Authority or Corporate Resolution** for the person who signed the proposal stating the individual has the authority to submit the proposal on behalf of the Bidder and can bind the Company to the contract if awarded.
- ☐ Bidder has completed, signed, and enclosed the Bid Price Proposal or an exact copy in a separate sealed envelope from the Technical Proposal. **Inclusion of any price information in the Technical Proposal or any copy thereof shall be cause for rejection of the entire bid.**
- ☐ Bidder has provided a PDF copy of the Technical Proposal (BUT not the Price Proposal) on a thumb drive.
- ☐ Bidder acknowledged all addenda if any
Addendum Number 1 dated _____
Addendum Number 2 dated _____
Addendum Number 3 dated _____
Addendum Number 4 dated _____
Addendum Number 5 dated _____

THIS FORM MUST BE FILED WITH BID SUBMISSION

Bidder Information Response
Building Cleaning Services
24DPW001G

Legal Name of the Bidder: _____

Company Name: (if different) _____

Company Address _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Toll Free Number: _____

State of Incorporation (Date): _____ (_____)

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual Submitting the Bid:

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Telephone: _____

Email Address: _____

Individual to be contacted about the Bid:

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Email Address: _____

Telephone: _____ Best Times to Contact: _____

It is the Bidder's responsibility to monitor the email address for the Bidder's contact person, provided in the Submission. The TOWN may need to contact the Bidder's contact person with clarification requests or for other reasons. The Town assumes no responsibility if a Bidder's designated email address is not current, or if technical problems, including those with the Bidder's computer, network, or internet service provider (ISP), cause e-mail communications between the Bidder and the Town to be lost or rejected by any means including email or spam filtering.

Individual Authorized to Contractually Bind the Company (This will be the individual whose name and title will appear in the contract and will execute the contract if the contract is awarded to the company):

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Email Address: _____

Telephone: _____ Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the bidder (Company) to contract, if awarded?
☐ Yes ☐ No
2. The bidder represents and warrants that the Company is authorized to conduct business in the Commonwealth of Massachusetts in the manner contemplated by this bid. ☐ Yes ☐ No
3. Is the bidder prepared to provide the insurances as required? ☐ Yes ☐ No
4. Is the bidder a legally define small/woman/minority owned business? ☐ Yes ☐ No If yes, please attach the documentation to this form.
5. Has the bidder placed any conditions and/or restrictions on that which is called out by the Town in its bid package or any addendum? ☐ Yes ☐ No
6. If the answer to #5 (above) was YES, have the conditions and/or restrictions been put in writing and included with the submission? ☐ Yes ☐ No ☐ N.A. (A “No” response may be cause for rejection)
7. Are there any exceptions to the Town’s specifications? ☐ Yes ☐ No
8. If the answer to #7 (above) was YES, have the exceptions been put in writing and included with the submission?
☐ Yes ☐ No ☐ N.A. (A “No” response may be cause for rejection)
9. The bidder confirms that neither it, nor any of its members, directors, officers, shareholders, partners, managers, principal officers, or employees have, within the three (3) years preceding this bid, in their current or former job, been convicted of, or had a civil judgment rendered against them or any of their current partners or managers, principal officers or any person who would perform any services contemplated by this BID, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property? ☐ Yes ☐ No. If yes, please describe the situation(s), disclose whether the individual(s) is/are still engaged with the company. Please attach the writing to this form.
10. Has the bidder disclosed all third party/subcontractors that will have a material role in assisting the bidder in the fulfillment of this contract? ☐ Yes ☐ No.
11. Can the Bidder (Company) provide, upon request, proof of financial solvency? (The Town may request audited financial statements, financial references, and/or conduct an independent background check – BUT do NOT send any such information until and if requested)? ☐ Yes ☐ No.
12. Has the bidder had any contract with a municipality terminated (whether for convenience, non-performance, or any other reason), or has the bidder entered into legal action with a customer, on or after July 1, 2019? ☐ Yes ☐ No . If yes, please describe the situation and include the name and address of the municipalities. Please attach the writing to this form.

13. Has the bidder requested any changes to the Town’s contract? ☐ Yes ☐ No (if “yes” the changes must be attached to this form).

14. Is the Bidder prepared to execute the Town’s contract without any changes if awarded? ☐ Yes ☐ No

Location	Number of Dedicate Personnel	Number of Working Hours Per Day
Our proposal includes this number of personnel and number of hours to clean the High School each Service Day:		
Our proposal includes this number of personnel and number of hours to clean the Pollard School each Service Day:		
Our proposal includes this number of personnel and number of hours to clean the Newman School each Service Day:		

Signature of the Bidder: _____

Date: _____

Printed Name and Title of Signatory: _____

Every person signing on behalf of any bidder certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the Town of Needham, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the bidder's response to this solicitation.

THIS FORM MUST BE FILED WITH BID SUBMISSION

CERTIFICATE OF GOOD FAITH
Building Cleaning Services
24DPW001G

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

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 the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- ☐ as partner for _____, a partnership.
- ☐ as _____ for _____, a corporation.
- ☐ as attorney in fact for _____, the principal.
- ☐ as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

THIS FORM MUST BE COMPLETED AND FILED WITH THE SUBMISSION

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Certificate of Good Standing issued by the Massachusetts Department of Revenue dated no earlier than 90 days before the bid submission deadline may be submitted in place of this certificate.

Pursuant to M.G.L. c.62C, §49A , the undersigned acting on behalf of the Contractor* certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.**

• Contractor: _____ Date: _____

Print Name: _____

Social Security Number: _____

Corporation, Association or Partnership:

_____ (Print)

Federal Tax ID Number or Social Security Number:

• By: _____ Date: _____
(Authorized Corporate Signature)

Title: _____

Note to Contractor***: Please sign at (1) or (2), whichever applies.

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that Contractor (check applicable item):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

*** Approval of a contract or other agreement will not be granted until the Town of Needham receives a signed copy of this Certification.

THIS FORM MUST BE FILED WITH BID SUBMISSION

PROMISE TO EXECUTE CONTRACT

The undersigned hereby certifies that following individual(s) is/are authorized to execute and bind the firm to a contract with the Town of Needham, and that if awarded* the contract will be executed electronically. It is understood that the Town will forward the contract to be executed via DocuSign to the identified individual(s) and that no other person on behalf of the firm must sign the contract to become binding on the firm.

Signature of individual submitting the bid

(Date)

Individual Full Name (Print/Type)

Name and title of the individual who will execute the contract on behalf of the company if the Town awards the contract to the company (please print/type information):

Name: _____

Title: _____

Email address to send the Contract: _____

Name of the Individual who will sign CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS section of the contract, if different from the individual who will sign the contract:

Name: _____

Title: _____

Email Account to Send Contract: _____

*The award may be subject to further discussions with the bidder. The making of a preliminary award to a bidder does not provide the bidder with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the bidder.

We request a waiver from this requirement for the following reason:

THIS FORM MUST BE FILED WITH BID SUBMISSION

Equipment List Certification
24DPW001G

THIS IS TO BE ATTACHED TO THE EQUIPMENT DESCRIPTION LIST

The undersigned certifies that the accompanying Equipment List (attach list to this page), submitted with the Bid, accurately sets forth the planned utilization of equipment in providing cleaning and custodial services for the Town of Needham, to the best of his/her knowledge and belief.

Signatures

Signature of person(s) submitting bid (must have legal authority to enter into an agreement with the Town).

Name of person(s) signing bid (please type or print)

Title, if applicable (please type or print)

Name of business, if applicable (please type or print)

Mailing address (please type or print)

City/Town, State Zip Code (please type or print)

Telephone Number (please type or print)

Email Address (please type or print)

THIS FORM MUST BE FILED WITH BID SUBMISSION

Professional References
Building Cleaning Services
24DPW001G

Is this a Municipality or Public School System? ☐ Yes ☐ No

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____

Email address: _____

Period of Service: _____ through _____

Description of Services Provided: _____

Is this a Municipality or Public School System? ☐ Yes ☐ No

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____

Email address: _____

Period of Service: _____ through _____

Description of Services Provided: _____

(A minimum of five (5) references required, Massachusetts governmental clients preferred)

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED INFORMATION MUST
BE FILED WITH BID SUBMISSION**

List of Accounts
Massachusetts Municipal and Public School Clients
Since July 1, 2019

(Current and past clients which cleaning services have been provided for more than thirty days)
24DPW001G

	Community/District	Beginning and End Dates
01.	_____	_____
02.	_____	_____
03.	_____	_____
04.	_____	_____
05.	_____	_____
06.	_____	_____
07.	_____	_____
08.	_____	_____
09.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED INFORMATION MUST
BE FILED WITH BID SUBMISSION**

CERTIFICATE OF AUTHORITY

1. I hereby certify that I am the Clerk/Secretary of _____
(Insert full name of Corporation)
2. corporation, and that _____
(Insert the name of officer who signed the **contract and bonds**)
3. is the duly elected _____
(Insert the title of the officer in line 2)
4. of said corporation, and that on _____
(The date must be **ON OR BEFORE** the date the officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(Insert **name** from line 2) (Insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE
(Signature of **Clerk or Secretary**) * SEAL HERE

7. Name: _____
(Please print or type name in line 6) *

8. Date: _____
(Insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

Bid Price Proposal Form
This Document is to be submitted in a Separately Sealed Envelope from the Technical Proposal
Building Cleaning Services
24DPW001G

Bidder

Name: _____

The Bid Price Form is to be signed by the individual authorized to negotiate for and contractually bind the bidder. Failure to fully complete the form, provide the requested information, or make any alterations will be considered a conditional bid and the proposal will be rejected.

Procedures under this bid require separate and confidential price submission. The envelope must be sealed and clearly marked **“Building Cleaning Services - PRICE PROPOSAL”**

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the Town for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

Prices proposed by the bidder shall be irrevocable until the contract award unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Town prior to submittal deadline or after the expiration of 90 days after the opening of the proposals. This shall not limit the discretion of the Town to request revisions and/or conduct negotiations.

PROMPT PAY DISCOUNT (Not required but if NOT offering a discount indicate by writing “ZERO”) The Town of Needham general payment terms are net 30 days. Enter the Prompt Payment Discount percentage (%) off the invoice amount, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days

Note: The Prompt Payment Discount “Clock” begins at the date of receipt of the invoice, or the date of the receipt of the service, whichever occurs later.

Bid Price Proposal for High School			
The cleaning services proposed for the High School shall be in accordance with the specifications in provided by the Town.			
Our proposal includes this number of dedicated personnel to clean the High School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Our proposal includes this number of working hours to clean the High School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Period	Per Diem *	Cleaning Days	Total
Year 1 (July 1, 2023 – June 30, 2024)	\$	251	\$
Year 2 (July 1, 2024 – June 30, 2025)	\$	250	\$
Year 3 (July 1, 2025 – June 30, 2026)	\$	250	\$
Year 4 (July 1, 2026 – June 30, 2027)	\$	250	\$
Year 5 (July 1, 2027 – June 30, 2028)	\$	251	\$
Total for the High School Cleaning Services (Sum of all five (5) years)			
Total Amount in Words			
* Should the Bidder require additional hours, employees, consultants, sub vendors, or other assistance to complete the work required and/or to meet the performance or quality requirements required under this RFP, the Bidder shall do so at NO additional cost to the Town.			
The Bidder further offers the following hourly rate (per person) during the entire contract period for emergency or special projects as determined by the Town which relate to the High School.			\$ Per Hour

Bid Price Proposal for Pollard School			
The cleaning services proposed for the High School shall be in accordance with the specifications in provided by the Town.			
Our proposal includes this number of dedicated personnel to clean the Pollard School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Our proposal includes this number of working hours to clean the Pollard School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Period	Per Diem *	Cleaning Days	Total
Year 1 (July 1, 2023 – June 30, 2024)	\$	251	\$
Year 2 (July 1, 2024 – June 30, 2025)	\$	250	\$
Year 3 (July 1, 2025 – June 30, 2026)	\$	250	\$
Year 4 (July 1, 2026 – June 30, 2027)	\$	250	\$
Year 5 (July 1, 2027 – June 30, 2028)	\$	251	\$
Total for the Pollard School Cleaning Services (Sum of all five (5) years)			
Total Amount in Words			
* Should the Bidder require additional hours, employees, consultants, sub vendors, or other assistance to complete the work required and/or to meet the performance or quality requirements required under this RFP, the Bidder shall do so at NO additional cost to the Town.			
The Bidder further offers the following hourly rate (per person) during the entire contract period for emergency or special projects as determined by the Town which relate to the Pollard School.			\$ Per Hour

Bid Price Proposal for Newman School			
The cleaning services proposed for the Newman School shall be in accordance with the specifications in provided by the Town.			
Our proposal includes this number of dedicated personnel to clean the Newman School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Our proposal includes this number of working hours to clean the Newman School each day (must agree with the number disclosed on the Bidder Information Response that was included in the Technical Proposal).			
Period	Per Diem *	Cleaning Days	Total
Year 1 (July 1, 2023 – June 30, 2024)	\$	251	\$
Year 2 (July 1, 2024 – June 30, 2025)	\$	250	\$
Year 3 (July 1, 2025 – June 30, 2026)	\$	250	\$
Year 4 (July 1, 2026 – June 30, 2027)	\$	250	\$
Year 5 (July 1, 2027 – June 30, 2028)	\$	251	\$
Total for the Newman School Cleaning Services (Sum of all five (5) years)			
Total Amount in Words			
* Should the Bidder require additional hours, employees, consultants, sub vendors, or other assistance to complete the work required and/or to meet the performance or quality requirements required under this RFP, the Bidder shall do so at NO additional cost to the Town.			
The Bidder further offers the following hourly rate (per person) during the entire contract period for emergency or special projects as determined by the Town which relate to the Newman School.			\$ Per Hour

The following are not required but if the bidder wishes to be considered to provide such services pricing must be provided with your Bid Price Proposal Submission

Pricing for Other Buildings and Facilities			
At the request of the Town, we will provide cleaning services for other general and mixed used buildings or facilities during the term of the contract at a set per square foot basis, whether the assignment is temporary, seasonal, or long term. The services would be provided at the same high standard required under this RFP. We acknowledge that the Town is not however making any guarantee or any other representation that it will have other buildings to be cleaned or that any other building will be offered to be cleaned by us if a contract is awarded.			
Period	Per Square Foot Per Day*	Per Square Foot Per Week* (seven days)	Per Square Foot Per Month*
Year 1	\$	\$	\$
Year 2	\$	\$	\$
Year 3	\$	\$	\$
Year 4	\$	\$	\$
Year 5	\$	\$	\$
Emergency and On-Call Services			
Service	Unit of Measure (e.g., per person; per hour; per event)	Unit Price (price per unit of measure)	
Floor restoration		\$	
Fire and smoke damage		\$	
Licensed Mold clean-up, wipe down and removal Services		\$	
Special Disinfectant Service for Health Concerns		\$	
Vandalism Cleanup and Repair		\$	
Snow Removal		\$	
Other:		\$	
		\$	
		\$	
		\$	
		\$	
* The Town will state in writing prior to commence of any such work what the billable square footage is.			

The undersigned proposes to provide the **Building Cleaning Services** in accordance with the accompanying requirements provided by the Town dated [Thursday, February 2, 2023](#) and any addenda as may be issued by the Town and provided to the undersigned prior to the opening of the bids. In the event that the numeric price and the written price differ, the written price shall prevail.

The undersigned agrees that, if selected as vendor, s/he will within five days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the Town, execute a contract in accordance with the terms of this bid. The undersigned hereby

certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, group of individuals, or legal entity.

(Name of Company)

BY:

(Signature)

(Printed Name and Title of Signatory)

**THIS FORM IS FILED AS PART OF THE PRICE PROPOSAL SEPARATE
FROM THE TECHNICAL SUBMISSION**

Last Page of Bid Form

Non-Submittal Response Form
Building Cleaning Services
24DPW001G

NOTE TO BIDDER: If your company's response is a "non-submittal", the Town of Needham is interested in the reason for such response since Town desires to ensure that the procurement process is fair, open, and attracts maximum participation from interested companies. We, therefore, appreciate your responses to this non-submittal response form.

Please complete and email this form to: pcentral@needhamma.gov

Please indicate your reason for responding with a "non-submittal":

- ☐ We were unable to meet requirements for this procurement.
- ☐ We were unable to provide the goods or services requested in this procurement.
- ☐ We were unable to meet time frame established for start and or completion of project.
- ☐ We obtained the bid package too late in order to evaluate and submit a bid.

Received on: _____

- ☐ Other (Please explain): _____

Company Name: _____

Company Address: _____

Telephone: _____ Fax number: _____

Email Address: _____

Primary Contact: _____ Title: _____

Date: _____

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
GENERAL	D	W	M	SB
General Tasks				
Clean and organize janitorial closets and supplies	X			X
Report building damage, broken furniture or windows, inoperable equipment, fixtures, lights, graffiti, etc.	X			X
Close and secure all windows by end of shift and turn off lights once area is cleaned	X			X
Disinfect and polish drinking fountains	X			X
Clean and disinfect all Nurse's office surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, HVAC vents, and areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X
ENTRANCES, CORRIDORS, HALLWAYS, & STAIRWELLS	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all main entrance interior glass.	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Clean and disinfect all exterior surfaces on student lockers				X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
GENERAL	Summer
General Tasks	
Deep clean and organize janitorial closets, storage areas, supply rooms, closets and supplies	X
Report building damage, broken furniture or windows, inoperable equipment, fixtures, lights, graffiti, etc.	X
Close and secure all windows by end of shift and turn off lights once area is cleaned	X
Disinfect and polish drinking fountains, stainless steel fixtures, and kick plates	X
Clean exterior windows	X
Deep clean, disinfect, and remove staples/tacks from all boards (corkboards, chalkboards, whiteboards, etc.)	X
Deep clean and disinfect all Nurse's office surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, and areas above 72 inches Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X
Vacuum and extract clean all upholstered furniture	X
Sweep exterior entrances and door thresholds	X
ENTRANCES, CORRIDORS, HALLWAYS, & STAIRWELLS	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect all main entrance interior glass	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all exterior and interior surfaces on student lockers	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents Dust all areas above 72 inches Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X
RESTROOMS & LOCKER ROOMS	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all fixtures including sinks, wash basins, urinals, toilet bowls, showers, and all areas underneath plumbing fixtures	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Sweep or dry mop all exposed floor surfaces including edges, corners, lower wall base, and under fixtures	X
Wet mop and disinfect exposed flooring including edges, corners, lower wall base, and under fixtures	X
Deep clean and disinfect all floor mats	X
Machine scrub floors and walls with disinfectant	X
CLASSROOMS	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X
	X
Flooring (Tile/Other)	X
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
CAFETERIA	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Sweep or dry mop all exposed floor surfaces including edges, corners, lower wall base, and under fixtures	X
Wet mop and disinfect exposed flooring including edges, corners, lower wall base, and under fixtures	X
Deep clean and disinfect all floor mats	X
Machine scrub floors and walls with disinfectant	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
KITCHEN	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean walk in refrigerator and freezer floors and walls	
Deep clean kitchen hoods and filters	
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below (including kitchen storage room)	X
Sweep or dry mop all floor surfaces (including kitchen storage room)	X
Sweep or dry mop all exposed floor surfaces including edges, corners, lower wall base, and under fixtures (including kitchen storage room)	X
Wet mop and disinfect exposed flooring including edges, corners, lower wall base, and under fixtures (including kitchen storage room)	X
Deep clean and disinfect all floor mats (including kitchen storage room)	X
Machine scrub floors and walls with disinfectant (including kitchen storage room)	X
GYMNASIUM	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents Dust all areas above 72 inches Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X
Flooring (Tile/Other)	
	X
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
CONFERENCE ROOMS, AUDITORIUM, LECTURE HALL, AND MEDIA CENTER	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents Dust all areas above 72 inches Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X
EXECUTIVE OFFICES, LOCKER ROOM OFFICES, & KITCHEN OFFICES	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X
STAFF BREAK ROOM	Summer
General Clean	
Empty wastebaskets and recycling bins (replace liners/bags)	X
Remove any larger waste materials to appropriate dumpsters	X
Deep clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X
Deep clean and disinfect trash cans, wastebaskets, and recycling bins	X
Deep clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, handrails, light fixtures, and HVAC vents Dust all areas above 72 inches Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints	X
Flooring (Carpet)	
Remove all furnishings from area for floor projects below	X
Vacuum clean all carpeted surfaces including edges, corners, and under all furniture	X
Extraction carpet cleaning all carpeted surfaces	X

Appendix A (Summer)	
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.	
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X
ELEVATORS	Summer
General Clean	
Remove any waste materials to appropriate dumpsters	X
Deep clean and disinfect all surfaces including buttons and walls	X
Flooring (Tile/Other)	
Remove all furnishings from area for floor projects below	X
Sweep or dry mop all floor surfaces	X
Vacuum clean all surfaces including edges, corners, and under all furniture	X
Deep clean all hardfloor surfaces	X
Strip and wax tile floors with 25% high solid wax (4 coats total)	X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X		X
Extraction carpet cleaning				X
Vacuum all exposed surfaces including edges, corners, and under all furniture				X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Wet mop and disinfect exposed flooring		X		X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
High speed floor buffing				X
RESTROOMS & LOCKER ROOMS				
	D	W	M	SB
General Clean				
Restrooms should be maintained in a condition free of noxious odors and residues	X			X
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all fixtures including sinks, wash basins, urinals, toilet bowls, showers, and all areas underneath plumbing fixtures	X			X
Clean and disinfect all surfaces including interior glass, mirrors, partitions, louvers, vents, shelves, ledges, window ledges, moldings, heating units, doors, door knobs, door frames, light switches, HVAC vents, handrails, and areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X			X
Clean and polish door stainless steel fixtures and kick plates	X			X
Wash trash cans		X		X
Deep clean and disinfect of all floors, fixtures, surfaces, and walls				X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces including edges, corners, lower wall base, and under fixtures	X			X
Wet mop and disinfect exposed flooring including edges, corners, lower wall base, and under fixtures	X			X
Clean and disinfect all floor mats	X			X
Machine scrub floors and walls with disinfectant			X	X
CLASSROOMS	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Flooring (Carpet/Tile/Other)				
Vacuum clean all exposed floor surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
Wet mop and disinfect exposed flooring		X		X
Extraction carpet cleaning				X
Vacuum all exposed surfaces including edges, corners, and under all furniture				X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
CAFETERIA				
	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.			X	X
Wash trash cans		X		X
Clean and polish door kick plates			X	X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X		X
Vacuum all exposed surfaces including edges, corners, and under all furniture			X	X
Extraction carpet cleaning				X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Clean and wash all floor mats	X			X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Wet mop and disinfect exposed flooring		X		X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
High speed floor buffing				X
KITCHEN	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.	X			X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces including edges, corners, and under all furniture and appliances	X			X
Vacuum clean all exposed flooring including edges, corners, and under all furniture and appliances	X			X
Wet mop and disinfect exposed flooring including edges, corners, and under all furniture and appliances	X			X
Clean and disinfect all floor mats	X			X
High speed floor buffing				X
GYMNASIUM	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Clean bleachers of any debris	X			X
Wet mop and disinfect exposed flooring			X	X
CONFERENCE ROOMS, AUDITORIUM, LECTURE HALL, AND MEDIA CENTER				
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Vacuum chairs in auditorium				X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X		X
Extraction carpet cleaning				X
Vacuum all exposed surfaces including edges, corners, and under all furniture				X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Wet mop and disinfect exposed flooring		X		X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
High speed floor buffing				X
EXECUTIVE OFFICES, LOCKER ROOM OFFICES, & KITCHEN OFFICES				
D W M SB				
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.		X		X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.				X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances	X			X
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X		X
Extraction carpet cleaning				X
Vacuum all exposed surfaces including edges, corners, and under all furniture				X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Wet mop and disinfect exposed flooring		X		X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
High speed floor buffing				X
STAFF BREAK ROOM				
	D	W	M	SB
General Clean				
Empty wastebaskets and recycling bins (replace liners/bags)	X			X
Remove any larger waste materials to appropriate dumpsters	X			X
Clean, disinfect, and refill all dispensers (paper towels, toilet paper, soap, hand sanitizer, and period product dispensers and receptacles)	X			X
Clean and disinfect all surfaces including counter tops, tables, sinks, door knobs, light switches, handrails, and window ledges.	X			X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
Clean and disinfect all surfaces including interior glass, counter tops, desks, chairs, tables, sinks, office equipment, window ledges, moldings, heating units, partitions, doors, door knobs, door frames, light switches, HVAC vents, and handrails. Dust all areas above 72 inches. Vertical and horizontal surfaces should be free of dust, dirt, marks, streaks, smudges or fingerprints.			X	X
Clean and polish door kick plates			X	X
Wash trash cans, wastebaskets, and recycling bins			X	X
Flooring (Carpet)				
Vacuum clean all exposed carpeted surfaces	X			X
Inspect carpet for spots and remove stains	X			X
Vacuum door mats inside/outside all entrances		X		X
Vacuum clean all exposed carpeted surfaces including edges, corners, and under easily moved furniture		X		X
Extraction carpet cleaning				X
Vacuum all exposed surfaces including edges, corners, and under all furniture				X
Flooring (Tile/Other)				
Sweep or dry mop all exposed floor surfaces	X			X
Sweep exterior entrances and door thresholds	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Wet mop and disinfect exposed flooring		X		X
Vacuum clean all exposed flooring including edges, corners, and under easily moved furniture		X		X
High speed floor buffing				X

Appendix A (School Year Plan)				
Minimum Standards for Cleaning the Needham High School, Pollard Middle School, and Newman Elementary School.				
Legend: D=Daily, W=Weekly, M=Monthly, SB=School Break (December, February, & April Breaks)				
ELEVATORS	D	W	M	SB
General Clean				
Remove any waste materials to appropriate dumpsters	X			X
Clean and disinfect all surfaces including buttons and walls		X		X
Flooring (Tile/Other)				X
Sweep or dry mop all exposed floor surfaces	X			X
Wet mop spot clean all spills, stains, and spots	X			X
Wet mop and disinfect exposed flooring		X		X
High speed floor buffing			X	X

2023-2024 School Calendar

Aug./September (21)							February (16)							AUGUST 2023 - SEPTEMBER 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	8/28-8/29	Staff Returns/Professional Development					
27	28	29	30	31	1	2					1	2	3	8/30	First Day of School - Grades 1-12					
3	4	5	6	7	8	9	4	5	6	7	8	9	10	8/31	First day kindergarten/Preschool Orientation					
10	11	12	13	14	15	16	11	12	13	14	15	16	17	9/4	No School (Labor Day)					
17	18	19	20	21	22	23	18	19	20	21	22	23	24	9/20	PreK-8 Early Release					
24	25	26	27	28	29	30	25	26	27	28	29			9/25	No School (Yom Kippur)					
October (21)							March (20)							OCTOBER 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	10/4	PreK-12 Early Release					
1	2	3	4	5	6	7						1	2	10/9	No School (Indigenous Peoples Day)					
8	9	10	11	12	13	14	3	4	5	6	7	8	9	10/18	PreK-8 Early Release					
15	16	17	18	19	20	21	10	11	12	13	14	15	16	NOVEMBER 2023						
22	23	24	25	26	27	28	17	18	19	20	21	22	23	11/8	PreK-12 Early Release					
29	30	31					24	25	26	27	28	29	30	11/10	No School (Veterans' Day Observed)					
							31							11/22	No School - Professional Development					
November (18)							April (17)							11/23-24	Thanksgiving Recess					
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	DECEMBER 2023						
			1	2	3	4		1	2	3	4	5	6	12/6	PreK-12 Early Release					
5	6	7	8	9	10	11	7	8	9	10	11	12	13	12/20	PreK-8 Early Release					
12	13	14	15	16	17	18	14	15	16	17	18	19	20	12/25-1/1	Winter Recess					
19	20	21	22	23	24	25	21	22	23	24	25	26	27	JANUARY 2024						
26	27	28	29	30			28	29	30					1/1	No School (New Year's Day)					
							May (22)							1/2	Classes Resume					
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S <td>1/10</td> <td>PreK-12 Early Release</td>	1/10	PreK-12 Early Release					
					1	2				1	2	3	4	1/15	No School (Dr. Martin Luther King Jr.)					
3	4	5	6	7	8	9	5	6	7	8	9	10	11	1/24	PreK-8 Early Release					
10	11	12	13	14	15	16	12	13	14	15	16	17	18	FEBRUARY 2024						
17	18	19	20	21	22	23	19	20	21	22	23	24	25	2/7	PreK-12 Early Release					
24	25	26	27	28	29	30	26	27	28	29	30	31		2/19-2/23	February Recess					
31							June (8)							MARCH 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S <td>3/6</td> <td>PreK-8 Early Release</td>	3/6	PreK-8 Early Release					
	1	2	3	4	5	6							1	3/20	PreK-12 Early Release					
7	8	9	10	11	12	13	2	3	4	5	6	7	8	3/29	No School (Good Friday)					
14	15	16	17	18	19	20	9	10	11	12	13	14	15	APRIL 2024						
21	22	23	24	25	26	27	16	17	18	19	20	21	22	4/3	PreK-12 Early Release					
28	29	30	31				23	24	25	26	27	28	29	4/15-4/19	April Recess					
							30							4/24	PreK-8 Early Release					
														MAY 2024						
														5/8	PreK-12 Early Release					
														5/27	No School (Memorial Day)					
														5/29	PreK-8 Early Release					
														JUNE 2024						
														6/2	GRADUATION: SUNDAY, JUNE 2					
														6/12	Last day of school - No snow days Early Release					
														6/19	No School (Juneteenth) if school is in session					
														6/20	Last day 5 snow days - Early Release					

No School

PreK-12 Early Release (ER)

PreK-8 Early Release (ER)

Professional Development Day

Needham High School classes begin at 8:35 a.m. on Fridays

 No School
 PreK-12 Early Release (ER)
 PreK-8 Early Release (ER)
 Professional Development Day

Needham High School classes begin at 8:35 a.m. on Fridays

2023-2024 Legal, Religious & Cultural Holidays

Families and staff in the Needham Public Schools represent diverse cultures, religions and countries of origin. Our school calendar conveys information to the community about when school is in session; however, there are additional days in the school year during which families observe holidays that may require students to be absent from school. Such observances will be considered excused absences from school, and all efforts will be made to assist students to make up work they may miss as a result of their absence. When students will be absent from school for such celebrations, families are encouraged to contact their child's teacher in advance.

2023	2024
<u>July</u> 4 Independence Day	<u>January</u> 1 New Year's Day (No School) 15 Makar Sankranti/Pongal 15 Martin Luther King, Jr. Day (No School)
<u>September</u> 4 Labor Day (No School) 16 Rosh Hashanah (9/15 - Sunday 9/17) 18 Ganesh Chaturthi 25 Yom Kippur (9/24 – 9/25; No School on 9/25) 29 Sukkot Begins (9/29 – 10/6)	<u>February</u> 10 Lunar New Year 19 Presidents Day (No School/recess)
<u>October</u> 9 Indigenous Peoples Day (No School) 24 Dussehra/Durga Puja/Vijaya Dashami	<u>March</u> 10 Ramadan Begins (3/10 – 4/9) 24 Purim (3/23-3/24) 25 Holi (3/24-3/25) 29 Good Friday (No School) 31 Easter
<u>November</u> 11 Veteran's Day (No School-observed 11/10) 12 Diwali/Deepavali 23 Thanksgiving (No School/recess)	<u>April</u> 9 Eid al Fitr/Eid ul-Fitr (4/9-4/10) 13 Vaisakhi 15 Patriot's Day (No School/recess) 22 Passover Begins (4/22 - 4/30)
<u>December</u> 7 Hanukkah Begins (12/7-12/15) 25 Christmas (No school/recess) 26 Kwanzaa Begins (12/26 - 1/1)	<u>May</u> 3 Orthodox Good Friday 5 Orthodox Easter 27 Memorial Day (No School)
	<u>June</u> 19 Juneteenth Independence (No School if school year is extended due to snow days)