

PURCHASING DEPARTMENT

TOWN OF ARLINGTON

730 Massachusetts Avenue

Arlington, MA 02476

Telephone 781.316.3003

Fax 781.316.3019

November 14, 2025

Request for Proposals (RFP #25-62)

**Cleaning Services
Ottoson Middle School and Arlington High School**

ADDENDUM NO. 1

The attention of individuals and firms submitting responses to the above-referenced RFP is directed to the following Addendum. The items set forth herein, whether of omission, addition, subtraction, or clarification, shall be included in and form a part of the proposal submitted and shall become part of the Contract.

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

See attached.

QUESTIONS SUBMITTED BY ATTENDEES AT PRE-PROPOSAL CONFERENCE

1. How many manhours must the Contractor provide per building?
Answer: 40 hours per day at Arlington High School; 24 hours per day at Ottoson Middle School.
2. Why is this contract going back out to bid?
Answer: Performance
3. Is the current contractor union-affiliated?
Answer: No.
4. What is needed for supervision? Who supervises overall?
Answer: The contractor must provide an English-speaking lead/supervisor. Arlington's PM custodial supervisor and building custodial seniors supervise overall.
5. Which bathrooms must be cleaned? Will it be the entire house?
Answer: No. All of the bathrooms that the contractor is responsible for are in the STEAM building.
6. How did the Town determine the cleaning hours needed?
Answer: These hours have been in place for the past 10 years.

7. Are there day porters from the contractors?

Answer: No.

8. Who arms the buildings?

Answer: At the high school, the custodians arm the building. At the middle school, most of the arming will be done by the contractor, unless otherwise instructed by the senior custodian.

9. What is the square footage of the buildings?

Answer: Unknown. The cleaning contract is based on manhours.

10. Will the contractor have access to the offices?

Answer: Yes, the contractor will have access to clean the offices.

11. How will the contractor gain access to buildings and rooms?

Answer: The contractor will be provided with keys and access cards. The middle school staff will leave their keys and cards at the end of the shift; the high school staff will be given keys that they are responsible for and that they must turn in when there is turnover.

12. Can the contractor set up a time clock for employees to track their time?

Answer: The Town will need to look into this request. Currently, the Town has a sign-in sheet at each location which the Town's PM supervisor monitors and provides to the contractor.

13. Who is the current contractor?

Answer: Pro City Facilities Services.

14. How is the middle school set up for contractor areas of responsibility?

Answer: Currently, there are four employees, each working six hours. The assignments are as follows: Restrooms only (24 in total), 7th grade building, 8th grade 1st floor w/ LABBB, and 8th grade 2nd floor w/ art wing.

15. What do the summer program responsibilities entail?

Answer: A deep-clean of contractor-assigned areas and any other tasks assigned by Arlington Custodial. The deep-clean includes cleaning of all ceilings, walls, vents, windows, furniture and flooring. AHS flooring needs a scrub, and the middle school needs to be stripped and waxed.

16. Does the Town provide cleaning chemicals?

Answer: Yes, the Town provides all chemicals and has Safety Data Sheets on hand.

All other terms and conditions of the RFP remain unchanged.

**ADDENDUM MUST BE ACKNOWLEDGED IN THE RESPONDER'S SUBMISSION.
FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION
OF YOUR SUBMISSION AS NON-RESPONSIVE.**

James Feeney
Town Manager

RFP #25-62 Pre-Proposal Conference Sign-in Sheet, November 13, 2025

Printed Name	Company	Email	Telephone Number
Craig Engerman	Arimann B.S.	cengerman@arimann.com	607-293-7020
PAUL McAleer	EGBS/ ^{North} Eastern	pmcaleer@egcommercialcleaning.com	617-999-9075
John FARIA	DYNAMICS J SERVICES	JohnFaria@j2gm.com	508-473-0046
Theron Pace	MP Buildings Ser	theronbp@comcast.net	978-375-9868
JOSE DE PINA	have it maid	E.ramos@haveitmaidcommercialcleaning.com	401-573-4755
Nimera Escobar	SS Services	emedina@ss-services.com	817-667-6333
Marlon Rodriguez	Sole Source	mrodriguez@sole-source-construction.com	401-712-2700
Joe Montenegro	Hub Cleaning		978-994-5834
Fabrizio Vera	Oasis Cleaning	info@oasiscleaning.us	508-333-6965
DANIEL ASSOURTA	SHIELD PRO CLEANING	daniel@shieldprocleaning.com	508-726-2205