

Adams Street Synagogue - Request for Bid, Cleaning

This is a solicitation to procure cleaning and related services for the Adams Street Synagogue in Newton, MA.

BACKGROUND The Adams Street Synagogue is Newton's oldest Jewish synagogue, listed in the National Register of Historic Places. It is home to a small congregation that meets generally weekly - Friday nights, Saturday, and Sunday mornings - and occasionally for a day or two midweek on religious holidays. Given the size of the congregation, there are no lay staff. For many of its operations, members of the synagogue serve as volunteers. Maintenance and upkeep of the building and the grounds are the responsibility of the Facilities Committee. Cleaning of the premises is the most regular responsibility of the Committee, with the building expected to be cleaned weekly before scheduled services, and more frequently as needed. For years, the Synagogue has relied on a contracted vendor for cleaning services. Because the needs of the Congregation are changing, the scope of work has been somewhat modified, and the Synagogue has decided to rebid the work.

OVERVIEW OF THE WORK The scope of work is laid out in Attachment 1

Floor area covered - **3000 SF** across 3 floors, comprising:

- Hallways (partially carpeted)
- Sanctuary (main level, partially carpeted)
- Mezzanine (upper sanctuary area)
- Social hall (basement level, wood floor)
- Small kitchen (basement)
- Bathrooms (2) (basement)

In the sanctuary, in addition to the pews for seating, major elements of the room include:

- A small stage at the front of the hall with 2 ceremonial chairs and a large, ornate wooden Holy Ark
- Another small stage in the center with a bench and a table atop it

There are 3 egresses to the building. A large double door at the front; a small door at the rear of the sanctuary; a bulkhead off the basement, also in the rear.

The **size of the lot is 6600 SF** with small yards on the right and in the back. A path from the front gate leads up a moderate flight of stairs and also around to an entrance at the rear.

ELIGIBILITY REQUIREMENTS Candidates submitting proposal must be capable of:

- Providing weekly service as detailed in Attachment 1 (Item B), generally on Sunday
- Providing any or all individual services detailed in Attachment 1 (Item C) on any day of the week, assuming the Synagogue provides notice at least 2 weeks in advance (At a maximum, service would be required 2 x in a calendar week)
- When necessary due to conflict, moving weekly service from Sunday to another weekday at the the Synagogues direction, assuming notice is provided at least 2 weeks in advance
- Supplying the equipment detailed in Attachment 1 (Item A)

CRITERIA FOR AWARD Award will be based on competitiveness of bid and availability to perform optional services. (Attachment 1, Item D) Vendors who are bonded and insured are preferred. Vendors with experience in a synagogue environment are preferred. In the event that multiple bids are deemed comparable, the Synagogue may ask candidates:

1. To revise bids
2. To submit to in person interviews, information from which will inform the award decision

PROCEDURE FOR SUBMITTING A BID

****IMPORTANT** BIDS ARE DUE NO LATER THAN April 30, 2019
EXTENDED DEADLINE - MAY 31, 2019**

Bids may be submitted via any of the following:

- Electronic form submission on our website (preferred) - adamsstreet.org/facilities/rfb
- Email the information described below to: Facilities@adamsstreet.org
- Mail a paper copy to:

Adams Street Synagogue

ATTN: Facilities Committee - Cleaning Service Procurement

POB 600371 Newton, MA 02460

- If submitting by mail or email, please use the form attached below or refer to it as an outline for the requested information

Bids must contain the following information:

- Full contact information
- Insurance information
- Weekly fee for services in Attachment 1 (Items A & B. Bundle the cost of required supplies into that charge; do not itemize)
- Per item fee for EACH of the services listed in Attachment 2 (Item C)
- Whether you can provide each of the services in Attachment 3 (Item D)
- Whether you are bonded and insured and, if applicable, amounts of coverage

Incomplete bids may be rejected

SELECTION PROCESS Due to the small size of the Congregation and its Facilities Committee, The Adams Street Synagogue does not guarantee all submissions will be reviewed, particularly if the number of submissions is large. At a minimum, 3 bids will be reviewed by the Committee; more will be considered if deemed necessary to find a suitable vendor.

CONTACT INFORMATION Please direct any comments, questions, or concerns to:
Facilities@adamsstreet.org

Attachment 1 SCOPE OF WORK

A. CLEANING EQUIPMENT & SUPPLIES Vacuum cleaners & bags

(*Synagogue provides*: Mops, buckets, brooms, rags, duster, cleaning solutions, garbage liners)

B. WEEKLY SCHEDULE Shake out or beat door mats

- Front door
- Social hall door

Kitchen - Wash, dry and put away remaining dishes and clear counter tops Wash all counters and sinks with cleanser

Damp cloth

- 1st Floor
 - Benches
 - Railings
 - Window sills/posts

- Balcony
 - Benches
 - Railings
 - Window sills/posts

- Downstairs
 - Table tops
 - Window sills/posts

Vacuum

- 1st Floor
 - Library floor and all rugs
 - Sanctuary floor and all rugs
 - Hallway floor and all rugs

- Stairs to balcony (both sides)
- Balcony
 - Floor
- Downstairs
 - Social Hall floor
 - Kitchen floor
 - Hallway floor

Damp Mop

- Balcony floor
- Downstairs
 - Social Hall floor
 - Kitchen floor
 - Hallway floor
 - Men's and Ladies' room floors
- First floor
 - Stairs to balcony (both sides)
 - Sanctuary floor
 - Library floor
 - Hallway floor

Bathrooms - Scrub toilets and sinks; As needed - fill paper towel dispensers, fill pre-cut toilet tissue dispensers, replace toilet paper roll, facial tissue box

Empty garbage and remove to outdoor bins. Replace liners.

Exterior Broom sweep front stairs and all paths

C. INDIVIDUAL ITEMS (SCHEDULED AS NEEDED)

Please submit a bid amount for each of these items individually

- 1. Kitchen - Stove top, 2 ovens (interior and exterior), refrigerator (interior and exterior), countertops and floor**
- 2. Bathrooms - Clean glass and all fixtures (sink, toilet), mop floor, empty waste baskets, refill paper supplies as needed**
- 3. Social hall - Sweep and mop floors, return tables and chairs to storage, remove garbage to outdoor bins**
- 4. Sanctuary and hallways (basic) - Damp mop wood floors, vacuum rugs**
- 5. Sanctuary wood dusting & polishing - Dust and polish all railings and pews, dust Ark at the front of the sanctuary (including the domed top), and dust or vacuum roof of interior office**
- 6. Steam clean all carpets and rugs**

D. OPTIONAL ITEMS

- 1. Yard cleaning as needed - Rake and dispose of leaves and other yard debris; lawn mowing and trimming with disposal of trimmings**
 - a. If offering yard care services, will you bring your own equipment and supplies or require the Synagogue to provide?**
- 2. Laundry - Wash, dry, and fold (and return to the premises before the weekend) small load (few tablecloths + kitchen towels) of kitchen linens**

Adams Street Synagogue - Cleaning Service Bid

Responses accepted until 11:59 PM, 4/30/2019

* Required

1. Email address *

Section 1 of 3 - Contact info

2. Your full name *

3. Your phone number *

4. Name of your organization, if appropriate

Leave this blank if responding as an individual

Section 2 of 2 - Vendor details

5. Do you have experience in a synagogue? *

Mark only one oval.

Yes

No

I'm not sure

6. If you answered 'Yes' or 'I'm not sure', please describe

7. Are you insured and/or bonded? *

Be sure to answer yes or no, and, if yes, provide all relevant details such as the provider of your insurance, the limit amount etc.

Untitled Section

Section 3 of 3 - Fees

8. Weekly Cleaning (see Attachment 1) *

For the numbered items below, please refer to the solicitation (Attachment 2) for detail

9. 1. Full kitchen cleaning *

10. 2. Bathrooms (routine) *

11. 3. Sanctuary (routine) *

12. **4. Sanctuary (woodwork) ***

13. **5. Social Hall (event cleanup) ***

14. **6. Carpets and rug steam cleaning ***

Optional Items

15. **1. Yard cleaning**

16. **2. Laundry**

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