



**TOWN OF SOUTHBRIDGE
Jacob Edwards Library**

Request for Quotes

- I. Project Name: COVID 19 - Janitorial Services for Jacob Edwards Library
- II. Contact Person: Ronald San Angelo, Town Manager, 41 Elm Street, Southbridge, MA
01550, telephone #508-764-5405. All quotes should be submitted via
email to the Town Manager's Office, attention Yvonne Tortis at
ytortis@southbridgemass.org
- III. Submittal Date: July 20, 2020 at 12 Noon
- IV. Scope of Work:

The Town of Southbridge is requesting written quotes for daily maintenance cleaning and disinfection services in accordance with COVID-19 EPA Guidance for Cleaning and Disinfecting – Public Spaces, Workplaces, Businesses, Schools and Homes (https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf) for the Jacob Edwards Library.

The Town is requesting a daily rate for the cleaning services. The Town reserves the right to cancel services for any reason with one-week written notice. The Town assumes services to start immediately. Services are planned to continue until end of August 2020. Quotes are being requested in accordance with MGL c. 30B for services.

Building walk-throughs provided by appointment only. If submitting a quote, a walk-through will be required. Call Margaret Morrissey, Library Director at 508-764-5426 to schedule a walk-through, email any questions to mmorris@cwmar.org.

Jacob Edwards Library:

Provide daily cleaning and disinfecting services for shared areas in the Jacob Edwards Library located at 236 Main Street, Southbridge, MA. Services to occur after our regular business hours,

9 AM - 5 PM, Monday-Friday. Areas to be cleaned include: all public shared spaces of the building; bathrooms; staff room; hallways; stairways; elevator; door handles and crash-bars. The building has two bathrooms (currently in use), and three floors. Cleaning of individual offices will not be included in this scope of work. The building has a total of 24,000 sq. ft.; however, a significant portion of the facility is not currently available to public access. Cleaning will be requested Monday through Friday (5 days per week).

V. Requirements:

- a. Insurance Certificate shall be provided with Town of Southbridge listed as additional insurance. Minimum insurance requirements are attached.
- b. Written quotes need to be provided for the scope above. Any suggested changes or additions shall be detailed and costs provided separate from the scope cost above.
- c. Quote shall be broken down by in a daily and weekly rate, if different.
- d. Provide a written description and the number of hours per service to be provided and number of employees providing services. If subcontractors are to be used, provide name and information on the subcontractors.
- e. Provide a list of references.
- f. Provide any documentation on training or certifications received for COVID-19 cleaning.
- g. Attach this page with submittal of quote.
- h. Attached is an example of the *Goods and Services* agreement for the Town of Southbridge. This is the agreement the Town would be using for these services. If you have any issues or concerns please include them in the written quote.

AGREEMENT

The following provisions shall constitute an Agreement between the Town of Southbridge, acting by and through its Town Manager, hereinafter referred to as “Town” and the hereinafter referred to as “Contractor” effective as of the ____ Day of ____, 2019. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall begin the project within one week of receipt of written authorization to begin.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ in accordance with the provisions of the specifications or as set forth in an attachment hereto.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.
4. The Proposal.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.
4. For the convenience of the Town.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor

shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General laws

Professional Liability Insurance
Minimum Coverage

\$1,000,000 per occurrence

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty-day notice of cancellation to the Town.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

BY:

TOWN OF SOUTHBRIDGE

Signature

Ronald San Angelo, Town Manager

Printed Name: _____

Title: _____

Approved as to Availability of Funds:

Karen Harnois
Finance Director

Contract Sum (\$ _____)