

HADLEY PUBLIC SCHOOLS

JANITORIAL SERVICES

BID PACKAGE

Hopkins Academy and Hadley Elementary School

Three-Year Contract Pricing | 2026-2029

KEY DATE	DETAIL
Mandatory Walkthrough	October 20, 2026 at 10:00 a.m.
Starting Location	Hopkins Academy, 131 Russell Street, Hadley, MA
Second Location	Hadley Elementary School, 21 River Drive, Hadley, MA
Bid/Quote Deadline	Friday, October 30, 2026 at 10:00 a.m.
Submission	Electronically to cdesjardins@hadleyschools.org
Procurement Contact	Chris Desjardins cdesjardins@hadleyschools.org

Hadley Public Schools reserves the right to reject any and all bids/quotes, waive minor informalities where permitted by law, and award only when in the best interests of the District.

1. Invitation and Notice to Bidders

Hadley Public Schools (the “District”) invites qualified janitorial service contractors to submit three-year pricing to provide routine and periodic custodial cleaning services at Hopkins Academy and, as a separately priced additional location, Hadley Elementary School. Bidders must price Hopkins Academy and Hadley Elementary School separately. A combined total may also be provided for administrative comparison.

The anticipated service period begins approximately November 15, 2026. The first contract year will be prorated based on the actual commencement date and final school calendar. The District anticipates 186 school/staff service days per full school year, plus periodic/deep-cleaning services during approximately 61 non-school days, including summer and vacation periods. Exact calendars and work sequencing will be coordinated with the successful contractor.

The District seeks pricing for three contract years. The District reserves the right to terminate the contract after Contract Year 1 or Contract Year 2 upon sixty (60) days’ written notice, subject to the final executed agreement and applicable law.

2. Procurement and Submission Instructions

- Attendance at the mandatory walkthrough is required as a condition of bid/quote responsiveness unless the District issues a written addendum stating otherwise.
- Questions must be submitted in writing to Chris Desjardins at cdesjardins@hadleyschools.org. Answers that materially affect the solicitation will be issued by written addendum to all known bidders.
- Completed submissions must be received electronically at cdesjardins@hadleyschools.org no later than 10:00 a.m. on Friday, October 30, 2026. Late submissions may be rejected.
- Bidders are responsible for confirming receipt. The District may establish additional electronic submission/security procedures by addendum if required by the applicable procurement method.
- Prices must remain firm for at least ninety (90) days after the submission deadline and must include all labor, supervision, equipment not expressly supplied by the District, cleaning materials, consumables attributable to the contractor, overhead, insurance, travel, and other costs necessary to perform the scope.

3. Facility Information

FACILITY	ADDRESS	SIZE / LAYOUT	RESTROOMS	APPROX. STAFF	CLEANING WINDOW
Hopkins Academy	131 Russell Street, Hadley, MA	61,650 sq. ft. 2 floors	5 full + 5 half	60	May begin 2:30 p.m.; contractor must maintain a custodian in building until 10:00 p.m.
Hadley Elementary School	21 River Drive, Hadley, MA	62,084 sq. ft. 1 floor	6 full + 6 half	60	May begin 3:30 p.m.; contractor must maintain a custodian in building until 9:30 p.m.

District-provided equipment: Floor scrubber machines will be provided by Hadley Public Schools. The successful contractor is responsible for proper use, routine operator care, and prompt reporting of any damage or malfunction. All other equipment and supplies necessary to perform the work are the contractor's responsibility unless otherwise agreed in writing.

4. Scope of Services - 186 School/Staff Days

The following services are required on each scheduled school/staff service day unless a different frequency is expressly stated. Work shall be performed to a professional custodial standard and in a manner that does not disrupt school operations.

Bathrooms and locker rooms: Clean and disinfect toilets, urinals where present, sinks and floors; refill paper products; empty trash and replace liners; clean mirrors and glass; clean door handles and light switches as needed and at least weekly; spot-clean doors and walls; dust surfaces weekly.

Gymnasium: Dry mop floors and spot wash daily; spot-clean doors and walls daily as needed; clean door handles and light switches as needed and at least weekly; clean water fountains daily; fully wash floors weekly.

Cafeteria: Empty trash and replace liners; clean counters and tables; dry mop and spot wash floors; spot-clean doors and walls; clean door handles and light switches; fully wash floors weekly.

Hallways, lobbies and stairs: Empty trash and replace liners; clean door glass as needed; clean door handles, water fountains and light switches; spot-clean doors and walls as needed; vacuum carpeted areas and mats; dry mop and spot wash hard floors daily; fully wash hard floors with floor scrubber machines weekly; clean stair handrails; dust surfaces weekly.

Classrooms, offices, library and remainder of building: Empty trash and replace liners; clean door glass; clean door handles and light switches; spot-clean doors and walls; vacuum carpeted areas; dry mop and spot wash hard floors daily; dust surfaces weekly.

5. Periodic / Deep-Cleaning Services - Approximately 61 Non-School Days

- Annual stripping and re-waxing of all hard floors.
- Shampooing/extraction cleaning of all carpeting at least annually and additionally as needed when directed/approved by the District.
- Cleaning of classroom desks and chairs.
- Cleaning of windows, inside and outside, using safe methods appropriate to the building and window type.
- Deep cleaning and sanitizing of all bathrooms and locker-room restroom areas.
- Wet cleaning if all hard floors during each vacation week.
- Occasional grass mowing and weed-wacking of outside areas.

The District and successful contractor will establish a mutually acceptable summer/vacation work schedule. The contractor shall provide sufficient staffing to complete periodic work before spaces are required for school operations. The contractor should bid using 61 days for this area.

6. Staffing, Supervision and School-Safety Requirements

- The contractor shall provide trained, reliable personnel in sufficient numbers to complete all required services within the permitted work windows.
- The contractor shall designate an on-site lead or supervisor and a management contact authorized to address service deficiencies promptly.
- All contractor personnel assigned to school property must comply with applicable CORI requirements and District background-check procedures before beginning work. The contractor shall provide information and authorizations needed for the District to complete or verify required checks.
- Personnel must comply with District security, key/access-control, emergency, confidentiality, student-safety, tobacco/drug-free workplace, and building rules.

- The contractor shall immediately report property damage, unsafe conditions, suspected leaks, vandalism, security concerns, or other conditions requiring District attention.
- The contractor shall not subcontract material portions of the work without prior written District approval. Approved subcontractors are subject to the same requirements as the prime contractor.

7. Cleaning Materials, Equipment and Environmental Practices

- Contractor-furnished chemicals and products must be suitable for use in occupied public-school facilities, used according to manufacturer instructions, and accompanied by current Safety Data Sheets (SDS) maintained on site.
- Products shall be properly labeled and stored. Chemicals may not be left accessible to students.
- Where the procurement is made through a Massachusetts statewide janitorial contract, the contractor must comply with all environmental-product and green-cleaning requirements of that contract.
- Floor finishes, strippers and carpet-cleaning products must be compatible with District flooring and equipment. The contractor is responsible for damage caused by improper products, dilution, methods or operation.

8. Quality Control and Performance

- The District may inspect work at any time. The contractor shall correct documented deficiencies promptly and, for urgent health/safety issues, immediately.
- Repeated failure to meet specifications, inadequate staffing, failure to maintain required coverage, security violations, or failure to cure deficiencies may constitute default under the final contract.
- The contractor shall maintain attendance/staffing records and, upon request, provide service logs showing completion of periodic tasks.
- No material change in staffing model, cleaning method, or product program that could affect performance may be implemented without notice to the District.

9. Insurance and Business Requirements

The successful contractor shall maintain insurance customary and adequate for janitorial operations in public schools. Final limits will be stated in the contract or award notice. At minimum, bidders should be prepared to provide certificates evidencing commercial general liability, workers' compensation as required by Massachusetts law, automobile liability for vehicles used in performance, and employer's liability. The District may require umbrella/excess liability and may require Hadley Public Schools/Town of Hadley to be named as an additional insured where appropriate.

Bidders must be in good standing and legally authorized to do business in Massachusetts, and must comply with all applicable federal, state and local laws, wage/hour requirements, nondiscrimination requirements, and safety requirements.

10. Pricing Form

Enter a fixed annual price for each facility. Year 1 will be prorated to the actual start date. Prices for each facility must stand independently. Do not combine the two facilities into a single mandatory price.

LOCATION	CONTRACT YEAR 1 Approx. Nov. 15, 2026- June 30, 2027 (prorated)	CONTRACT YEAR 2 2027-2028	CONTRACT YEAR 3 2028-2029	3-YEAR TOTAL
Hopkins Academy	\$ _____	\$ _____	\$ _____	\$ _____
Hadley Elementary School (separate/additional quote)	\$ _____	\$ _____	\$ _____	\$ _____
Combined total (informational)	\$ _____	\$ _____	\$ _____	\$ _____

Pricing assumptions / exclusions (attach additional page if necessary):

11. Bidder Information and Qualifications

Legal business name: _____

Business address: _____

Contact person/title: _____

Telephone: _____

Email: _____

Years in janitorial services: _____

Massachusetts business/entity identification (if applicable): _____

Provide at least three references for comparable school, municipal, institutional, or similarly sized janitorial contracts performed within the past five years.

REFERENCE / ORGANIZATION	CONTACT NAME	PHONE / EMAIL	SCOPE / DATES

12. Required Submission Checklist

- ☐ Completed and signed Pricing Form
- ☐ Completed Bidder Information and Qualifications
- ☐ Three references
- ☐ Signed Non-Collusion Certification
- ☐ Signed Tax Compliance Certification
- ☐ Signed Acknowledgment of Addenda
- ☐ Proposed staffing plan and supervision approach for each building
- ☐ List of major equipment contractor will supply
- ☐ Sample quality-control/inspection process
- ☐ Certificate(s) of insurance or evidence of insurability, if requested
- ☐ Any exceptions or requested clarifications, clearly identified

13. Award and Contract Terms

- Award will be made in accordance with the procurement method and award standard applicable to this solicitation. The District may award Hopkins Academy and Hadley Elementary School together or separately if permitted by the solicitation method and determined to be in the District's best interests.
- The successful bidder must execute the District's final written contract and provide all required certificates and documentation before work begins.
- The District may terminate after Contract Year 1 or Contract Year 2 with sixty (60) days' written notice. The final contract will state any additional termination-for-cause and termination-for-convenience provisions.
- Invoices shall identify the facility, service period, and contract year and shall be submitted in the manner directed by the District. Payment is subject to satisfactory performance and applicable municipal payment procedures.
- No price increase or additional charge is allowed unless expressly stated in the accepted bid and incorporated into the written contract or approved through a written amendment executed by authorized parties.
- The successful contractor is an independent contractor and is solely responsible for its employees, payroll, taxes, benefits, training, supervision and compliance obligations.

14. Reservations and General Conditions

- The District reserves all rights available under applicable Massachusetts procurement law, including the right to reject nonresponsive submissions and submissions from nonresponsive bidders.
- The District may cancel the solicitation when it determines cancellation is in its best interests and is permitted by law.

- Any oral statement or representation by a District employee is not binding unless confirmed by written addendum or incorporated into the final written contract.
- Bidders are responsible for examining the facilities, specifications and conditions affecting performance. Submission constitutes acknowledgment that the bidder has had the opportunity to investigate conditions relevant to pricing and performance.
- All bid documents may become public records subject to Massachusetts public records law. Bidders should not submit confidential information except as necessary and should clearly identify any material they believe is exempt, recognizing that the District determines disclosure obligations under law.

15. Non-Collusion Certification

The undersigned certifies, under penalties of perjury, that this bid/quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, "person" includes any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Bidder/Company: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

This certification is intended to satisfy applicable Massachusetts non-collusion certification requirements. The District may substitute or require the statutory form applicable to the final procurement method.

16. Tax Compliance Certification

Pursuant to Massachusetts law, the undersigned certifies, under penalties of perjury, that the bidder has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as applicable.

Bidder/Company: _____

Federal Tax ID / EIN: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

17. Acknowledgment of Addenda

The bidder acknowledges receipt of the following addenda, if any:

ADDENDUM NO.	DATE RECEIVED	INITIALS

18. Bidder Certification and Signature

By signing below, the bidder certifies that it has reviewed the solicitation, attended the mandatory walkthrough, has the capability and resources to perform the work, agrees to provide services at the prices stated, and accepts the solicitation requirements except for any exceptions expressly identified in its submission. The signer certifies that they are authorized to bind the bidder.

Legal Business Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Telephone: _____

19. District Procurement Review Checklist - Remove Before Public Release

This section is for Hadley Public Schools' procurement review and should be removed from the public solicitation after the procurement method is confirmed.

- ☐ Confirm the estimated total three-year value (including both buildings if procured together) and determine the required procurement procedure under M.G.L. c. 30B or other applicable authority.
- ☐ If using the Massachusetts statewide janitorial contract, confirm the current contract number, eligible vendor pool, quote requirements, contract expiration/maximum end date, and whether the contemplated term can extend beyond the statewide contract.
- ☐ Confirm whether electronic submission by ordinary email satisfies the selected procurement procedure. If sealed bidding is required, establish a compliant sealed/electronic bid-receipt process and public opening procedure before release.
- ☐ Confirm advertising/posting requirements and dates. Ensure the solicitation remains available for the required minimum period.
- ☐ Confirm the exact award standard (for example, lowest responsive/responsible bid or best-value statewide-contract quote) and revise Sections 13-14 accordingly.
- ☐ Confirm insurance limits, additional-insured language, indemnification language, and contract form with Town/District counsel or procurement officer.
- ☐ Confirm CORI procedure under M.G.L. c. 71, § 38R and District policy, including who obtains records and what documentation contractors must provide.
- ☐ Confirm whether any prevailing-wage requirement applies. Massachusetts guidance states the state-building janitorial prevailing-wage rule does not apply to buildings owned or rented by cities/towns; confirm no other wage requirement applies to this scope.
- ☐ Confirm whether paper products, liners, soap, chemicals and other consumables are contractor-supplied or District-supplied, and revise pricing assumptions accordingly.
- ☐ Confirm whether the 61 non-school days are staffing/service days or a scheduling window for periodic tasks; clarify to prevent bidders from pricing 61 full daily shifts if that is not intended.
- ☐ Add the final school calendar, floor plans, square-footage breakdowns by flooring type, and any known special-use areas if available.