



## TOWN OF NATICK MASSACHUSETTS

**TO:** Natick Board of Selectmen  
Martha White, Town Administrator  
William Chenard, Deputy Town Administrator – Operations  
James Kane, Director of Facilities

**FROM:** Bryan R. Le Blanc, Procurement Officer

**DATE:** October 10, 2017

**SUBJECT: CONTRACT EXTENSION  
CUSTODIAL CLEANING SERVICES**

In Fall of 2016, the Town of Natick entered into a contract with Greenlife Janitorial Services for contract-based custodial cleaning services for Town buildings. The term of this contract was for one (1) year, with two (2) one (1)-year options for renewal, each individually exercisable at the discretion of the Town. The rate was \$13.00/hr., with an estimated rate of 145.5 hours per week at Town buildings.

The current contract was procured and vetted through a very carefully drafted Invitation for Bids, seeking the lowest responsible and eligible bidder. We have reviewed market conditions and have determined that no firm would likely meet the rate received in the 2016 bid. In fact, the bid we received in 2016 was, by far, the lowest.

Greenlife Janitorial Services has continued to perform extremely well in its current contract with the Town. Given this set of circumstances, as well as Greenlife's beneficial performance, we recommend it to be in the Town's best interest to exercise its first extension of the current contract – for the year beginning on December 1, 2017, and ending on November 30, 2018. Assuming the Selectmen are so inclined to do so, renewal may be accomplished by executing the attached draft correspondence to Greenlife Janitorial. Please advise if you have any questions or require additional information.

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

October 16, 2017

Mr. Antonio Ramos, President  
Greenlife Janitorial Services  
28 Church Street  
Winchester, MA 01890

RE: *Custodial Cleaning Services Contract*

*NOTICE OF EXERCISE OF FIRST RENEWAL TERM*

Dear Mr. Ramos:

As you are aware, the Town of Natick, Massachusetts and Greenlife Janitorial Services are parties to a contract for custodial cleaning services in the Town of Natick ("Contract.")

Article 3 of the Contract, entitled "Term/Time/Liquidated Damages," provides as follows: "The term of this Contract shall be for one (1) year, commencing as of December 1, 2016, and ending one (1) year later. At the sole discretion of the Town, this Contract may be renewed for one (1) or two (2) additional one (1)-year terms. All services under this Contract shall be performed as expeditiously as possible. Should the Contractor fail to provide necessary personnel to staff the locations specified in the IFB in any given day, the Successful Bidder shall pay to the Town, as liquidated damages, and not as a penalty, the sum of five hundred dollars and zero cents (\$500.00) for each such day, to compensate the Town for losses associated with any such failure by the Contractor."

On October 16, 2017, the Town of Natick, by vote of the Natick Board of Selectmen, exercised its option to extend the Contract for one (1) additional one (1)-year renewal term. This option year shall expire on November 30, 2018. This letter shall serve as notice to Greenlife Janitorial Services of the Town's exercise of its first option. The Town reserves its right to exercise its second option at a later time; however, nothing shall compel it to do so.

All provisions of the Contract shall remain in full force and effect during these option periods.

Thank you for your consideration.

Very truly yours,

The Natick Board of Selectmen

---

Jonathan H. Freedman, Chair

---

Susan G. Salamoff, Vice Chair

---

Richard P. Jennett, Jr., Clerk

---

Michael J. Hickey, Jr.

---

Amy K. Mistrot

cc. Martha L. White, Town Administrator  
William D. Chenard, Deputy Town Administrator – Operations  
James Kane, Director of Facilities  
Arti P. Mehta, Comptroller  
John P. Flynn, Esq.