

INVITATION FOR BID
INVITATION FOR BID
19-01

Atlantis Charter School hereby invites the submission of sealed proposals for a one year contract with two (2), one (1) year renewals up to a total of three (3) years contract to provide for **Custodial Cleaning Services for its property located at 991 Jefferson Street, Fall River, MA 02721** as described in the bid packet available from:

ATLANTIS CHARTER SCHOOL
BUSINESS OFFICE
37 PARK STREET
FALL RIVER, MA 02721

Atlantis Charter School's Invitation for Bid (IFB) will be available beginning **Wednesday, May 8, 2019** by an email request to: linda.celona@atlantiscs.org, on our website at <https://www.atlantiscs.org/procurement/> or obtained in person Monday through Friday, 8:00A.M. - 2:00P.M, only at the Atlantis Charter School Business Office, 37 Park Street, Fall River, MA 02721. All proposals being submitted must be sealed and will be accepted by mail or in person at the Atlantis Charter School, Business Office, 37 Park Street, Fall River, MA 02721. The deadline for submission of the Proposal is **11:00 A.M. E.D.S.T, on Wednesday, June 12, 2019**, a public opening/reading will take place at the Atlantis Charter School Business Office 37 Park Street, Fall River, MA 02721 on **Wednesday, June 12th at 11:00 A.M. E.D.S.T.**

A mandated Pre-Bid Conference will be held for all bidders on **Tuesday, May 21, 2019 at 10:30 A.M. E.D.S.T.**, at the Upper Site of the Atlantis Charter School, 991 Jefferson Street, Fall River, MA 02721.

Atlantis Charter School reserves the right to reject any and all proposals and to waive any defects, informalities and minor irregularities in proposals received as may be deemed in the best interest of the **Atlantis Charter School** pursuant to Chapter 30B Regulations.

All proposals must be submitted in the format requested and must conform to the specifications the **Atlantis Charter School** has requested. **Atlantis Charter School** reserves the right to reject any or all proposals that do not meet the minimum requirements as set forth in the IFB.

After reviewing all submitted proposals, pursuant to Chapter 30B Regulations, a determination will be reached as to which company, **Atlantis Charter School** will contract with. Awarding of all contracts rests solely upon the authority of the district's Executive Director – Robert L. Beatty.

Linda J. Celona
Finance Director
May 10, 2019

INVITATION FOR BID FOR CUSTODIAL CLEANINGSERVICES

BIDDER INFORMATION

Required Bid Document

Invitation for Bid (BID) Interest Form:

BID Form #1

Instructions: If your firm/company is interested in responding to this BID, then BID Form #1 MUST be submitted to the **Atlantis Charter School Business Office** immediately following download. This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.

Awarding Authority:

Atlantis Charter School

Name of Bid:

Custodial Cleaning Services

Fax this BID Interest #1 Form to:

Atlantis Charter School / Business Office

Fax: 508-678-9764

By submitting this BID Interest Form the below identified firm is expressing its interest in the above referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the BID that might occur. The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this BID due to the firm's failure to submit a BID Interest Form as directed above or for any other reason.

Company Name: _____

Company Address: _____

City/Town, State & Zip: _____

Company Telephone Number: _____

Company Fax Number _____

Company Contact Person/Title: _____

Contact Person Email Address: _____

Date Submitted: _____

By: _____
(Signature of Authorized Representative)

Date: _____

SCHOOL BID

Custodial Cleaning Services

**SPECIFICATIONS FOR: ATLANTIS CHARTER SCHOOL
FALL RIVER, MASSACHUSETTS**

Contract – Custodial Cleaning Services
Robert L. Beatty, Executive Director
Atlantis Charter School
Fall River, Massachusetts

Advertising Date: Wednesday, May 8, 2019

Central Registry: Wednesday, May 8, 2019

Pre-Bid Conference: Tuesday, May 21, 2019 10:30 a.m. E.D.S.T

Bid Opening Date: Wednesday, June 12th at 11:00 A.M. E.D.S.T.

SECTION I. GENERAL INFORMATION

The organization or individual responding to this request will be hereinafter referred to as the “**Vendor**” and the contract will be between the **Vendor** and the **Atlantis Charter School**, hereinafter referred to as “**ACS**”.

ACS hereby invites the submission of sealed proposals for a one (1) year contract with two (2) options for one (1) year for a total of three (3) years for **Custodial Cleaning Services for 991 Jefferson Street, Fall River, MA 02721**.

It is the desire of **ACS** that all current **ACS** custodians be given high considered for vendor staffing positions and given the first right of refusal of all offered **Vendor** staffing positions.

1. Any questions as to the interpretation of these specifications shall be referred to Linda J. Celona, Finance Director in writing via email: linda.celona@atlantiscs.org.
2. If any changes are made to this **IFB**, an addendum will be issued. Addenda will be mailed or emailed to all proposers on record as having received the **IFB**. The deadline for questions will be **Friday, May 24, 2019**.
3. A proposer may correct, modify, or withdraw a bid by written notice to the Finance Director of **ACS** prior to the time and date set for the **IFB** opening **June 12th at 11:00 A.M. E.D.S.T.** **IFB** modifications must be submitted in a sealed envelope clearly labeled “Modification No. _____”. Each modification must be numbered in sequence, and must reference the original **IFB**.
4. Proposals will be accepted by Linda J. Celona, Finance Director, 37 Park Street, Fall River, MA 02721 until **11:00 A.M. E.D.S.T. on Tuesday, June 12, 2019**.
5. Specifications for the proposal will be available by an email request to: linda.celona@atlantiscs.org, on the **ACS** website at <https://www.atlantiscs.org/procurement/>, or obtained in person Monday through Friday, 8:00 am to 2:00 pm **ONLY**, at the **Atlantis Charter School Business Office 37 Park Street, Fall River, MA 02721**.
6. All proposals received will be marked as to the date and time received and **NO** late proposals will be accepted after the established deadline **11:00 A.M. E.D.S.T. on Tuesday, June 12, 2019**. It is the sole responsibility of the **Vendor** to ensure that his/her proposal reaches the Business Office by the designated date and time.
7. All proposals must be submitted in duplicate and must be in a sealed envelope plainly marked, as follows:

PROPOSAL TO PROVIDE CUSTODIAL SERVICES – IFB 19-01

8. **ACS** will not be responsible for the premature opening of any bid not so marked.
9. No proposal shall be withdrawn for a period of Sixty (60) days following the proposal opening date.
10. **ACS** reserves the right to reject any or all proposals, to waive any immaterial informalities therein, and to accept any proposal which, in the opinion of **ACS**, will be in the best interest of the school.
11. If after reviewing of the proposals, it is determined that a contract is to be recommended, the ultimate decision as to award such contract shall rest solely with the Executive Director for **ACS**. The Executive Director shall be responsible to enter into an Agreement for this Contract.
12. The contract will be award date within 60 days of the bid opening.
13. **ACS** reserves the right to secure required service from another source and to charge the contractor should they fail to provide the services set forth in the specifications.
14. The successful proposer shall not assign, transfer or sublet this contract unless **ACS** grants specific permission in writing. Any such person or agency thus assuming the contract may be required by **ACS** to execute an amendment to the contract assuming all obligations held by the contractor under the original contract and shall comply with all provisions of the original contract.
15. Nothing herein is intended to exclude any responsible or responsive firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.

16. Proposers should familiarize themselves with all the documents contained herein; it is mandatory that all bids be in compliance with all of the provisions contained in said document. Bids, which are incomplete, nor properly endorsed or signed shall be rejected as informal by the awarding authority.
17. All information must be typewritten or printed in ink, including the price proposal offers in the space as provided on the proposal form.
18. ALL PROPOSAL DOCUMENTS, ADDEDUMS, AND EMAILS WILL BE INCORPORATED INTO THE CONTRACT.
19. Coordinator of Facilities/Maintenance will be responsible for all purchasing and inventory of chemicals and disposals. ACS will provide necessary machine and equipment pertain to the building maintenance and will be responsible for the maintenance and upkeep of said equipment and machine.
20. Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.
21. Bid DEPOSITS: Bid deposits in the amount of **25%** of the overall bid, are to be made payable to ACS. In the event that the successful bidder fails to execute a contract such security shall be retained by ACS as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.
22. BID WITHDRAWAL: A submitted bid may be withdrawn by a written request to Linda J. Celona, Finance Director prior to **June 11th at 11:00 A.M. E.D.S.T.** of the scheduled Request for Proposal opening.

***** VERY IMPORTANT *****

All bidders must be registered with the Secretary of the Commonwealth of Massachusetts
with a designated

Entity Type and Identification Number.

The exact Corporation Name, Entity Type and Location of your Principal Office must match
the information submitted in your submitted proposal.

If you **DO NOT** agree with this condition, **please do NOT submit a proposal.**

SECTION II. SELECTION PROCEDURES

ACS will review all proposals to determine if the bidders are “responsive and responsible”. A contract with that proposer will be recommended by the ACS Finance Director and if approved will be awarded by the ACS Executive Director.

SECTION III. CONTRACT

1. Mandatory Pre-Bid Conference and Tour

A Mandatory pre-bid conference with representative site visits will take place on **Tuesday, May 21, 2019 at 10:30 A.M. E.D.S.T.** This mandatory pre-bid conference will be held at **Upper Site Main Office at 991 Jefferson Street, Fall River, MA 02721.** A **maximum** of five (5) representatives from each **Vendor** may attend the mandatory pre-bid conference.

2. SUBMISSION OF PROPOSALS

A. Proposals shall be submitted on the forms provided within this IFB.

B. Clarifications or interpretations must be made in writing to Linda J. Celona, Finance Director prior to the submission of a proposal.

C. Two (2) sealed copies of the proposals **must** be submitted. Each proposal shall be clearly identified.

3. REJECTION OF PROPOSALS

- A. **ACS** will consider non-responsive any proposal not prepared and submitted in accordance with the provisions herein and may reject any or all proposals or waive any informalities.
- B. Any proposal received after the time and date specified will not be considered.

4. BONDS AND INSURANCE

The **Vendor** shall procure and maintain, as a direct cost of operation, a general liability policy, in the amounts of at least \$3,000,000 for each accident provided by insurance companies authorized to do business in the Commonwealth of Massachusetts. **A Certificate of Insurance indicating these amounts must be submitted with the proposal and maintain throughout the term of the contract.**

5. PERFORMANCE SECURITY AND INSURANCE

The **Vendor** shall be required to:

- A. Submit with the proposal an assurance by a surety authorized to conduct business within the Commonwealth of Massachusetts that, if selected as the successful **Vendor** and upon award of a contract, a Performance Bond will be issued in the amount of \$250,000.
- B. Insurance policies, bid bonds and assurances must be issued by firms with at least a Best's Insurance Reports rating of A to A- (excellent).
- C. The **Vendor** shall submit the performance security to **ACS** within ten (10) days of notification of award of contract. Such performance security shall be maintained for the term of the contract.
- D. **ACS** shall be named an additional insured on all required insurance policies. The contract for insurance shall provide for notice to **ACS** of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

IFB 19-01

Custodial Services Atlantis Charter School

ACS is soliciting bids for **Custodial Cleaning Services** for its location at **991 Jefferson Street, Fall River, MA 02721**.

Vendor shall provide the following to the satisfaction of **ACS**:

- All necessary labor, supervision, proof of payroll taxes, evidences insurances.

ACS shall provide the following:

- Consumable supplies. (trash liners, toilet tissue, hand towels, hand soap, air fresheners, urinal blocks, sanitary products, seat covers, dish soap etc., but not limited to)
- All general supplies and equipment (powered and non-powered)
- Cleaning chemicals (floor wax/stripper, carpet cleaning products etc., but not limited to)

Vendor shall supply the **ACS** Coordinator of Facilities/Maintenance (or authorized designee) a list of all employees assigned to **991 Jefferson Street, Fall River, MA 02721** and their assigned areas of responsibility. This list shall be updated as employees are hired, replaced or terminated.

SUBCONTRACTING:

None of the services to be provided by the **Vendor** pursuant to awarded contract shall be subcontracted or delegated in whole or in part to any other organization, association, individual, corporation, partnership or other entity without the prior written approval of **ACS Executive Director – Robert L. Beatty**.

FUNDING & FISCAL YEAR APPROPRIATION:

Appropriations for expenditures by **ACS** to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year for the district of **ACS** is the twelve (12) month period ending June 30th of each year. The obligations of **ACS** under this contract for the present or any subsequent fiscal year following the fiscal year in which this contract is executed are subject to funding of said contract to the district receiving adequate Chapter 70 state funding. In the absence of such funding, all contracts shall be terminated immediately without liability for damages, penalties or other charges arising from early termination. Expenditures for contracted services which will extend beyond a single fiscal year shall not exceed in any fiscal year the amount budgeted and authorized for said fiscal year. The **Vendor's** yearly costs, as set out herein, may not exceed the amount budgeted for said year.

EMPLOYEE EXPECTATIONS:

The **Vendor** shall be responsible for their employees, in cooperation with **ACS**.

- A. The **Vendor** shall comply with all wage and hours of employment requirements of Federal and State Laws for any employees it may hire.
- B. All employees of the **Vendor** shall be paid in accordance with the Fair Labor Standard Act as amended and any other applicable statutes.

- C. The **Vendor** shall comply with Title VI of the Civil Rights Act of 1964 or amendments thereto.
- D. The **Vendor** shall provide Workman's Compensation insurance for its employees.
- E. The **Vendor** shall instruct its employees to abide by the policies, rules and regulations, with respect to use of **ACS** premises. All revisions to these policies will be furnished to the **Vendor** as they are made.
- F. The **Vendor** shall provide **ACS** with a list of its personnel policies.
- G. **ACS** may request in writing the removal of an employee of the **Vendor**, if he/she conducts himself/herself in a manner that is detrimental to the physical, mental, or moral well-being of students and/or staff of **ACS**.
- H. The **Vendor** shall provide **ACS** with a schedule of employees, positions, assigned locations and scheduled hours, three (3) full calendar weeks prior to the commencement of the school year and upon assignment of new personnel or the re-assignment of existing staff.
- I. **ACS's** Coordinator of Facilities/Maintenance is the primary contact with the **Vendor** for personnel changes and as well as being informed of any personnel issues and shall be the primary contact for all other issues related to custodial services.

Employees must be easily identifiable via clearly marked uniforms with the **Vendor's** name (to be provided by the **Vendor**) that must be worn when on the premises/during working hours. Also, all **Vendor** employees working at **ACS** **must** wear school issued identification while on the premises/during working hours.

All **Vendor** employees assigned under the provisions of this contract must meet the following criteria and said **Vendor** must provide documentation to attest items below:

All **Vendor** employees must be:

- At least 18 years of age.
- High school graduate or equivalent GED preferred.
- U.S. citizen or authorized to work in the United States.
- Completion of criminal background and history reports (CORI and SAFIS – Fingerprint Check) performed by **Vendor**.
- Able to read, write and speak English fluently, and to use courteous language.
- Able to inspect, see and report maintenance needs to their appropriate supervisor.
- Able to interact positively and appropriately with **ACS** personnel, fellow employees and the public.
- Able to productively work with minimal supervision.
- Competent persons who are well trained in the area of work assigned.
- Alcohol and drug free when arriving for and while on duty. **Vendor's** employees are prohibited from the manufacturing of, being in possession of; using, distributing, or dispensing of any controlled substance, including alcohol, while on school property.
- Well groomed and in uniform (provided by the **Vendor** with the company name clearly visible on the front of the uniform).

RECORD KEEPING & AUDITING:

The **Vendor** shall maintain books, records and other compilations of data pertaining to the requirements of the contract to the extent and in such detail as shall properly substantiate claims for payment under the contract. All such records shall be kept for a period of seven (7) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting

there from, or until the end of this applicable retention period, whichever is later. The Finance Director, Executive Director, or any of their duly authorized representatives or designees, shall have the right, at reasonable time and upon reasonable notice, to examine and copy, at reasonable expense, the books, records and other compilations of data of the **Vendor** which pertain to the provisions and requirements of this contract. Such access shall include on-site audits, review, and copying of records.

ABSENTEEISM:

The **Vendor** must maintain a pool of trained and qualified substitutes with the required CORI – Background Check and SAFIS – Fingerprint Check, available on short notice. This will ensure that the service location are adequately staffed in the event of illness or injury. The **Vendor** is required to inform the Coordinator of Facilities/Maintenance when there will be a change of employees for absence purposes. **ACS** expects a full-year (365 days) coverage of all contracted services except on designated weekends/holidays. The wording (365 days) is intended to establish a full year of contract work and providing adequate coverage to perform the work associated with this contract.

INSURANCE:

Liability for the **Vendor's** personnel while in the performance of duties under this contract shall be the responsibility of the **Vendor**. **ACS** shall not be held liable for any personnel utilized or in the employ of the **Vendor**.

The **Vendor** shall procure and maintain Workmen's Compensation, Employer's Liability Insurance, Comprehensive Policies including vandalism and theft and any insurance deemed necessary to protect the **Vendor** and **ACS** from all claims and liability for damages for bodily and personal injury, including accidental death, property damage and theft which may arise from operations under this contract.

No insurance required or furnished hereunder shall in any way relieve the contractor of or diminish any of his responsibilities, obligations and liabilities under this contract.

The **Vendor** shall defend, indemnify, and hold harmless **ACS**, its Board of Trustees, committees, volunteers and employees (collectively "**ACS**") from and against any and all claims, suits, liabilities, costs, loss, expense, or damages, including costs of defending any action on account of any claim, injury or damage to buildings, property, or any person arising out of or related in any way to. Directly, or indirectly, or resulting from services provided under the contract, or any act, omission, or negligence of the **Vendor**, its employees, officers, agents, or others for whom the contractor is legally responsible.

The foregoing provision shall not be deemed to be released, waived, or modified in any respect, by reason of any insurance provided by the **Vendor** under the contract.

SERVICE LOCATION & HOURS OF OPERATION:

Jefferson Street:

Price based on 98,000 square footage of designated cleaning areas – Upper – grades 7 – 12 and Lower Sites – grades K - 6

<u>Staffing</u>	<u>Hours</u>	<u>Total Staff (minimum)</u>
Monday thru Friday	General 6:00 A.M.-11:00 P.M.	2 minimum – 1 st Shift/2 minimum – 2 nd Shift

1st Shift hours are 6:00 A.M. – 2:30 P.M.

2nd Shift hours are 2:30 A.M. – 11:00 P.M.

Staffing is minimum number and is to be designed to adequately perform services required to ACS’s Satisfaction.

Bid Specifications:

Area:	Task:	Frequency:
BATHROOMS	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Daily/Nightly
	Dispensers for toilet paper, paper towels, and soap will be checked and refilled. If these are depleted to the point where they are likely to run out the following day, replace them early.	Daily/Nightly
	Floors will be vacuumed and mopped with a disinfectant.	Daily/Nightly
	Prime all floor drains.	Nightly
	Respond to emergency calls for cleaning.	Daily
	Clean and disinfect toilet, urinal, sinks, counters, mirrors, tile, partitions and floor using Kaivac machine bathroom cleaner – machine provided by ACS	Daily/Nightly
CAFETERIA	Prepare cafeteria for lunch, which includes lining trash receptacles with proper trash bags and placing tables in appropriate areas.	Daily
	In between each lunch periods, use mop buckets to clean up spills, wipe tables with microfiber cloths, use disinfectant spray to wipe down tables, sweep floors to remove any food and debris and mop any spills.	Daily
	Empty trash in kitchen, as needed, during lunch service and remove any cardboard. Cardboard needs to be discarded in appropriate dumpster.	Daily
	At the conclusion of each lunch period, wipe tables with disinfectant spray, move tables for dry mopping and washing, if needed, and then place tables back in appropriate locations.	Daily
	Wash kitchen floor.	Daily
KITCHEN	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Nightly
	Dispensers for paper towels and soap will be checked and refilled.	Daily
	Floors will be mopped with disinfectant.	Nightly
WATER FOUNTAINS	Clean and disinfect.	Daily
WINDOWS	Close and lock all windows	Nightly
	Front doors and reception areas clean windows/window sills	Daily

CLASSROOMS	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Nightly
	Sweep, mop, or vacuum floor using backpack vacuum	Nightly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including open desk, counters, file cabinets, and window ledges	Weekly
	Respond to emergency calls for cleaning	Daily
HALLWAYS AND RECEPTION	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Nightly
	Recycling bins will be emptied, and recycling will be deposited into the recycling dumpster.	Nightly
	Stairwells will be policed for debris, vacuumed using backpack vacuum, and mopped.(if needed)	Daily/Nightly
	All common areas and entry area hard surface areas will be vacuumed and floor scrubber used	Daily
	Open horizontal surfaces will be dusted and damp wiped where appropriate including open desk, counters, file cabinets, and window ledges.	Weekly
HALLWAYS	Sweep, mop, or vacuum floor	Nightly
	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Nightly
	Respond to emergency calls for cleaning	Daily
CHILDCARE	Childcare room will be vacuumed trash receptacle emptied relined with new bag, counter wiped and disinfected.	Nightly
	Carpets cleaned using carpet cleaner	Monthly
OFFICES	Trash will be emptied and receptacles will be relined. Trash will be deposited in dumpsters.	Nightly
	Sweep, mop, or vacuum floor (as appropriate)	Nightly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including open desk, counters, file cabinets, and window ledges	Monthly
LIGHTS	Turn off lights when leaving	Nightly
TRASH AND RECYCLING	Put all trash and recycling in appropriate dumpster (keep separate). Do not overfill dumpsters where is it located???	Daily/Nightly
CEILINGS	Report any issues with ceiling tiles	Nightly
ELEVATOR	Clean elevator floor and door area	Nightly
	Wipe down walls in elevator	Daily
GYMNASIUM	Dry mop the floor	Nightly

	Clean floor with floor machine	Weekly
	Wipe down bleachers with disinfectant and remove trash	Nightly
	Empty trash in offices within the gymnasium area, vacuum offices	Nightly
WINDOWS	Vestibules, common areas, front doors and reception clean with washer and squeegee	Daily
VESTIBULES Upper/Lower Site	Vacuum rugs –located at the entrances of the Upper and Lower Sites	Daily
OUTSIDE	Pick up trash on grounds – sidewalks, parking lot, sport’s fields and empty any outside receptacles	Daily
OTHER	Check all doors set alarm, secure gate	Nightly
	Respond to emergency calls in nursing office for cleaning	Daily

Upper Site:

- 1st floor - one vestibule, one main office
- 1st floor - 15 offices, 2 classrooms, 3 student bathrooms (one located in the nurse’s area)
- 1st floor - 2 locker rooms
- 1st floor – 2 adult bathrooms
- 1st floor - one pantry, prep-area, one cafeteria
- 2nd floor - 5 offices, 11 classrooms and 2 student bathrooms
- 2nd floor – 1 adult bathroom
- 3rd floor - 16 classrooms and 2 student bathrooms
- 3rd floor – 1 adult bathroom

Lower Site:

- 1st floor - one vestibule, one main office
- 1st floor - 9 offices, 1 music room, 5 kindergarten classrooms which have bathrooms
- 1st floor – 1 staff bathroom
- 1st floor - one cafeteria
- 2nd floor - 12 classrooms and 2 student bathrooms
- 2nd floor – 1 adult bathroom
- 3rd floor - 12 classrooms and 2 student bathrooms
- 3rd floor – 1 adult bathroom

Jefferson Street Holidays (no services to be rendered):

No custodial services are to be rendered on the following days at Jefferson Street: New Year's Day, Martin Luther King Day, President's Day, Patriots Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day Christmas Eve, and Christmas Day. (Total: 14 days)

REFERENCES (must be submitted with bid):

All bidders must submit two (2) references (including contact person and phone number) of buildings (including addresses of locations) of similar square footage in capacity:

- Currently being served
- Having served for the past five (5) years

ADDITIONAL INFORMATION:

A mandatory site visit - **Tuesday, May 21, 2019 at 10:30 A.M. E.D.S.T.** is required prior to bid submission - **June 12, 2019 at 11:00 A.M.** At the bid opening, it will be presumed that each bidder pursuant to mandatory site visit has made a thorough examination of the location and has satisfied himself/herself as to actual conditions, requirements, and quantities of work presented.

BID SHEET
IFB 19-01

The daily cost to provide Custodial Services five (5) days per week at 991 Jefferson Street, Fall River MA in accordance with specifications:

_____ Fixed Price per Day – M - FR - YEAR 1 (July. 1, 2019 - June 30, 2020) Annual cost: _____

_____ Fixed Price per Day – M – FR YEAR 2 (July 1, 2020 - June 30, 2021) Annual cost: _____

_____ Fixed Price per Day M – FR YEAR 3 (July 1, 2021 - June 30, 2022) Annual cost: _____

Emergency Call In/Overtime Rate

_____ Rate per Hour - YEAR 1 (July. 1, 2019 - June 30, 2020)

_____ Rate per Hour - YEAR 2 (July 1, 2020 - June 30, 2021)

_____ Rate per Hour - YEAR 3 (July 1, 2021 - June 30, 2022)

Contracts may be renewed for two additional one (1) year periods (July 1st - June 30th) by mutual agreement between **ACS** and the **Vendor**, pending State funding. **ACS**. Failure to meet contractual criteria is grounds for termination of contract with a minimum 30 days.

VENDOR CERTIFICATION (please print)
Required Bid Document

Company Name: _____

Address: _____

Billing Address: _____

Phone: _____ E-Mail Address: _____

Name of Authorized Signator and Title: _____

Authorized Signature: _____

Printed Signature: _____

EXHIBIT A - NON-COLLUSION STATEMENT

Required Bid Document

The following certificate is required by Massachusetts General Laws, c. 40 s. 4b-1/2. Please include it in your proposal.

The undersigned certifies under penalties of perjury that this 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.

Name of person signing proposal

Name of Company

Name of Authorized Signator and Title

EXHIBIT B - TAX COMPLIANCE STATEMENT

Required Bid Document

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all tax returns and paid all state taxes required under law for Commonwealth of Massachusetts.

* Signature of Individual

Corporate Officer/Corporate Name
(mandatory) - Print

* Social Security/Federal ID Number

* Approval of a contract will not be granted unless the applicant signs the tax compliance statement.

** Your social security number/Federal Identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

CERTIFICATE OF COPORATE VOTE

I, _____; clerk/officer of _____

hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company, held on _____ the following vote was passed:

Vote to authorize _____ to sign on behalf of the corporation/company with **Atlantis Charter School** for contractual cleaning of property located at 991 Jefferson Street, Fall River, MA 02721
_____.

Signature of Clerk/Officer _____

***PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE**

Required Bid Document

To: The AWARDING AUTHORITY

Name of Bidder/Company

Signature of Corporate Officer

The undersigned proposes to provide Custodial Cleaning Services for **ACS** according to the specifications dated **May 8, 2019** for the contract price listed in the Price Proposal, subject to additions and deductions according to the terms of the contract documents.

The undersigned bidder has received Addenda numbered _____ and has included their provisions in this

In submitting this bid, I agree:

1. To hold my bid open for sixty days after the date of bid opening, **June 12, 2019**.
2. To accept the provisions included in the bid specification.
3. To enter into and accept a custodial cleaning contract with **ACS**, to perform and furnish all services for the contract price indicated in this bid and in accordance with the other terms and conditions stated herein.

CONTRACT: The undersigned agrees that if he/she is selected as the successful proposer he/she will, within ten days (10), after presentation thereof by the Awarding Authority; execute a contract in accordance with the terms and conditions of bid.

INVITATION FOR BID FOR CUSTODIAL SERVICES – BIDDER INFORMATION

Required Bid Document

BIDDER INFORMATION

Name of Bidder: _____

Address: _____

Telephone: _____

Date: _____