

**ADDENDUM No.1  
for**

**INVITATION FOR BID (IFB)**

# **CLEANING SERVICES**

**TOWN OF LONGMEADOW  
MASSACHUSETTS**

**MAY 19, 2014**

This document serves as Addendum No.1 for the Invitation for Bid (IFB) for Cleaning Services. This Addendum forms part of the IFB and modifies the original document. **Acknowledge the receipt of all addenda numbers issued on the BID SUBMISSION FORM.** Failure to do so may subject the bidder to disqualification.

**The following changes and/or additions are to be made to the original Invitation for Bid dated May 7, 2014:**

**1) Change in scope of work, General Service and Conditions:**

**a. Section 1. SUPERVISION (Pg.8)**

Add the following text at the end of this section: The name and phone number of the shall be provided.

**b. Section 8. EVENT SET UP (Pg.10)**

Add the following text at the end of this section: The event set up also includes setup at the Storrs Library community meeting room which is required very infrequently.

c.

**2) Change in Site Specific Scope of Work**

Delete the original IFB pages 13 through 17, 'Site Specific Scope of Work' and replace it with the revised 'Site Specific Scope of Work' below. Any changes or additions are in ***bold italic print***. Included in the section is the supply of estimated square footage for hardwood floors by building location.

## **SITE SPECIFIC SCOPE OF WORK-**

Services and conditions that apply to the cleaning service for specific municipal sites include:

### 1. GENERAL, ALL LOCATIONS:

#### **Refinishing of VCT Tile Floors/Shampooing of Carpets , hardwood floors(all locations):**

##### Tile Floors:

All building locations will require the stripping and waxing of tile floors two times per contract year. The Town will supply consumables and the contractor will provide the equipment and buffers at no additional charge beyond the bid pricing.

##### Carpet:

All building locations will require shampooing/deep cleaning of carpet two times per contract year, with the exception of Greenwood Center carpets which will receive shampooing/deep cleaning four times per year (quarterly). The Town will provide the consumable cleaning products and the Contractor will supply the equipment at no additional charge beyond the bid pricing.

##### Hardwood Floors:

The contractor must damp mop hardwood floors as listed in the scope of service for damp mopping of hard surface floors as listed for each building in the 'offices/rooms' section. This includes the Community House Auditorium and dance studio, the Greenwood Center Gym and the Storrs Library. Hardwood floor cleaning product consumables will be supplied by the Town. Polyurethane and floor refinishing is not required under this contract and will be handled independently by the Town.

#### **Elevators**

Elevators at all locations will receive the same services as listed under the Site Specific Scope of Work for 'Entrance and Halls-all locations'.

#### **Water fountains**

Water fountains at all locations are to be wiped down daily.

#### **Exterior dumpsters and recycling containers**

The Town has exterior dumpsters at the following locations. As trash and recycling is collected daily, it should be brought and deposited to the exterior container locations.

The Fire Department, Police Department, Town Hall and Community House share common containers for 1) waste (one dumpster by the Community House

and one dumpster behind the police station), 2) paper (by the Community House), and 3) bottles & cans (behind the Police Station). ***There is also a recycling dumpster behind the police department.***

The Library, Greenwood Center and DPW have separate containers at each location for trash and recycling.

The Old Town Hall only has an exterior container for trash only.

## 2. COMMUNITY HOUSE:

- a. The inside side of auditorium windows are to be washed twice per year. Lower level only.
- b. The balcony seating is to be dusted twice per year.
- c. The Dance studio is to receive cleaning services three times per week ***including sweeping and damp mopping.***
- d. The second floor storage room will not require cleaning services.
- e. Cleaning service is required in the lower level, first and second floor  
Community House auditorium setup as required.

### Community House

VCT Tile = 1,808 sq. ft +/-

Carpet = 3,789 sq. ft +/-

***Hardwood Floors = 4,384 sq.ft +/-***

Plus the square footage of 4 sets of carpeted stairs

## 3. TOWN HALL:

- a. Third Floor - No regular cleaning in the Server Room. Cleaning will be upon request.  
Cleaning service is required in the basement, first, second and third floor.

### Town Hall

VCT Tile = 2,547 sq. ft +/-

Carpet = 960 sq. ft +/-

## 4. FIRE DEPARTMENT:

- a. No cleaning service in the fire truck garage.
- b. No cleaning in the second floor storage off of the fire truck garage.
- c. Fitness center: No sanitizing of exercise equipment is needed, sanitizing of equipment is performed by the equipment user. ***The floors in the fitness center shall be vacuumed and mopped two times per month.***
- d. Cleaning only upon request for the medical supply closet.
- e. Crew Quarters (bedrooms): cleaning of floors, windows and doors only
- f. Conference room setup required as needed

Weekend cleaning service is required on Saturdays and should include the complete cleaning of kitchen and bathroom facilities (floors, sinks, toilets, urinals, trash removal), and the restocking of paper supplies throughout the building.

Fire Department

VCT Tile = 1,389 square feet +/-

Carpet = 1,710 Sq. ft +/-

Other spaces including the fire truck garage bays, and the 2<sup>nd</sup> level storage requires no cleaning services as it is maintained by the fire fighters.

5. POLICE STATION:

- a. Locker Rooms and Holding Cells- are to receive the same cleaning service as restrooms require.
- b. No cleaning service is required in the garages.
- c. Service is required in the basement, first and second floor.
- d. Fitness center: No sanitizing of exercise equipment is needed, sanitizing of equipment is performed by the equipment user. ***The floors in the fitness center shall be vacuumed and mopped two times per month.***
- e. Police Department conference room setup as required  
Weekend cleaning service is required on Saturdays and should include the complete cleaning of kitchen and bathroom facilities (floors, sinks, toilets, urinals, trash removal), and the restocking of paper supplies throughout the building.

Police Department

VCT Tile = 1,588 sq. ft +/-

Carpet = 3,983 sq. ft +/-

Plus the square footage area of 4 sets of tiled stairs

6. LIBRARY:

- a. Cleaning service required in the finished section of the basement, first and second floor.
- b. Weekend cleaning service is required on Saturdays and should include the complete cleaning of kitchen and bathroom facilities (floors, sinks, toilets, urinals, trash , vacuuming oriental style rugs/decorative area rugs and rug mats, and restocking of paper supplies throughout the building.
- c. All rugs and floor mats are to be pulled up quarterly (four times per contract year) so the floors underneath the rugs receive sweeping and damp moping and other floor treatments as listed for the schedule of custodial duties for the Storrs Library. Once the rugs and mats have been pulled up, the cleaning service will vacuum both sides of the mat and area rug before placing them back in their original location. The vacuuming of these rugs will require the use of an upright non-industrial vacuum so the rugs are not damaged. These rugs will not require shampooing carpet care
- d. ***The oriental style rugs at the Storrs Library are excluded from shampoo carpet cleaning requirements listed in the bid. These oriental rugs will be professionally cleaned independently by the town when required at the town's expense.***

Storrs Library

VCT Tile = 832 sq. ft +/-

Carpet = 5,165 sq. ft +/-

**Hardwood Floors = 4,204 sq.ft +/-**

Plus the square footage of 2 sets of carpeted stairs

7. OLD TOWN HALL:

This location is only to receive cleaning services 2 times per week on Tuesday and Friday.

Old Town Hall

VCT Tile = 72 sq. ft +/-

Carpet = 120 sq. ft +/-

**Hardwood Floors = 640 sq.ft +/-**

8. DPW:

- a. Cleaning service on the first floor, stairway to second floor, second floor bathroom & hall, and the Facility Director office on the second floor. Other spaces on the second floor do not require cleaning services.
- b. DPW Garage: In addition to the DPW office building (31 Pondsides Road), the contract will require servicing the DPW gang bathroom in the building next to 31 Pondsides Road. The cleaning services of the DPW Garage bathroom will be identical to the Scope of Work requirements for the DPW restrooms of the original IFB document.
- c. ***The second floor restroom at the DPW office will also require the same restroom cleaning services as listed on page 45 of the DPW restroom cleaning requirements.***
- d. ***The recycling dumpsters utilized by the DPW office for their recyclables shall be rolled to the curbside for weekly recycling pick-up the evening before scheduled pickup. Currently recyclables pick-up is on Mondays.***

DPW Office

VCT Tile = 391 sq. ft +/-

Carpet = 1,321 sq. ft +/-

Plus the square footage of 1 set of stairs

9. GREENWOOD CENTER:

- a. Gym to be cleaned per same specifications as the Community House auditorium. Council on Aging Kitchen and Daycare kitchen are to receive daily floor sweeping and mopping.

- b. Daycare Wing:

The scope of work for restroom service is already addressed in the original IFB Site Specific Scope of Work. Since access to some of the daycare rooms was limited. Contractors should be aware that in each of the 6 daycare rooms, that there are two toilet stall rooms and one community sink (total of 12 toilets, and 6 sinks locations). All six of the daycare rooms are identical in size and layout as the daycare rooms that the tour group was able to access and enter.

Greenwood Center

VTC Tile = 7,077 sq. ft +/-

Carpet = 12,782 sq. ft +/-

***Hardwood Floors = 2,772 sq.ft +/-***

10. CONCESSION STANDS: LONGMEADOW HIGH SCHOOL & WOLF SWAMP FIELD

Each concession stand is approximately 400sf. The flooring is tile. Each of the two concession stand has a mens restroom which consists of 2 urinals, 2 toilets and 2 sinks which will require cleaning. Each womens restroom consists of 3 toilets and two sinks which will require cleaning. Cleaning is performed as requested but is approximately two times per week between April 15- June 30, and between August 15 - December 1. Clean and sanitize all the bathroom fixtures with an antibacterial **cleaning** solution, empty trash containers and replace liners, clean mirrors, wipe clean all paper dispensers and trash receptacles, wash bathroom stall dividers, dust and remove any cob webs, remove stains or dirt from the walls, make certain all the paper product dispensers are full, sweep and wash the floors with a disinfectant **cleaning** product, report any damaged fixtures, stalls or lighting to the Facilities Director and secure the doors when complete. Bid pricing will be supplied per cleaning of one concession stand.

Longmeadow High School Concession Stand & Wolf Swamp Concession Stand:

VCT Tile = 400 sf +/- at each concession stand

(SITE SPECIFIC SCOPE OF WORK- END)

**3) Site Specific Spreadsheet:**

Replace the Greenwood Center section of the 'Site Specific Spreadsheet'. From the original IFB document, 3 Sections are modified for frequency of service and the modifications are referenced below in **Yellow/bold italic** font.

**Schedule of Custodial Duties - Greenwood**

D=daily, W=weekly, M=monthly, Q=Quarterly(every 3 months), A=annually(once a year)

Offices/Rooms- all locations	D	W	M	Q	A
Empty waste baskets, replace liners as needed and remove trash to dumpsters.	X				
Empty recycling containers, replace liners as needed and remove to the appropriate paper recycling dumpster or bottle & can dumpster.	X				
Dust and spot clean horizontal surfaces of counter tops, desks chairs, tables, doors, door frames and wall decorations (See IFB 'Object' section for detail)	X				
Remove finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches and wall decorations		2X			
Dust all ledges, moldings, and low reach areas		<b>X</b>			
Vacuum clean all exposed carpeted areas and floor mats including edges, corners and under easily moved furniture. Inspect carpets for spots and remove stains	X				
Dust mop all hard surfaced floors, damp mop any spills or stains	X				
Damp mop and buff all hard surface floors			<b>2X</b>		
Vacuum curtains					X
Dust or vacuum all venetian and or vertical blinds				X	
Clean interior doors		2X			
Dust or vacuum all clean air diffusers				X	
Wash all baseboards			X		
Wash windows-Inside only including pane framing					2X
Vacuum all upholstered furniture					2X



<b>Conference Room- all locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty waste baskets, replace liners as needed and remove trash to dumpsters	X				
Dust and spot clean horizontal surfaces of all chairs, tables, office equipment, doors, door frames and wall decorations	X				
Remove finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches and wall decorations		X			
Dust all chair and table legs, rungs ledges, moldings, and low reach areas		X			
Vacuum clean all exposed carpeted areas including edges, corners and under easily moved furniture. Inspect carpets for spots and remove stains		2X			
Vacuum curtains					X
Dust or vacuum all venetian and or vertical blinds				X	
Dust or vacuum all clean air diffusers				X	
Wash all baseboards			X		
Vacuum all upholstered furniture					2X

<b>Kitchen Area- all locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty waste baskets, replace liners as needed and remove trash to dumpsters	X				
Dust and spot clean horizontal surfaces of all counter tops, refrigerator and microwave exteriors	X				
Remove finger marks and smudges from all vertical surfaces and around light switches		X			
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories above 72 inches					
Dust mop all hard surfaced floors, damp mop any spills or stains	X				
Damp mop and buff all hard surface floors	X				

Dust or vacuum all venetian and or vertical blinds					X	
Dust or vacuum all clean air diffusers					X	
Wash all baseboards				X		
Wash windows						2X
Vacuum all upholstered furniture						2X

<b>Entrance and Halls-all locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty waste baskets, replace liners as needed and remove trash to dumpsters	X				
Dust and spot clean horizontal surfaces of all chairs, tables, office equipment, doors, door frames and wall decorations	X				
Remove finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches and wall decorations		2X			
Dust all chair and table legs, rungs ledges, moldings, and low reach areas. Mop and buff hard surface floors			X		
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories above 72 inches					
Vacuum clean all traffic areas and soiled carpeted areas.	X				
Vacuum clean all exposed carpeted areas including edges, corners and under easily moved furniture. Inspect carpets for spots and remove stains	X				
Dust or vacuum all venetian and or vertical blinds				X	
Dust or vacuum all clean air diffusers				X	
Refill hand sanitizing machines in hallways		X			
Wash all baseboards			X		

<b>Restrooms-all locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Empty all wastebaskets, damp wipe exterior of containers, replace poly liners as needed and remove trash to dumpster	X				
Complete cleaning and sanitizing of all toilets and toilet seats, floors, rubbish and sanitary napkin receptacles, vanities and countertops	X				
Refill all dispensers, soap, toilet tissue, paper towels, etc. Supplies to be provided at the expense of the owner.	X				
Spot clean around dispensers and remove splash marks from walls around basins	X				
Clean and polish all mirrors and glass	X				
Dust door, door frame and closer			X		
Wash all partitions, tile walls, dispensers, and receptacles from trim to floor- add water to floor drain traps			X		
Sanitize interior of sanitary napkin receptacles	X				
Wash and sanitize exterior of all containers	X				
Wash all receptacles inside and out	X				
Dust mop or sweep floors thoroughly, wash and rinse using a germicidal detergent solution	X				
Dust or vacuum all air diffusers			X		

<b>Carpet Care-all carpet locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Extract clean shampoo all carpeting				X	

<b>Sanitizing-all locations</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>A</b>
Sanitize all sink fixtures, door hardware, light switches, flat surfaces, stair rails, counters and tables. Reload hand sanitizer dispensers	X				

**4) OTHER:**

**a. Response to potential minimum wage increase question:**

During the mandatory pre-bid conference, there was a question regarding the Bid Submission Forms and the potential of an increase in minimum wage. There was a request for modification of the Bid Submission Forms or for the allowance of modification of contract pricing in the event that minimum wage does increase. The response to this concern is as follows:

There will be no change in the Rule of Award, the rule of award will be based on the Responsive and Responsible bidder offering the lowest price for three years of service as documented in the Base Bid. It is mandatory that bid pricing be provided for all Base Bid unit of pricing categories and Alternate unit of pricing categories. **All pricing supplied by bidders on the Bid Submission Form shall be firm single unit pricing and not conditional!** Any conditional pricing provided will result in a bid rejection as the bid will not be Responsive to the Rule of Award in determining the low bidder. As stated in the IFB, the contract will be a one year contract with renewal option at the sole discretion of the Town for up to two (2) additional years. Bidders should prepare their bids accordingly.

**b. Event Setup**

During the mandatory pre-bid conference there was inquiry regarding the frequency of setup and the compensation for setup. There will be no change to the IFB and addendum No.1 regarding the requirements of event setup. As stated in Section 8 of the IFB, there will be no billing to the Town for event setup during standard business hours including standard business hours on Saturdays.

In the event an event setup or breakdown cannot be accomplished during these regular cleaning service business hours (including Saturday) due to event calendar scheduling conflicts only, then compensation for event setup needs will be compensated to the contractor based on the 'On-Call Service' Alternate hourly rate pricing. Whenever the event scheduling calendar allows, event setup will occurring during regular business hours.

**5) MANDATORY PRE-BID TOUR ATTENDANCE SIGN-IN SHEET**

As stated in the original IFB document, attendance at the mandatory pre-bid tour is mandatory for those submitting bids. Bids received from those that have not registered during the mandatory pre-bid tour on May 15, 2014, will be rejected. Organizations represented during the tour include:

SCS Building Maintenance, Inc, Framingham, MA  
Deandra Williams, Springfield, MA  
KEECLEAN, Shelton, CT  
S.J. Services, Danvers, MA  
Suburban, West Hartford, CT  
Richco, Springfield, MA  
Cleaning Management Systems, INC (CMS), Agawam, MA  
Professional Cleaning & Maintenance Service, P: 413-245-6521  
T&S Professional Cleaning Service, Westfield, MA

**6) REVISED BID SUBMISSION FORMS**

Utilized the revised bid submission forms provided. Bidders are required to provide unit pricing for all categories listed in the Base Bid and Alternate bid pricing categories. A Conditional bid with conditional pricing will not be allowed.

**BID SUBMISSION FORM**  
**Invitation for Bid**  
**CLEANING SERVICES**  
**Town of Longmeadow, Massachusetts**

This proposal is for providing cleaning services to the Town of Longmeadow for the cleaning of town buildings. **COMPANY NAME:** \_\_\_\_\_

**BASE BID:**

The undersigned declares to the Town of Longmeadow that this proposal is made without collusion with any other person, firm or corporation; that they have carefully and thoroughly read the Invitation For Bid documents and all related contract documents and that they understand and are familiar with all the requirements of same. The bidder agrees that they attended the mandatory pre-bid tour and have familiarized themselves with the entire facilities and scope of work required; and that they propose and agree that if their proposal is accepted, to contract with the Town of Longmeadow, in the form of agreement hereto attached, to furnish and deliver cleaning services to municipal buildings during Standard Business Hours (Monday through Saturday) per the attached Scope of Work in accordance with the requirements of the contract documents and that they will take in full monthly compensation based on the monthly total cost as bid for compensation.

	<b>1<sup>st</sup> YEAR</b>	<b>2<sup>nd</sup> YEAR</b>	<b>3<sup>rd</sup> YEAR</b>
	<b>PER MONTH</b>	<b>PER MONTH</b>	<b>PER MONTH</b>
1. Town Hall	\$ _____	\$ _____	\$ _____
2. Police Department	\$ _____	\$ _____	\$ _____
3. Fire Department	\$ _____	\$ _____	\$ _____
4. Greenwood Center	\$ _____	\$ _____	\$ _____
5. Old Town Hall	\$ _____	\$ _____	\$ _____
6. Dept of Public Works	\$ _____	\$ _____	\$ _____
7. Community House	\$ _____	\$ _____	\$ _____
8. Storrs Library	\$ _____	\$ _____	\$ _____

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**MONTHLY TOTAL COST**      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_  
*(Total sum of items 1 thru 8=Monthly total Cost for each month. Do this for each of the 3column)*

	<b>1<sup>st</sup> YEAR</b>	<b>2<sup>nd</sup> YEAR</b>	<b>3<sup>rd</sup> YEAR</b>
	<b>ANNUAL TOTAL</b>	<b>ANNUAL TOTAL</b>	<b>ANNUAL TOTAL</b>

**ANNUAL TOTAL COST**      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_  
*(Monthly Total Cost for each year X 12 Months=Annual Total Cost, Do this for each of the 3 columns)*

**BASE BID, BASIS FOR CONTRACT AWARD**      \$ \_\_\_\_\_

*(Annual Total Cost for 3 years of service- Add the 3 amounts in the 'Annual Total Cost' row.)*

Award to the responsive and responsible bidder that meets minimum qualifications and offering the lowest price for the Base Bid three year total.

In the event that there is a discrepancy in the addition or multiplication on this bid sheet, the 'Basis for Contract Award' will be recalculated based on the individual monthly unit prices per Town facility. Bidders are required to fill in each section of unit pricing on the bid form or their bid may be rejected. **A CONDITIONAL BID WITH CONDITIONAL PRICING WILL RESULT IN A BID REJECTION.**

**BID SUBMISSION FORM**  
**Invitation for Bid**  
**CLEANING SERVICES**  
**Town of Longmeadow, Massachusetts**

**ALTERNATE:**

**On-Call Service**

On-call hourly pricing for service before or after Standard Business Hours, Monday through Saturday, and on-call service on Sunday.

<b>1<sup>st</sup> YEAR</b>	<b>2<sup>nd</sup> YEAR</b>	<b>3<sup>rd</sup> YEAR</b>
<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>

On-call hourly service:           \$ \_\_\_\_\_ Hr      \$ \_\_\_\_\_ Hr      \$ \_\_\_\_\_ Hr

**Concession stand cleaning:**

Wolf Swamp Field and Longmeadow High School Concession Stand:

Daily rate per cleaning of one concession stand location. Cleaning services to be provided as requested.

<b>1<sup>st</sup> YEAR</b>	<b>2<sup>nd</sup> YEAR</b>	<b>3<sup>rd</sup> YEAR</b>
<b>Daily Rate</b>	<b>Daily Rate</b>	<b>Daily Rate</b>

Daily rate per cleaning of one concession stand location:   \$ \_\_\_\_\_           \$ \_\_\_\_\_           \$ \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name – Typed or Printed)

\_\_\_\_\_  
(Business name)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Email)

**BID SUBMISSION FORM**  
**Invitation for Bid**  
**CLEANING SERVICES**  
**Town of Longmeadow, Massachusetts**

**COMPANY NAME:** \_\_\_\_\_

**ADDENDUM:**

Acknowledge the receipt of all addenda issued (if any). Failure to acknowledge the receipt may result in a bid rejection.

\_\_\_\_\_ 1 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**MIMUMUM REQUIREMENTS / QUALITY REQUIREMENTS**

A ‘no’ response or a failure to respond to any of the following Quality requirements will result in a rejection of your bid. Circle Yes or No for each of the following requirements.

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1. The Contractor has been in business providing Cleaning/Janitorial Services under present organization for three years or more.  

**Yes                  No**
2. The Contractor will supply references demonstrating account volume capacity experience maintaining a volume customer base of service at facilities with an accumulative total of 150,000 square feet or more. These customer accounts can consist of commercial/retail business, municipal, government, and/or public educational facilities. (Exclude residential cleaning services). **SUPPLY THESE REFERENCES WITH THE BID** including complete contact information & square footage. Unfavorable references may be grounds for the Town rejecting a bid as non-responsible.  

**Yes                  No**
3. The Contractor will conduct a CORI for their employees and then certify to the Town that prospective employees pass the CORI review. Contractor’s employees who have not performed a CORI or fail the CORI will not be employed at Longmeadow municipal facilities  

**Yes                  No**
4. Contractor will insure satisfactory security clearance for all employees who will work on the premises. Employees who are “not a United States Citizen or have not been granted status by the United States government as a permanent resident alien will not be allowed to work.  

**Yes                  No**
5. Contractor will provide an adequate number of competent properly trained personnel with qualified supervision to provide the services required at all times and the Contractor will provide all personnel with a complete set of specifications and cleaning schedules to ensure all required services are completed.  

**Yes                  No**



**BID SUBMISSION FORM**  
**Invitation for Bid**  
**CLEANING SERVICES**  
**Town of Longmeadow, Massachusetts**

**COMPANY NAME:** \_\_\_\_\_

6. Contractors will maintain an overall cleaning performance level at or above the standards listed. The cleaning standards outlined in the IFB are the minimum acceptable level of performance. Failure of the contractor to meet an acceptable performance level at any time during the contract period may result in the contractor being placed on probation or contract cancellation.
- Yes**                      **No**
7. Contractor has registered on the sign in sheet provided at the mandatory pre-bid tour.
- Yes**                      **No**
8. Is it true that the Bidder is currently not in Bankruptcy and can the bidder provide, upon request, proof of financial solvency.
- Yes**                      **No**
9. Contractor will provide Standard Business Hours on Saturdays, and will provide hourly on-call service upon request of the Town
- Yes**                      **No**

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BID SUBMISSION FORM**  
**Invitation for Bid**  
**CLEANING SERVICES**  
**Town of Longmeadow, Massachusetts**

**REFERENCES:**

Are the references supplied with the bid as instructed in the Minimum Requirements section of the Bid?

Yes\_\_\_\_\_ No\_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

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

Signature\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Company Name

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

\_\_\_\_\_, authorized signatory for \_\_\_\_\_

*Name of individual*

*Name of contractor*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of North Andover, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(END- ADDENDUM NO.1)