

**INVITATION FOR BID (IFB) FOR**

**COMMERCIAL CLEANING  
160 JOAN STREET  
SPRINGFIELD, MA 01129**

**Document Number: FY23-002  
IFB Issue Date: June 13, 2022**

**1.0 EXECUTIVE SUMMARY**

Springfield International Charter School (SICS) is requesting proposals from COMMERCIAL CLEANERS to provide all labor, materials, tools, equipment, permits and supervision necessary to regularly clean the building at 160 Joan Street, Springfield, MA 01129 (the SITE).

**2.0 SPRINGFIELD INTERNATIONAL CHARTER SCHOOL CONTACT:**

Tim Tynan—SICS Facilities Manager  
Department of Building Services & Facilities  
160 Joan Street  
Springfield, MA 01129  
413-783-3434 ext. 115  
ttynan@sics-mail.net

**3.0 PROCUREMENT SCHEDULE**

Scope of Services posted on COMMBUYS:	Monday June 13, 2022
Mandatory Walk-Thru	Friday June 17, 2022 @ 10:00AM
Bids due:	Monday June 27, 2022 @ 9:00AM
Award Date:	Wednesday July 6, 2022

**4.0 SCOPE OF WORK DESCRIPTION**

- A. Deviations from this Specification must be approved in writing by SICS’ Facilities Manager prior to the Cleaner beginning work.
- B. The cleaning shall be conducted in accordance with applicable regulations and these Specifications. A general description of the work to be performed shall include but not be limited to:

**OFFICES, HALLWAYS, STAIRWELLS CONFERENCE ROOMS, CLASSROOMS, ETC.**

Daily:

1. Empty all trash receptacles and remove trash to designated area.
2. Clean and sanitize sinks and counters.
3. Empty and clean pencil sharpeners and board trays.
4. Vacuum/sweep all floors.
5. Spot clean glass entry doors.
6. Wet mop complete.

7. High speed burnish floors and hallways.
8. Re-dry mopped floors.
9. Clean white boards.
10. Dry mop and machine scrub hallways.
11. Clean and sanitize drinking fountains.
12. Vacuum all entrance mats.
13. Sweep and mop stairwells.

Weekly:

14. Dust horizontal surfaces.
15. Dust all sills along hallways.
16. Spot wash entrance doors including handle/kickplates.
17. Dust ceiling vents.
18. Dust locker tops.
19. Dust high-window sills.

2x Per Month:

20. Scrub and degrease stairs.

**LOCKER ROOMS & RESTROOMS**

Daily:

21. Empty all trash receptacles and remove trash to designated area (locker rooms need to be done 2x on game days).
22. Clean and sanitize all sinks, showers, urinals, toilet bowls and dispensers.
23. Wash mirrors.
24. Refill dispensers.
25. Sweep floors.

26. Wet mop floors using disinfectant cleaners and deodorizer.

27. Spot wash partitions and remove graffiti.

28. Spot clean walls.

\*\*\*On basketball game days, the locker rooms and main lobby restrooms must be cleaned before 5:00PM\*\*\*

Weekly:

29. Dust high sills and vents.

3x Annually:

30. Foam clean all areas using specialty foam with disinfectant cleaner and deodorizer including walls, fixtures and partitions.

31. Machine scrub floors with disinfectant cleaner and deodorizer, vacuum and rinse.

**PRIMARY GYMNASIUM**

Daily:

32. Empty all trash receptacles and remove trash to designated area.

33. Sweep and machine scrub floors.

34. Wet mop floors.

Weekly:

35. High speed burnish floors.

36. Re-dry mopped floors.

**MAIN GYMNASIUM**

Daily:

37. Empty all trash receptacles and remove trash to designated area.

38. Dry mop floors.

39. Damp mop floors (3x weekly).

40. Re-dry mop floors.

Weekly:

41. Spot clean floors.

**CONCESSION STAND LAVATORIES (DURING FALL AND SPRING SPORTS SEASONS)**

Daily:

42. Empty trash receptacles and remove trash to designated area.

43. Restock all paper products, soap and liners.

44. Clean and sanitize all sinks, urinals, toilet bowls and dispensers.

45. Wash mirrors.

46. Sweep floors.

47. Wet mop floors using disinfectant cleaner and deodorizer.

48. Spot wash and clean walls.

49. Remove graffiti.

3x Annually:

50. Foam clean all areas using specialty foam with a disinfectant cleaner and deodorizer including walls and fixture.

**WEIGHT ROOM**

2x Weekly:

51. Wet mop floor using a disinfectant cleaner and deodorizer.

52. Spot wash equipment.

C. The following special circumstances need to be completed based on the District's academic calendar:

**SPORTING EVENTS**

After sporting events in the gymnasium, the following areas must be cleaned after

10:00PM that same night:

1. Locker Rooms (including restrooms in locker rooms).
2. Main Lobby and Staff Restrooms.
3. Main Entry and Gym Door glass.
4. Main Lobby floors and carpets.

\*\*\*THIS CLEANING IS IN ADDITION TO THE REGULARLY SCHEDULED CLEANING\*\*\*

### **HOLIDAY AND VACATION BREAKS**

5. Vinyl-type floors: machine scrub all vct flooring and recoat with a high quality gloss floor finish. Classrooms to get 3 coats, hallways to get 5 coats.
6. Carpets: rotary scrub and pre-heat, followed by high pressure extract. Clean all carpets using a disinfectant cleaner and deodorizer.

### **SUMMER BREAK**

This work will be performed during Summer Break around summer camp and summer school activities. Must be completed before Fall classes begin.

7. Clean all light fixture covers.
8. Wash all walls.
9. Wash all interior windows.
10. Clean all white boards and trays.
11. Wash all desks, tables and chairs and remove stickers, gum and graffiti.
12. Foam clean all restrooms.
13. Machine strip and re-finish all floors with (8) coats of high gloss finish and high speed burnish between coats.
14. Wash inside of all exterior windows.
15. Clean and remove graffiti from all lockers, inclusive of athletic lockers inside and out.

\*\*\*SUMMER CLEANUP COMPLETE 10 DAYS BEFORE SCHOOL.\*\*\*

- D. The successful bidder will have a formalized plan for multilevel management. Bidder shall have an off-site regional manager who will make regular but unscheduled visits to the property to review their crew's performance. Regional Manager, and or superior, will conduct monthly reviews with Tim Tynan (Facilities Manager) to discuss performance, ways to improve, and upcoming schedules.
- E. Pre-bid inspection to be held at the date and time specified above. It is mandatory that the potential Bidders visit the site prior to bidding in order to determine the actual field conditions including access, evaluation of the work areas; and protection requirements.
- F. Contractor shall submit copies of all applicable Safety Data Sheets (SDS) for materials brought to the SITE shall be reviewed and approved in advance by the SICS Facilities Manager.
- G. Contractor shall be responsible of:
  - 1. Coordination with SICS Facilities Manager for the use of existing utilities including, but not limited to gas, water, sanitary, and electric within the Limits of Work.
  - 2. Mobilization to the SITE.
- F. It is the Contractor's responsibility to determine the most efficient method to legally perform this Work. Unless expressly noted, this Specification does not dictate specific methods to be implemented in the performance of the Work.

#### **4.0 SITE CONDITIONS**

The SITE is an approximately 170,000 square foot school over two floors.

#### **5.0 COST**

The work is to be performed and invoiced on a monthly basis for work completed the month prior. Please note that SICS is tax- exempt and that the applicable information will be provided upon award.

#### **6.0 SCHEDULE**

Following the written authorization from SICS to proceed, the Contractor will commence work. All work shall be completed within two weeks of this written authorization.

#### **8.0 EVALUATION CRITERIA**

SICS will select the lowest responsive and responsible written response. SICS reserves the right to waive any informality in or reject any or all Bids if it is in the public interest to do so.