# Table of Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Company Experience &amp; History</td>
</tr>
<tr>
<td>3</td>
<td>Proposal for Services</td>
</tr>
<tr>
<td>4</td>
<td>Business Continuity Plan &amp; Pricing Policy</td>
</tr>
<tr>
<td>5</td>
<td>References</td>
</tr>
<tr>
<td>6</td>
<td>Required Forms</td>
</tr>
<tr>
<td>7</td>
<td>Pricing</td>
</tr>
</tbody>
</table>
June 7, 2019

Ehtishamuddin Shami Qazi
Facilities Manager
Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129

To Mr. Shami Qazi,

Please find enclosed our proposal to provide Janitorial Services to Bunker Hill Community College Campuses in Charlestown and Chelsea.

S. J. Services Inc. is the leading contract cleaner of educational facilities in Massachusetts. We currently provide similar cleaning programs to other educational facilities throughout New England. We have also partnered with BHCC since 2001 to run a successful janitorial services program.

S. J. Services Inc. has been certified by the Massachusetts Criminal History Systems Board to have speedier and more direct access for background checks of our employees. We use the CORI and SORI background checks as well as other background checks to assure that responsible people are in place at all of the facilities that we clean.

We are very experienced in Green cleaning programs and will partner with the school in these efforts, which will bring extra value and a healthier indoor environment for all building occupants.

Sincerely,

[Signature]
Daniel Shea
Director of Professional Development
danielshea@sj-services.com
(351) 201-9276
BUNKER HILL COMMUNITY COLLEGE

Request For Proposal

BHCJTRL19
Janitorial Services

All Proposals must be delivered to:
Ehtishamuddin Shami Qazi
Facilities Manager
Bunker Hill Community College
c/o: Facilities Management, Room E-120
250 New Rutherford Ave
Boston MA 02129
Eqazi@bhcc.mass.edu

Name of Respondent: S. J. Services, Inc.
Primary Contact: Daniel Shea
Phone: 351-201-9276
Email: Danielshea@sj-services.com
Fax: 978-560-1162
Web Address: www.sj-services.com
Mailing Address: 235 Newbury Street
Danvers, MA 01923

Signature of Authorized Agent: [Signature]

Date: 6/9/2019
Designated Quarters
January 1 – March 31
April 1 – June 30
July 1 – September 30
October 1 – December 31

Reporting Due Dates
May 15
August 15
November 15
February 15

It is also important for you to understand how the contract will be used by authorized entities. I have attached the FAC81 Contract User Guide, which instructs contract users in how to obtain services from this contract. I have also attached our new "Statement of Work" template, (SOW) which contract users will fill out, email to you when requesting a quote, and you will be asked to complete the form and proceed as directed in the SOW. Some User may decide to create their own SOW, which is allowed.

Please remember and note that Prevailing Wages for Janitorial Services must be used on engagements for all Commonwealth owned or rented facilities, however, they do not apply to cities, towns or school districts. You may only quote on facilities located within the regions you were awarded in the contract.

If you have any questions please feel free to contact me at 617-720-3128 or E-mail Kathy.reilly@state.ma.us.

Sincerely yours,

[Signature]
Kathleen K Reilly
Director, Strategic Sourcing Services.

Enclosure
Quarterly Sales Report Template spreadsheet
Quarterly Administrative Fee Template spreadsheet
FAC81 Contract User Guide
FAC81 Statement of Work Template
COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Executive Office for Administration and Finance (AOF), the Office of the Comptroller (OTR), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be valid. Additional non-conflicting terms may be added by Attachment. Contracts may not reflect any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov under Guidance For Vendors - Forms or www.mass.gov under OSD Forms.

CONTRACTOR LEGAL NAME: S.J. Services Inc.
(and d/b/a):

Legal Address: (W-9, W-4, T&C): 235 Newbury Street., Danvers, MA, 01923

Contract Manager: David Shea

E-Mail: chessa@sj-services.com

Phone: 978-360-1229
Fax: 617-729-3315

Contractor Vendor Code: VC9001195985

Vendor Code Address ID: (e.g. "AD001"): AD ___.
(Note: The Address Id Must be set up for EFT payments.)

COMMONWEALTH DEPARTMENT NAME: Operational Services Division

MMWRs Department Code: OSD

Business Mailing Address: 1 Ashburton Pl, Rm 1017, Boston, MA 02168

Contract Manager: Lalana Gunaratne

E-Mail: Lalana.M.Gunaratne@state.ma.us

MMWRs Doc ID: FAC81*

RF/R Procurement or Other ID Number: FAC81

NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)
- Statewide Contract (OSD or an OSD-designated Department)
- Collective Purchase (Attach OSD approval, scope, budget)
- Department Procurement (Includes State or Federal grants 815 CMR 2.00)
- Dear Manager (Attach justification for emergency, scope, budget)
- Employee (Attach Employee Status Form, scope, budget)
- Legislative/Legal or Other (Attach authorization language/justification, scope and budget)

The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

- Commonwealth Terms and Conditions
- Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

- Statewide Contract (OSD or an OSD-designated Department)
- Collective Purchase (Attach OSD approval, scope, budget)
- Department Procurement (Includes State or Federal grants 815 CMR 2.00)
- Emergency Contract: (Attach justification for emergency, scope, budget)
- Employee (Attach Employee Status Form, scope, budget)
- Legislative/Legal or Other (Attach authorization language/justification, scope and budget)

The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

- Commonwealth Terms and Conditions
- Commonwealth Terms and Conditions For Human and Social Services

PAYMENT FOR DELIRIUM AND PROFESSIONAL SERVICES (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days 0.0025% PPD, Payment issued within 15 days 0.0025% PPD, Payment issued within 20 days 0.0025% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle, statable by law or Ready Payments (G.L.C. 28, § 25; & 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy).

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: Statewide Contract FAC81 for Janitorial Services, Environmentally Preferable, Statewide Contract, with Incorporated Addendum.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

- 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
- 2. may be incurred as of __ February 1, 2017 __ a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
- 3. were incurred as of __ January 31, 2019 __ a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the dates and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments for obligations prior to the Effective Date from the Commonwealth does not constitute acceptance of obligations incurred prior to the Effective Date.

CONTRACT END DATE: Contract performance shall terminate as of __ January 31, 2019 __ with no obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by any party, the “Effective Date” of this Contract or Amendment shall be the later date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached herein) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor’s Response, and any additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor’s Response only if made using the process outlined in G.L.C. 28, § 25; & 23A; incorporated herein, provided that any amended RFR or Response and/or final bids result in best value, lower costs, or a more cost effective Contract.

AUTORIZING SIGNATURE FOR THE CONTRACTOR:

[Signature and Date Must Be Handwritten At Time of Signature]

Print Name:

Print Title:

(Updated 3/21/2014) Page 1 of 6
Experience

S. J. Services Inc. is a full service contract cleaning company with over 36 years of continuous operations and day-to-day management by the founding principals. Our management team has more than 120 years of combined experience managing cleaning and maintenance programs for our clients.

We provide contract-cleaning services in many types of facilities but the majority of the accounts in our client portfolio are schools in Massachusetts. In addition to BHCC and the hundreds of other public schools that we service, SJS is also under contract for the following Higher Educational Facilities:

- Mass Bay Community College – Wellesley, MA Campus.
- Mass Bay Community College – Framingham, MA Campus.
- Mass Bay Community College – Ashland, MA Campus.
- Endicott College – Beverly, MA Campus.
- Endicott College – Boston, MA Campus.
- University of Rhode Island – Providence, RI Campus.

Our accounts have been repeatedly renewed. As a leader in our industry within the Northeast region, we maintain one of the best contract retention rates in the industry as a result having a productive, cost effective and consistent program of service. We believe our strong client satisfaction levels are a direct result of our (time tested) comprehensive training skills and continual training programs.

On a daily basis, we employ over 1,200 cleaners cleaning in over 40 million sq. ft. of floor space. Our cleaners receive benefits including scheduled raises, paid holidays and sick days, vacation time and other items. This benefit package allows us to recruit and retain quality employees.

S. J. Services’ maintains four emergency service crews that are available 24 hours a day, 7 days per week to respond to virtually any cleaning situation. We can be on site at either BHCC campus within 1 hour of notice.
Memberships in Professional and Related Associations

S. J. Services Inc. is a member of the following organizations:

- APPA, Leadership in Educational Facilities.
- Building Services Contractors Association International (BSCAI).
- Massachusetts FAC81 Certified Vendor.
- Massachusetts DCAMM Certified Vendor.
- Rhode Island DCAMM Certified Vendor.
Charitable Contributions

S. J. Services Inc. (SJS) has been a very proud partner of the College in its goal of assisting students in need of financial assistance reaching their full potential.

SJS has been pleased to donate an annual contribution to the Bunker Hill Foundation and in 2018 contributed $3,500. to the foundation for student scholarship assistance.

In 2016, we learned that Bunker Hill Community College’s Single Stop program, directed by Dr. Kathleen O’Neill, operated a food bank service. That service was in need of a freezer for food products. Within a few days of discovering this need, SJS purchased, donated and delivered a new freezer to Single Stop at the Charlestown Campus.

SJS strongly supports the mission of Bunker Hill Community College and we feel that our support should be real and tangible.
Commonwealth of MA FAC81 Janitorial Services Contract

S. J. Services, Inc. is proud to currently be a contractor under the current State of Massachusetts Janitorial Services, Environmentally Preferable Contract, FAC81.

Please see attached our original award letter and approved contract extension for FAC81.

SJS’ FAC81 Vendor Code is: 211258
February 24, 2014

David Shea
S.J. Services Inc.
20 Locust St.
Danvers, MA 01923

Congratulations! The Operational Services Division's FAC81 Janitorial Services Strategic Sourcing Services Team (SSST) is pleased to inform you that your company has been awarded a contract for the opportunity to provide Janitorial Services as specified in the FAC81 RFR and in your accepted response, for district 1, 2, 3, 4, 5, 6. The initial contract period is February 1, 2014 to January 31, 2017, with options available to renew through January 31, 2021. Enclosed for your files is a fully executed copy of the FAC81 Standard Contract Form with your company.

Listed below is the quarterly sales reporting schedule that must be submitted on the standard "Quarterly Sales Reporting" Excel template available on the Comm-PASS (www.comm-pass.com) website under the FAC81 "Forms & Terms" tab, and will be available on COMMBUYS after March 24th. The Quarterly Sales Report is a detailed spreadsheet of all contract service activity delivered, as well as all of the EPP products used per client, during a designated three month period. This report is due within 45 days (or less if possible) of the close of the prior quarter. This information must be submitted via E-mail to Sara.ureto@state.ma.us in an excel format only, pdf files will not be accepted. You will note this spreadsheet also contains a mandatory tab for reporting Supplier Diversity Plan (SDP) expenditures for each quarter.

The 1% Administrative Fee reporting is a separate report and MUST also be submitted quarterly as instructed on the form. To obtain the Administrative Fee form please refer to the Comm-PASS (www.comm-pass.com) website under the FAC81 contract "Forms & Terms" tab, and this form will also be available on COMMBUYS.

Due to the transition of our Comm-PASS system to the new COMMBUYS system, I am attaching these templates for your convenience. The first report will be due May 15, 2014.

Please note: Even if there have been no payments received within a quarter you MUST submit the Administrative Fee form as usual indicating zero payments received. Both the Sales and Administrative fee reports MUST be submitted on time to avoid contract suspension.

The following is an outline of the "quarters" for the product sales reporting and the 1% Administrative Fee Reporting due dates for each:

Tel: (617) 720-3300  TDD: (617) 727-2716  Fax: (617) 727-4327  www.mass.gov/osd  Follow us on Twitter: @Mass_OSD
COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM

This form is jointly issued and published by the Executive Office for Administration and Finance (AOF), the Office of the Comptroller (CTR) and the Operations Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/gov under Guidance For Vendors - Forms or www.mass.gov/gov under OSD Forms.

CONTRACTOR LEGAL NAME: S.J. Services, Inc.
(and dba):

Legal Address: 20-4, 4-T&D 225 Newbury Street, Danvers, MA 01923

Contract Manager: Daniel Shea; David Shea
E-Mail: dehaa@si-services.com; danielshea@si-services.com
Phone: 978-758-1033

Contractor Vendor Code:

Vendor Code Address ID (e.g. "AD001"): AD __
(Note: The Address ID must be set up for EFT payments.)

__ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

- Statewide Contract (OSD or an OSD-designated Department)
- Collective Purchase (Attach OSD approval, scope, budget)
- Department Procurement (includes State or Federal grants 815 CMP 2.00)
- Attach RFP and Response or other procurement supporting documentation
- Emergency Contract (Attach justification for emergency, scope, budget)
- Contract Employees (Attach Employment Status form, scope, budget)
- Legislative/Other (Attach authorizing language justifications, scope and budget)

the following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

X Commonwealth Terms and Conditions
- Commonwealth Terms and Conditions For Human and Social Services

COMMISSION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMP 9.00.

- X Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

Maximum Obligation Contract Enter Total maximum Obligation for total duration of this Contract (or new Total if Contract is being amended): $ ____________

- PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days 0.0025 % PPD; Payment issued within 15 days 0.0025 % PPD; Payment issued within 20 days 0.0025 % PPD; Payment issued within 30 days 0.0025 % PPD. If PPD percentages are left blank, identify reason: __ agree to standard 45 day cycle; monthly/quarterly/annually; Ready Payments (GL 20, 23A); only initial payment (subsequent payments scheduled to support standard 45 day payment cycle. See Promt Pay Discoun Policy)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)

Renewal Statewide Contract FAC81: Janitorial Services Environmentally Preferred

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

- 1. may be incurred as of the Effective Date (signature date below) and no obligations have been incurred prior to the Effective Date.
- X 2. may be incurred as of February 1, 2019, a date later than the Effective Date below, and no obligations have been incurred prior to the Effective Date.
- 3. were incurred as of ____________, a date prior to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of ____________, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and Contract obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting. Invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certification (incorporated by reference if not attached herein) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFQ) or other solicitation, the Contractor's Response, and all crises of contradiction, provided that additional negotiated terms will take precedence over the relevant terms in the RFQ and the Contractor's Response only if made using the process outlined in 901 CMR 21.07, incorporated herein, provided that any amended RFQ or Response terms result in best value, lower costs, or a more cost-effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

- Print Name: David J. Shea
- Print Title: President

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

- Print Name: __________________________
- Print Title: __________________________

(Updated 3/21/2014) Page 1 of 5
Insurance

S. J. Services agrees to abide by all insurance requirements in this contract. We have attached an illustration of our current coverage.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRMS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Cross Insurance-Wakefield
401 Edgewater Place Suite 220
Wakefield MA 01880

INSURED
S.J. Services Inc.
235 Newbury Street
Danvers MA 01923

CONTACT
NAME: Emily LeBlanc
PHONE: (781) 914-1000
FAX: (781) 224-5777
ADDRESS: eleblanc@crossagency.com

INSURER(S) AFFORDING COVERAGE
NAIC:

INSURER A: Aspen Specialty Ins Co
INSURER B: Selective Insurance Co of Southeast
39926
INSURER C: Starstone National Ins. Co.
25496
INSURER D: Wisco Ins. Co.
25911

COVERAGE
CERTIFICATE NUMBER: CL195686658

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.
Proposal for Services

We have carefully reviewed the task and frequency schedule include in the RFP and are in agreement that we shall provide at, a minimum, all of these services. We shall meet or exceed the frequency of the tasks and procedures specified in the RFP.

SJS shall perform the tasks with procedures which will minimize energy consumption and will maximize protection of BHCC property. This shall include only having lights on in areas that are being used. All lights shall be shut off after an area has been cleaned. Also, SJS shall keep all doors and windows closed when the buildings heating or cooling system is in use.

SJS has partnered with the College Police and Security Officers for many years and will continue to do so if awarded this contract.

The staffing plans that SJS shall provide at each campus are on the following pages.
<table>
<thead>
<tr>
<th>Employee</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>off</td>
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<td>8:AM-4:30PM</td>
<td>8:AM-4:30PM</td>
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<td>8:AM-4:30PM</td>
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<td>8:PM-4:00AM</td>
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</tr>
<tr>
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<tr>
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<td>9:AM-5:00PM</td>
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</tr>
<tr>
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<td>8:PM-4:00AM</td>
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<td>16</td>
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</tbody>
</table>

Hartford, CT
235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com
### Staffing Plan - Chelsea

<table>
<thead>
<tr>
<th>Employee</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>9PM-1:00PM</td>
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<tr>
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<tr>
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<td>6AM-7:00AM</td>
<td>6AM-7:00AM</td>
<td>7</td>
</tr>
</tbody>
</table>
Equipment:

All equipment that we provide shall be high-quality commercial grade cleaning equipment. S.J. Services will use state of the art, energy efficient, environmentally friendly and green equipment and supplies. The equipment used in the facilities will be dedicated to the facility and left on-site.

SJS is committed to Green Cleaning and improving indoor air quality. One of the major ways we do this is by using the correct equipment. Below is a list of the standard equipment to be used at each campus.

- Dual pad automatic floor scrubbing machines.
- 20” Automatic 2,000 rpm high-speed burnishing machines.
- 30-gallon extraction carpet-cleaning unit.
- 5-gallon wet/dry vacuums
- HEPA Filter Vacuums
- Color Coded Wet Mops & Microfiber Rags to Prevent Cross Contamination
- Wet Mop Dual Bucket with Separate Bucket for Dirty Water
- Backpack vacuums
- Dry mops
- Brooms
- Rolling trash containers
- Dry Mop set-ups
- Glass Cleaning kits
- Dusters
- Putty knives and other hand tools
- First Aid Kit
- Wax applicator
- Scraper & Blades
- Custodial Carts
- Mops, Brushes, & Brooms
- Dust Pans
- Squeeze and Spray bottles
- Universal Precaution Kits
- GenEon Sanitizers
Chemicals/Supplies:

A standard list of cleaning chemicals that we shall supply includes the following products. All of our products in the BHCC will have corresponding Safety Data Sheets (SDS) and will be kept in custodial closets throughout the facility. If there are other products that are later determined to be needed for the successful completion of this program and are not listed here, we shall provide those products as well at no additional cost. All products shall be approved by BHCC before being brought on site and used.

SJS shall provide Green Seal certified cleaning products. As Green technology improves and advances, we shall continue, with BHCC’s permission, to innovate in this area, at no additional cost.

- All-purpose cleaner
- Non-Acid Restroom Sanitizer
- Glass Cleaner
- Degreaser
- Gloves, dust masks and other Personal Protective Equipment
- Carpet Shampoo
- Scouring Cleanser
- Stainless Steel Cleaner and Polish
- Salt Neutralizer
- Floor Wax Stripper
- Gum Remover

- Johnny mops
- Sponges, cleaning wipes and rags
- Vacuum bags
- Stone Cleaner
- Carpet Spotter
- Floor machine pads
- Paper Hand Towels
- Toilet Paper
- Touchless Lavatory Soap
- Hand Sanitizer
- Trash Liners
Employee Training

S. J. Services Inc. places a strong emphasis on training throughout the company. We recognize the value for all involved as a properly trained employee has far less safety and QC issues than an untrained cleaner.

ALL employees in the company receive both initial and on-going training through in-house programs, off-site seminars and on-line training including: general business, environmental, facilities management, and the latest innovations within the janitorial industry. SJS shall provide employee certifications of job related training upon award of contract.

Training Highlights

- Safety training
  - OSHA, environmental, general
  - BHCC emergency protocols
  - Wet floor training, use of wet floor and other signage
  - Personal Protective Equipment (PPE) use
  - Hazcom (hazard communication), Right to Know
  - Proper use of extension cords

- Equipment and Product training
  - Proper use, care and storage of all tools, equipment and cleaning agents
  - Green Seal cleaning products and systems
  - Anti-microbial
  - Equipment repair

- Procedures training
  - Methodology and assignments
  - Blood borne pathogens, Infection Control
  - HIV Awareness, Hepatitis B precautions
  - Asbestos Awareness (AHERA)
  - Universal Precautions
  - Communication
  - Cross-contamination
  - Restroom sanitation
  - Carpet care

- Other
  - Sexual harassment
  - Site specific security training
  - Active Shooter
  - Key Control
  - English as a Second Language
Green Cleaning

S. J. Services has a strong commitment to Green Cleaning and eliminating “cross-contamination” because we recognize the benefits it provides to the building occupants and maintaining a healthy building environment.

Our standard program includes Green Seal certified cleaning products and equipment that are environmentally sensitive and prevent cross contamination as a result of janitorial procedures and equipment. Research shows occupants of buildings with environmentally sensitive cleaning programs, that help to improve Indoor Air Quality, are more productive and health related issues are decreased.

➢ Green Seal certified cleaning products

➢ Dispensing Control Units to provide proper chemical dilution and inventory control

➢ Continued staff training and education in the proper use and application of equipment and cleaning solutions.

➢ Color-coded wet mop system so, for example, mops that are used in restrooms and not used in other parts of the building. See below:

![Color Codes]

We shall maintain this program and the costs are included in our pricing so there is no added charge.
Employee Screening: CORI / SORI

S. J. Services Inc. conducts comprehensive screening of all applicants. We use the following procedures for all applicants.

We are certified by the Massachusetts Criminal History System Board for conducting CORI/SORI background checks.

We have been doing this for many years and have designated our Director of Human Resources, Sheila Hanrahan, as our CORI officer. All employees undergo these checks including all cleaners, managers, executive staff and special service crews.

Other screening procedures:

1. All applicants must fill out a written application.
2. All applicants must present original documents including photo identification from a recognized government agency and a Social Security Card.
3. Social Security numbers are checked with the Social Security Administration.
4. An S. J. Services manager personally interviews all candidates.
5. All work and personal references are checked.
6. Federal I-9 and W-4 forms must be filled out.
Business Continuity Plan

S. J. Services, Inc. has the ability to respond to an emergency within one hour from the time they are called in. Our Area Manager shall be reachable by cell phone 24/7 and will be available to assist in any emergencies that occur at either BHCC campus. From the time of an emergency call, the Area Manager will be on site within two hours. BHCC shall also be given the cell phone numbers of our Director of Operations who can be on site within four hours of a call. Our regularly assigned Supervisors shall also be trained on how to effectively handle any emergency situations that may arise while the crew is on site.

SJS also maintains “Emergency Response” vans, fully loaded with emergency equipment and supplies, to ensure a prompt and effective response to any emergency or complaint. Our emergency crew service supervisors and Special Service Crew Supervisor are trained and experienced in OSHA and EPA guidelines in dealing with emergency situations.

SJS has over 200 fully trained and background check cleared cleaners available in the area of both BHCC campuses that are able to respond at any time of day and week for emergency services. These personnel have all received training in emergency response needs as well as general cleaning tasks. We also use these trained back-up employees to cover staff absences when they are out sick or on vacation. We do not use subcontractors for this, but instead rely on our own personnel.

In case of an emergency at SJS’ physical office space in Danvers, MA, SJS will have no disruption in service to either BHCC campus. The supervisors and cleaners that we employ at BHCC do not work out of this location. Also, all of our business files including employee information, payroll information, billing information, etc. is backed up daily.
SJS Pricing Policy

SJS agrees that no other state or public entity customer within the Commonwealth of similar size and with similar terms and conditions shall receive a lower price for the same commodity and service during the contract period.
REFERENCE FORM

Reference Review Form for RFP- BHCJTRL19- JANITORIAL SERVICE (to be completed by customer)

Bidder: S. J. Services Inc.

Our business has had a business relationship with the company named above for Janitorial Services for a period of 2+ years. When providing the services to our firm, the following have been representative of our experience with the company listed above.

1. Bidder’s willingness and ability to provide contracted services - likeliness of your future use:

   Excellent  Good  Fair  Poor

2. Bidder’s ethical approach, integrity, responsiveness and effectiveness in resolving problems / whether long-standing complaints:

   Excellent  Good  Fair  Poor

3. Bidder’s communication, leadership, thoroughness and the availability of key personnel:

   Excellent  Good  Fair  Poor

4. Bidder’s organizational approach to reporting, internal controls, use of staff, and meeting emergency needs:

   Excellent  Good  Fair  Poor

5. Your overall ranking for bidder’s service performance with your organization.

   Excellent  Good  Fair  Poor

Additional Comments: VERY RESPONSIVE & EFFICIENT

SIGNATURE & DATE  6/3/19

NAME & TITLE  JEFFREY BAILEY, BUS M-12

COMPANY NAME  NORTH EASTERN COMMUNITY CHARTER PUBLIC SCHOOL
REFERENCE FORM

Reference Review Form for RFP- BHCJTRL19- JANITORIAL SERVICE (to be completed by customer)

Bidder: ___ S. J. Services Inc.__________________________

Our business has had a business relationship with the company named above for Janitorial Services for a period of ___ years. When providing the services to our firm, the following have been representative of our experience with the company listed above.

1. Bidder’s willingness and ability to provide contracted services - likeliness of your future use:
   Excellent  Good  Fair  Poor

2. Bidder’s ethical approach, integrity, responsiveness and effectiveness in resolving problems / whether long-standing complaints:
   Excellent  Good  Fair  Poor

3. Bidder’s communication, leadership, thoroughness and the availability of key personnel:
   Excellent  Good  Fair  Poor

4. Bidder’s organizational approach to reporting, internal controls, use of staff, and meeting emergency needs:
   Excellent  Good  Fair  Poor

5. Your overall ranking for bidder’s service performance with your organization.
   Excellent  Good  Fair  Poor

Additional Comments: The district has a very good working relationship with SJ Services

SIGNATURE & DATE: ___________________________________

NAME & TITLE: Director of Operations

COMPANY NAME: Whitman-Hanson Regional School Dist
REFERENCE FORM

Reference Review Form for RFP- BHCJTRL19- JANITORIAL SERVICE (to be completed by customer)

Bidder: SJ

Our business has had a business relationship with the company named above for Janitorial Services for a period of 11 years. When providing the services to our firm, the following have been representative of our experience with the company listed above.

1. Bidder's willingness and ability to provide contracted services - likeliness of your future use:
   Excellent  Good  Fair  Poor

2. Bidder's ethical approach, integrity, responsiveness and effectiveness in resolving problems / whether long-standing complaints:
   Excellent  Good  Fair  Poor

3. Bidder's communication, leadership, thoroughness and the availability of key personnel:
   Excellent  Good  Fair  Poor

4. Bidder's organizational approach to reporting, internal controls, use of staff, and meeting emergency needs:
   Excellent  Good  Fair  Poor

5. Your overall ranking for bidder's service performance with your organization.
   Excellent  Good  Fair  Poor

Additional Comments ____________________________________________________________

SIGNATURE & DATE BS

NAME & TITLE Brandon Service Manager of Support Services

COMPANY NAME MBTA
Exhibit A

Certificate of Non-Collusion
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]
Signature of individual submitting bid or proposal

_S. J. Services, Inc._
Name of business
Exhibit B

*Tax Compliance Certification*

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

[Signature]

Signature of person submitting bid or proposal

_S. J. Services, Inc._

Name of business
COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: S.J. Services, Inc.
CONTRACTOR VENDOR/CUSTOMER CODE: VC600179585

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

NOTICE: Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATORY NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>David J. Shea</td>
<td>President</td>
</tr>
<tr>
<td>Shawn Shea</td>
<td>CFO</td>
</tr>
<tr>
<td>Dave Najarian</td>
<td>Vice President</td>
</tr>
<tr>
<td>Darlene Shea</td>
<td>Secretary</td>
</tr>
<tr>
<td>Daniel Shea</td>
<td>Director of Professional Development</td>
</tr>
</tbody>
</table>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: 6/7/2019

Title: President
Telephone: 978-360-1229
Fax: 978-560-1162
Email: dshea@sj-services.com

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the “record copy” of a contract filed with the department.
COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: S.J. Services, Inc
CONTRACTOR VENDOR/CUSTOMER CODE: V6000179585

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Daniel Shea

Title: Director of Professional Development

X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, ____________________________, (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

   ____________________________, 20__

My commission expires on: ____________________________

AFFIX NOTARY SEAL

I, ____________________________, (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

   ____________________________, 20__

AFFIX CORPORATE SEAL
# Bunker Hill Community College
## Bid-Contract Cleaning Services
### For the Charlestown & Chelsea Campus

The following proposal is herewith submitted in response to the requirements & specifications relative to the title bid. This price includes all increases as follows:

<table>
<thead>
<tr>
<th>Contract Price</th>
<th>Annual Cost</th>
<th>Price per Sq.Ft. for Extra Custodial work</th>
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<tr>
<td>1) 7/1/2019 thru 6/30/2020</td>
<td>$1,369,120.</td>
<td>$1.75</td>
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<tr>
<td>2) 7/1/2020 thru 6/30/2021</td>
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<td>3) 7/1/2021 thru 6/30/2022</td>
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<td>4) 7/1/2022 thru 6/30/2023</td>
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<td>5) 7/1/2023 thru 6/30/2024</td>
<td>$1,542,154.</td>
<td>$1.99</td>
</tr>
</tbody>
</table>

The following proposal is submitted in response to the requirements and specifications relative to the titled bid:

**Date:** 6/13/2019  
**Signature:** [Signature]

**Print Name & Title:** Daniel Shea - Director of Professional Development  
**Address:** 235 Newbury Street  
**City/State/Zip:** Danvers, MA 01923  
**Telephone:** 351-201-9276  
**Mass Vendor Code:** VC5000179585

All bids are to be sealed and marked "Contract cleaning Services, Bunker Hill CC. All bid sheets and other documents required to be completed need to be submitted in triplicate. Evaluation and awarding of Bid will be made within 30 days after bid opening.