



***LOWER PIONEER VALLEY  
EDUCATIONAL COLLABORATIVE***

***INVITATION FOR BIDS  
FOR  
CUSTODIAL CLEANING SERVICES  
BID #2026-09***

***174 Brush Hill Avenue  
West Springfield, MA 01089  
413-735-2200  
413-735-2280 (Fax)***

***Anna Bishop  
Director of Finance and Operations***



**INVITATION FOR BIDS  
FOR  
CUSTODIAL CLEANING SERVICES  
BID #2026-09**

The Lower Pioneer Valley Educational Collaborative (LPVEC) is seeking bids for Custodial Cleaning Services for various buildings utilized by LPVEC.

Bid specifications can be obtained at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, Massachusetts, or by calling (413) 735-2200 after 10:00 a.m. on Tuesday, May 13, 2025.

Sealed paper bids should be submitted in the format requested to the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089, marked **“Custodial Cleaning Services #2026-09”** and received no later than 2:00 p.m. on Monday, June 9, 2025, at which time all proposals will be publicly opened and recorded. No proposals shall be accepted after this deadline.

Proposals signed with the name and address of the Bidder should be submitted in a sealed envelope that is plainly marked in the lower left-hand corner, **“Custodial Cleaning Services Proposal #2026-09”**.

The LPVEC is exempt from all state sales tax and adheres to MGL Chapter 30 B bidding requirements.

The LPVEC, acting for the participating school districts and municipalities, reserves the right to waive any informalities in any or all bids or to reject any or all bids, or any portion thereof, as may be in the best interest of the Collaborative and its participants to do so.

Prior to the issuance of a Contract or purchase order, LPVEC reserves the right to request any Bidder to submit appropriate information of custodial cleaning services, etc. covered in the bid specifications.

## SECTION 1. INVITATION FOR BIDS

- 1.01 **SUBMISSION DEADLINE AND REQUIREMENTS:** The Lower Pioneer Valley Educational Collaborative is requesting Bids from qualified vendors for a **Custodial Cleaning Services Contract**. Bids must be received at the Lower Pioneer Valley Educational Collaborative, ATTN: Anna Bishop, Director of Finance, 174 Brush Hill Avenue, West Springfield, MA 01089, no later than Monday, June 9, 2025 by 2:00 p.m., at which time Bids will be opened via Google Meet and recorded. Bid envelopes must be sealed and marked “Custodial Cleaning Services Bid #2026-09.” No telephone, electronic, facsimile or verbal quotations will be accepted. The Lower Pioneer Valley Educational Collaborative is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

Additional copies of the Invitation for Bids documents are available upon request.

Each Bidder is responsible for delivery of the Bid. Bids and/or Bid revisions received after the date and time specified will not be considered.

Each Bid must be an original and hard copy, and signed by an authorized member of the Bidder’s company. This member should be the highest-ranking officer at the local level.

Each Bidder must submit with the signed original Bid, one (1) copy of the signed original Bid.

- 1.02 **INQUIRIES:** Prospective Bidders may request clarification of information contained in the Invitation for Bids. All such requests must be received by 2:00 p.m. on Monday, May 26, 2025. A response to all written requests will be provided within two (2) business days after the receipt of such request. Responses to any request for clarification will be provided in writing to all prospective Bidders who are on record as having received the Invitation for Bids. All inquiries for clarification of information contained in the Invitation for Bids must be submitted on the Bidder Inquiry Form (Exhibit I) to:

Anna Bishop, Director of Finance  
Lower Pioneer Valley Educational Collaborative  
174 Brush Hill Avenue  
West Springfield, MA 01089  
Phone: 413-735-2200

- 1.03 **SITE VISIT:** A mandatory site visit is scheduled for interested prospective Bidders on May 28, 2025 at 2:00 p.m. Contact Anna Bishop at 413-735-2200 to confirm your attendance of the site visit walk through.
- 1.04 **PROPRIETARY INFORMATION:** The information provided in the Invitation for Bids is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
- 1.05 **RESTRICTIONS ON COMMUNICATION:** From the issue date of the Invitation for Bids until a Contract has been awarded and announced, prospective Bidders, Selection Committee members, employees and students are not allowed to communicate about the subject of the Invitation for Bids or a Bidder’s proposal except as provided in the inquiries (reference section 1.02).

- 1.06 **BID GUARANTEE:** Each Bid must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to five (5) percent of the first year's proposed contract amount payable to the Lower Pioneer Valley Educational Collaborative. Bid guarantee must be made payable to the Lower Pioneer Valley Educational Collaborative as a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within ten (10) days after notice of award, such guarantee shall be forfeited as liquidated damages by the Lower Pioneer Valley Educational Collaborative to compensate for losses due to delay in services and/or increased costs for Bid process. The guarantees of the two lowest Bidders will be retained until the bond and insurance of the successful Bidder have been approved by the Lower Pioneer Valley Educational Collaborative. The guarantees of all other Bidders will be returned within ten (10) days after the bid opening.
- 1.07 **BID COSTS:** Any recipient of the Invitation for Bids is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Bid, or otherwise responding to the Invitation for Bids, or any negotiations incidental to its Bid or the Invitation for Bids.
- 1.08 **BID/INFORMATION CONTROL:** The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the Invitation for Bids. As part of the Invitation for Bids preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare a Bid based only on the information contained in the Invitation for Bids, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the Invitation for Bids and any information previously provided should request clarification (reference Section 1.02).
- No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the Invitation for Bids, an addendum to the Invitation for Bids, a request for clarification or written response thereto, or in the Bid.
- 1.09 **ADDENDA TO THE BID:** Should it become necessary to revise any part of the Invitation for Bids, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the Invitation for Bids. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgement shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Bid by the Invitation for Bids closing date and time. All addenda shall become a part of the Invitation for Bids. Acknowledgement of all addenda received must be submitted by the Invitation for Bids closing date and time.
- 1.10 **OPENING OF BIDS:** At the specified time and date stated in Section 1.01, all submitted Bids shall be publicly opened via Google Meet and recorded. No immediate decision will be rendered. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Selection Committee, except as required by law.
- 1.11 **RESERVATION OF RIGHTS:** The Lower Pioneer Valley Educational Collaborative reserves the right to accept or reject any or all Bids not withdrawn before the opening date and to waive any irregularity or informality in the Bid process. The Lower Pioneer Valley Educational Collaborative reserves the right to conduct discussions, request additional information, and accept revisions of Bids from any or all Bidders. The Lower Pioneer Valley Educational Collaborative reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee.

Bids may not be withdrawn within sixty (60) days after the opening date without forfeiting bid security. The Lower Pioneer Valley Educational Collaborative reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility including, but not limited to, requests for financial statements and company profiles.

- 1.12 **FINALITY OF DECISION:** Any decision made by the Lower Pioneer Valley Educational Collaborative, including the selection of a Contractor, shall be final.

## **SECTION 2. SPECIFICATIONS/SCOPE OF WORK**

- 2.01 **BACKGROUND – GENERAL OVERVIEW:** This Invitation for Bids is being issued to qualified custodial service providers for the operation of the following custodial components at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089.

The Lower Pioneer Valley Educational Collaborative is comprised of seven school districts servicing a K-12 education. The Lower Pioneer Valley Educational Collaborative has a tradition of excellence in education.

The Contractor will be awarded a Custodial Cleaning Service Contract for the Lower Pioneer Valley Educational Collaborative.

The Contractor will be expected to provide the necessary equipment and supplies to meet the demands of maintaining quality and service standards. It is understood and agreed that the Lower Pioneer Valley Educational Collaborative shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the Contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the Contractor.

The Contractor will supply an up-to-date custodial supply and equipment inventory.

Failure by the Contractor to maintain quality, service, and/or cleanliness standards as determined by the Lower Pioneer Valley Educational Collaborative will be documented and may result in reduction or cancellation of part or entire custodial contract.

- 2.02 The Invitation for Bids will result in a single contract award.
- 2.03 **OBJECTIVES:** The Lower Pioneer Valley Educational Collaborative seeks to accomplish the following objectives for its custodial services: (This list is not in order of importance.)
- (a) Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
  - (b) Maximize productivity through strong custodial service operations.
  - (c) Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.
- 2.04 **THE SCOPE OF SERVICES TO BE PERFORMED IN THIS CONTRACT IS OUTLINED IN APPENDICES I, II, AND III.**

2.05 **GENERAL POLICIES AND REQUIREMENTS APPLYING TO ALL AREAS:**

- (a) All custodial functions shall be performed for the Lower Pioneer Valley Educational Collaborative. The Contractor will not be authorized to utilize the facilities for any other custodial service or purpose not specifically defined in the Invitation for Bids.
- (b) The Contractor will provide services at the times delineated by the Lower Pioneer Valley Educational Collaborative.
- (c) The policies and activities of the Contractor shall be subject to the approval of the Lower Pioneer Valley Educational Collaborative; said policies and activities shall include, but not be limited to, the quality of the services by the award Contractor.
- (d) The Contractor's Director of Operations shall meet regularly with authorized members of the Lower Pioneer Valley Educational Collaborative to effect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty and staff and guests or clients.

2.06 **FACILITIES AND EQUIPMENT:** The Lower Pioneer Valley Educational Collaborative will provide the Contractor with the means to efficiently conduct the custodial services as proposed, together with heat and utility service (except telephone service). The Lower Pioneer Valley Educational Collaborative will maintain utility service at its best efforts. The Lower Pioneer Valley Educational Collaborative will not be responsible for any losses caused by utility outages. The Contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies of the Lower Pioneer Valley Educational Collaborative.

- (a) The Contractor will be responsible for advising the Lower Pioneer Valley Educational Collaborative of the need for repairs and replacements to its facility and equipment. The Lower Pioneer Valley Educational Collaborative or its designee will make all necessary repairs and replacements to its facility and equipment, except in those instances where the necessity for repair or replacement is due to negligence on the part of the Contractor or employees under the supervision and direction of the Contractor. If any such incidents occur, repair and/or replacement costs are the responsibility of the award Contractor. No equipment of any type shall be removed from the facilities.
- (b) An equipment list should be provided by the Contractor, including value of equipment in the Invitation for Bids. A list of such inventory will be provided at the start of the Contract. The Lower Pioneer Valley Educational Collaborative will provide toilet paper, paper towels, and soap for the purpose of refilling restroom dispensers, and trash can liners.
- (c) All equipment shall be maintained properly and kept in clean condition. A complete listing of all chemicals and equipment, which will be used by the successful Contractor, must be submitted for approval prior to initial service under the Contract. Changes may be made only after duly authorized.
- (d) All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained at the job site for all chemicals used in the cleaning process.
- (e) The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Lower Pioneer Valley

Educational Collaborative. Material Safety Data Sheets must be submitted for each HAZMAT product prior to the product's use.

- (f) The Contractor is responsible for control of the keys obtained from the Lower Pioneer Valley Educational Collaborative for the areas provided for the operation of custodial cleaning services. The Contractor shall be responsible for reimbursing the Lower Pioneer Valley Educational Collaborative for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

### **SECTION 3. BID REQUIREMENTS AND FORMAT**

- 3.01 This outlines the information that must be provided by Bidders and the required format for the Bid. Any Bid not containing the required information or conforming to the format specified may be disqualified. Please refer also to the **Submission Deadline and Requirements** section (reference Section 1 – 1.01) of the Invitation for Bids for additional requirements.
- 3.02 Bidders must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the Lower Pioneer Valley Educational Collaborative to determine the Bidder's overall qualifications. Each Bid shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Bid.
- 3.03 Any exceptions to the specifications or any other special considerations or conditions requested or required by the Bidder shall be enumerated by the Bidder and submitted as part of its Bid, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Bid.
- 3.04 Each Bidder shall submit its Bid for a one (1) year contract. If evaluation is favorable, the contract may be extended for up to two additional years, at the sole discretion of the Lower Pioneer Valley Educational Collaborative. Evaluations will take place annually to determine extension for the following year. As required by law, continuation of the contract after three fiscal years is contingent upon annual appropriation of funds and performance. Each Bid shall include an implementation schedule, financial pro forma (and assumptions) for each year of the Bid, labor schedule, and the following:

#### **(a) Management Capability**

- (i) The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.
- (ii) The Bidder shall specify how the management personnel employed to fulfill the Contract will operate organizationally. All management and staff positions proposed by the Contractor should be listed with areas of responsibility clearly defined.
- (iii) The Bidder should include profiles identifying specific management personnel (i.e. directors, production managers, etc.) in its employment that will be assigned to the Lower Pioneer Valley Educational facilities. The profiles should describe the



experience, background, specific professional accomplishments, and any special qualifications.

**(b) Technical Quality**

- (i) The Bid should include a description of the facility including an evaluation of each area to be serviced and Contractor's capacity to provide the desired services and the resources required to efficiently handle a custodial service operation of this size and scope.
- (ii) The Bid will include a listing of all Contractor-owned equipment to be used at the facility. This information will be constantly updated.
- (iii) The Bid should include the Contractor's analysis of the facility's custodial service environment, including techniques for preventing common problems and coping with them if they do arise.

**(c) Contractor's Experience and Capabilities**

- (i) The Bid must include a description of the general background, experience and qualifications of the Contractor in a college, school, or similar custodial service. The Contractor must list at least three (3) operations presently served and two (2) operations served in part that is similar in nature to that of the Lower Pioneer Valley Educational Collaborative. A general description of the type of units (e.g., industry, office building, etc.) and the period of time Contractor has served that Contract for each. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities.
- (ii) A cover letter and/or executive summary prepared on contractor's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the Bid and should be aimed at non-technical personnel.
- (iii) Company profile, support commitment, and personnel responsible for carrying out the Contract.
- (iv) Exceptions to Contract specifications (including explanations), Invitation for Bids requirements, and signatures.
- (v) Any additional information considered necessary or helpful to the Lower Pioneer Valley Educational Collaborative in determining Bidder's qualifications.
- (vi) Reference information for at least five (5) current/past clients, one of which should be of higher education or K-12 institution or similar client with Custodial Service Contract needs similar to Lower Pioneer Valley Educational Collaborative. Include contact name, address, and telephone number and number of years servicing client.
- (vii) Signed copies of the addenda cover sheets, if applicable.
- (viii) Include required bid security.
- (ix) One (1) complete copy of signed original Bid.



## **SECTION A. MINIMUM CONTRACT CRITERIA**

All Bidders must review and agree to the minimum Contract provisions. The successful Bidder will be expected to execute separate service Contracts with each individual Awarding Authority including terms and conditions that are substantially identical to the terms listed in this section. In the event the successful Bidder refuses to execute Contracts including these terms, the proceeds of their bid deposit will become the property of the Lower Pioneer Valley Educational Collaborative or the individual Awarding Authority as liquidated damages. All contracts shall meet the following Minimum Criteria in order to be considered:

ATTACHED HERE IS A SEVEN (7) PAGE CONTRACT DOCUMENT

**LOWER PIONEER VALLEY  
EDUCATIONAL COLLABORATIVE**

**CONTRACT & GENERAL CONDITIONS**

This Contract is entered into on, or as of, this date by and between the Lower Pioneer Valley Educational Collaborative (the "LPVEC"), and ("Contractor")

Address of contractor

Telephone #Fax # \_\_\_\_\_

1. This is a Contract for the procurement of the following:

**Custodial Cleaning Services**

2. The Contract price to be paid to the Contractor by the Lower Pioneer Valley Educational Collaborative is: \_\_\_\_\_
3. Payment will be made as follows:  
  
Forty-five (45) days upon receipt of invoice(s) and certified funding.
4. Terms of Contract and Time for Performance:

4.01 Length of Contract: The first term of the Contract shall be July 1, 2025 through June 30, 2026. The contract is renewable for two additional terms of July 1, 2026 through June 30, 2027 and July 1, 2027 through June 30, 2028. At least thirty (30) days prior to the expiration date of the contract term or renewal term, the LPVEC will send written notification to the Vendor of its intention to exercise the renewal option. In so doing, the same terms and conditions will be applicable, including the price for the corresponding year, as bid. Renewal of the contract will be awarded at the sole discretion of the LPVEC and is not subject to agreement or acceptance by the Vendor.

4.02 Termination: In the event that the Contractor is non-compliant with any portion of the Contract, the Lower Pioneer Valley Educational Collaborative will give the Contractor thirty (30) days written notice to comply. The Lower Pioneer Valley Educational Collaborative may terminate the Contract upon thirty (30) days written notification to the Contractor if performance is not satisfactory as it relates to service requirements or if the Contractor has deviated from specified product quality or cost agreements.

5. Subject to Appropriation:

Notwithstanding anything in the Contract Documents to the contrary, any and all payments, which the LPVEC is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the LPVEC Director of Finance.

6. Contract Specifications:

6.01 Health and Safety.

6.01.1 It shall be the sole responsibility of the Contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the Contractor and all of its employees shall abide by safety and health regulations set forth by the Lower Pioneer Valley Educational Collaborative.

6.01.2 The Contractor shall use a proactive safety program for all its employees and operations at the facilities.

6.02 Sanitation and Environment.

6.02.1 The Contractor shall maintain sanitary working areas and shall comply with all federal, state and local health and sanitation regulations that apply to custodial service operations.

6.02.2 The Lower Pioneer Valley Educational Collaborative reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the Contractor's control at any time with or without notice.

6.03 Equipment and Facilities Maintenance and Sanitation.

6.03.1 The premises, equipment, and facilities shall be maintained in a condition satisfactory to the Lower Pioneer Valley Educational Collaborative. The Contractor shall adhere to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions and matters related to the custodial service operation.

6.03.2 The Contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, cleaning furniture/fixtures and blinds, upholstered furniture, and cleaning walls and doors.

6.03.3 The Contractor will remove all trash, garbage, and debris from the interior of the building and dispose of said material.

6.03.4 The Lower Pioneer Valley Educational Collaborative shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with health standards.

6.04 Licenses.

6.04.1 The Contractor shall obtain all required licenses, permits, and approvals required by law for the operation of the custodial service Contract. The Contractor shall pay all required fees, taxes, and other charges applicable.

6.05 Laws, Rules and Regulations.

6.05.1 The Contractor must comply with all Lower Pioneer Valley Educational Collaborative policies, local ordinances and/or state and federal laws that may be applicable to its performance under the Contract.

6.06 Personnel.

6.06.1 The Contractor shall maintain an adequate staff at all times to ensure a high quality custodial service operation, including supervision. The Contractor must submit, for review and approval, a staffing worksheet (Exhibit II) by June 1 of each year indicating the organization and staffing plan for administration of the custodial service operations covered under the Contract. A qualified supervisor shall be on duty throughout the time that each custodial service operation is in process.

6.06.2 Personnel or agents of the Contractor shall observe all facility traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the Contractor's employees will not be permitted. Smoking is prohibited inside all facilities owned, leased or operated by the Lower Pioneer Valley Educational Collaborative including, but not limited to, such space as classrooms, halls, lavatories, studios, opened and private offices, corridors, dining areas, restrooms, and common areas. Smoking is also prohibited on school grounds as outlined by law.

6.06.3 No employee who has a police record, other than minor traffic violations, may be assigned duties under this contract. The Contractor shall be responsible for the submission of a police clearance record within twenty-four (24) hours upon request.

6.06.4 All contractor designated employees will be subject to Criminal Offender Record Information (CORI)

6.07 Inspection.

6.07.1 The Lower Pioneer Valley Educational Collaborative shall have the right to inspect the operation thereof and the work of the Contractor with respect to the quality of procedures, sanitary and safety standards, cleanliness, appearance and conduct of the Contractor's employees, operating hours, and general housekeeping and upkeep of the premises. The Lower Pioneer Valley Educational Collaborative shall have the right to make reasonable regulations with regard to all such matters and the Contractor agrees to comply with such regulations.

7. General Terms and Conditions:

7.01 Federal, State, and Local Law Compliance.

7.01.1 This Contract must include a certification of tax compliance by the Contractor as required by General Laws Chapter 62C, Section 49A. (Requirement of Tax Compliance by all Contractors providing goods, services, or real estate space to the Commonwealth or subdivision.) The Lower Pioneer Valley Educational Collaborative shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable federal, state or local laws, rules and regulations. The Contractor shall, in the exclusive provision of Custodial Service and in the performance of services pursuant to the Invitation for Bids and Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold the Lower Pioneer Valley Educational Collaborative, its officers, employees, agents and assignees harmless from any liability for failure of such compliance. This Contract indemnification from Contractor to the Lower Pioneer Valley Educational Collaborative shall include Contractor representatives and warranties that the Contract is in compliance with all applicable federal and state laws.

7.02 Federal, State and Local Licenses, Permits and Fees.

7.02.1 The Contractor shall give all notices and secure and pay for all licenses, permits, and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the Contract, as well as policies and procedures promulgated by the Lower Pioneer Valley Educational Collaborative including, but not limited to, parking and traffic, no smoking, and safety and security.

7.03 OSHA Compliance.

7.03.1 All goods or services to be furnished by the Contractor shall meet all applicable state and federal requirements of the Occupational Safety and Health Act.

7.04 Business Relationship Affidavit.

7.04.1 The Contractor certifies that no elected or appointed official or employee of the Lower Pioneer Valley Educational Collaborative has benefited or will benefit financially or materially from any consideration of its Bid, the selection of the Contractor, or the Contract.

7.05 Repairs to Property Damage.

7.05.1 Any damage to the property of the Lower Pioneer Valley Educational Collaborative caused by the Contractor, its agents, or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the Lower Pioneer Valley

Educational Collaborative and with the approval of the Lower Pioneer Valley Educational Collaborative.

7.06 Indemnification.

7.06.1 The Contractor hereby assumes the entire responsibility and liability for any and all injury to or death of any or all persons, including the Contractor's employees, and for any and all damage to property caused by, resulting from, or arising out of any act, omission, or neglect on the part of the Contractor, or any Subcontractor, or of anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in connection with operations under the Contract.

7.06.2 The Contractor shall indemnify and hold harmless the Lower Pioneer Valley Educational Collaborative, its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or associated with the service provided, or resulting from damages or injuries incurred by the Contractor by reason of any defect in material, workmanship, and/or design of any goods furnished by the Contractor/excepting only such liability that may result solely from the acts of negligence of the Lower Pioneer Valley Educational Collaborative or its employees, and in any case the Contractor shall, at the request of the Lower Pioneer Valley Educational Collaborative, undertake to defend any and all suits and to investigate any and all claims, whether justified or not, if such claim or suit be against the Lower Pioneer Valley Educational Collaborative.

7.07 Insurance Requirements.

7.07.1 The Contractor shall purchase and maintain for the life of the Contract, insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Workmen's Compensation and Employer's liability at statutory limits
- Commercial General Liability Package made on an Occurrence Form basis which includes at minimum the following types of coverage:
  - Contractual liability and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$3,000,000
- Comprehensive Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000
- Bodily and personal injury of \$500,000 per accident and \$500,000 per person
- Property damage/personal damage/\$1,000,000
- Performance Bond in the amount of \$7,500
- The Lower Pioneer Valley Educational Collaborative shall be identified as an additional insured under the coverage. Certificates of Insurance shall be on standard format acceptable to the Lower Pioneer Valley Educational Collaborative and shall be filed with the Lower Pioneer Valley

Educational Collaborative before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the Lower Pioneer Valley Educational Collaborative.

7.08 FERPA Compliance.

- 7.08.1 The Contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g, with respect to the confidentiality of student records and personally identifiable student information, including, but not limited to, the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.

8. The Contractor's Breach and the LPVEC's Remedies:

Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of this Contract, and the Lower Pioneer Valley Educational Collaborative shall have all the rights and remedies provided in the Contract Documents, to cancel, terminate, or suspend the Contract in whole or in part, to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract including damages and specific performance, and select among the remedies available to it by all of the above.

9. Conflict of Interest:

Both the Lower Pioneer Valley Educational Collaborative and the Contractor stipulate to the applicability of the State Conflict of Interest Law (General Laws Chapter 268A) and this Contract expressly prohibits any activity that shall constitute a violation of that law. The Contractor shall be deemed to have investigated its applicability to the performance of this Contract; and by executing the Contract Documents the Contractor certifies to the Lower Pioneer Valley Educational Collaborative that they nor their agents, employees, or subcontractors are thereby in violation of General Laws Chapter 26A.

10. Certification of Tax Compliance:

This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, Section 49A, (Exhibit IV) (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

11. Discrimination:

The Contractor will carry out the obligation of this Contract in full compliance with all of the requirements imposed by or pursuant to General Laws Chapter 151B (Law Against Discrimination,) and any executive orders, rules, regulations, and requirements of the Commonwealth of Massachusetts as they may from time to time be amended.



12. Assignment:

Assignment of this Contract is prohibited, unless assignment is provided for expressly in the Contract Documents.

13. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the Lower Pioneer Valley Educational Collaborative shall be individually or personally liable on any obligation of the Lower Pioneer Valley Educational Collaborative under this Contract.

14. Binding on Successors:

This Contract shall be binding upon the Contractor, its assignees, transferees, and/or successors in interest (and where not corporate, the heirs and estate of the Contractor).

15. Complete Contract:

This instrument, together with its endorsed supplements and the other components of the Contract Documents, constitutes the entire Contract between the parties with no agreements other than those incorporated herein. Should any of the Contract Documents be in conflict with the terms of the Contract and general conditions of this document, the contract and general conditions shall supersede the supplement and any other documents, and the supplement shall supersede any other document, exclusive of the Contract and general conditions, in any interpretation of conflicts between or among any of the documents forming a part of the Contract documents.

Dated: \_\_\_\_\_

The Lower Pioneer Valley Educational Collaborative

By:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Director of Finance

The Contractor by: \_\_\_\_\_

## **SECTION B. MINIMUM EVALUATION CRITERIA**

The Minimum Evaluation Criteria are the standards that will be used to evaluate whether the bid is "responsive" and to identify "responsible" bidders. The minimum standards for this bid are as follows:

1. The cost for services that will be provided by the Contractor relevant to the scope of services in this Invitation for Bids. Award of the Bid will be determined by the lowest price submitted by the "responsive" and "responsible" bidder for the contract term of three (3) years.
2. The successful bidder must include an insurance certificate or binder for all applicable insurances. The successful bidder shall provide a minimum general liability insurance coverage of \$1,000,000/\$3,000,000 and Workers' Compensation insurance as required by the Commonwealth of Massachusetts. The contractor shall provide motor vehicle liability insurance in the amount of \$1,000,000 combines single limit. The contractor will provide a Performance Bond in the amount of \$7,500. Bidders must furnish a certificate or letter from an insurance company legally authorized to act within the Commonwealth of Massachusetts, indicating that the bidder is insurable to the extent required by these specifications. The successful Bidder will be required to furnish a certificate of insurance with the Lower Pioneer Valley Educational Collaborative named as an insured party. In addition, the insurance company will agree to give notification to the Lower Pioneer Valley Educational Collaborative of any revocation and/or cancellation, at least thirty (30) days before said revocation or cancellation becomes effective. If the insurance policy is revoked or canceled, the Contract shall be considered terminated. The Contractor will hold the Lower Pioneer Valley Educational Collaborative harmless of and from any liability as a result of the Contractor's operations under this contract.
3. The Bid must be accompanied by a signed Certificate of Non-Collusion. (Exhibit III).
4. The Bid must be accompanied by a signed Certificate of Tax Compliance. (Exhibit IV).
5. Each Bid must be signed, indicating that the bidder promises to provide the service as specified for the Bid price.
6. The Bidder will provide on the enclosed form (Exhibit V), with the Bid, five (5) references from Massachusetts-based companies, schools, institutions or governments indicating their names, addresses, telephone numbers, and contact persons, dates of service and annual volume of services. The references will demonstrate that during at least the past five (5) years, the Bidder has provided safe and efficient services for organizations which have needs that are similar to those of the Lower Pioneer Valley Educational Collaborative. One reference will be from a former customer no longer using services from the Bidder.
7. The Bidder will provide financial information, in the form of a narrative, indicating that the Bidder has the financial strength and reliability to handle contracts of this size, including corporate history, date of establishment, initial (if founded within the last ten years) and current capitalization, corporate affiliates or joint venture partners, bank reference and availability of financial support such as parent guarantees, letters of credit, and performance bonds demonstrating access to sufficient capital. An audited financial statement may be requested as evidence. This information will be held as confidential if so marked by the Bidder.
8. A bid deposit in the form of a certified check or cashier's check or bid bond, from a responsible bank, trust company or insurance institution, in the amount equal to five (5) percent of the first year's proposed contract amount payable to the Lower Pioneer Valley Educational Collaborative

must be included with your bid. The deposit of the successful Bidders will be returned upon the execution of the Contract and, in the event the Bidder refuses to execute a Contract within ten (10) days of the Bid award, the proceeds of said deposit will become the property of the Lower Pioneer Valley Educational Collaborative as liquidated damages. The deposits of all rejected Bidders will be returned within ten (10) calendar days following the awarding of Contracts by the Lower Pioneer Valley Educational Collaborative.

9. Contractor must provide a narrative of their years of experience and qualifications to provide such service.
10. Submit one (1) copy of each Bid. Bids **must** be signed and include all submittals. All Bids must be received at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089 by 2:00 p.m., on Monday, June 9, 2025. At that time and place, all Bids received will be opened via Google Meet and publicly recorded. Bids must be sealed and plainly marked "Custodial Cleaning Services Bid #2026-09" on the lower left-hand corner of the envelope. Bids may be corrected, modified or withdrawn by written addendum or request before 2:00 p.m., Monday, June 9, 2025. Bids cannot be corrected, modified or withdrawn after this deadline. Bids will be awarded on or before June 30, 2025.
11. Bidder must include signed bids along with all requested documentation and prices. Bidder must also agree to provide the goods and services in accordance with said specification.
12. The Bidder must submit a completed Staffing Worksheet (Exhibit II).
13. The Bidder must submit a signed completed Bid Submittal Form. (Form 1)

NOTE: FAILURE TO SUPPLY ALL THE ABOVE ITEMS AND INFORMATION MAY RESULT IN YOUR BID BEING DISQUALIFIED.

## **SECTION C. SUBMISSION REQUIREMENTS**

### **USE THIS AS A CHECK LIST TO MAKE SURE YOUR BID IS COMPLETE:**

1. Submit one (1) copy of each Bid. Bids **must** be signed and include all submittals. All Bids must be received at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089 by 2:00 p.m., Monday, June 9, 2025. At that time and place, all Bids received will be opened via Google Meet and publicly recorded. Bids must be sealed and plainly marked "Custodial Cleaning Services Bid 2026-09" on the lower left-hand corner of the envelope. Bids may be corrected, modified or withdrawn by written addendum or request before Monday, June 9, 2025. Bids cannot be corrected, modified or withdrawn after this deadline. Bids will be awarded on or before June 30, 2025.
2. The Bidder must submit a signed completed Bid Submittal Form. (Form 1)
3. The Bidder must submit a completed Staffing Worksheet. (Exhibit II)
4. Bidder must include a signed certificate of Non-collusion. (Exhibit III)
5. The Bid must be accompanied by a signed Certificate of Tax Compliance. (Exhibit IV)
6. Bidder must include appropriate references on the form provided, as described in Bid specifications. (Exhibit V)
7. Bidder must include an insurance certificate or binder for all applicable insurance.
7. Bidder must include signed bids along with all requested documentation and prices. Bidder must also agree to provide the goods and services in accordance with said specification.
8. Bidder must include a Financial Statement as described in this specification.
9. Each Bid must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to five (5) percent of the first year's proposed contract amount payable to the Lower Pioneer Valley Educational Collaborative. (Section 1 – 1.10)

**NOTE: FAILURE TO SUPPLY ALL THE ABOVE ITEMS AND INFORMATION MAY RESULT IN YOUR BID BEING DISQUALIFIED.**

## FORM 1

### BID SUBMITTAL FORM: CUSTODIAL CLEANING SERVICES

The undersigned submits a bid for custodial cleaning services as set forth in the specifications and bid contract and agrees, if this proposal is accepted, that the custodial services will be conducted for a period of three (3) years, beginning July 1, 2026 and ending June 30, 2029.

The specifications, as drawn by the Lower Pioneer Valley Educational Collaborative for the purpose of the bid, shall be considered a part of the contract to be entered into among the agencies involved and are applicable to each as stated.

**BID PRICE SUMMARY: The following figures summarize the total PRICE PER YEAR proposed by Bidder. The bid prices submitted for any single year may not be less than the price submitted for the prior year.**

	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to June 30, 2028	TOTAL
Brush Hill	\$ _____	\$ _____	\$ _____	\$ _____
Front Street	\$ _____	\$ _____	\$ _____	\$ _____
Total per Year	\$ _____	\$ _____	\$ _____	\$ _____

The undersigned certifies, under penalties of perjury, that this bid 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.

**BIDDER (COMPANY) NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**TYPED NAME OF PERSON  
AUTHORIZED TO SIGN:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## STAFFING WORKSHEET

### EXHIBIT II

Project Manager Name:

\_\_\_\_\_  
(Make sure to include resume)

Years Experience in Custodial Industry:

\_\_\_\_\_

Years Experience in Supervisory Capacity:

\_\_\_\_\_

Years Experience in Educational Facilities:

\_\_\_\_\_

Total Number Proposed Full-time Employees (including Project Manager):

\_\_\_\_\_

Total Number Proposed Part-time Employees:

\_\_\_\_\_

Total Number Proposed Supervisors:

\_\_\_\_\_

Total Number Proposed Employees:

\_\_\_\_\_



## **CERTIFICATE OF NON-COLLUSION**

### **EXHIBIT III**

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

---

(Signature of individual submitting bid or proposal)

## **TAX COMPLIANCE CERTIFICATION**

### **EXHIBIT IV**

Pursuant to M.G.L. Chapter 62C, § 49A, I certify under penalties of perjury that I have, to my best knowledge and belief, complied with the law of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or Corporate Name

By: \_\_\_\_\_  
Corporate Officer (if applicable)

## BUSINESS REFERENCE FORM

### EXHIBIT V

Bidder: \_\_\_\_\_

Bid: Custodial Cleaning Services

The Bidder must provide five (5) business references from Massachusetts based companies, schools, institutions or governments indicating their names, addresses, telephone numbers, and contact persons, dates of service and annual volume of custodial cleaning services. The references will demonstrate that during at least the past five (5) years, the Bidder has provided safe and efficient services for organizations that have needs that are similar to those of the Lower Pioneer Valley Educational Collaborative. Two of the references will be of a former customer who is no longer serviced by the Bidder.

#### Current Customers:

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Product Provided: \_\_\_\_\_

Approximate Annual Service Volume: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Product Provided: \_\_\_\_\_

Approximate Annual Service Volume: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Product Provided: \_\_\_\_\_

Approximate Annual Service Volume: \_\_\_\_\_

**BUSINESS REFERENCE FORM  
EXHIBIT V  
(Cont.)**

**Former Customers:**

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Product Provided: \_\_\_\_\_

Approximate Annual Service Volume: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Product Provided: \_\_\_\_\_

Approximate Annual Service Volume: \_\_\_\_\_

## **CUSTODIAL SPECIFICATIONS**

### **EXHIBIT VI**

#### **Special Conditions**

- A. Bidders must return a written schedule enclosed with their Bid indicating the number of employees they will have at this facility each day and the hours each will be working. Such schedules will be considered as a minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of contract.
1. The Contractor must ensure that each employee carries a current identification card with picture no more than twice (2) years old, and that each employee wears a badge in plain view indicating the employee's name and company name in letters not less than 1/4" in height.
- B. The Contractual supervisor will be required to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing, heating and security problems, etc. to the Lower Pioneer Valley Educational Collaborative administrative office.
- C. All lost and found articles recovered by Contractual employees must be immediately turned in to the Lower Pioneer Valley Educational Collaborative administrative office.
- D. The Lower Pioneer Valley Educational Collaborative office may require the Contractor to immediately remove any Contractual employees from the premises. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor.
- E. Contractual employees:
- Must not have relatives or other personal visitors at the work site
  - Must not consume food or beverages while on duty. During normal breaks and lunch periods designated areas may be used for this purpose.
  - Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty
  - Must not smoke anywhere in the building or on the grounds as outlined by law
  - Must not receive nor initiate personal phone calls from the Lower Pioneer Valley Educational Collaborative telephones
  - Must not play radios or other sound equipment at loud levels
- F. Parking is available on site.
- G. Contractor must supply a trained supervisor to be in attendance during working hours.

## **CUSTODIAL SPECIFICATIONS**

### **EXHIBIT VI (Cont.)**

#### **General Information**

##### **A. Materials, Treatments, Etc.**

1. Contractor must supply all cleaners, finishes, etc., for the treatment of the various types of flooring and carpeting. Use only such materials as are recommended and approved by the flooring manufacturer or the Lower Pioneer Valley Educational Collaborative.
2. The Contractor's prime responsibility is to protect owner's property at all times and to use only such materials and treatments as will enhance the appearance of flooring, etc., and preserve the surface against deterioration.
3. The Contractor may be required to submit a complete list by brand names and produce a number of all supplies to be used in fulfilling this Contract. Right is reserved by the Lower Pioneer Valley Educational Collaborative to accept or reject these items. An acceptable substitute must be immediately furnished for any rejected items.

##### **B. Mechanical and Other Equipment**

1. The Lower Pioneer Valley Educational Collaborative will furnish an area, if necessary, for storage of Contractor's equipment and supplies.
2. The Contractor will be held solely responsible for all items stored on the premises.

##### **C. Supervision**

1. Competent supervision is to be furnished by the Contractor.
2. Keys to the facility will be furnished by the Lower Pioneer Valley Educational Collaborative. Any such keys must not be duplicated.

##### **D. Billing**

1. The Contractor is to submit billing at the close of each calendar month to the Director of Finance of the Lower Pioneer Valley Educational Collaborative.

##### **E. Inspection and Correction of Deficiencies**

1. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
2. The Contractor must correct these deficiencies within thirty (30) days of written notification.
3. Repeated failure to correct deficiencies will result in cancellation of the Contract by the Lower Pioneer Valley Educational Collaborative.

## **APPENDIX I JOB SPECIFICATIONS FOR SUMMER CLEANING SCHEDULE**

**Work must be completed by August 15, 2025**

### **Administrative/Executive Offices**

#### **Front Entrance Vestibule Area: Interior, Main Lobby Area, Lobby Conference Room, Executive Offices and Third Floor Offices:**

Lobby floor will be machine stripped and refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids).

Executive office break room will be stripped and refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids).

All interior windows and screens in the Executive Office and Third Floor Offices will be washed.

All carpeted areas in the Executive Offices, Third Floor Offices and Elevators will be professionally cleaned.

### **Career Technical Vocational Education Center**

#### **Classrooms, Hallways, Restrooms, Second Floor Principals Office, Nurses Office, Cafeteria, Lecture Hall, and Bistro:**

The Contractor will move all of the moveable furniture (i.e., all desks, tables, chairs etc.) from each classroom before the start of any floor service. All furniture is to be put back in each designated classroom, in their original designated area, after the floors are serviced. All furniture will be wiped clean.

All vinyl tile classroom floors, office floors, Bistro Terrazzo floor, all stairs, restrooms in the West Wing, and all hallways will be stripped. All corner edges will be cleaned out. Said floor surfaces will be refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids). Floor finish will not be used on baseboards; however, baseboards are to be wiped clean.

Ceramic tile restrooms will be machine scrubbed, disinfected and extracted. All restrooms will be thoroughly cleaned and sanitized.

All interior windows and screens in classrooms, office areas, hallways, and bistro will be washed and metal surfaces /sills to be wiped clean.

Inside and outside of all lockers will be wiped clean.

All carpeted areas on the Career Technical Vocational Education Center side will be professionally cleaned.

\*\*\*\* Exterior windows are at the request of the Executive Office Administrators\*\*\*\*

### **TWAIN Educational Center**

All floors will be stripped and refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids).



## **APPENDIX II**

### **JOB SPECIFICATIONS FOR YEAR-ROUND (260 DAYS) CLEANING SCHEDULE**

#### **Administrative/Executive Offices**

##### **Front Vestibule Area: Exterior**

1. Daily – Empty all exterior trash can units and change liner
2. Daily – Vacuum exterior walk off mat
3. Daily – Wash exterior door glass
4. Daily – Damp wipe smudges, kick marks, etc. from exterior entrance doors
5. Daily – Ensure that front doors are secured and locked
6. Weekly – Wash exterior side glass units, including wiping metal trim

##### **Front Entrance Vestibule Area: Interior**

1. Daily – Wash all interior door glass
2. Daily – Damp wipe smudges, kick marks, etc. from interior entrance doors
3. Daily – Damp wipe all door kick plates
4. Daily – Damp wipe smudges off all “crash bar” door hardware
5. Daily – Dust/damp wipe all low metal trim
6. Daily – Clean small door glass in wood doors
7. Daily – Spot clean all painted wall surfaces
8. Daily – Sweep/Vacuum/damp mop all stone flooring
9. Daily – Vacuum all carpeted surfaces
10. Daily – Ensure that both entrance doors from lobby are secured and locked
11. Weekly – Dust marble walls
12. Weekly – Dust ceiling heater units

##### **Main Lobby Area:**

1. Daily – Dust/damp wipe all open areas of receptionist desk
2. Daily – Empty trash from receptionist area and replace liner
3. Daily – Clean and disinfect both drinking fountains
4. Daily – Damp wipe elevator call button panel
5. Daily – Sweep/Vacuum all stone flooring, emphasizing particular attention to corners
6. Daily – Damp mop stone flooring
7. Daily – Damp wipe all door kick plates
8. Weekly – Dust marble walls

##### **Lobby Conference Room:**

1. Daily – Dust/damp wipe all surfaces, windowsills, power strips, etc.
2. Daily – Spot clean perimeter window glass to remove fingerprints, smudges, etc.
3. Daily – Spot clean entrance door and related glass walls
4. Daily – Dust/damp wipe low surfaces (chair bases, metal trim, etc.)
5. Daily – Clean wood table top (glass cleaner only)
6. Daily – Dust/spot wipe all leather chairs (glass cleaner only)
7. Daily – Empty trash and replace liner
8. Daily – Vacuum all carpeted surfaces
9. Daily – Arrange chairs neatly around table (only 8 – other are placed in corners)
10. Weekly – Dust marble walls

**APPENDIX II**  
**JOB SPECIFICATIONS FOR YEAR-ROUND (260 DAYS)**  
**CLEANING SCHEDULE**  
**(Cont.)**

**Executive Office Areas:**

1. Daily – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
2. Daily – Dust/spot wipe all leather chairs (glass cleaner only)
3. Daily – Empty trash containers and replace liner
4. Daily – Vacuum all carpeted areas
5. Daily – Spot clean painted wall surfaces
6. Daily – Spot clean perimeter window glass
7. Daily – Ensure that both entrance doors from lobby are secured and locked
8. Weekly – Dust all work areas, cabinets, end tables, files, etc.
9. Weekly – Dust/damp wipe all surfaces, windowsills, power strips, etc.
10. Weekly – Dust/damp wipe low surfaces, chair bases
11. Weekly – Damp wipe base boards
12. Weekly – Dust mop/vacuum/damp wipe all “Pergo” wood office floors

**Executive Break Room Area:**

1. Daily – Damp wipe and disinfect counter top
2. Daily – Clean and disinfect the sink
3. Daily – Empty trash and replace liner
4. Daily – Damp wipe the exterior of trash container
5. Daily – Clean the wall behind trash unit
6. Daily – Fill all consumable dispensers (hand towels, soap, etc.)
7. Weekly – Dust mop/sweep/damp mop and disinfect tile floor
8. Quarterly – Machine scrub and refinish vinyl tile floor

**Executive Office Restrooms (Men’s and Women’s) and Handicap:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Empty all sanitary napkin dispensers and install brown wax bags
5. Daily – Fill all consumable dispensers (hand towels/soap/toilet tissue)
6. Daily – Damp wipe wall surfaces under dispensers
7. Daily – Empty trash units/damp wipe outside of unit and replace liner
8. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Weekly – Damp wipe and disinfect partition doors/walls
11. Quarterly – Machine scrub and extract ceramic tile flooring

**APPENDIX II**  
**JOB SPECIFICATIONS FOR YEAR-ROUND (260 DAYS)**  
**CLEANING SCHEDULE**  
**(Cont.)**

**Third Floor Office (3):**

1. Daily – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
2. Daily – Dust/spot wipe all leather chairs (glass cleaner only)
3. Daily – Empty trash containers and replace liner
4. Daily – Vacuum all carpeted areas
5. Daily – Spot clean painted wall surfaces
6. Daily – Spot clean perimeter window glass
7. Daily – Ensure that all office doors are secured and locked
8. Weekly – Dust all work areas, cabinets, end tables, files, etc.
9. Weekly – Dust/damp wipe all surfaces, windowsills, power strips, etc.
10. Weekly – Dust/damp wipe low surfaces, chair bases
11. Weekly – Damp wipe base boards

**First Floor #122 On-Line Learning Modular**

1. Daily – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
2. Daily – Dust/spot wipe all leather chairs (glass cleaner only)
3. Daily – Empty trash containers and replace liner
4. Weekly – Dust all work areas, cabinets, end tables, files, etc.
5. Weekly – Dust/damp wipe all surfaces, windowsills, power strips, etc.
6. Weekly – Dust/damp wipe low surfaces, chair bases

**First Floor Men's and Ladies Room and Handicap**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Empty all sanitary napkin dispensers and install brown wax bags
5. Daily – Fill all consumable dispensers (hand towels/soap/toilet tissue)
6. Daily – Damp wipe wall surfaces under dispensers
7. Daily – Empty trash units/damp wipe outside of unit and replace liner
8. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Weekly – Damp wipe and disinfect partition doors/walls
11. Quarterly – Machine scrub and extract ceramic tile flooring

**Third Floor Men's and Ladies Room and Handicap**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Empty all sanitary napkin dispensers and install brown wax bags
5. Daily – Fill all consumable dispensers (hand towels/soap/toilet tissue)
6. Daily – Damp wipe wall surfaces under dispensers
7. Daily – Empty trash units/damp wipe outside of unit and replace liner
8. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Weekly – Damp wipe and disinfect partition doors/walls
11. Quarterly – Machine scrub and extract ceramic tile flooring

## **APPENDIX III**

### **JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS)/ SCHOOL YEAR (183 DAYS) CLEANING SCHEDULE**

#### **Career Technical Vocational Education Center**

##### **Principal's Office Area Year Round:**

1. Daily – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
2. Daily – Dust/spot wipe all leather chairs (glass cleaner only)
3. Daily – Empty trash containers and replace liner
4. Daily – Vacuum all carpeted areas
5. Daily – Spot clean painted wall surfaces
6. Daily – Spot clean perimeter window glass
7. Daily – Ensure that three (3) entrance doors from main hallway are secured and locked
8. Daily – Leave interior office doors as they are found. If they are locked, make sure they are locked when you are finished in that room.
9. Weekly – Dust all work areas, cabinets, end tables, files, etc.
10. Weekly – Dust/damp wipe all surfaces, windowsills, power strips, etc.
11. Weekly – Dust/damp wipe low surfaces, chair bases
12. Weekly – Damp wipe base boards

##### **Elevator Cabs Year Round:**

1. Daily – Spot wipe doors for handprints, smudges, etc.
2. Daily – Wipe push buttons completely
3. Daily – Vacuum carpet completely
4. Weekly – Vacuum elevator tracks

##### **Stairs: Monday/Wednesday/Friday Schedule (2 sets) School Year:**

1. Sweep stairs top to bottom and vacuum landing floors
2. Dust hand rails low
3. Damp wipe and disinfect hand rails completely
4. Spot clean ceramic tile walls
5. Damp mop stairs completely top to bottom

##### **Third Floor (2 Staff Restrooms and 2 Student Restrooms, including Handicap Restrooms and 1 Restroom in Room 304) School Year:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Damp wipe and disinfect partition doors, walls, etc.
5. Daily – Empty all sanitary napkin dispensers and install brown wax bags
6. Daily – Fill all consumable dispensers – hand towels/soap/toilet tissue
7. Daily – Damp wipe wall surfaces under dispensers
8. Daily – Empty trash units/damp wipe outside of unit and replace liner
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)

## **APPENDIX III**

### **JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS)/ SCHOOL YEAR (183 DAYS) CLEANING SCHEDULE (Cont.)**

#### **Nurse's Office School Year School Year:**

1. Daily – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
2. Daily – Sweep/dust/damp mop and disinfect tile floor
3. Daily – Empty trash containers and replace liner
4. Daily – Vacuum all carpeted areas
5. Daily – Spot clean painted wall surfaces
6. Daily – Spot clean perimeter window glass
7. Daily – Fill all consumable paper products
8. Daily – Clean and disinfect all sinks and counter tops
9. Daily – Ensure that door is secured and locked
10. Weekly – Dust all work areas, cabinets, end tables, files, etc.
11. Weekly – Dust/damp wipe all surfaces, windowsills, power strips, etc.
12. Weekly – Dust/damp wipe low surfaces, chair bases
13. Weekly – Damp wipe base boards

#### **Second Floor Restrooms (2 Staff Restrooms and 2 Student Restrooms in Cosmetology) School Year:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Damp wipe and disinfect partition doors, walls
5. Daily – Empty all sanitary napkin dispensers and install brown wax bags
6. Daily – Fill all consumable dispensers (hand towels/soap/toilet tissue)
7. Daily – Damp wipe wall surfaces under dispensers
8. Daily – Empty trash units/damp wipe outside of unit and replace liner
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)

#### **First Floor Restrooms (2 Staff Restrooms and 2 Student Restrooms, Including Handicap Restroom) School Year:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Damp wipe and disinfect partition doors, walls
5. Daily – Empty all sanitary napkin dispensers and install brown wax bags
6. Daily – Fill all consumable dispensers – hand towels/soap/toilet tissue
7. Daily – Damp wipe wall surfaces under dispensers
8. Daily – Empty trash units/damp wipe outside of unit and replace liner
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)

**APPENDIX III**  
**JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS)/**  
**SCHOOL YEAR (183 DAYS) CLEANING SCHEDULE**  
**(Cont.)**

**West Wing Restrooms: 2 Staff Restrooms and 2 Student Restrooms School Year:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Damp wipe and disinfect partition doors, walls
5. Daily – Empty all sanitary napkin dispensers and install brown wax bags
6. Daily – Fill all consumable dispensers – hand towels/soap/toilet tissue
7. Daily – Damp wipe wall surfaces under dispensers
8. Daily – Empty trash units/damp wipe outside of unit and replace liner
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)
11. Daily – All restroom doors in West Wing must be locked

**West Wing Locker Rooms (2) School Year:**

1. Daily – Dust/damp mop and disinfect tile floors
2. Daily – Remove trash and replace liners
3. Daily – Damp wipe and disinfect shower stalls
4. Weekly – Dust lockers
5. Weekly – Spot clean lockers

**West Wing – Shop Areas School Year:**

1. Daily – Wash and disinfect all drinking fountains
2. Daily – Refill all regular hand towels and soap dispensers
3. Daily – Relock all shop doors
4. Daily – Hand washing sinks clean

**West Wing – Gym School Year:**

1. Daily – Lock Gym Door
2. Wednesdays – Sweep/dry mop floor
3. Fridays – Sweep/Dry mop then auto scrub floor completely

**Basement Floor – Restrooms (2 Staff Restrooms, 2 Visitor Restrooms, 1 Boys Room, 1 Girls Room and IT Restroom) School Year:**

1. Daily – Clean and disinfect toilets/urinals completely
2. Daily – Clean and disinfect all sinks and counter tops
3. Daily – Clean mirrors
4. Daily – Damp wipe and disinfect partition doors, walls
5. Daily – Empty all sanitary napkin dispensers and install brown wax bags
6. Daily – Fill all consumable dispensers – hand towels/soap/toilet tissue
7. Daily – Damp wipe wall surfaces under dispensers
8. Daily – Empty trash units/damp wipe outside of unit and replace liner
9. Daily – Dust mop/sweep/damp mop and disinfect restroom floors
10. Daily – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)

### **APPENDIX III**

#### **JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS)/ SCHOOL YEAR (183 DAYS) CLEANING SCHEDULE - (Cont.)**

##### **Basement – Lecture Hall/Auditorium Year Round:**

Daily – Check to see if room has been used

If used:

1. Empty trash and replace liner
2. Clean door glass
3. Dry mop hardwood floor on stage
4. Damp mop hardwood floor on stage
5. Dry mop stone flooring in front of stage
6. Damp mop stone flooring in front of stage
7. Dry mop epoxy painted stairs and chair isles
8. Damp mop epoxy painted stairs and chair isles
9. Inspect chair cushions – brush clean
10. Inspect under chairs and rows and remove any trash
11. Ensure that both doors are secured and locked

##### **Basement – Cafeteria School Year:**

1. Daily – Empty all trash units and replace liners
2. Daily – Dust/damp wipe wood doors
3. Daily – Damp wipe all door kick plates
4. Daily – Clean all door glass
5. Daily – Spot clean all painted wall surfaces
6. Daily – Dust mop all tile floor areas
7. Daily – Damp mop and disinfect all tile floor areas

##### **Basement – Kitchen:**

No service is required in this area. All work is done by students.

##### **Basement – Security Year Round:**

Daily – Ensure that loading dock doors are secured and locked.

##### **Hallways: All Floors School Year:**

1. Daily – Dust mop all hallways areas
2. Daily – Machine scrub all hallway areas using automatic floor scrubber
3. Daily – Damp mop all areas that the machine can't reach (doorways)
4. Daily – Dust/damp wipe all horizontal surfaces (window sills)
5. Daily – Dust/damp wipe wood doors
6. Daily – Damp wipe all door kick plates/crash bars
7. Daily – Clean all door glass
8. Daily – Spot clean all painted wall surfaces
9. Daily – Clean and disinfect all drinking fountains
10. Daily – Vacuum walk off carpets at various entrances
11. Weekly – Dust/damp wipe tops of lockers
12. Weekly – Dust/damp wipe front of lockers
13. Weekly – Damp mop all baseboards



# **APPENDIX III** **JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS)/** **SCHOOL YEAR (183 DAYS) CLEANING** **(Cont.)**

**Classrooms: All Floors School Year: To further clarify, all classrooms are cleaned daily as delineated in the schedule below this section:**

1. Daily – Dust/damp wipe all student furniture completely
2. Daily – Dust/damp wipe all wood doors
3. Daily – Clean all door glass
4. Daily – Spot clean all painted wall surfaces
5. Daily – Empty all trash and replace liner
6. Daily – Damp wipe exterior of trash unit
7. Daily – Spot clean perimeter windows
8. Daily – Dust/damp wipe teacher desk areas (do not move papers)
9. Daily – Dust mop tile flooring
10. Daily – Damp mop and disinfect all tile flooring
11. Weekly – Dust/damp wipe all horizontal surfaces, windowsills, power strips, filing cabinets, etc.

## **Classroom Cleaning Schedule:**

### **Monday:**

Third Floor: #305 APL  
#303 APL  
#302 Medical Assistance  
#304 Allied Health  
#306 Allied Health  
Basement: B-2 Hospitality

### **Thursday:**

First Floor #117 Exploratory  
#118 Commercial/Advertising Art  
#119 Related Classroom  
West Wing #110 Carpentry Related Classroom  
#106 Graphics  
#111 Cosmetology Classroom  
#112 Cooperative Education

### **Tuesday:**

Third Floor: #307 IOP  
#308 IOP  
#309 IOP  
Second Floor: #201 Cosmetology  
#202 Cosmetology Classroom  
Basement: B-5 Culinary

### **Friday:**

West Wing #108 Automotive Related Classroom  
#127 Automotive Office  
#104 B&G Related Classroom  
#102 Landscaping

### **Wednesday:**

First Floor: #114 Fashion  
#116 CAD/Drafting  
#115 Computer Repair  
#113 Related Classroom  
#112 Cisco/Networking  
#122 On Line Learning  
#123 TAP Modular

## **APPENDIX IV JOB SPECIFICATIONS FOR CHRISTMAS BREAK CLEANING SCHEDULE**

**Work must be completed during the Christmas break**

### **Administrative/Executive Offices**

#### **Front Entrance Vestibule Area: Interior, Main Lobby Area:**

Lobby floor will be stripped and refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids).

### **Career Technical Vocational Education Center**

#### **Hallways and Stairwells:**

All stairs and hallways, including the West Wing will be stripped. All corner edges will be cleaned out. Said floor surfaces will be refinished with at least five (5) coats of Betco Best Low Maintenance High Solids Floor Finish (or an equivalent product containing the same amount of solids). Floor finish will not be used on baseboards; however, baseboards are to be wiped clean.

## **APPENDIX V**

### **JOB SPECIFICATIONS FOR YEAR ROUND (260 DAYS) CLEANING SCHEDULE**

#### **Medicaid Office, 72 Front Street, West Springfield, MA**

##### **Offices:**

1. Once a Week – Dust all work areas, cabinets, end tables, files, etc.
2. Once a Week – Dust/damp wipe all surfaces, windowsills, power strips, etc.
3. Once a Week – Dust/damp wipe low surfaces, chair bases
4. Once a Week – Damp wipe base boards
5. Twice a Week – Dust and damp wipe all open desk areas (glass cleaner ONLY) (Do not move papers.)
6. Twice a Week – Dust/spot wipe all leather chairs (glass cleaner only)
7. Twice a Week – Empty trash containers and replace liner
8. Twice a Week – Vacuum all carpeted areas
9. Twice a Week – Spot clean painted wall surfaces
10. Twice a Week – Spot clean perimeter window glass
11. Twice a Week – Ensure that three (3) entrance doors from main hallway are secured and locked
12. Twice a Week – Leave interior office doors as they are found. If they are locked, make sure they are locked when you are finished in that room.

##### **Restrooms**

1. Twice a Week – Clean and disinfect toilets/urinals completely
2. Twice a Week – Clean and disinfect all sinks and counter tops
3. Twice a Week – Clean mirrors
4. Twice a Week – Empty all sanitary napkin dispensers and install brown wax bags
5. Twice a Week – Fill all consumable dispensers (hand towels/soap/toilet tissue)
6. Twice a Week – Damp wipe wall surfaces under dispensers
7. Twice a Week – Empty trash units/damp wipe outside of unit and replace liner
8. Twice a Week – Dust/damp wipe surfaces (tops of partitions, grab rails, etc.)
9. Twice a Week – Dust mop/sweep/damp mop and disinfect restroom floors
10. Twice a Week – Damp wipe and disinfect partition doors/walls
11. Quarterly – Machine scrub and extract ceramic tile flooring