

**Building Cleaning Services
24DPW001G**

Notice to All Prospective Bidder

Deadline for written questions	1:00 p.m. Thursday, February 23, 2023 – the deadline has been extended until 1:00 p.m. Tuesday, February 28, 2023
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ADDENDUM #1 AND RESPONSE #2 RELEASED (THURSDAY, FEBRUARY 23, 2023)

Based on questions and additional inquiry, the Town has scheduled a second walk through of the three school buildings for this **Saturday, February 25, 2023 starting at 9:10 a.m.** The purpose of this second walk through is to allow bidders an opportunity to familiarize (or re-familiarize) themselves with the three facilities to assist in preparing bid proposals. Please arrive at least 10 to 15 minutes before 9:10 a.m. so that you can sign-in. **Please confirm your planned attendance at the walk through by emailing Pcentral@NeedhamMA.gov**

We will bring the group through the Newman School to view all the areas to be cleaned. After the walk through at the Newman School has finished, everyone will exit the school and return to their vehicles and travel to the Pollard School. We will gather at the front doors at the Pollard School, and once everyone has arrived, we will begin the tour of the building. After the tour of the Pollard Middle School has finished, everyone will return to their vehicles yet again to travel to the Needham High School. We will gather at the main entry to the building. Once everyone has arrived, we will begin the tour of the High School. After the tour of the High School has finished, we will ask that you check-out and then you may leave. **We anticipate the entire process will take approximately three hours.**

Newman Elementary School is located at 1155 Central Avenue, Needham, MA 02492
Pollard Middle School is located at 200 Harris Avenue, Needham, MA 02492
Needham High School is located at 609 Webster Street, Needham, MA 02494

With the additional walk through, the deadline for questions has been extended until **1:00 p.m. Tuesday, February 28, 2023.**

We have also **extended the deadline for bid submissions** to **11:00 a.m., Tuesday, March 8, 2023.**

The Town is releasing this RESPONSE to questions received prior to the deadline:

1. How many hours in each school is the current contractor working? **Response: The current staffing levels at each school: Newman – 5 custodians (30 hours per day); Pollard – 6 custodians (36 hours per day); Needham High School – 12 custodians (72 hours per day).**
2. Are you satisfied with the current contractor’s performance? **Response: The Town does not deem this question as relevant to the procurement process. The Town is putting these services out to bid due to Massachusetts legal procurement requirements and not due to the level of satisfaction with the current vendor.**
3. School Cafeterias Night Cleaning – Who is responsible for the folding of the tables nightly- contract cleaning vendors or Needham Public Schools staff? **Response: The cafeteria staff wipes down the tables after lunch and Town staff sweep the floors and removes the trash. The Contractor’s staff are responsible for the folding of the tables and moving the table around so the contractor’s staff can wash the floors.**

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4. Who is responsible for the cleaning of the stairwells during school year - contract cleaner or Needham Public Schools Custodians? **Response: The Contractor's staff are responsible for the cleaning of the stairwells during the year.**
5. Who is responsible for supplying Trash Liners to all schools? **Response: The Town will supply trash liners for the three schools.**
6. Can you please send the floor plans in PDF for Needham High School, Pollard Middle School, and Newman Elementary School. **Response: The floor plans were distributed at the walk through. We have been advised not to make school floor plans publicly available for safety reasons. Floor plans will be made available at the second walk through.**
7. Can you please provide the minimum Insurance coverage limits required in addition to the Honesty Bond noted on page 8 and Theft Insurance from page 19. **Response: The Town is clarifying the reference to "Honesty Bond" and "Theft Insurance" to "Fidelity Bond" which may also be referred to as a "Business Service Bond". The minimum amount of the bond is \$500,000.**
8. Please provide us with the current staffing model as outlined on page 20: The Contractor shall state the number of designated positions assigned to each building for every cleaning day. The Contractor will identify the number of unique staff per building and the total number of working hours the staff will be onsite to clean the building every cleaning day. **Response: The current staffing levels at each school: Newman – 5 custodians (30 hours per day); Pollard – 6 custodians (36 hours per day); Needham High School – 12 custodians (72 hours per day). Supervisor: One supervisor in town whenever work is in progress (6 hours per day). Contract Manager: Regularly available to Town and attends weekly meetings (varies)**
9. Can you define summer regular cleaning verses special services to be performed during these months and how much of each building will be used daily. **Response: Summer regular cleaning is the same as daily cleaning during the school year. Special services are the extra cleaning duties and other infrequent tasks that is to be done during the school vacation break as outlined under Appendix A. The contractor should assume the school buildings are in use every school day into the evening hours. The Needham School Committee has oversight over the level and type of uses, which is outside of the control of the Town's Building Maintenance Division and hence we are unable to provide specifics.**
10. Can you provide us with the complete pricing recap from the last contract with staffing model included per school. **Response: See the Attached**
11. Can you provide the list of all submitted proposals for last contract with Bidders Name, Pricing and any notes with regards to qualifications **Response: S. J. Services, Inc. (evaluated); ABM Janitorial Services (evaluated); Express Janitorial Service Group (Proposal was not considered because the required documents were not provided); FM&M (evaluated); M&M Contract Cleaning, Inc. (evaluated); M. P. Building Services (evaluated); Prospect Building Services Corp (evaluated); Star Building Services (Proposal was not considered because it was received after the submission deadline). Other items addressed under question 10.**
12. On Page 4, Decision to Use Competitive Sealed Proposals, it states "The Town believes that the sealed contractor serving in this capacity must possess experience not only in the cleaning of municipal school buildings but must also have a demonstrated ability to successfully provide the services for buildings that are in active use and "MAY ALSO BE UNDER CONSTRUCTION." During the site visit to each school, there was no mention of any plans for the three schools to be under construction. Could you please clarify as to whether there is a plan for any of the schools to undergo construction during the life cycle of the contract? **Response: At various points, the schools will undergo some small-scale projects. This could include, but is not limited to, floor replacements, locker room renovations, bathroom renovations, repainting projects, boiler replacements, etc. The Town will inform the cleaning contractor in advance regarding any projects and will work collaboratively to prevent any hindrances to the cleaning projects. Currently, we have a locker room renovation scheduled for Pollard School during Summer 2023. The Town is also at a preliminary stage of whether to undertake a major reconstruction and/or addition of the Pollard Middle School. However no formal action has been taken and**

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such a project may take several years to be approved. Such an action would likely not happen until the second option year (year five).

The above information was prepared by or in consultation with **David Davison, ATM/Director of Finance/CPO; Barry Dulong, Director of Building Maintenance; Shannon Nelligan, Assistant Director of Building Maintenance; Cecilia Simchak, Director of Finance/Administration for Public Services; Shannon Nelligan**

Bidders are reminded to acknowledge receipt of any and all addendums.

M & M Contract Cleaning Inc
Stoughton
MA

		High School Personnel		High School Hours	
		12.00		65.00	
				5.42	
		Per Diem		Total	
Year 1	\$	1,430.00	\$	357,500.00	
Year 2	\$	1,430.00	\$	358,930.00	
Year 3	\$	1,430.00	\$	357,500.00	
Year 4	\$	1,430.00	\$	357,500.00	
Year 5	\$	1,430.00	\$	357,500.00	
Five Year Total			\$	1,788,930.00	
Special Projects	Per Hour--->		\$	22.00	
		Pollard School Personnel		Pollard School Hours	
		6.50		33.00	
		Per Diem		Total	
Year 1	\$	726.00	\$	181,500.00	
Year 2	\$	726.00	\$	182,226.00	
Year 3	\$	726.00	\$	181,500.00	
Year 4	\$	726.00	\$	181,500.00	
Year 5	\$	726.00	\$	181,500.00	
Five Year Total			\$	908,226.00	
Special Projects	Per Hour--->		\$	22.00	
		Newman Elementary Personnel		Newman School Hours	
		4.50		26.50	
		Per Diem		Total	
Year 1			\$	-	
Year 2	\$	583.00	\$	146,333.00	
Year 3	\$	583.00	\$	145,750.00	
Year 4	\$	583.00	\$	145,750.00	
Year 5	\$	583.00	\$	145,750.00	
Five Year Total			\$	583,583.00	
Special Projects	Per Hour--->		\$	22.00	

M & M Contract Cleaning Inc
Stoughton
MA

Pricing for Other Buildings and Facilities

	Per Square Foot per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Emergency and On-Call Services

	Unit of Measure (e.g. per person, per hour, per event)	Unit Price (price per unit of measure)
Floor Restoration		
Fire and Smoke damage up, wipe down and removal services		
Service for Health Concerns		
Vandalism Cleanup and		
Snow Removal		
Other		
Other		
Other		

FM & M Dorchester MA			
		High School Personnel	High School Hours
		12.00	60.50 5.04
		Per Diem	Total
Year 1	\$	1,341.00	\$ 335,250.00
Year 2	\$	1,375.00	\$ 345,125.00
Year 3	\$	1,424.00	\$ 356,000.00
Year 4	\$	1,436.00	\$ 359,000.00
Year 5	\$	1,495.00	\$ 373,750.00
Five Year Total			\$ 1,769,125.00
Special Projects	Per Hour--->		\$ 30.00
		Pollard School Personnel	Pollard School Hours
		6.00	30.50
		Per Diem	Total
Year 1	\$	733.00	\$ 183,250.00
Year 2	\$	750.00	\$ 188,250.00
Year 3	\$	779.00	\$ 194,750.00
Year 4	\$	797.00	\$ 199,250.00
Year 5	\$	815.00	\$ 203,750.00
Five Year Total			\$ 969,250.00
Special Projects	Per Hour--->		\$ 30.00
		Newman Elementary Personnel	Newman School Hours
		5.00	27.50
		Per Diem	Total
Year 1			\$ -
Year 2	\$	692.00	\$ 173,692.00
Year 3	\$	718.00	\$ 179,500.00
Year 4	\$	735.00	\$ 183,750.00
Year 5	\$	752.00	\$ 188,000.00
Five Year Total			\$ 724,942.00
Special Projects	Per Hour--->		\$ 30.00

FM & M Dorchester MA					
Pricing for Other Buildings and Facilities					
	Per Square Foot Per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month		
Year 1	\$ 0.00462	\$ 0.03230	\$	0.14060	
Year 2	\$ 0.00490	\$ 0.03430	\$	0.14910	
Year 3	\$ 0.00519	\$ 0.03630	\$	0.15800	
Year 4	\$ 0.00550	\$ 0.03850	\$	0.16750	
Year 5	\$ 0.00583	\$ 0.04080	\$	0.17750	
Emergency and On-Call Services					
	Unit of Measure (e.g. per person, per hour, per event)		Unit Price (price per unit of measure)		
Floor Restoration		Per Hour	\$	40.00	
Fire and Smoke damage up, wipe down and removal services		Per Hour	\$	60.00	
Service for Health Concerns		Per Sq. foot	\$	19.00	
Vandalism Cleanup and restoration		Per Hour	\$	35.00	
Snow Removal		Per Hour	\$	40.00	
Other					
Other					
Other					

Prospect Building Services			
Malden MA			
High School Personnel		High School Hours	
12.00		60.50	
		5.04	
Per Diem		Total	
Year 1	\$ 1,285.27	\$	321,317.50
Year 2	\$ 1,318.55	\$	330,956.05
Year 3	\$ 1,363.54	\$	340,885.00
Year 4	\$ 1,404.45	\$	351,112.50
Year 5	\$ 1,446.58	\$	361,645.00
Five Year Total		\$	1,705,916.05
Special Projects	Per Hour--->	\$	35.00
Pollard School Personnel		Pollard School Hours	
6.00		28.00	
Per Diem		Total	
Year 1	\$ 626.47	\$	156,617.50
Year 2	\$ 642.69	\$	161,315.19
Year 3	\$ 664.62	\$	166,155.00
Year 4	\$ 684.56	\$	171,140.00
Year 5	\$ 705.10	\$	176,275.00
Five Year Total		\$	831,502.69
Special Projects	Per Hour--->	\$	35.00
Newman Elementary Personnel		Newman School Hours	
4.00		20.50	
Per Diem		Total	
Year 1		\$	-
Year 2	\$ 487.80	\$	122,437.80
Year 3	\$ 504.45	\$	126,112.50
Year 4	\$ 519.58	\$	129,895.00
Year 5	\$ 535.17	\$	133,792.50
Five Year Total		\$	512,237.80
Special Projects	Per Hour--->	\$	35.00

Prospect Building Services Malden MA			
Pricing for Other Buildings and Facilities			
	Per Square Foot Per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Emergency and On-Call Services			
	Unit of Measure (e.g. per person, per hour, per event)	Unit Price (price per unit of measure)	
Floor Restoration	No Bid		
Fire and Smoke damage up, wipe down and removal services	No Bid		
Service for Health Concerns	No Bid		
Vandalism Cleanup and	No Bid		
Snow Removal	No Bid		
Other			
Other			
Other			

MP Building Services			
Methuen MA			
		High School Personnel	High School Hours
		11.00	68.00
			6.18
		Per Diem	Total
Year 1	\$	1,428.00	\$ 357,000.00
Year 2	\$	1,428.00	\$ 358,428.00
Year 3	\$	1,462.00	\$ 365,500.00
Year 4	\$	1,462.00	\$ 365,500.00
Year 5	\$	1,462.00	\$ 365,500.00
Five Year Total			\$ 1,811,928.00
Special Projects		Per Hour--->	\$ 22.00
		Pollard School Personnel	Pollard School Hours
		7.00	35.00
		Per Diem	Total
Year 1	\$	760.00	\$ 190,000.00
Year 2	\$	760.00	\$ 190,760.00
Year 3	\$	779.00	\$ 194,750.00
Year 4	\$	788.50	\$ 197,125.00
Year 5	\$	788.50	\$ 197,125.00
Five Year Total			\$ 969,760.00
Special Projects		Per Hour--->	\$ 20.50
		Newman Elementary Personnel	Newman School Hours
		5.00	27.00
		Per Diem	Total
Year 1			\$ -
Year 2	\$	540.00	\$ 135,540.00
Year 3	\$	540.00	\$ 135,000.00
Year 4	\$	553.50	\$ 138,375.00
Year 5	\$	553.50	\$ 138,375.00
Five Year Total			\$ 547,290.00
Special Projects		Per Hour--->	\$ 20.50

MP Building Services					
Methuen MA					
Pricing for Other Buildings and Facilities					
	Per Square Foot Per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month		
Year 1	\$ 0.0050	\$ 0.0350	\$		0.1500
Year 2	\$ 0.0050	\$ 0.0350	\$		0.1500
Year 3	\$ 0.0050	\$ 0.0350	\$		0.1500
Year 4	\$ 0.0055	\$ 0.0385	\$		0.1650
Year 5	\$ 0.0055	\$ 0.0385	\$		0.1650
Emergency and On-Call Services					
	Unit of Measure (e.g. per person, per hour, per event)		Unit Price (price per unit of measure)		
Floor Restoration		Hourly	\$		23.00
Fire and Smoke damage up, wipe down and removal services		Hourly	\$		23.00
Service for Health Concerns		Hourly	\$		25.00
Vandalism Cleanup and		Hourly	\$		24.00
Snow Removal		Hourly	\$		25.00
Other		Hourly	\$		25.00
Other					
Other					

SJ Services			
Danvers MA			
		High School Personnel	High School Hours
		12.00	63.00
			5.25
		Per Diem	Total
Year 1	\$	1,427.00	\$ 356,750.00
Year 2	\$	1,460.00	\$ 366,460.00
Year 3	\$	1,505.00	\$ 376,250.00
Year 4	\$	1,544.00	\$ 386,000.00
Year 5	\$	1,586.00	\$ 396,500.00
Five Year Total			\$ 1,881,960.00
Special Projects		Per Hour--->	\$ 28.00
		Pollard School Personnel	Pollard School Hours
		6.00	31.00
		Per Diem	Total
Year 1	\$	768.00	\$ 192,000.00
Year 2	\$	783.00	\$ 196,533.00
Year 3	\$	811.00	\$ 202,750.00
Year 4	\$	832.00	\$ 208,000.00
Year 5	\$	854.00	\$ 213,500.00
Five Year Total			\$ 1,012,783.00
Special Projects		Per Hour--->	\$ 28.00
		Newman Elementary Personnel	Newman School Hours
		5.00	24.00
		Per Diem	Total
Year 1			\$ -
Year 2	\$	580.00	\$ 145,580.00
Year 3	\$	612.00	\$ 153,000.00
Year 4	\$	634.00	\$ 158,500.00
Year 5	\$	653.00	\$ 163,250.00
Five Year Total			\$ 620,330.00
Special Projects		Per Hour--->	\$ 28.00

SJ Services Danvers MA	
Pricing for Other Buildings and Facilities	
	Per Square Foot per Week* (seven days)
Per Square Foot Per Day	Per Square Foot per Month
Year 1	\$ 0.0050 \$ 0.0350 \$ 0.1500
Year 2	\$ 0.0050 \$ 0.0350 \$ 0.1500
Year 3	\$ 0.0060 \$ 0.0400 \$ 0.1800
Year 4	\$ 0.0060 \$ 0.0400 \$ 0.1800
Year 5	\$ 0.0070 \$ 0.0500 \$ 0.2100
Emergency and On-Call Services	
	Unit Price (price per unit of measure)
Unit of Measure (e.g. per person, per hour, per event)	
Floor Restoration	Per Sq. foot \$ 0.26
Fire and Smoke damage up, wipe down and removal services	Per Hour \$ 32.00
Service for Health Concerns	No bid
Vandalism Cleanup and Snow Removal	Per Hour \$ 30.00
Other	Per Hour \$ 28.00
Other	Per Hour \$ 32.00
Other	Carpet Extraction - Per Sq. Foot \$ 0.16
Other	
Other	

ABM Somerville MA			
		High School Personnel	High School Hours
		12.00	324.00 27.00
		Per Diem	Total
Year 1	\$	1,581.91	\$ 395,477.50
Year 2	\$	1,634.45	\$ 410,246.95
Year 3	\$	1,701.59	\$ 425,397.50
Year 4	\$	1,751.79	\$ 437,947.50
Year 5	\$	1,803.47	\$ 450,867.50
Five Year Total			\$ 2,119,936.95
Special Projects	Per Hour--->		\$ 19.40
		Pollard School Personnel	Pollard School Hours
		6.50	160.00
		Per Diem	Total
Year 1	\$	935.31	\$ 233,827.50
Year 2	\$	901.39	\$ 226,248.89
Year 3	\$	937.06	\$ 234,265.00
Year 4	\$	964.70	\$ 241,175.00
Year 5	\$	993.16	\$ 248,290.00
Five Year Total			\$ 1,183,806.39
Special Projects	Per Hour--->		\$ 19.40
		Newman Elementary Personnel	Newman School Hours
		7.00	180.50
		Per Diem	Total
Year 1			\$ -
Year 2	\$	953.88	\$ 239,423.88
Year 3	\$	988.15	\$ 247,037.50
Year 4	\$	1,017.30	\$ 254,325.00
Year 5	\$	1,047.31	\$ 261,827.50
Five Year Total			\$ 1,002,613.88
Special Projects	Per Hour--->		\$ 19.40

ABM
Somerville
MA

Pricing for Other Buildings and Facilities

	Per Square Foot Per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month
Year 1	\$ 0.0055	\$ 0.0383	\$ 0.1664
Year 2	\$ 0.0057	\$ 0.0396	\$ 0.1723
Year 3	\$ 0.0059	\$ 0.0410	\$ 0.1783
Year 4	\$ 0.0061	\$ 0.0424	\$ 0.1845
Year 5	\$ 0.0063	\$ 0.0439	\$ 0.1910

Some footnotes

Emergency and On-Call Services

	Unit of Measure (e.g. per person, per hour, per event)	Unit Price (price per unit of measure)
Floor Restoration	Per Sq. foot	\$ 0.25
Fire and Smoke damage cleanup, wipe down and removal services	No Bid	
Service for Health Concerns	Per Person/per hour 4 hour minimum	\$ 42.50
Vandalism Cleanup and	Per Person/per hour 4 hour minimum	\$ 42.50
Snow Removal	Per Person/per hour 4 hour minimum	\$ 42.50
Other		
Other		
Other		

Xpress Janitorial Services			
Stoneham MA			
		High School Personnel	High School Hours
		11.50	65.00
			5.65
		Per Diem	Total
Year 1	\$	1,386.00	\$ 346,500.00
Year 2	\$	1,386.00	\$ 347,886.00
Year 3	\$	1,386.00	\$ 346,500.00
Year 4	\$	1,386.00	\$ 346,500.00
Year 5	\$	1,386.00	\$ 346,500.00
Five Year Total			\$ 1,733,886.00
Special Projects	Per Hour--->		\$ 30.00
		Pollard School Personnel	Pollard School Hours
		5.5 - 6.5	32.00
		Per Diem	Total
Year 1	\$	772.00	\$ 193,000.00
Year 2	\$	772.00	\$ 193,772.00
Year 3	\$	772.00	\$ 193,000.00
Year 4	\$	772.00	\$ 193,000.00
Year 5	\$	772.00	\$ 193,000.00
Five Year Total			\$ 965,772.00
Special Projects	Per Hour--->		\$ 30.00
		Newman Elementary Personnel	Newman School Hours
		5.50	28.70
		Per Diem	Total
Year 1			\$ -
Year 2	\$	657.00	\$ 164,907.00
Year 3	\$	659.00	\$ 164,750.00
Year 4	\$	659.00	\$ 164,750.00
Year 5	\$	659.00	\$ 164,750.00
Five Year Total			\$ 659,157.00
Special Projects	Per Hour--->		\$ 30.00

Xpress Janitorial Services					
Stoneham MA					
Pricing for Other Buildings and Facilities					
	Per Square Foot Per Day	Per Square Foot per Week* (seven days)	Per Square Foot per Month		
Year 1	\$ 0.00497	\$ 0.03479	\$		0.1513
Year 2	\$ 0.00497	\$ 0.03479	\$		0.1513
Year 3	\$ 0.00497	\$ 0.03479	\$		0.1513
Year 4	\$ 0.00497	\$ 0.03479	\$		0.1513
Year 5	\$ 0.00497	\$ 0.03479	\$		0.1513
Emergency and On-Call Services					
	Unit of Measure (e.g. per person, per hour, per event)			Unit Price (price per unit of measure)	
Floor Restoration	Not provided			\$	31.00
Fire and Smoke damage up, wipe down and removal services	Not provided			\$	31.00
Service for Health Concerns	Not provided			\$	31.00
Vandalism Cleanup and	Not provided			\$	31.00
Snow Removal	Not provided			\$	31.00
Other					
Other					
Other					