



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

To: All bidders
From: City of Cambridge
Date: March 15, 2013
Re: File No. 6040-Janitorial Services for ten locations including Cambridge Public Main Library, Department of Human Services, Senior Center locations and Five Branch Libraries- **Addendum No. 2**

The mandatory pre-bid meeting was held on Thursday, March 14, 2013. The meeting agenda, notes and the attendance sheet is attached.

Only bids received from the vendors who attended the mandatory pre-bid meeting will be considered.

The following question was submitted and answered.

Question

Can we get the total value for this new bid for the bonding company?

Answer

The bond shall be 50% of the total contract price submitted for a period of three years.

Please change the following language referenced in the Invitation for Bid. The correction applies to the Pre-bid agenda as well.

Change from:

Performance Bond Requirements

The successful bidder shall provide the City annually with a performance bond securing its satisfactory performance in an amount equal to fifty (50) percent of the annual contract price.

Change to:

The successful bidder shall provide the City with a three year performance bond securing its satisfactory performance in an amount equal to **fifty (50) percent of the total price submitted for a period of three years.**

All other details remain the same. All questions and answers are closed.

CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO. 2



City of Cambridge
**Janitorial Services for ten locations including the Cambridge Main Library,
Department of Human Services, Senior Center locations and five branch libraries**

PRE-BID AGENDA
Thursday, March 14, 2013
11:00am

- 1) Sign in sheet
- 2) Introductions
- 3) Agenda
- 4) This is a mandatory Pre-bid meeting. Only those bidders who have been recorded as being present in the meeting will be eligible to bid.
- 5) Bid due date: **Sealed Bids – Thursday, March 21, 2013 @ 11:00am**
- 6) Forms to be submitted: Make sure that all of the correct forms are submitted with your bids. If not, they may be disqualified.
- 7) RFI's (request for information)- All questions shall be addressed to the Cynthia Griffin, Purchasing Agent, City of Cambridge, 795 Mass. Ave or Fax to: (617) 349-4008. **They must be in no later 9:00am, Friday, March 15, 2013.** Any RFI's received after that time will be answered at the discretion of the City.
- 8) You will need to check the City's website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.
- 9) Please check the bidders list of the website. If your firm is not listed on the bidders list, please click on "Registry" and notify us that you have downloaded the bid document.
- 10) The Living Wage Requirements rates are to be used in this contract. The present living wage, as of March 1, 2013 is \$14.51 per hour (fourteen dollars and fifty one cents per hour).
- 11) A Performance Bond in an amount equal to Fifty (50 %) percent of the annual contract price is mandatory for this bid.
- 12) Work is to be performed during the working hours posted in the specifications for each location. The hours are not the same for each site, so please pay attention to those times.
- 13) Cleaning products are to be U.S. Green Seal approved, and the vacuum cleaners must all be HEPA filtered.
- 14) Materials and Supplies – The City shall provide paper products, hand soaps, plastic trash can liners, feminine products and dispensers for those products. The rest of the supplies, materials, and equipment to clean the sites will be the responsibility of the bidder.
- 15) Pay attention to the cleaning specifications for each site, they are not all the same.

16) There are two (2) Alternates. One is the Frisoli Youth Center, located at 61 Willow St.; the other is the Central Square Library, located at 45 Pearl St.

17) Building Tours: For those who need to tour the sites before bidding, please see the following:

Cambridge Senior Center, located at 806 Mass Ave (across the street from City Hall)

The tour can take place tomorrow, Friday, March 15, 2013. Donn Hockman, will walk you through. He can be reached at: (617) 349-6053 or emailed at- dhockman@cambridgema.gov

Multi Service Center and the Community Learning Center, located at 5 Western Ave

The tour can take place tomorrow, Friday, March 15, 2013. Hard Hats will be required, the site is not yet completed. See Paul Lyle, (617) 349-4852 or plyle@cambridgema.gov

North Cambridge Senior Center, located at 2050 Mass Ave.

Contact: Paul Ryder, (617) 349-6229 pryder@cambridgema.gov
and/or Adam Corbeil, (617) 349-6280 acorbeil@cambridgema.gov

Libraries, multiple sites

Contact Warren Pearson, for all of the Libraries.
(617) 349-4438 or wpearson@cambridgema.gov

Mandatory Pre-bid Meeting, Sign in sheet
 Thursday, March 14, 2013 @ 11:00 AM
 Janitorial Services for ten locations (File NO. 6040)
 Please write information requested clearly

Company Name	Contact	Phone	Fax	E-Mail
M+M CONTRACT CLEANING, INC	ANTONIO ROGNIGUES	508-427-1704	508-427-4797	Antoni@mmcontractcleaning.com
TNT CLEANING INC	ANTONIO ROGNIGUES	(508) 644-5010	(508) 644-5005	OFFICE@TNTCLEANING.COM
Empire Cleaning Inc	Michael DeSocco	781-246-1223	781-245-4045	Michael@EmpireCleaning.net
KEE CLEAN MAINT	JAY GREEN	203 450 8674	203 632 1004	JAY.GREEN@KEELEAN.COM
ACP Cleaning	Terry Pusso	781 932-0500	781-932-0589	JPUSO@ACPcleaning.
M&M CLEANING INC	MARCELLO TOMPA	781-399-0377 x103	781-989-0700	MARCELLO.TOMPA@MCCLEANING.COM
S.J. SERVICES INC.	DAVID SHEA	978-360-1229	978-750-8159	DSHEA@SJS-SERVICES.COM
AMPM Facility Serv	Steve Dunker	781-622-1444	781-422-1001	sdunker@ampmfs.com
ACP Cleaning Inc.	José A. Romquillo	781-932-0700	781-932-0589	Josquillo@acpcleaning.com
CONSOLIDATED SERVICE	JOHN RENNAR	617-884-1777	617-887-9677	JR@CSS-BOSTON.CZ
SEIU 615	Bethany Renner	617 878 7424		brenner@seiu615.org
A B M	Manny Costa	617-4384781	617-591-6693	Manuel.COSTA@ABM.COM