



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

INVITATION FOR BIDS

**Recreation and Pool Area Cleaning Services
Quote # DPW-25-B-012**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Bids must be delivered by **11:00 am on September 4, 2024** to:

Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090

- Bids must be delivered in a manner such that the package is hand-delivered to a Westwood Town Hall employee. If the bidder is using a delivery service, the package must be signed for by a Westwood Town Hall staff to be considered properly delivered.
- Bids received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such proposal(s).
- If, at the time of the scheduled proposal due date, the Westwood Town Hall is closed due to uncontrolled events such as fire, wind, or building evacuation, the proposal opening will be postponed until 12:00 noon on the next normal business day. Proposals will be accepted until that date and time.
- Submit the proposal in a sealed envelope clearly marked ***“Bid # DPW-25-B-012, Cleaning Services.”***
- Contractor must be compliant with all Occupational Safety and Health (OSHA) requirements.
- The contract will be awarded within thirty (30) days after the proposal receipt. The time for award may be extended for up to 45 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- Questions concerning this invitation for proposals must be submitted in writing to: Procurement Department, Westwood Town Hall, 580 High Street, Westwood MA 02090 or by email at Procurement@townhall.westwood.ma.us. Questions may be delivered or mailed. Written responses will be mailed, emailed, or posted on the Westwood Town Hall website to all bidders on record as having picked up the IFB.



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- A non-mandatory but recommended **Site Visit** will be held on August 22 at 10:00am. Bidders should meet at the Recreation Department, 240 Nahatan Street, Westwood MA 02090.
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town's best interest to do so.
- The Town of Westwood may cancel this IFB, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachments B-C **must be completed and be submitted** with the bid documents.
 - Attachment A – Scope of Work
 - Attachment B – Bid Pricing Sheet
 - Attachment C – Reference Form

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The purpose of this project is to provide cleaning services to the Westwood Recreation Department. The work is currently being performed by Town of Westwood employees. Cleaning services shall be provided in accordance with Attachment A, Scope of Services.
- The period of performance for this contract will be the remainder of fiscal year 2025 (September 16, 2024- June 30, 2025).
 - Option 1, if exercised, will be for the period of performance of fiscal year 2026 (July 1, 2025 through June 30, 2026).
 - Option 2, if exercised, will be for the period of performance of fiscal year 2027 (July 1, 2026 through June 30, 2027).
- If the contractor fails to supply and/or deliver in time to meet the requirements of the Town, the Town reserves the right to obtain these services from another source. Any additional costs incurred by the Town as a result of a price differential between the price paid on the open market and the contract price will be charged against the contractor or deducted from any balance owed to the contractor.
- If the contractor fails to supply and/or deliver in time to meet the requirements of the Town, and the Town accomplishes the work with Town employees, the contractor shall have payment withheld. The payments will be withheld in the amount of \$40.00 per hour for every man hour of expended labor.
- Upon contract commencement, the contractor shall be issued keys to the building. The contractor SHALL NOT make any copies of the keys. All building keys shall be returned to the Recreation Department upon completion of work on the last day of the contract. If the keys are



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not returned in this timeframe, the contractor may be financially responsible to reprogramming and replacing all keys.

- The contractor shall submit a schedule of all tasks within 5 days of contract award. The schedule shall address which tasks will be performed on which days.
- All workers assigned to this contract must have an approved Criminal Offender Record Information (CORI) before the contract commencement.

III. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- Bidders must have satisfactory performance under at least four (4) different contracts similar in size to the proposed contract.

IV. RULE FOR AWARD

- The responsive and responsible bidder meeting the requirements described in described in Section II: Purchase Description/Scope of Services and offering the lowest responsible **Total Bid Price** described in Attachment B, Bid Pricing Sheet.



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ATTACHMENT A SCOPE OF WORK

Recreation Department

Areas: Offices/Locker Rooms/Family Changing Rooms/Pool Lobby/Hallways
 Schedule: M, Tu, W, Th, F - Between the hours of 8 pm and 5:00 am

Frequency of Service: E – Each Visit W – Weekly M – Monthly O – Other

OFFICES	E	W	M	O
Remove all trash and recycling, replace plastic liners, clean receptacles	X			
Dust all furniture including desks, filing cabinets, credenzas, countertops, telephones, partitions, display units, and pictures frames. and (Paperwork and personal items will not be disturbed)		X		
Clean and Disinfect furniture surfaces ONLY when cleared of all materials		X		
Clean and Disinfect all telephone handsets, door handles, door knobs, light switches and switch plates minimizing cross-contamination.		X		
Remove finger prints and smudges from walls and horizontal surfaces			X	
Dust all high shelves, surfaces, and corners beyond reach of normal dusting up to 96 inches			X	
Vacuum carpet, under desks, corners, edges.		X		
Vacuum all ceiling and wall air vents to remove air borne contaminants and improve indoor air quality			X	
Wash all glass windows		X		
	E	W	M	O
POOL LOBBY, ENTRYWAY, HALLWAY				
Remove all trash and recycling, replace plastic liners, clean receptacles	X			
Wash all entrance windows, internal glass, and trophy cases.		X		
Wash all outside windows in Pool lobby and entrance areas. Must be done twice a year (Fall and Spring)				X
Dust all window ledges.		X		
Clean and Disinfect all door handles, door knobs, light switches and switch plates minimizing cross-contamination.		X		
Remove finger prints and smudges from walls.			X	



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Dust all high surfaces and corners beyond reach of normal dusting up to 96 inches			X	
Vacuum all ceiling air vents to remove air borne contaminants and improve indoor air quality			X	
Wash table tops (pool lobby)	X			
Clean stainless water fountains and disinfect	X			
FLOOR CARE: CARPET, TILE	E	W	M	O
Vacuum all carpets including under tables	X			
Vacuum corners, edges, and all hard to reach places			X	
Remove all spots from carpeted areas as identified	X			
Damp mop all uncarpeted floor areas		X		
LOCKER ROOMS/FAMILY CHANGING ROOMS	E	W	M	O
Clean and wash with disinfectant all locker room floors and shower stall floors with deck brush	X			
Clean all locker room floors with auto scrub machine		X		
Clean out drains of hair/debris	X			
Clean and wash with disinfectant all restroom fixtures thoroughly	X			
Clean stainless	X			
Clean mold off of shower curtains		X		
Clean/wash with disinfectant and remove all soap scum from all locker room walls, benches, shower stalls, shelves and partitions		X		
Clean and wash lockers with disinfectant			X	
Vacuum all ceiling and wall air vents to remove air borne contaminants and improve indoor air quality			X	
Remove all trash and recycling, replace plastic liners, clean receptacles	X			
Refill all soap, towels, and tissue (check and replace as necessary)	X			
	E	W	M	O
POOL AREA:				
Vacuum wall air vents (2)			X	
Remove all trash and recycling, replace plastic liners, clean receptacles	X			
Clean stainless water fountains and disinfect	X			
SPECTATOR AREA	E	W	M	O
Pressure wash benches and floors, clean out pool deck drains of debris		X		
Spot Clean, Remove debris/trash, Clean spills	X			
Remove and clean no slip mats			X	



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	E	W	M	O
RESTROOMS				
Clean with disinfectant all restroom fixtures thoroughly	X			
Clean and wash with disinfectant all restroom walls, partition stalls, and baseboards			X	
Remove all trash and recycling, replace plastic liners, clean receptacles	X			
Refill all soap, towels, and tissue (check and replace as necessary)	X			
Clean and wash with disinfectant floors with deck brush	X			

Total Area = 8600 sf
Pool Deck = 2400 sf
Bleacher Area = 1600 sf
Locker Rooms = 2 x 600 sf
Family Changing Room = 200 sf
Bathrooms = 2 x 160sf
Lobby = 2680 sf
Office = 200 sf

NOTES:

- Trash/Recycle – Deposit all trash and recycling in the designated dumpsters located at Westwood High School loading dock.
- The Town shall supply all paper products, trash bags and hand soap. The Contractor is responsible for supplying all cleaning equipment and cleaning supplies.



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ATTACHMENT B

**BID PRICING SHEET
RECREATION & POOL AREA CLEANING**

BIDDER: _____

PLEASE PROVIDE A LUMP SUM PRICE FOR ALL SERVICE EQUIPMENT, AND SUPPLIES NECESSARY FOR COMPLETE WORK AS OUTLINED IN THE SCOPE OF SERVICES.

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

FY25 SERVICE	\$ _____
TOTAL BID PRICE *	\$ _____
*TO BE USED AS RULE FOR AWARD	
FY26 SERVICE (OPTION 1)	\$ _____
FY27 SERVICE (OPTION 2)	\$ _____

Please specify all specifications for the above quoted item

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Email Address



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**ATTACHMENT C
REFERENCE FORM**

Bidder: _____

The following shall accompany the bid and is required as evidence of the bidder's qualifications to perform the work, as bid upon, in accordance with the contract drawings and specifications. This statement must be notarized. All questions must be answered. Additional data may be submitted on separate attached sheets. When assessing bidder's qualification, the Town will not be limited to information provided herein. The Town intends to use information outside this document to assess Bidder Qualifications.

1. Name of Bidder _____
2. Permanent Main Office Address _____
3. Official Mailing Address for This Contract _____
4. When Organized? _____
5. Where Incorporated, If a Corporation _____
6. Years Contracting under Present Name _____
7. List contracts ALL contracts, both in progress and those completed within 3 years, similar in nature to this kind of project.

Owner	Contract	Contact	Description	Contract Amount	Completion Date



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8. List any work the firm has failed to complete in the last five years, state where and why.

9. If you have ever had any contract terminated, state where and why.

10. List full names of all principals (i.e. Officers, Directors, Partners, Owners) interested in this bid.

Name	Title	Firm
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11. State name(s) and qualifications of resident supervisor(s) for this project.

12. List major equipment available for this project and identify ownership or rental.



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13. List bank references for verifying financial ability of your company.

Name	Address
_____	_____
_____	_____

14. The undersigned hereby authorized and requests any person, firm or corporation, to furnish all information requested by the Owner and/or its designated agents relative to the recitals comprising this Statement of the Bidder's Qualifications.

Dated at _____ this _____ day of _____ 20__.

(Name of Bidder)

By: _____

(Title)

State of _____

County of _____

_____ being duly sworn in person, deposes and says
that he is _____ of _____,
(Title) (Name of Bidder)

that he is the firm's duly authorized agent to execute these contract documents, and that the
answers to the foregoing questions and all statements therein contained are correct and true.

Subscribed and sworn to before me this _____ day of _____ 20__.

(SEAL) _____
(Notary Public)