



## READING PUBLIC SCHOOLS

### ADMINISTRATION OFFICES

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TO: Reading School Committee

FROM: Harry K. Harutunian

DATE: June 13, 2003

TOPIC: Award Recommendation for Custodial Services for four Municipal Buildings

Recently, we opened sealed bids for Custodial Services for the Town Hall, the Senior Center, the Reading Public Library and the Reading Police Station. We received four bid packages. The breakdown was as follows:

	Year 1	Year 2	Year 3	Total
F.M.N. Services	\$72,880	\$76,301	\$77,827	\$227,008
AM.PM Cleaning	\$64,262	\$67,475	\$70,849	\$202,586
National Cleaning Corp.	\$62,100	\$63,950	\$65,900	\$191,950
S.J.Services, Inc.	\$53,700	\$53,700	\$53,700	\$161,100

At this time, I am recommending the lowest bid from S.J. Services at \$161,000 for three years. They have included all pertinent paperwork; they have furnished evidence of the required insurance as specified in the bid documents.

If you have any questions, please let me know.

HKH/mkh

TO: Harry K. Harutunian  
FROM: Maureen K. Hanifan  
DATE: June 13, 2003  
TOPIC: Cleaning Contract – Four Town Buildings

Today was the bid deadline for the cleaning contract for four Town Buildings. We received four bid packages. The breakdown was as follows:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
F.M.N. Services	\$72,880	\$76,301	\$77,827	\$227,008
AM PM Cleaning	\$64,262	\$67,475	\$70,849	\$202,586
National Cleaning Corp	\$62,100	\$63,950	\$65,900	\$191,950
S.J.Services, Inc.	\$53,700	\$53,700	\$53,700	\$161,100

S.J. Services is the apparent low bidder. S.J. Services Inc. has held the contract for the past three years. It appears that they have included all pertinent paperwork. They have furnished evidence of all required insurance.

If you need anymore information, please let me know.