

**ADDENDUM No.1  
for  
INVITATION FOR BID (IFB)**

**CLEANING SERVICES**

**TOWN OF LONGMEADOW  
MASSACHUSETTS**

**May 19, 2015**

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 4, 2015:**

**1. Clarified and Revised ‘Rule of Award’**

Delete the Rule of Award supplied with the original bid document. In its place insert the ‘Rule of Award’ below contained in this addendum.

**Rule of Award:**

The Town of Longmeadow, acting through the Town Manager, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award the contract in the best interest of the Town. All contracts are pending the availability of appropriated funds. The contract will be awarded to the responsive and responsible bidder offering the lowest price for three years of service as documented in the Base Bid, and Alternate selected for contract award by the Town.

Bidders will be required to also submit additional pricing for all price categories classified as ‘Other Pricing’ which includes ‘On-Call Service’ and ‘Concession Stand Cleaning’ price categories. ‘Other Pricing’ bid pricing categories will not be calculated into the rule of award. All Bid pricing will be firm for 90 days following the bid deadline. Bid pricing will be secured through contract.

In the event that there is a discrepancy in the interpretation or addition of bid pricing documented on the bid submission forms, bid totals will be recalculated back to the monthly unit pricing amounts documented on the Bid Submission Forms. Bidders are required to fill in each section of unit pricing on the bid form or their bid will be rejected. Conditional bid pricing will be rejected.

The contract will be a one year contract with renewal option at the sole discretion of the Town for up to two additional one year terms

## 2 Revised Minimum Requirement No.2

Delete Minimum Requirement No.2 included in the 'Minimum requirements/Quality Requirements' section of the bid document as well as the Bid Submission Form from the original bid document. In its place insert the revised Minimum Requirement No.2:

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. References supplied to the Town should also include at minimum ALL regional (within 40 Miles of Longmeadow) non-residential contracts for cleaning services of 6 months or greater in length from within the past 7 years. Unfavorable references may be grounds for the Town rejecting a bid as non-responsible.

Yes                      No

## 3 MANDATORY PRE-BID TOUR ATTENDANCE SIGN-IN SHEET

As stated in the original IFB document, attendance at the mandatory pre-bid conference for those submitting bids is mandatory. Bids received from those that have not registered during the mandatory pre-bid conference on Thursday, May 14, 2015 will be rejected. Organizations represented during the tour include:

KleenRite Services, Ludlow, MA  
Richco, Springfield, MA  
Professional Carpet Care, Springfield, MA  
Clean Rex, Springfield, MA  
TNT Cleaning Services, Inc., Assonet, MA  
T&S Professional Cleaning Service, Westfield, MA  
Temco Facility Services, Simsbury, CT  
KEECLEAN, Shelton, CT, Milford, CT, Duluth, GA  
SJ Services, Boston, MA

*(End Addendum No. 1)*