

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 – 455 MAIN STREET  
PHONE (508) 799-1220

SEALED BID INVITATION  
(Supplies, Material, Equipment, Services)

<b>SEALED BID NO. CR-8653-J6</b>
<b>DATE: March 3, 2026</b>
<b>CITY OF WORCESTER Christopher J. Gagliastro, MPPO Purchasing Agent</b>
<b>BUYER: Jerry Kucera</b>

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS  
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: March 25, 2026 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8653-J6, Mop, Mat and Towel Services / WPS"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Provide mop, mat and towel services as per the requirements and specifications of the City of Worcester Public Schools for a period of two (2) years from date of contract, and at the sole discretion of the City to renew for a third year. The option to be determined at the end of the current contract year (see page 10).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.  
**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Jerry Kucera via e-mail at [kucerajs@worcesterma.gov](mailto:kucerajs@worcesterma.gov)**

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word “City” means The City of Worcester, Massachusetts.
  - (b) The word “Bidder” means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word “Contractor” means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words “Firm Price” shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: [kucerajs@worcesterma.gov](mailto:kucerajs@worcesterma.gov)). *No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.*
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

### **INSURANCE AND WORKER'S COMPENSATION**

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

### **GUARANTEE**

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name Address Zip Code

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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership

Full names and addresses of all partners

Name Address Zip Code

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Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ \_\_\_\_\_

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

**UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:**

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

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

(Please Print) \_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES  NO

Delivery to be made to: WPS school locations as required

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
		<p><b>Provide mop, mat and towel services as per the attached requirements and specifications of the City of Worcester Public Schools for a period of two (2) years from date of contract.</b></p> <p>Questions may be directed to Jerry Kucera at <a href="mailto:kucerajs@worcesterma.gov">kucerajs@worcesterma.gov</a></p>		<p><b>See Pricing &amp; Specification Pages</b></p>

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required by WPS DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_

# DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed \_\_\_\_\_ % for the third contract year.  
**(TO BE COMPLETED BY BIDDER)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A THIRD YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX:

## IMPORTANT

**It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a third year option at zero (0) percent increase.**

**All other Terms and Conditions to remain the same.**

## SPECIFICATIONS FOR MOP, MAT & TOWEL SERVICES / WORCESTER PUBLIC SCHOOLS

BID #: CR-8653-J6

### Scope of Work:

- The work performed under these specifications shall include the furnishing and delivery of all mops, handles and microfiber towels for use in the Worcester Public Schools. All products will remain the property of the awarded vendor.
- The mops & towels will be delivered bi-weekly as specified in Appendix A. A list of schools with addresses & telephone numbers is provided in Appendix B.
- The successful bidder must specify a designated weekly delivery day along with an estimated delivery time. WPS is to be notified immediately if there are any short-term or long-term changes to the agreed upon schedule. Changes that will affect more than one delivery cycle must be approved by the Coordinator of Buildings and Grounds or their designee.
- The successful bidder must provide an "x-rack" for dirty product, at no cost to the city. The quantity of x-racks provided must be sufficient to hold the volume of used products generated.
- The successful bidder must supply, at no cost to the city, laundry bags designed to fit the x-rack as specified above. The quantity of bags provided must be sufficient to hold the volume of used products generated.

### Dry Mops:

- Mops must have their size clearly marked and visible (24", 36", 48" & 60").
- They must be individually wrapped.
- Mops must be of small fray yarn.
- Mops cannot have ties to secure mop head. They should have an elastic opening to slip over the frames.

### Dry Mop Handles:

- Handles (one time delivery) will be supplied by the vendor at no cost to the city and will remain the property of the vendor.
- Metal lightweight mop frame to allow easy removal and replacement of mops and must have a 360° rotating head.
- Mop handles may be of metal, fiberglass, vinyl or wood
- Should a handle/frame break or become unusable, for any reason, the handle/frame will be replaced by the vendor, at no cost to the city.

### Mats:

- To be delivered monthly
- Mats must have a ribbed carpet surface with rubber backing
- Are to be black/charcoal in color, unless otherwise specified
- See Appendix A for locations, dimensions and quantities
- Seeking one price for all mat sizes

### Wet Mops:

- White in color
- 24oz 4ply looped cotton blend yarn mop head

### Wet Mop Handles:

- Handles (one time delivery) will be supplied by the vendor at no cost to the city and will remain the property of the vendor.
- Mop handles may be of metal, fiberglass, vinyl or wood
- Handle shall have a sturdy clamshell-style clasp for attaching mop head
- Should a handle/clasp break or become unusable, for any reason, the handle/clasp will be replaced by the vendor, at no cost to the city.

### Microfiber Towels:

- Blue in color
- 16"x16" dimension
- Composed of 80% polyester 20% polyamide

### Delivery:

- Delivery must be between 7:00 am – 2:00 pm
- For each delivery made to a WPS building, a delivery slip must accompany the order and be left with the custodian receiving the order.
- It will be required that this slip be signed by a member of the school's custodial staff. No other person's (principal, office, cafeteria, etc.) signature will be accepted.
- If the slip is not signed by a member of the custodial staff, this will be grounds for non-payment of that invoice. In the event that a custodian refuses to sign a delivery slip, the driver is to notify Coordinator of Buildings and Grounds, or their designee, before leaving the site.
- A copy of the delivery slip is to be emailed to:

[pelequink@worcesterschools.net](mailto:pelequink@worcesterschools.net)

[barryp@worcesterschools.net](mailto:barryp@worcesterschools.net)

Invoices:

The City/WPS can only be invoiced after the products have been delivered.

There shall be one invoice (bi-weekly) for all buildings as follows:

- A. Buildings listed in Appendix A.
- B. Invoice amount by building showing number of mops by size, unit cost and total cost, as well as the total for the building. The final entry will be the sum of the building totals, which will be the grand total and invoice amount for the bi-weekly deliveries.
- C. The individual delivery slips must be included with the invoice in the same order that the buildings were listed on the invoice.

All invoices to be emailed to:

[wpsacctspayable@worcesterschools.net](mailto:wpsacctspayable@worcesterschools.net)

All invoices / delivery slips must indicate:

1. How many, of each size, clean dry mops, wet mops and microfiber towels were actually delivered
2. How many, of each size, dirty dry mops, wet mops and microfiber towels were actually picked up.

If all the above information is not included on the slip (amount of clean products, amount of dirty products and the signature), it will be grounds for non-payment of that invoice.

Mandatory Meeting:

- It will be required that a representative from the successful bidder meet with the Coordinator and Assistant Coordinator of Buildings & Grounds (and/or designee) after the contract is signed and approved but before any deliveries are performed in buildings. This meeting will serve in order to discuss procedures for service, the terms of the contract and any other questions either party may have. This will be considered an introductory meeting.

Worcester Public Schools Security Policy

If at any time the below listed requirements are not adhered to in any way, it will be grounds for immediate cancellation of the contract.

- Any vendor representative must immediately report to the school's main office.
- Representatives are required to give their name, company's name, and their purpose in building.
- Representative must request the custodian be contacted as representative must, at all times, be escorted through the building.
- After the work has been completed, the representative must sign out at the main office as notification that the representative has left the building.

**MOP, MAT & TOWEL SERVICE SPECIFICATIONS**

• **COMPANY INFORMATION**

**HEADQUARTERS (SEE LOCAL BRANCH IF APPLICABLE)**

**MINIMUM - COMPANY'S PRINCIPAL BUSINESS - TREATED MOPS AND SIMILAR PRODUCTS.**

**COMPANY NAME**

**ADDRESS**

**TELEPHONE NO.**

**FAX NO.**

**LOCAL BRANCH**

**ADDRESS**

**TELEPHONE NO.**

**FAX NO.**

**WHEN WAS COMPANY STARTED** \_\_\_\_\_

**GROSS INCOME FOR LAST FISCAL YEAR \$** \_\_\_\_\_

**# OF EMPLOYEES** \_\_\_\_\_ **(FOR COMPANY)** \_\_\_\_\_ **(FOR LOCAL BRANCH)**

**# OF EMPLOYEES** \_\_\_\_\_ **(IN OFFICE ADMINISTRATION)** \_\_\_\_\_ **(IN FIELD)**

**LIST THE THREE MOST RECENT SIMILAR CONTRACTS YOUR COMPANY HAS HAD:**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL # AND CONTACT NAME** \_\_\_\_\_

**TOTAL COST & PERIOD COVERED.** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL # AND CONTACT NAME** \_\_\_\_\_

**TOTAL COST & PERIOD COVERED.** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL # AND CONTACT NAME** \_\_\_\_\_

**TOTAL COST & PERIOD COVERED.** \_\_\_\_\_

**PRICING PAGE – BID #: CR-8653-J6**

**Bidders Must Bid On All Items. Award To Be Made In The Aggregate.**

<u>ITEM #</u>	<u>ESTIMATED ANNUAL QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE – PER EACH</u>	<u>TOTAL</u>
1	22,512	24" DRY MOPS	\$	\$
2	10,296	36" DRY MOPS	\$	\$
3	8,496	48" DRY MOPS	\$	\$
4	3,600	60" DRY MOPS	\$	\$
5	104,796	MICROFIBER TOWELS	\$	\$
6	17,208	WET MOPS	\$	\$
7	972*	FLOOR MATS – VARIOUS SIZES <i>BIDDERS TO PROVIDE ONE PRICE FOR ALL SIZES/TYPES</i>	\$	\$
		*Quantity is based on 81 units x 12 months		
			<b>TOTAL ALL ITEMS</b>	\$ _____

# APPENDIX A

WEEK 1/WEEK 3

SOUTH QUADRANT	PICK UP/DROP OFF AREA	Microfiber Towels Inventory	USAGE - Dry Mops 24"	HANDLES - Dry Mops 24"	USAGE - Dry Mops 36"	HANDLES - Dry Mops 36"	USAGE - Dry Mops 48"	HANDLES - Dry Mops 48"	USAGE - Dry Mops 60"	HANDLES - Dry Mops 60"	Wet Mops	HANDLES - Wet Mops	Mats - Monthly 1st Week	Mat Location
CANTERBURY ST	CUSTODIAL RM/BOILER RM	48	6	3	16	3	6	3	1	1	15	5	(3) 10x6 (2) 8x6	ENTRANCES
CLAREMONT/WOODLAND	CUSTODIAL RM/BOILER RM	60	6	2	60	10	0	0	12	2	36	8	(1) 5x 8	2ND FLOOR LANDING
COLUMBUS PARK	CUSTODIAL RM/BOILER RM	48	12	4	14	4	4	2	2	1	15	5	-	
FACILITIES - BLDG #2	CUSTODIAL RM/BOILER RM	50	0	0	0	0	0	0	0	0	10	4	-	
GATES LANE	CUSTODIAL RM/BOILER RM	24	12	4	10	3	12	5	5	3	16	4	-	
GODDARD	CUSTODIAL RM/BOILER RM	60	12	5	10	4	0	0	5	1	15	5	(5) 8'x4'	ENTRANCES
HEARD ST	CUSTODIAL RM/BOILER RM	24	12	4	0	0	6	2	0	0	6	2	(2) 3x7	FRONT ENTRANCE
MILLBURY ST HDSTR	CUSTODIAL RM/BOILER RM	50	6	2	0	0	0	0	0	0	8	2	-	
NEW CITIZENS CENTER	CUSTODIAL RM/BOILER RM	24	13	3	0	0	4	1	0	0	6	2	-	
QUINSIGAMOND	CUSTODIAL RM/BOILER RM	60	20	6	20	3	15	3	0	0	12	6	(1) 4x10 (1) 6x8 (1) 6x8 (1) 3x5 (1) 4x8 (1) 4x8	front door bottom of lobby stairs gym entrance old bid front door back door receiving kitchen entrance
SOUTH HIGH	CUSTODIAL RM/BOILER RM	80	20	5	30	10	21	10	12	4	25	10	-	
SULLIVAN MIDDLE	CUSTODIAL RM/BOILER RM	60	30	6	10	3	15	4	6	2	15	6	-	
TRANSPORTATION - BLDG #1	CUSTODIAL RM/BOILER RM	12	0	0	10	3	6	2	0	0	0	0	-	
TRANSPORTATION - BLDG #1	CUSTODIAL RM/BOILER RM	1600	0	0	0	0	0	0	0	0	0	0	-	
UNIVERSITY PARK CAMP	CUSTODIAL RM/BOILER RM	24	6	3	0	0	0	0	0	0	6	4	-	
VERNON HILL	CUSTODIAL RM/BOILER RM	50	20	5	6	3	8	4	0	0	16	6	(2) 4x 10	BACK DOOR 2ND FLOOR

Total: 16 Locations

NORTH QUADRANT	PICK UP/DROP OFF AREA	Microfiber Towels Inventory	USAGE - Dry Mops 24"	HANDLES - Dry Mops 24"	USAGE - Dry Mops 36"	HANDLES - Dry Mops 36"	USAGE - Dry Mops 48"	HANDLES - Dry Mops 48"	USAGE - Dry Mops 60"	HANDLES - Dry Mops 60"	Wet Mops	HANDLES - Wet Mops	Mats - Monthly 1st Week	Mat Location
ALTERNATIVE*	CUSTODIAL RM/BOILER RM	12	6	2	0	0	0	0	0	0	4	2	(2) 4X10	ENTRANCES
BELMONT ST	CUSTODIAL RM/BOILER RM	48	20	5	20	5	8	3	3	1	15	6	-	
CITY VIEW	CUSTODIAL RM/BOILER RM	60	12	4	0	0	12	4	0	0	15	3	-	
GERALD CREAMER CTR	CUSTODIAL RM/BOILER RM	25	8	3	0	0	6	2	0	0	6	2	-	
GRAFTON ST	CUSTODIAL RM/BOILER RM	40	25	5	0	0	0	0	0	0	8	4	-	
LAKEVIEW	CUSTODIAL RM/BOILER RM	48	15	3	0	0	8	2	0	0	8	2	(4) 4X 6	FRONT ENTRANCE
NORTH HIGH	CUSTODIAL RM/BOILER RM	48	20	6	20	6	12	5	10	3	25	10	-	
RICE SQ	CUSTODIAL RM/BOILER RM	42	12	4	12	4	4	2	0	0	15	6	-	
ROOSEVELT	CUSTODIAL RM/BOILER RM	60	40	10	20	5	20	10	0	0	25	6	-	
UNION HILL	CUSTODIAL RM/BOILER RM	30	16	4	0	0	4	2	0	0	8	4	-	
WORC EAST MIDDLE	CUSTODIAL RM/BOILER RM	80	25	5	3	2	20	5	5	3	25	6	(2) 4X6 (2) 6X9 (3) 7X14	SIDES FRONT ENTRANCE FRONT ENTRANCE

Total: 11 Locations

Alternative\* School quantities listed will no longer be required after the conclusion of the 2026 school year.

## APPENDIX A (cont.)

WEEK 2/WEEK 4

DOHERTY QUADRANT	PICK UP/DROP OFF AREA	Microfiber Towels Inventory	USAGE - Dry Mops 24"	HANDLES - Dry Mops 24"	USAGE - Dry Mops 36"	HANDLES - Dry Mops 36"	USAGE - Dry Mops 48"	HANDLES - Dry Mops 48"	USAGE - Dry Mops 60"	HANDLES - Dry Mops 60"	Wet Mops	HANDLES - Wet Mops	Mats - Monthly 2nd Week	Mat Location
CHANDLER ELEM	CUSTODIAL RM/BOILER RM	50	6	3	4	2	6	3	2	1	12	2	-	
DUAL LANGUAGE MAGNET	CUSTODIAL RM/BOILER RM	60	11	4	0	0	8	3	2	1	15	3	-	
DOHERTY HIGH	CUSTODIAL RM/BOILER RM	200	65	20	0	0	0	0	30	12	24	12	-	
DURKIN ADMIN	CUSTODIAL RM/BOILER RM	25	0	0	8	4	0	0	0	0	8	2	-	
ELM PARK	CUSTODIAL RM/BOILER RM	60	30	5	2	1	8	3	4	2	12	3	-	
FANNING	CUSTODIAL RM/BOILER RM	48	20	4	0	0	6	3	0	0	12	3	-	
FLAGG ST	CUSTODIAL RM/BOILER RM	50	25	5	0	0	10	3	0	0	10	3	(3) 4X6	ENTRANCES
FOLEY	CUSTODIAL RM/BOILER RM	75	6	2	0	0	0	0	0	0	0	0	-	
FOREST GROVE	CUSTODIAL RM/BOILER RM	48	40	10	0	0	12	6	0	0	20	5	(4)4X6	FRONT ENTRANCE
JACOB HIATT	CUSTODIAL RM/BOILER RM	60	10	4	20	6	2	1	0	0	20	5	-	
MAY ST	CUSTODIAL RM/BOILER RM	40	20	4	0	0	10	4	0	0	12	4	-	
MIDLAND ST	CUSTODIAL RM/BOILER RM	12	20	5	0	0	0	0	0	0	6	2	(7) 3X5 (2) 4X8	ENTRANCES
MILL SWAN HDSTR	CUSTODIAL RM/BOILER RM	48	10	5	0	0	4	2	0	0	8	2	-	
NELSON PLACE	CUSTODIAL RM/BOILER RM	70	20	10	0	0	0	0	4	2	12	6	-	
PIC/TAYLOR	CUSTODIAL RM/BOILER RM	24	4	2	0	0	0	0	0	0	6	4	-	
TATNUCK MAG	CUSTODIAL RM/BOILER RM	40	30	6	2	1	0	0	0	0	15	4	(3) 3x8 (2) 4x6 (3) 4x8	ENTRANCES
W. TATNUCK '	CUSTODIAL RM/BOILER RM	30	18	4	0	0	4	2	0	0	6	2	(2) 3X5	RECESS DOORS

Total: 17 Locations

BURNCOAT QUADRANT	PICK UP/DROP OFF AREA	Microfiber Towels Inventory	USAGE - Dry Mops 24"	HANDLES - Dry Mops 24"	USAGE - Dry Mops 36"	HANDLES - Dry Mops 36"	USAGE - Dry Mops 48"	HANDLES - Dry Mops 48"	USAGE - Dry Mops 60"	HANDLES - Dry Mops 60"	Wet Mops	HANDLES - Wet Mops	Mats - Monthly 2nd Week	Mat Location
BURNCOAT HIGH	CUSTODIAL RM/BOILER RM	50	28	7	14	6	15	6	6	4	24	12	-	
BURNCOAT MID	CUSTODIAL RM/BOILER RM	50	25	6	0	0	15	5	15	5	20	5	6'x3'	H-Wing ENTRANCE
BURNCOAT PREP	CUSTODIAL RM/BOILER RM	30	12	4	4	2	0	0	0	0	8	2	-	
CLARK ST	CUSTODIAL RM/BOILER RM	48	14	4	0	0	8	4	2	1	8	2	-	
HARLOW ST	CUSTODIAL RM/BOILER RM	24	8	3	2	1	0	0	0	0	6	2	-	
HS-GREENDALE	CUSTODIAL RM/BOILER RM	80	12	4	4	2	0	0	0	0	8	2	-	
LINCOLN ST	CUSTODIAL RM/BOILER RM	48	12	4	4	2	0	0	0	0	10	2	-	
MCGRATH ELEM	CUSTODIAL RM/BOILER RM	35	8	4	8	4	4	2	0	0	10	5	-	
NORRBACK	CUSTODIAL RM/BOILER RM	72	30	6	24	5	30	6	4	2	15	5	-	
THORNDYKE RD	CUSTODIAL RM/BOILER RM	40	6	3	6	3	8	4	0	0	8	2	(1) 2X3 (4) 3X3 (2) 3.5X4 (2) 4X6 (1) 5X6 (3) 5X8	ENTRANCES
WAWECUS RD	CUSTODIAL RM/BOILER RM	25	10	2	12	2	6	1	0	0	4	2	(1) 4X6 (3) 4X8 (3) 3X10	MAIN OFFICE AREA
WORC ARTS MAGNET	CUSTODIAL RM/BOILER RM	45	14	4	4	2	7	3	0	0	8	4	-	
WORC TECHNICAL HIGH	CUSTODIAL RM/BOILER RM	120	50	20	50	20	0	0	20	10	35	10	-	

Total: 13 Locations

## APPENDIX B

### Doherty Quadrant

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Name of school	Address	Zip
Chandler Elementary	114 Chandler St	01609
Doherty Memorial High	299 Highland St	01602
Dual Language Magnet	525 Chandler St	01602
Durkin Administration Bldg	20 Irving St	01609
Elm Park	23 N Ashland St	01609
Fanning Bldg	24 Chatham St	01608
Flagg St	115 Flagg St	01602
Foley Stadium	305 Chandler St	01602
Forest Grove Middle School	495 Grove St	01605
Jacob Hiatt	772 Main St	01610
May St	265 May St	01602
Midland St	18 Midland St	01602
Mill Swan Headstart	337 Mill St	01602
Nelson Place	35 Nelson Place	01605
Parent Information Center	768 Main St	01610
Tatnuck Magnet	1083 Pleasant St	01602
Taylor Bldg	770 Main St	01610
West Tatnuck	300 Mower St	01602

### Burncoat Quadrant

14

Name of school	Address	Zip
Burncoat High School	179 Burncoat St	01606
Burncoat Middle School	135 Burncoat St	01606
Burncoat Prep	526 Burncoat St	01606
Clark St	280 Clark St	01606
Facilities Dept.	115 NE Cutoff - Bldg 2	01606
Greendale Headstart	130 Leeds St	01606
Harlow St	15 Harlow St	01609
Lincoln St	549 Lincoln St	01605
McGrath Elementary	493 Grove St	01605
Norrback Ave School	44 Malden St	01606
Thorndyke Rd School	30 Thorndyke Rd	01606
Wawecus Rd School	20 Wawecus Rd	01605
Worcester Arts Magnet	315 St Nicholas Ave	01606
Worcester Technical High School	1 Officer Manny Familia Way	01605

### South Quadrant

13

Name of school	Address	Zip
Canterbury St	129 Canterbury St	01603
Claremont/Woodland Academy	15 Claremont St	01610
Columbus Park	75 Lovell St	01603
Gates Lane	1238 Main St	01603
Goddard	14 Richards St	01603
Heard St	200 Heard St	01603
Millbury St Headstart	389 Millbury St	01610
New Citizens Center	1407A Main St	01609
Quinsigamond School	14 Blackstone River Rd	01607
South High	170 Apricot St	01603
Sullivan Middle	140 Apricot St	01603
University Park Campus	12 Freeland St	01603
Vernon Hill	211 Providence St	01607

### North Quadrant

11

Name of school	Address	Zip
Alternative Program	11 McKeon Rd	01610
Belmont St School	170 Belmont St	01605
City View	80 Prospect St	01605
Gerald Creamer Center	120 Granite St	01604
Grafton St School	311 Grafton St	01604
Lake View	133 Coburn Ave	01604
North High School	140 Harrington Way	01604
Rice Sq School	76 Massasoit Rd	01604
Roosevelt	1006 Grafton St	01604
Union Hill	1 Chapin St	01604
Worcester East Middle School	420 Grafton St	01604