Spectra Venue Management, at the Tsongas Center at UMass Lowell, is soliciting quotations for the Supply of the Labor and Equipment necessary to provide both “Event” and “Non Event” Janitorial Services at the Tsongas Center at UMass Lowell. The contract award period will be for one (1) year with options to renew for two additional one (1) year terms.

1. **Facility History**

The Tsongas Center at UMass Lowell is a multi-purpose facility whose focus is on both entertainment and sports. The facility is an arena, which will host approximately 200 events per year with and annual attendance of 330,000 people. The arena is a “flagship” facility located Lowell, MA. The facility seats approximately 6,650 for hockey and ice events and 6,000 for concerts, family shows and other events.

The Tsongas Center at UMass Lowell is the home of The UMass Riverhawks. The facility’s season will feature concerts, theatrical shows, ice shows, athletic events and family shows and ice rentals.

**Note:** The noted number of events and event attendances are estimated numbers only and should not be construed as a guarantee of actual events or attendances.

2. **Management**

Spectra Venue Management specializes in providing management and consulting services in the public assembly facility management industry. Spectra Venue Management is owned by Comcast Spectacor and provides management and consulting services to clients across the United States, Canada and in Asia.

3. **Location**

Tsongas Center at UMass Lowell is located at 300 Martin Luther King Jr. Way Lowell, MA 01852.

4. **Information**

- Any Quotation received by Spectra Venue Management after the specified closing time will be returned unopened to the bidder
- A bidder who has already submitted a Quotation may re-submit an updated or revised Quotation at any time until the official closing time. The most recent response to the RFQ will be the bidder’s only submission
- A bidder may withdraw a submitted Quotation at any time up to the official closing time by submitting a letter bearing the same signature and/or seal as submitted in the original Quotation.
- Any changes to the terms, conditions or specifications required before the RFQ closing will be issued as a written Addendum to all registered bidders. Bidders are required to acknowledge receipt of each addendums on the RFQ form
- Bidders are required to include all terms and conditions with their Quotation
- Spectra Venue Management reserves the right to accept or reject any and all Quotations
- Quotations are to remain firm for a period of 90 days from the date of RFQ close
5. **Bid Schedule**

- Request for Proposal Issued: August 5, 2016
- Bidder’s Walk-through (site visit): August 12, 2016
- Bidders Questions Due: August 15 at 5:00 pm EST
- Response to Questions: August 16, 2016
- Proposals Due: August 19, 2016
- Vendor Presentations: Week of August 22, 2016
- Select Vendor, Notice of Award: August 26, 2016
- Begin Services: September 1, 2016

6. **Bidder’s Walk-through (site visit)**

A walk-through of the Tsongas Center at UMass Lowell is scheduled for Friday, August 12, 2016 at 10:00 am EST for all interested bidders. Bidders will meet inside the main entrance vestibule.

Note: Other than scope of services that are clearly defined in the RFQ, Addendum or other official bid documents, Bidders shall make their own estimate of the facility and difficulties to be encountered. No claim shall be allowed at any time after submission of the Quotation that there was any misunderstanding of the terms and conditions of the contract relating to site / work conditions.

Failure to make the necessary examinations or investigations shall not be accepted as an excuse for any default on the part of the contractor to fulfill in every detail all the requirements of the said contract or be accepted as a basis for any claims whatsoever for extra compensation.

7. **Questions and Answers**

Any questions in respect to this RFQ should be submitted by Email to Keith Vaske, General Manager at Keith_Vaske@comcastspectacor.com.

8. **Bid Submittals**

**Bids are due on Friday, August 19, 2016 at 10:00 am.** Three (3) copies of the bid must be mailed, couriered or hand delivered to:

Tsongas Center at UMass Lowell
300 Martin Luther King Jr. Way
Lowell, MA 01852
**MARK SUBMITTAL: BID# CL17-GN-0004**

Attention: Keith Vaske, General Manager Tsongas Center at UMass Lowell

- It is the bidder’s responsibility to ensure that the bid is received at the designated location by the closing date and time.
- Late bids will not be considered, and will be placed, unopened, in the bid file.
- The cost associated with responding to the Request for Quotation is solely that of the bidder. Neither Spectra Venue Management nor its partners accept responsibility for any costs incurred by the bidder during this process.
- All submitted Quotations will become the property of Spectra Venue Management.

9. **Spectra Venue Management Rights**

Spectra Venue Management reserves the right to:

- Award this bid in whole or in part
• Reject any and all Quotations
• Render a Quotation unfit if the bidder fails to follow the RFQ format
• Waive minor deviations from the specifications stated in the RFQ when the acceptance or rejection is in Spectra Venue Management best interest
• Require the bidder to submit additional appropriate information
• Inspect the bidder’s offices and/or other contracts they may currently serve
• Negotiate with the company that is the successful bidder
• Negotiate with another bidder, if in Spectra Venue Management’s opinion negotiations with the first bidder are not moving towards an acceptable agreement

10. Evaluation

It is intended that the bidders be “short-listed” and that the “short-listed” bidders will be asked to make a presentation.

It is intended that the “short-listed” bidders will be asked to make their presentation within one week of the RFQ closing date.

Additional Evaluation Criteria:
• Vendors Presentation
• Best value and proven experience in contracts of similar size and scope
• References
• Price

11. Quotation Content

In order to be considered, the bidder’s Quotation must contain the requested information. Spectra Venue Management reserves the right to reject any Quotations, which are incomplete. Bidders are allowed to submit an alternate Quotation if they feel they can better serve the facility needs with an optional service, which may be different than the stated specifications. However, the bidders are still required to submit a Quotation as per the required specifications listed below.

1. Company Identification
2. Contact Information
3. Description of Company
4. Company History
5. Supervision
   • Describe the methods of corporate supervision intended.
   • Provide a complete Management Plan for Event and Non-Event days.
   • Provide a complete plan on recruiting, training, and retaining employees.
6. Current and Completed Contracts and Values
7. Industry Experience
8. References
9. Business Related Awards/Citations
   • List any business awards or citations that the company has received.
10. **Non-Collusion Affidavit**
- Submit a non-collusion affidavit signed by an official of the company. The affidavit must state that the bidder has not and/or has not caused another bidder to submit a collusive bid of any type.

12. **UMass Lowell Sponsorship**

The company selected to negotiate with, will be asked to participate in one of the many sponsorship packages that UMass Lowell has available. This participation will have a bearing on the selection process. Please provide the appropriate contact with your company. It is requested that this information be provided as soon as possible in advance of the RFQ response. This will allow sponsorship opportunities to be discussed and taken into consideration in a timely manner relative to the selection process.

Failure to provide the above noted information may at Spectra Venue Management’s discretion cause the Quotation to be rejected.

13. **Cleaning Products**

Tsongas Center at UMass Lowell is to purchase all Cleaning Products.

In order to reduce the adverse environmental impact of our purchasing decisions we are committed to buy goods and services from manufacturers and suppliers who share our environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

**Note:** While Spectra Venue Management will be responsible for the acquisition of hand soaps, paper products and garbage bags the contractor’s supervisor will be required to monitor stock levels and ensure the Operations Manager/ Director of Operations is aware when replacement inventory is required.

14. **List of Equipment**

The successful bidder is required to supply all the equipment necessary to clean the building. In addition to hand-held cleaning devices such as spray bottles, mops, wringers, buckets and wet floor signs it is expected that successful bidder will clean the building as quickly and efficiently as possible using at least the following type of equipment. Equipment that is owned by the Tsongas Center is available for the contractors use.

- Rider Automatic Floor Scrubber is owned by the Tsongas Center
- Gas Pressure Washer is owned by the Tsongas Center
- Carpet Cleaner – Water Extractor is owned by the Tsongas Center
- Dual Speed Rotary Floor Machines
- (2) Compact HEPA Vacuums are owned by the Tsongas Center
- (2) Portable / Back Pack Vacuums
- (1) Wet / Dry HEPA Vacuums
- 4-6 Janitorial Carts
- Ladders (conventional and multi-functional) is owned by the Tsongas Center
- (1) Portable Carpet Spot Remover System

List all the types of equipment as part of the Bid submission that will be used to clean the building. The equipment or its replacement is to remain in the building for the duration of the cleaning contract.
15. **Equipment Condition**

It is expected that all cleaning and safety equipment will be in at least “good” condition when first brought to the building and will be maintained in such condition for the duration of the contract.

Any equipment that is not new and is to be brought to the building will require the prior approval of the Director of Operations. The use of used equipment in the building is at the sole discretion of the Director of Operations.

16. **Equipment Replacement / Repair Program**

The successful bidder will be responsible for upkeep and routine repairs of ALL cleaning/Janitorial equipment that the cleaning staff uses including equipment owned by the Tsongas Center.

17. **Health and Safety Policy**

As part of their Quotation the bidders are required to submit the following information.

- Health and Safety Policy
- List of mandatory health and safety training that the bidder provides to their employees
- Procedures in the event of injury, accident, fire and any type of emergency
- Proof that the contractor’s staff have received or will receive training
- A list of employees that possess a valid First Aid Certificate

18. **Labor Pool**

Each bidder is required to show the size of the labor pool available to them and their strategy to hire personnel for this account. The numbers below are for example only and may fluctuate up or down depending on expected attendance.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Staff and Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post 0-1000 attendance</td>
<td>5 Cleaners plus 1 Lead Cleaner and 1 Supervisor</td>
</tr>
<tr>
<td>Post 1000-2500 attendance</td>
<td>8 plus 1 Lead and 1 Supervisor</td>
</tr>
<tr>
<td>Post 2501-5000 attendance</td>
<td>10 plus 1 Lead and 1 Supervisor</td>
</tr>
<tr>
<td>Post 5K to Max attendance</td>
<td>15 plus 2 Lead and 1 Supervisor</td>
</tr>
<tr>
<td>Talon and Pavilion Club</td>
<td>TBD Event driven</td>
</tr>
<tr>
<td>Club rooms East, North, West</td>
<td>TBD Event driven</td>
</tr>
<tr>
<td>Porter Program per/mo.</td>
<td>1 Day Porter full time 1 part time: Mon-Friday</td>
</tr>
<tr>
<td>During Event</td>
<td>5 Cleaners plus 1 Lead Cleaner and 1 Supervisor</td>
</tr>
<tr>
<td>Hockey 0-3500 attendance</td>
<td>6 plus 1 Lead and 1 Supervisor</td>
</tr>
<tr>
<td>Hockey 3501-Max attendance</td>
<td>8 plus 1 Lead and 1 Supervisor</td>
</tr>
<tr>
<td>Other Events</td>
<td>TBD by event type</td>
</tr>
</tbody>
</table>

19. **Uniform Policy**

Describe the type of uniforms to be worn by the Non Event and Event staff. Describe the uniforms (if any) to be worn by the Post Event cleaning staff. Describe the company’s approach to its employees’ appearance. Black pants/shoes mandatory

20. **Hourly Charge Rates**

It is intended that the fee for Janitor services be based on an hourly rate per employee. The bidders are required to submit the following:

1. Non Event Cleaner - Hourly Charge Rate
2. Non Event Lead Cleaner - Hourly Charge Rate
3. Non Event Supervisor - Hourly Charge Rate
4. Event Cleaner - Hourly Charge Rate
5. Event Lead Cleaner - Hourly Charge Rate
6. Event Supervisor - Hourly Charge Rate
7. The hourly rate to be billed to Spectra Venue Management should include the employee's hourly wage rate, fringe burden, administration burden and any other associated costs
8. Any overtime rates that may apply and the situations when that rate would occur

21. Escalation

Pricing proposals and hourly rates must be all inclusive and fixed for each contract term. Price escalations will not be considered.

22. Requirements At Time Of Execution

The successful bidder will be required to submit the following documentation in a form satisfactory to Spectra Venue Management for execution within ten (10) working days after being notified to do so in writing:

- Signed contract
- Insurance Documents
- Comprehensive Dishonesty, Disappearance and Destruction – Blanket Position
- Letter of Good Standing from the Workplace Safety and Insurance Board

23. Insurance

The contractor shall at its own expense obtain and maintain until the termination of the contract, and provide Spectra Venue Management with evidence of:

- Comprehensive general liability insurance on an occurrence basis for an amount not less than $2,000,000 and shall include Spectra Venue Management and the University of Massachusetts Lowell as an additional insured with respect to the contractor's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective products and completed operations, contingent employers liability, cross liability and severability of interest clauses
- Worker's Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars ($1,000,000) per occurrence.
- Automobile liability insurance for an amount that is not less than $2,000,000 on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of the contract
- The policies shown above will not be cancelled or permitted to lapse unless the contractor notifies Spectra Venue Management at the Tsongas Center in writing at least 30 days prior to the effective date of cancellation or expiry. Spectra Venue Management reserves the right to request such higher limits of insurance or other types of policies appropriate to the work, as Spectra Venue Management may reasonably require.

The contractor shall not commence work until such time as evidence of insurance is on file with Spectra Venue Management. The contractor shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.
The contractor shall indemnify and hold Spectra Venue Management and the University of Massachusetts Lowell harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the contractor, its Contractors, officers, employees or other persons for whom the bidder is legally responsible.

24. Comprehensive Dishonesty, Disappearance and Destruction

Crime Fidelity Coverage – The successful bidder will provide Spectra Venue Management with a comprehensive Dishonesty, Disappearance and Destruction Blanket Position Policy in the amount of $10,000 per employee.

25. Specifications

The purpose of this Request for Quotation is to obtain prices for the provision of both Event and Non-Event Janitorial Services for a one year period with options to renew for two additional one (1) year periods at the Tsongas Center at UMass Lowell.

The following is an estimated number of events that will occur each year. The list is an estimate for general information purposes only. While bidders are required to use these numbers in compiling their bids Spectra Venue Management does not guarantee the number or type of events.

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Number of Events</th>
<th>Number of Event Days</th>
<th>Attendance at Each Event Day</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hockey</td>
<td>20</td>
<td>20</td>
<td>4500</td>
<td>135,000</td>
</tr>
<tr>
<td>Basketball</td>
<td>10</td>
<td>10</td>
<td>1200</td>
<td>12,000</td>
</tr>
<tr>
<td>Family Shows</td>
<td>3</td>
<td>3</td>
<td>1800</td>
<td>1300</td>
</tr>
<tr>
<td>Concerts</td>
<td>15</td>
<td>15</td>
<td>3500</td>
<td>87,500</td>
</tr>
<tr>
<td>Ice Rentals</td>
<td>30</td>
<td>30</td>
<td>100</td>
<td>3000</td>
</tr>
<tr>
<td>Theatre</td>
<td>1</td>
<td>1</td>
<td>1500</td>
<td>1500</td>
</tr>
</tbody>
</table>

26. Estimated Labor Required Insurance

Non-Event: 1 - Full Time Cleaner 2080 hours and 1 part time 1040 hours.
Monday to Friday 7:30 am to 4:00 pm)

Daily cleaning will include all of the office spaces in the building for approximately 60 F/T employees, public and family service washrooms, concourse levels, entrances - interior glass, suite level, Break Room, Locker Rooms.

Event Cleaning: 8 - 15 Part Time Cleaner (assume 10 for the purpose of bidding)
Cleaning will include the concourses, public and family service washrooms, concourse levels, and private suites.

Post Event Cleaning: 8 - 30 Part Time Cleaner (assume 20 for the purpose of bidding)
Post Event Cleaning is the cleaning required after each event in order that the public area of the facility is clean by the following morning. This cleaning is to be completed during the overnight hours and depending on the size and attendance of the event, it will require between 5 and 30 Cleaner.

Staffing Levels will be reviewed and approved with the Director of Operations on a weekly basis. The full time staff person assigned to the venue will be required to attend the weekly Venue Operations Meetings.

27. Number of Events

It is anticipated that there will be approximately 100 events each year. Some events will occur on consecutive days / evenings and it is essential that the contractor have a large enough labor pool to support a continuing need for event and post event cleaning.

An example of this type of requirement is the potential for a weekend that will have: Friday night – Hockey; Saturday – Concert; Sunday – Concert; Monday – Entertainment Event.

28. Prevailing Wage

Attention is called to the fact that a schedule of minimum wage rates as established for the work by the Commissioner of Labor and Industries under the provisions of Chapter 149, Sections 26 and 27, as amended, is annexed to the Contract Documents and specified herein (see attachment). The wage schedule issued for this work will remain in effect for a period of one (1) year. Should the contract term or any renewal terms extend beyond the first year, the Contractor will request and the awarding authority will provide an updated wage schedule which will become effective on the anniversary date of the contract.

The hourly wages paid to personnel employed in carrying out this Contract shall be in accordance with the provisions of Chapter 149, Sections 26 and 27, as amended.

Claims and disputes pertaining to the classification of labor or wage determinations made by the Commissioner of Labor and Industries must be presented by appeal filed with the Department of Labor and Industries within three days from the date of the first advertisement or call for bids, in the manner provided by General Laws, Chapter 149, Section 27A.

Failure of the contractor to fulfill any and all of the requirements of the Massachusetts prevailing wage laws cannot be used as a basis for any claims whatsoever for extra compensation.

29. Customer Service

The aim of Spectra Venue Management is to provide extraordinary customer service from the time a guest arrives at the entrance, throughout the event and until the guest leaves the building. Spectra and UMass Lowell place great emphasis on appearance, attitudes and service levels. The Contractor’s staff must project a positive attitude to help achieve the goal of the facility to serve its customers in a professional manner. The ability to communicate effectively with customers/patrons is required of all contractors’ staff. Any bidder that cannot prove the ability to deliver the image and services required will be excluded from the evaluation process. Spectra Venue Management reserves the right to sever any contract with a company that does not conform to requirements in this area.

30. Service Level

The successful bidder is required to provide a high level of cleaning services. The contractor will be responsible for providing a cost effective service that achieves APPA Level 1 Custodial Standards.
31. **Time Keeping and Documenting**

The contractor will be required to document employee hour’s end of each work period. It is intended that the contractor’s invoices for services rendered be cross-referenced with the prevailing wage laws, including the submission of Certified Payroll records as required.

32. **Contract Extensions**

The contract period is for one (1) year, with options to renew for two (2) additional one-year periods. The contract extension will be based on the following criteria:

- Performance
- Dependability
- Co-operation
- Products
- Price

33. **Payment and Invoices**

Invoices are to be sent directly to:

Spectra Venue Management  
Tsongas Center at UMass Lowell  
300 Martin Luther King Jr. Way  
Lowell, MA 01852  
Attention: Director of Finance

Detailed invoices are to be submitted as follows:

- Number of employees in each classification
- Number of hours worked by each employee
- “Non-event” cleaning will be submitted monthly and will be for services performed in the previous month.
- “Event” cleaning invoices must be submitted within 24 hours and will be each specific event that occurred.
- “Non-Event” invoices and “Event” cleaning invoices are too kept separate and should be clearly identified.
- Payment will be NET 30 days.

Bidders offering a discount for early payment should note the discount in their submission.

34. **Contractor’s Responsibilities**

The contractor is responsible for the performance and completion of the work in accordance with the terms of this contract. The contractor will supply all labor, materials and equipment necessary to complete this project.

The Contractor shall not Subcontract any portion of the contract unless approved in writing, by an official of the University.

The contractor is to be totally responsible for all aspects of the project and for any of their sub-contractors involved.
35. Qualifications

The contractor must have proven experience in cleaning large facilities and be able to demonstrate that they have a large enough labor pool that can clean the facility for all single and consecutive events. An example of which is stated in “Number of Events”

The contractor submitting a bid shall be a firm of recognized standing having at least five (5) years’ experience in this type of work.

The contractors submitting bids on this project shall include a list of recent projects at other locations where a similar service is being performed.

The contractor shall ensure that all of its supervisory personnel performing work under the contract are competent persons.

The successful contractor will attend weekly staff meetings to discuss scheduling, event schedule, and work to be performed.

The successful contractor will meet with the Director of Operations / Operations Manager as needed to discuss performance, event schedule and invoicing.

36. Security

The contractor will submit to Spectra Venue Management a list of employees that are authorized to work in the building on the contractor’s behalf. No one will be admitted to the building without said authorization.

During an Event – the contractor’s employees will not be allowed to Sign IN prior to 10 minutes before their scheduled start time.

The contractor’s employees are required to wear photo identification (provided by the contractor) while they are working in the building.

The contractor shall ensure that their staff follows all Tsongas Center building security policies.

37. Legislation & Work Standards

The contractor and their employees will be expected to comply with all appropriate legislation e.g. Health & Safety, Employment Standards Act that governs the work performed at the Tsongas Center.

38. CORI and SORI Compliance

Contractor shall perform a Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) review for all employees assigned to work at the Facilities. Contractor will have 30 days from the commencement date of contract award to complete such checks on current employees. Any new Contractor employees must undergo such checks prior to employment at the Facilities. The Contractor shall ensure that (1) such background check(s) have returned result(s) of “no record” or (2) to the extent that the result(s) reveal that a record exists, that the employee (in writing) has elected to share such information with the Contractor so that Contractor may determine, consistent with the requirements of Massachusetts General Laws Chapter 171A and the Contractor’s employment policy, whether employee may be employed at the Facilities.

39. Submittals
The contractor is required to supply a list of the following information to Spectra Venue Management. The contractor is also required to ensure the list is kept current for the duration of the contract. This is in addition to the contractor’s responsibilities under the Occupational Health and Safety Act and Employment Standards Act

- All hazardous materials being used;
- All designated substances to be used as per the Designated Substances regulations;
- All flammable materials being used;
- Personal protective equipment to use in the performance of this contract.

40. Personal Protective Equipment

As part of this contract, the contractor is required to provide all the equipment necessary to complete the tasks identified in the Specific Requirements. This includes safety items required for the protection of both the worker and public.

41. Safety

Work done as part of this RFB is subject to compliance with Public Law 92-596 “Occupational Safety and Health Act of 1970” (OSHA), with respect to all rules and regulations pertaining to construction including Volume 36, numbers 75 and 105, of the Federal Register as amended, and as published by the U.S. Department of Labor and to the specific requirements of the Tsongas Center Safety procedures.

The contractor shall ensure the company’s management, supervisors and employees are trained, qualified and possess the necessary certifications to perform all work and deliver all services in compliance with any regulatory codes, acts, laws and by-laws.

Prior to the commencement of work under this contract, the contractor shall submit Material Safety Data Sheets to prevailing wage laws, for all hazardous materials and products likely to be used by the contractor in performing the work or delivering services. The contractor shall also maintain, at Tsongas Center, Material Safety Data Sheets for all hazardous materials and products taken onto the job site. If during the life of the contract, the contractor introduces any new hazardous material or product for use in performing the work or delivering services, the contractor shall provide Spectra Venue Management with a Material Safety Data Sheet for the material or product prior to use.

The contractor shall ensure that containers for any hazardous materials or products taken onto the Tsongas Center are labeled in accordance with requirements of the Hazardous Materials Information System Regulation, and if used for containment of flammable liquids, conform with the appropriate requirements pertaining to flammable liquids handling and storage.

When performing work or supplying services under this contract, the contractor shall ensure that its personnel have access to a First Aid Kit. The First Aid Kit which shall be supplied by the contractor will comply with requirements of the appropriate First Aid Regulations.

Should any accident or injury occur during the contractor’s performance of work at the Tsongas Center, the contractor is to immediately contact Operations Manager or Director of Operations. In addition to the legislated reporting requirements the contractor will be required to prepare a written Spectra Venue Management Incident Report and submit to the Director of Operations describing the accident what immediate actions were taken and what preventative measures were taken to ensure the incident or similar incidents do not occur again.
42. **Fire Safety**

The contractor’s staff may be required to assist the Tsongas Center staff in the event of fire or an evacuation.

Subject to the above the contractor’s employees will observe all building fire alarms and is expected to evacuate the building when the building fire alarm is activated.

43. **Damage Caused by the Contractor’s Staff**

The contractor will be responsible for any damage caused by their staff. Any repairs made necessary as a result of damage caused by the contractor’s staff are the total responsibility of the contractor. The Tsongas Center will make all necessary repairs and invoice the contractor for repairs.

44. **Clean-Up**

In addition to the cleaning requirements noted in the Specific Requirements the contractor is also responsible for leaving their work / storage area in a reasonably neat, clean and safe condition throughout the contract period.

All cleaning materials and cleaning equipment stored on site are the responsibility of the contractor.

No partially used cleaning materials can be left in an unsecured location. All supplies are to secure at the end of each shift.

45. **Termination**

Spectra Venue Management reserves the right to terminate this contract with 30 days written notice, without penalty.

46. **Third Party Cleaning Audit**

The contractor understands that a tri-annual, third party Quality Assurance Program is in place at the Tsongas Center. This is an independent inspection where quality rating will be generated for specific areas of the building. This inspection will help identify areas that need attention, while also showing the areas of strength.

Ratings that pass inspections are as follows:
- Locker rooms – 90% rating
- All remaining areas – 84%
SCOPE OF WORK

1. NON-EVENT CLEANING

**Level 100 Event Level (including each Vomitorys)**
Daily: Visual check, Empty Garbage, Clean and polish water fountains
Daily: Sweep, Remove fingerprints from Glass
Daily: Damp Mop, Clean Baseboards, Dust, Clean and Polish Glass, Clean Walls
Daily: Damp Mop, Locker rooms, showers, restrooms
Monthly: High Dusting.
Quarterly: Strip VCT Floor, Refinish Floor

**Main Entrance Lobby**
Daily: Empty Garbage, Sweep,
Mon, Wed, Fri: Damp Mop Floor, Clean Baseboards, Remove fingerprints from Glass, Dust
Weekly: Clean and Polish Glass, Check and clean Well below “walk off” grate
Quarterly: Clean Walls, Mop and Strip Floor, Refinish Floor

**East / VIP Lobby**
Daily: Visual Check, Empty Garbage, Polish Glass
Mon, Wed, Fri: Sweep, Damp Mop, Clean Baseboards, Remove fingerprints from Glass, Dust
Weekly: Check and clean well below “walk off” grate, Clean Walls
Quarterly: Clean Walls, Mop and Strip Floor, Refinish Floor

**Lobby Stairs East / West**
Daily: Visual Check, Vacuum
Weekly: Dust, Wipe down rails
Monthly: High Dust
Quarterly: Clean Walls

**Pavilion / Talon Club**
Daily: Visual Check, Empty Garbage, Vacuum, Clean and Polish Glass
Mon, Wed, Fri: Clean Bar Surfaces,
As needed: “Steam Clean” Chair, Clean carpet to remove any stains

**Elevators #1**
Daily: Visual Check, Sweep, Damp Mop as needed
Mon, Wed, Fri: Sweep, Damp Mop, Clean Baseboards
Weekly: Remove fingerprints from stainless steel, Dust, Clean stainless steel
Monthly: Mop and Strip Floor, Refinish Floor
Weekly: Dust, Clean Baseboards
Quarterly: Clean Walls, High Dusting
Quarterly: Strip Floor, Refinish Floor

**Public Washrooms**
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Clean Baseboards, Remove fingerprints from Glass, Clean and Polish Fixtures, Clean Walls.
Weekly: Dust, Clean Washroom Partitions
Quarterly: High Dusting, Mop and Strip Floor, Refinish Floor

**Locker Rooms 1, 2, 3, 4, 5, 6 (including Showers and Washrooms)**
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures,
Weekly: Dust, Clean Washroom Partitions, Clean Baseboards
Monthly: Clean Walls, High Dusting
Quarterly: Remove rubber matting and pressure wash

**UMass Locker Rooms**
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures,
Weekly: Dust, Clean Washroom Partitions, Clean Baseboards
Monthly: Clean Walls, High Dusting
Quarterly: Remove rubber matting and pressure wash, clean carpet to remove any stains

**UMass Athletic Office**
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures,
Weekly: Dust, Clean Washroom Partitions, Clean Baseboards
Monthly: Clean Walls, High Dusting
Quarterly: Remove rubber matting and pressure wash
As needed: Clean carpet to remove any stains.

**West - Lobby**
Daily: Empty Garbage, Sweep,
Mon, Wed, Fri: Damp Mop, Clean Baseboards, Remove fingerprints from Glass, Dust
Weekly: Clean and Polish Glass, Check and clean Well below “walk off” grate
Monthly: Mop and Strip Floor, Refinish Floor
Quarterly: Clean Walls

**Back of House/Storage Area (UDA)**
Daily: Visual Check
Mon, Wed, Fri: Sweep
Weekly: Damp Mop
Quarterly: High Dust

**Production Room**
Daily: Empty Garbage, Remove fingerprints from Glass, Vacuum / mop, Clean and Polish Glass,
Weekly: Dust, Clean Baseboards
Quarterly: Clean Walls, High Dusting, Strip Floor, Refinish Floor

**Officials’ Room**
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep
Mon, Wed, Fri: Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures
Weekly: Dust, Clean Washroom Partitions, Clean Baseboards
Monthly: Clean Walls, High Dusting
Quarterly: Mop and Strip Washroom Floor, Refinish Washroom Floor

**Loading Dock (interior)**
Daily: Visual Check, Sweep as necessary
Mon, Wed, Fri: Scrub
Weekly: Damp Mop, Dust
Quarterly: High Dust
**Building Exterior**

Pick up trash empty trash cans, sweep the area outside each entrance and exit to include parking lots, ramps, stairs and roadways around the building, circle and park.

**Miscellaneous**

**Entrance Mats**
Vacuum completely after events  
Daily: Visual Check  
As needed: Clean Mats to remove any stains and gum  
Quarterly: Clean under walk off mats

**LEVEL 200**

**Administration (only during business hours)**
Daily: Empty Garbage  
Mon, Wed, Fri: Vacuum  
Weekly: Dust, Clean Baseboards  
Quarterly: Clean Walls, High Dusting  
As needed: Clean carpet to remove any stains and gum to include seating

**Administration Corridor**
Daily: Visual Check, Empty Garbage  
Mon, Wed, Fri: Vacuum  
Weekly: Dust, Clean Baseboards  
Quarterly: Clean Walls, High Dusting  
As needed: Clean carpet to remove any stains

**Administration Offices**
Daily: Visual Check, Empty Garbage  
Mon, Wed, Fri: Vacuum, Clean desks, Sanitize phones  
Weekly: Dust, Clean Baseboards  
Quarterly: Clean Walls, High Dusting  
As needed: Clean carpet to remove any stains

**Talon Club**
**Daily:** Visual Check, Pick up Garbage, Sweep, Damp Mop, Clean Baseboards & Dispose of Garbage  
Vacuum, Clean and Polish Glass, Clean and Polish stainless steel  
Food Services Staff are responsible for cleaning in the food preparation areas, cleaning behind bars and cleaning tables and chairs and will set garbage out to be picked up.  
As Needed: Clean carpet to remove any stains, to include seating

**Box Office (only during business hours)**
Daily: Empty Garbage, Remove fingerprints from Glass  
Mon, Wed, Fri: Clean and Polish Glass, Vacuum  
Weekly: Dust, Clean Baseboards  
Quarterly: Clean Walls, High Dusting  
As Needed: Clean carpet to remove any stains, to include seating
Box Office Manager’s Office (only during business hours)
Daily: Empty Garbage
Mon, Wed, Fri: Vacuum, Clean Baseboards

Elevator Lobby
Daily: Visual Check, Vacuum, Clean Baseboards, Remove fingerprints from Stainless Steel, Dust
Monthly: High Dust
As Needed: Clean Walls

Public Washrooms
Daily: Visual Check, Empty Garbage, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove Fingerprints from Glass, Clean and Polish Fixtures, Clean Walls
Weekly: Dust, Clean Washroom Partitions, Clean Baseboards
Quarterly: High Dusting, Mop and Strip Floor, Refinish Floor

LEVEL 300

Elevator Lobby – East Elevator
Daily: Visual Check
Mon, Wed, Fri: Sweep, Damp Mop
Weekly: Remove Fingerprints from Stainless Steel, Dust, Clean Baseboards

Concourse (including each Vomitory)
Daily: Visual Check, Clean and polish water fountains as required, Empty Garbage,
Weekly: Sweep, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures, Polish Chrome Surfaces, Dust, Clean Baseboards, Clean Walls
Quarterly: High Dusting

Pavilion Club
Visual Check, Pick Up Garbage, Sweep, Damp Mop, Clean Baseboards & Dispose of Garbage Vacuum, Clean and Polish Glass, Clean and Polish stainless steel
Food Services Staff are responsible for cleaning in the food preparation areas, cleaning behind bars and will set garbage out to be picked up.
As Needed: Clean carpet to remove any stains, to include seating

Private Suites (5)
Daily: Visual Check, Empty Garbage, Clean and Polish Fixtures, Dust, Vacuum, Clean Baseboards
Monthly: High Dusting
As Needed: Clean Carpet, Clean Seats, and Clean Walls

Suite (4th Floor)
Daily: Visual Check, Dust, Vacuum, Clean Baseboards
Quarterly: Clean Walls, High Dusting
Weekly: Empty Garbage, Restock Supplies, Clean and Polish Fixtures, Dust, Vacuum, Clean Baseboards
Monthly: High Dusting
As Needed: Clean carpet to remove any stains, to include seating
Quarterly: High Dusting
**Exit Stairs Levels 100 to 300**
Daily: Visual Check
Mon, Wed, Fri: Sweep / mop trouble spots
Weekly: Sweep thoroughly
Monthly: Dust and Damp mop

**Stair (Level 300 to 400)**
Daily: Visual Check
Weekly: Dust, Vacuum / mop trouble spots
Monthly: High Dust
Quarterly: Clean Walls

## 2. EVENT CLEANING

If the Day Cleaning and Post Event cleaning are completed properly, the amount of work to be completed prior to an event should be minimal. The major requirement will be to check and ensure that the building is ready to be opened to the public.

Event Cleaners are required to report for duty ½ hours prior to the public being allowed in the building. The event cleaning services are:

**PRIOR TO THE EVENT**

**Level 100 (Event Level)**
- Check Entrance Lobbies and clean as necessary
- Check glass at all entrances and clean as necessary
- Check elevator lobbies and clean stainless steel as necessary
- Check all public washrooms and staff washrooms and spot clean as necessary and replenish hand soap and paper products as necessary
- Check Event Level and spot clean as necessary

**Level 200**
- Check elevator lobbies and clean stainless steel as necessary
- Check all public washrooms and family service washrooms and spot clean as necessary
- Replenish hand soap and paper products as necessary
- Check Main Lobby and spot clean as necessary
- Check Talon Club and spot clean as necessary

**Level 300**
- Check elevator lobbies and clean stainless steel as necessary
- Check all public washrooms and spot clean as necessary
- Replenish hand soap and paper products as necessary
- Check Pavilion Club and clean as necessary
- Check Level 300 concourse and spot clean as necessary

**Suite (4th Floor)**
- Check elevator lobbies and clean stainless steel as necessary
- Check garbage containers. Empty as required
- Clean Glass, counter tops, Bar Rails, and all furniture
**DURING THE EVENT**

- Monitor each level to ensure the concourses kept free of debris and spills. Clean as required.
- Check garbage containers prior to an intermission. Empty as required.
- Following intermissions check garbage containers. Empty as required.
- Prior to and immediately following an intermission check all public washrooms and family service washrooms and spot clean as necessary.
- Replenish hand soap and paper products as necessary.
- Monitor concourses and ensure any spills are cleaned and mopped immediately. Post warning signs while floor is wet.
- Other duties as assigned by Spectra Venue Management.

**NOTE: AT NO TIME ARE CLEANERS TO NEGLECT THEIR DUTIES TO WATCH THE EVENT!**

3. **POST EVENT CLEANING**

Event cleaning is necessary immediately following every sporting or entertainment event at the facility. The intent is that event cleaning will be conducted independently from the “Non-Event” cleaning. Event cleaning will occur at night following each event.

It is intended that the successful contractor have a sufficient work force to ensure that the post event cleaning is complete within a 6-hour period. The contractor is required (in consultation with the Director of Operations) to size its workforce so that the work is completed within the allotted time.

**Level 100 Event**
- All garbage containers are to be emptied
- Concourse floor is to be swept and scrubbed as required to remove all dirt
- All washroom garbage containers are to be emptied
- Washroom floors are to be swept and mopped as required
- Each Entrance Lobby is to be swept and mopped.

**Seating Floor**
- All seating rows are to be swept and the garbage picked up.
- All seating rows are to be damp mopped to remove all traces of food and drinks.
- All stairs are to be swept and damp mopped to remove all traces of food and drinks.
- Team Benches, Penalty and Time Keeper’s Boxes are to be swept and damp mopped.
- Clean walls and benches in the Team Benches, Penalty and Time Keeper’s Boxes.
- All dasher boards and floor between Dasher Boards are to be checked and cleaned as required
- Floor to be swept / moped after shows

**Dressing Rooms 1, 2, 3, 4, 5 and 6 (including Showers and Washrooms)**
- Empty Garbage, Clean & disinfect Showers, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures

**Production Room**
- Empty Garbage, Clean and Polish Glass, Vacuum, Spot clean any carpet stains, Dust, Clean Baseboards

**Officials’ Room (including Shower and Washroom)**
- Empty Garbage, Clean & disinfect Showers, Restock Supplies, Sweep, Sanitize Fixtures, Damp Mop, Remove fingerprints from Glass, Clean and Polish Fixtures
Loading Dock (interior)
- Empty Garbage, Sweep and Damp Mop

Loading Dock (exterior)
- Empty Garbage, Sweep, and Wash down (if necessary)

Building Exterior
- Pick up trash, empty trash cans, sweep the area outside each entrance and exit to include parking lots, ramps, stairs and roadways around the building, circle and park.

LEVEL 200
Talon Club
- Visual Check, Pick Up Garbage, Sweep, Damp Mop, Clean Baseboards & Dispose of Garbage
- Vacuum, Clean and Polish Glass, Clean and Polish stainless steel
- Food Services Staff are responsible for cleaning in the food preparation areas, cleaning behind bars and cleaning tables and chairs and will set garbage out to be picked up.
- Spot clean any carpet stains

Administration Entrance Corridor
- Pick up Garbage, Empty Garbage, Vacuum as required, Spot Clean Carpet as required, Clean Baseboards and Walls as required
- Spot clean any carpet stains

Level 300 Concourse
- Level 300 will only be used for certain events. It may be partially used in the Theatre setting and for some Sporting Events at which time the cleaning schedule is to be adjusted to suit Level 300 use.
- All garbage containers to be emptied
- Concourse floor to be swept and Scrubbed using the Auto Scrubber
- All washroom garbage containers to be emptied
- Washroom floors to be swept and spot damp mopped as required

Pavilion Club
- Visual Check, Pick Up Garbage, Sweep, Damp Mop, Clean Baseboards & Dispose of Garbage
- Vacuum, Clean and Polish Glass, Clean and Polish stainless steel
- Food Services Staff are responsible for cleaning in the food preparation areas, cleaning behind bars and cleaning tables and chairs and will set garbage out to be picked up.
- Spot clean any carpet stains

Concessions
- Visual Check, Pick Up Garbage
- Food Services Staff are responsible for cleaning in the food preparation areas and will set trash and boxes out to be picked up.

Level 300 Seating Bowl
- All seating rows are to be swept and the trash picked up.
- All seating rows are to be damp mopped.
- All gum is to be removed from floors.
- Any seats, arm rests and backs requiring cleaning are to be sprayed with a germicidal spray and wiped.
- All gum and any stickers on chairs is to be removed
- All stairs are too swept and damp mopped.

**Exit Stairs**
- Visual Check, Pick up Trash, Sweep and mop as necessary

4. **PROJECT WORK**

Additional cleaning work outside of the scope of work define herein may be required from time to time; this Project Work will be completed on an as-required basis. All Project Work will require the submission of a quotation and approval by the Director of Operations, and will be coordinated and managed by the contractor’s supervisor. This is work outside the scope of the contract and is non-exclusive.

Examples of this type of work are: pressure washing seating bowl, thoroughly cleaning seating.
Bidders are required to submit this form with their bid.

We the undersigned hereby offer provide services for the Event and Non Event Janitorial Services for the Tsongas Center in accordance with the details outlined within this RFQ:

<table>
<thead>
<tr>
<th>Requirement/Event</th>
<th>Description</th>
<th>Detail</th>
<th>Price based on</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time porter</td>
<td>Porter program full time (2080 annual hours)</td>
<td>Full time porter</td>
<td>Annual Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part time porter</td>
<td>Porter program part time (1040 annual hours)</td>
<td>Part time porter</td>
<td>Annual Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During event (standard)</td>
<td>During event cleaning and portering</td>
<td>(5 + 1 Lead + 1 Supervisor) x 5 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During event (all day)</td>
<td>During event cleaning and portering</td>
<td>(5 + 1 Lead + 1 Supervisor) x 10 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post event cleaning 1-1000</td>
<td>Post event cleaning 1-1000 attendance</td>
<td>(5 + 1 Lead + 1 Supervisor) x 5 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post event cleaning 1001-2500</td>
<td>Post event cleaning 1001-2500 attendance</td>
<td>(8 + 1 Lead + 1 Supervisor) x 6 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post event cleaning 2501-5000</td>
<td>Post event cleaning 2501-5000 attendance</td>
<td>(10 +2 Lead + 1 Supervisor) x 6 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post event cleaning 5000-max</td>
<td>Post event cleaning 5000-max attendance</td>
<td>(15 +2 Lead + 1 Supervisor) x 6 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hockey 1-3500</td>
<td>Hockey 1-3500 attendance</td>
<td>(6 + 1 Lead + 1 Supervisor) x 4 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hockey 3501-max</td>
<td>Hockey 3501-max attendance</td>
<td>(8 + 1 Lead + 1 Supervisor) x 4 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavilion</td>
<td>Pavilion cleaning</td>
<td>(1 Event Cleaner) x 4 hours</td>
<td>Per Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-event Porter/Cleaner</td>
<td>Non-event porter/cleaner (hourly)</td>
<td>Porter/cleaner, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-event Lead Person</td>
<td>Non-event Lead Person (hourly)</td>
<td>Lead Person, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-event Supervisor</td>
<td>Non-event Supervisor (hourly)</td>
<td>Supervisor, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Porter/Cleaner</td>
<td>Event porter/cleaner (hourly)</td>
<td>Porter/cleaner, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Lead Person</td>
<td>Event Lead Person (hourly)</td>
<td>Lead Person, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Supervisor</td>
<td>Event Supervisor (hourly)</td>
<td>Supervisor, hourly</td>
<td>Per Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Equipment cost</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Equipment/Supplies cost</td>
<td>Annual Cost</td>
</tr>
</tbody>
</table>
Bidders are required to sign below and submit this form with their bid.

The undersigned proposes to provide equipment and services in accordance with the terms specified below and the terms of this request.

The undersigned also hereby declares that it is the only person or persons interested in this proposal, that the proposal is made without any connection with other persons making any bid for the same work; that no person or persons directly or indirectly interested in this proposal, or in any contract which may be made under it, is expecting profits to arise therefrom; and without directly or indirectly influencing or attempting to influence any other person bidding for the same work; and that this proposal is made with distinct reference and relation to the specifications prepared for this case and herein mentioned. The undersigned declares that, in regard to the conditions affecting the work to be done, this proposal is based solely on their own investigations and research and not in reliance upon any representations of any employee, officer, or Contractor of the Commonwealth of Massachusetts.

The undersigned also hereby declares that the pricing provided their response in Attachment A is accurate and binding. (See Attachment A)

Addendum numbers __________ have been considered when completing the Quotation.

Name of Signatory (Person signing below): ____________________________________________

Contact Name: ________________________________________________________________

Contact Telephone Number: ______________________________________________________

Contact Business Address: ________________________________________________________

Contact City and State: __________________________________________________________

Contact Email Address: __________________________________________________________

Authorized Signature: __________________________________________________________

Printed Name and Title: __________________________________________________________

Date of Offer: _________________________________________________________________

Duration of Offer (minimum 90 Days) ______________________________________________
Bidders are required to sign below and submit this form with their bid.

Pursuant to Massachusetts General Laws, Chapter 62C Section 49A, Clause (B), added by Section 36 of Chapter 233 of 1983:

(Name of Person Representing Company/Firm): ________________________________

for (Name of Company/Firm): ________________________________

whose principal place of business is located at:

Company Address:

Do hereby certify under the pains and penalties of perjury that the above mentioned named contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Authorized Signature: ________________________________

Printed Name: ________________________________

Title: ________________________________

Date: ________________________________
Bidders are required to sign below and submit this form with their bid.

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.

(Signature of individual submitting bid or proposal) and Date

(Name of business)

Signature Date: ________________________________
Bidders are required to sign below and submit this form with their bid.

1. Company Name:___________________________________________________
   Contact Person:___________________ Phone Number:____________________
   Description and Dates of Services Provided:______________________________

2. Company Name:___________________________________________________
   Contact Person:___________________ Phone Number:____________________
   Description and Dates of Services Provided:______________________________

3. Company Name:___________________________________________________
   Contact Person:___________________ Phone Number:____________________
   Description and Dates of Services Provided:______________________________

4. Company Name:___________________________________________________
   Contact Person:___________________ Phone Number:____________________
   Description and Dates of Services Provided:______________________________

5. Company Name:___________________________________________________
   Contact Person:___________________ Phone Number:____________________
   Description and Dates of Services Provided:______________________________

**Bidders must list jobs performed in a similar scope in the past three (3) years.** References will be contacted to confirm Bidder’s abilities, qualifications and performance. The University may deem the Bidder’s response unresponsive if a reference is not obtainable from listed reference after reasonable attempts.
BIDDER’S CHECKLIST

AS A QUALIFIED BIDDER, HAVE YOU INCLUDED:

_____ Attachment A Quotation Form
_____ Attachment B Proposal Offer
_____ Attachment C Required Affidavit of State Tax Compliance
_____ Attachment D Certification of Non-Collusion
_____ Attachment E Business Reference Form
_____ Formal response to Items #11-19 of this RFQ

This procedure was developed by Spectra Venue Management, and contains Spectra Venue Management intellectual property that is proprietary to Spectra Venue Management. This procedure or any parts therein cannot be reproduced, photocopied, and/or transmitted without the express written permission of Spectra Venue Management. All rights reserved. Copyright 2000 through 2016.