



# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

To: All Bidders  
From: City of Cambridge  
Date: March 18, 2016  
Re: File No. 7175- Janitorial Services for various City buildings- Addendum NO. 1

**1. Please add the following labor requirements for the libraries:**

All pricing shall include not less than five (5) cleaners at the main library for the daily work. Additional manpower may be required for the quarterly, monthly, and bi-annual restoration work. The other libraries require a minimum of one (1) cleaner per building. Additional manpower may be required for the quarterly, monthly, and bi-annual restoration work.

**2. Cleaning Check List**

See attached Samples of the "cleaning checklist" that is referenced on Page 22, item # 13 of the Invitation for Bid.

The Library Cleaning checklist attachment is a "SAMPLE." The Cleaner will be required to provide their own task list in a format acceptable to the City.

**3. Living Wage**

Please add the attached "Living Wage Ordinance Consumer Price Index" to the Living Wage Attachment to the Invitation for Bid.

**4. The following questions were submitted and answered:**

Question

Who is the current vendor for this contract?

Answer

M& M Cleaning Inc.

Question

What is the annual value of the current contract?

Answer

The M&M Cleaning Company price proposal is attached.

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

A handwritten signature in cursive script, reading "Amy L. Witts", is written over a horizontal line.

Amy L. Witts  
Purchasing Agent

**Addendum No. 1**

**Cleaning Check List for Main Library – Sample to follow**

<b>Public Areas</b>	<b>Daily Tasks Monday - Saturday</b>	<b>Completed</b>	<b>Date</b>
<b>Teen Room</b>	Thoroughly Clean floors (Sweep and Damp Mop)		
<b>Computer Area</b>	Vacuum all mats and carpeting		
<b>Computer Classroom</b>	Clean glass doors and spot clean all glass surface		
<b>Elevators</b>	Damp wipe all tables and chairs		
<b>Parking</b>	Remove all trash to appropriate location		
<b>Rindge Room</b>	Remove all recycling to appropriate location		
<b>Sakey Room</b>	Replace can liners as needed - black bags for trash and clear for recycling		
<b>Reading Room</b>	Empty and damp wipe waste/recycle container		
<b>Fullen Room</b>	Spot clean wall surfaces and doors		
	Thoroughly clean floors and stainless steel and plastic laminate walls in elevator		
<b>Public Areas</b>	<b>Weekly Tasks (To be Completed Every Saturday) ***</b>		
<b>Teen Room</b>	Remove cobwebs		
<b>Computer Area</b>	Dust baseboards and flat surfaces		
<b>Computer Classroom</b>	Dust wall fixtures and furniture		
<b>Elevators</b>	Wash stainless and aluminum surfaces		
<b>Parking</b>	Clean and buff vinyl floors ( <b><i>Parking buffed Mondays</i></b> )		
	Clean and buff wood floors		
	Dust all exposed horizontal surfaces except book shelves and other units containing Library Collections		
	Dust return air grilles and door grilles		
<b>Public Areas</b>	<b>Monthly Tasks (To be completed last Saturday of Every Month)</b>		
<b>Teen Room</b>			
<b>Computer Area</b>	Polish all wooden furniture		
<b>Computer Classroom</b>	Vacuum behind PC monitors on desks and around cables on floor		
<b>Elevators</b>	Remove ceiling cobwebs		
<b>Parking</b>	Vaccum and wash lighting grills		
	Vaccum and dust window sills		

<b>Public Areas</b>	<b>Daily Tasks Monday - Saturday</b>	<b>Completed</b>	<b>Date</b>
<b>Main Entrance</b>	Thoroughly Clean floors (Sweep and Damp Mop) and remove stains Vacuum all mats and carpeting Clean glass doors and spot clean all glass surface to 7'6" high Damp wipe all tables and chairs Remove all trash to appropriate location Remove all recycling to appropriate location Replace can liners as needed - black bags for trash and clear for recycling Empty and damp wipe waste/recycle container Spot clean wall surfaces and doors Damp wipe and polish drinking fountains		
<b>Ground Floor</b>			
<b>1st FL</b>			
<b>Meeting Room</b>			
<b>Study Desks</b>			
<b>Computer Desks</b>			
<b>L2</b>			
<b>Help Desk/Check in</b>			
<b>Public Areas</b>	<b>Weekly Tasks (To be completed every Saturday) ***</b>		
<b>Main Entrance</b>	Remove cobwebs Dust baseboards and flat surfaces Dust wall fixtures and furniture Wash stainless and aluminum surfaces Clean and buff wood floors <b>(Ground FL Tuesdays)</b> Dust all exposed horizontal surfaces except book shelves and other units containing Library Collections Dust return air grilles and door grilles Clean and buff vinyl floors <b>(L2 Wednesdays)</b> Clean and buff terrazzo floor <b>(Ground FL Mondays)</b>		
<b>Ground Floor</b>			
<b>1st FL</b>			
<b>Meeting Room</b>			
<b>Study Desks</b>			
<b>Computer Desks</b>			
<b>L2</b>			
<b>Help Desk/Check in</b>			
<b>Public Areas</b>	<b>Monthly Tasks (To be completed last Saturday of Every Month)</b>		
<b>Main Entrance</b>	Polish all wooden furniture Vacuum behind PC monitors on desks and around cables on floor Remove ceiling cobwebs Vacuum and wash lighting grills Vacuum and dust window sills Delime water Fountains		
<b>Ground Floor</b>			
<b>1st FL</b>			
<b>Meeting Room</b>			
<b>Study Desks</b>			
<b>Computer Desks</b>			
<b>L2</b>			
<b>Help Desk/Check in</b>			

<b>Public Areas</b>	<b>Daily Tasks Monday - Saturday</b>	<b>Completed</b>	<b>Date</b>
3rd FL 2nd FL L1	Thoroughly Clean floors (Sweep and Damp Mop)		
	Vacuum all mats and carpeting		
	Clean glass doors and spot clean all glass surface		
	Damp wipe all tables and chairs		
	Remove all trash to appropriate location		
	Remove all recycling to appropriate location		
	Replace can liners as needed - black bags for trash and clear for recycling		
	Empty and damp wipe waste/recycle container		
	Spot clean wall surfaces and doors		
	Damp wipe and polish drinking fountains		
<b>Public Areas</b>	<b>Weekly Tasks (See Notes***)</b>		
3rd FL 2nd FL L1	Remove cobwebs		
	Dust baseboards and flat surfaces		
	Dust wall fixtures and furniture		
	Wash stainless and aluminum surfaces		
	Clean and buff wood floors <b>(3rd FL Mondays)</b>		
	Dust all exposed horizontal surfaces except book shelves and other units containing Library Collections		
	Dust return air grilles and door grilles		
	Clean and buff vinyl floors <b>(L1 Saturdays)</b>		
	Clean and polish drinking fountains		
	Spot clean carpet on 2nd FL		
Clean all glass to 7'6" high			
Wash all tables and chairs			
<b>Public Areas</b>	<b>Monthly Tasks (To be completed last Saturday of Every Month)</b>		
3rd FL 2nd FL L1	Polish all wooden furniture		
	Vacuum behind PC monitors on desks and around cables on floor		
	Remove ceiling cobwebs		
	Vaccum and wash lighting grills		
	Vaccum and dust window sills		
	Delime water fountains		

**3rd FL Weekly tasks are done on Mondays**  
**2nd FL Weekly tasks are done on Mondays**  
**L1 Weekly tasks are done on Tuesdays**  
**S Weekly tasks are done on Thursdays**

<u>Library Staff Areas</u>	<u>Daily Tasks Monday - Saturday</u>	<u>Completed</u>	<u>Date</u>
<b>L1</b> <b>S</b> <b>Old Building</b> <b>Kitchen and Lounge</b>	Remove all trash and waste receptables to appropriate location		
	Remove all recycling to appropriate location		
	Remove any/all accumulated debris		
	Replace can liners as needed		
	Damp wipe was recycle containers		
	Spot clen wall surfaces and interior partitions		
	Damp wipe/polish drinking fountain		
	Spot clean interior doors		
<u>Library Staff Areas</u>	<u>Weekly Tasks (See notes)***</u>		
<b>L1</b> <b>S</b> <b>Old Building</b> <b>Kitchen and Lounge</b>	Dust all exposed horizontal surfaces except book shelves and other units containing library collections		
	Dust all furniture		
	Dust accessible window ledges		
	Dust and/or damp wipe vacant desks/tables		
	Damp wipe interior doors and door knobs		
	Dust/wet mop/ clean hard floor surfaces		
	Dust return air grilles and door grilles		
	Vacuum all carpeting/remove stains		
	Buff vinyl and rubber floors		
	Dust/damp wipe and polish furniture		
	Damp wipe waste/recycle containers		
	Wash all tables and chairs		
	Clean all glass to 7'6" high		
<u>Library Staff Areas</u>	<u>Monthly Tasks (To be completed last Saturday of Every Month)</u>		
<b>L1</b> <b>S</b> <b>Old Building</b> <b>Kitchen and Lounge</b>	Polish wooden furniture		
	Vacuum partitions		
	Damp wipe all partition tops		
	Vacuum behind PC monitors on desks and around cables on floor		
	Remove Ceiling cobwebs		
	Vacuum and was lighting grills		
	Vacuum and dust window sills		

L1 Weekly tasks are done Tuesdays

S Weekly tasks are done Thursdays

Old Building Weekly tasks are done on Thursdays

<u>Restrooms</u>	<u>Daily Tasks Monday - Saturday</u>	<u>Completed</u>	<u>Date</u>
<b>ALL Floors</b>	Empty wast/recycle/sanitary containers		
	Damp/wipe disinfect waste containers		
	Replace can liners		
	Refill/unclog soap dispensers		
	Clean/disinfect/wipe dry countertops and shelve covers		
<b>ALL Floors</b>	Clean/disinfect changing tables		
	Clean/disinfect toilets and seats		
	Clean/disinfect sinks and slop sinks		
	Clean/disinfect mirrors, fixture and furniture		
	Spot clean walls		
<b>ALL Floors</b>	Spot clean doors		
	Spot clean push and kick plates		
	Dust mop window sills and heating units		
	Spot clean toilet partitions		
	Wet mop/disinfect floors		
	Damp wipe/disinfect drinking fountains		
<b>Restrooms</b>	<b>Weekly tasks (To be completed every Saturday)</b>		
<b>ALL Floors</b>	Acid clean and de-scale urinals		
	Acid clean and de-scale toilet bowls		
	Damp wipe metal partitions		
	Clean/wash shower stalls		
	Damp wipe and polish ceramic tiles walls		
<b>ALL Floors</b>	Damp wipe and polish dry handles, push and kick plates		
	Damp wipe return air grilles and doors		

**Cleaning check list for Multi Service Center, Senior Center, 2050 Mass. Ave. to follow**

No.	Daily General	Mon.	Tue.	Wed.	Thur.	Fri.
1	Trash Removal					
2	Recyclables removed					
3	Sweep/Vacuum, damp mop uncarpeted areas					
4	Vacuum all carpeted areas					
5	Wash Glass and mirrors					
6	Clean bathrooms, kitchens, & activity areas					
7	Check/refill all bathroom dispensers					
8	Clean spots & splashes (restrooms)					
9	Spot clean elevators					
10	Clean & polish all chrome					
11	Turn off lights upon leaving					
12	Wash & disinfect tables in drop off lounge, & etc.					
13	Wash & disinfect all water fountains					

**Weekly General**

1	Wash & spray buff all uncarpeted areas					
2	Disinfect all bathroom partitions, wash & polish mirrors					
3	Dust & wash all horizontal surfaces					

**Monthly**

1	Perform High dusting of ceilings, overhead lights, etc.					
2	Shampoo all high traffic carpeted areas					
3	Wash all interior glass including door, partitions, etc.					
4	Wash & fully buff all uncarpeted areas					
5	Vacuum carpet edges, under desks, etc.					
6	Spot clean doors, frames, etc.					
7	Wash all elevator cab walls					
8	Vacuum & wipe clean all HVAC ceiling registers					
9	Wipe clean all telephones					
10	Whish upholstered furniture as needed					
	Clean bathroom partitions, wash & polish mirrors					
	Dust & wash all horizontal surfaces					
11	Wipe clean all black/white boards					

**Quarterly**

1	Deep shampoo all carpeted areas					
2	Vacuum clean all curtains, shades, etc.					
3	Wash interior & exterior of all windows, 1st, 2nd, basement					
4	Defrost refrigerator & freezer in CoA area					
5	Wash all stair treads & landings					
6	Vacuum cloth furniture					
	Defrost refrigerators and freezer areas					

**Semi-Annual**

1	Strip & refinish all uncarpeted areas (May and November)					
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**Annual**

1	Wash all windows of entire complex- in & out (Late May or Early June)					
	Shampoo all cloth furniture					

Contractor Name/Date

Facility Supervisor Name/Date

CLEANING CHECKLIST

MSC, CLC, and 2050 Mass Ave. Week Of: \_\_\_\_\_ To: \_\_\_\_\_

Daily General	Mon.	Tue.	Wed.	Thur.	Fri.
Trash Removal					
Recyclables removed					
Sweep/Vacuum, damp mop uncarpeted areas					
Vacuum all carpeted areas & all stairs					
Wash Glass and mirrors & all glass doors					
Clean bathrooms, kitchens, & activity areas					
Check/refill all bathroom dispensers					
Turn off lights upon leaving					
Wash blackboards/ and chalk trays					

Weekly General	Mon.	Tue.	Wed.	Thur.	Fri.
Wash & spray buff all uncarpeted areas					
Disinfect all bathroom partitions, wash & polish mirrors					
Dust & wash all horizontal surfaces					
Vacuum carpet edges					
Wash elevator cab walls					

Monthly	Mon.	Tue.	Wed.	Thur.	Fri.
Wash & fully buff all uncarpeted areas					
Vacuum carpet edges, under desks, etc.					
Vacuum & wipe clean all HVAC ceiling registers					

Quarterly	Mon.	Tue.	Wed.	Thur.	Fri.
Spot clean doors, light switches, door frames, and hallways					
Dust window sills, baseboards, bulletin board frames, wall fixtures, fire equipment and boxes.					
Vacuum clean all curtains, shades, etc.					
Wash Interior & exterior of all windows, 1st, 2nd floors					
Wash all stair treads & landings					
Vacuum & spot clean all cloth furniture					

Semi-Annual	Mon.	Tue.	Wed.	Thur.	Fri.
Strip & refinish all uncarpeted areas (May and November)					
Deep shampoo all carpeted areas					

Annual	Mon.	Tue.	Wed.	Thur.	Fri.
Wash all windows of entire complex- In & out (Late May or Early June)					
Shampoo all cloth furniture					

Contractor Name/Date

Facility Supervisor Name/Date

**LIVING WAGE ORDINANCE CONTINUED FROM PAGE 55**

The Living Wage Ordinance (2.121) provides, at 1.121.030(b) that the wage shall be upwardly adjusted each year no later than March 1<sup>st</sup> in proportion to the increase in the Annual Average Consumer Price Index for the prior calendar year for All Urban Consumers (CPI-U) in the Boston area, as published by the federal Bureau of Labor Statistics.

For calendar year 1999, the CPI-U increased by 2.5%. Therefore the new living wage, as of March 1, 2000 is \$10.25.

For calendar year 2000, the CPI-U increased by 4.3%. Therefore the new living wage, as of March 1, 2001 is \$ 10.68.

For calendar year 2001, the CPI-U increased by 4.3%. Therefore the new living wage, as of March 1, 2002 is \$11.11.

For calendar year 2002, the CPI-U increased by 2.6% . Therefore the new living wage, as of March 1, 2003 is \$11.37.

The City Council has voted to amend the section of the Living Wage Ordinance (1.121.030 (b) that provides the method for calculating cost of living increases each year. As a result of this change, the living wage as of March 30, 2003 is \$11.44.

For calendar year 2003, the CPI-U increased by 3.76%. Therefore the new living wage, as of March 1, 2004 is \$11.87.

For calendar year 2004, the CPI-U increased by 2.7%. Therefore the new living wage, as of March 1, 2005 is \$12.19.

For calendar year 2005, the CPI-U increased by 3.3%. Therefore the new living wage, as of March 1, 2006 is \$12.59.

For calendar year 2006 the CPI-U increased by 3.1 %. Therefore the new living wage, as of March 1, 2007 is \$12.98.

For calendar year 2007 the CPI-U increased by 1.9 %. Therefore the new living wage, as of March 1, 2008 is \$13.23.

For calendar year 2008 the CPI-U increased by 3.5 %. Therefore the new living wage, as of March 1, 2009 is \$13.69.

For calendar year 2009 the CPI-U decreased by .67 %. Therefore the new living wage, as of March 1, 2010 will remain at \$13.69.

For calendar year 2010 the CPI-U increased by 1.57%. Therefore the new living wage, as of March 1, 2011 is \$13.90.

For calendar year 2011 the CPI-U increased by 2.71%. Therefore the new living wage, as of March 1, 2012 is \$14.28.

For calendar year 2012 the CPI-U increased by 1.58%. Therefore the new living wage, as of March 1, 2013 is \$14.51.

For calendar year 2013 the CPI-U increased by 1.37%. Therefore the new living wage, as of March 1, 2014 is \$14.71.

For calendar year 2014 the CPI-U increased by 1.61%. Therefore the new living wage, as of March 1, 2015 is \$14.95.

For calendar year 2015 the CPI-U increased by .06%. Therefore the new living wage, as of March 1, 2016 is \$15.04.

**M & M Price proposal to follow**

File No. 6040- Janitorial Services for ten locations including Cambridge Main Library, Department of Human Services, Senior Center locations and five branch libraries- Thursday, March 21, 2013 @ 11:00 AM

Price Proposal

A contract will be awarded to the responsive and responsible bidder offering the lowest total price for the ten locations listed below for a period of three years not including the alternate locations.

\*Location One- Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125

\$ 130,000 Annual price x 3 years = \$ 390,000

Senior Center and DHSP Sites

\*Location Two- Cambridge Senior Center, 806 Massachusetts Ave

\$ 32,000 Annual price x 3 years = \$ 96,000

\*Location Three Community Learning Center, 5 Western Ave

\$ 10,200 Annual price x 3 years = \$ 30,600

\*Location Four- Multi Service Center, 5 Western Ave

\$ 10,200 Annual price x 3 years = \$ 30,600

\*Location Five-North Cambridge Senior Center, 2050 Massachusetts Ave.

\$ 4,500 Annual price x 3 years = \$ 13,500

Five Branch Libraries

\*Location Six- O'Neill Branch, 70 Rindge Avenue

\$ 4,000 Annual price x 3 years = \$ 12,000

\*Location Seven- Collins Branch, 64 Aberdeen Avenue

\$ 4,500 Annual price x 3 years = \$ 13,500

\*Location Eight- Boudreau Branch, 245 Concord Avenue

\$ 4,000 Annual price x 3 years = \$ 12,000

\*Location Nine - O'Connell Branch, 48 Sixth Street

\$ 4,000 Annual price x 3 years = \$ 12,000

\*Location Ten- Valente Branch, 826 Cambridge Street

\$ 4,500 Annual price x 3 years = \$ 13,500

Total for ten locations for a period of three years: \$ 623,700

Three year total for ten locations in words: SIX HUNDRED TWENTY THREE THOUSAND SEVEN HUNDRED DOLLARS.

Name of Bidder: M & M CLEANING, INC

File No. 6040- Janitorial Services for ten locations including Cambridge Main Library,  
Department of Human Services, Senior Center locations and five branch libraries- Thursday,  
March 21, 2013 @ 11:00 AM

Alternate locations

The following alternates are for information purposes and will not be used to determine the lowest bidder. The City may purchase as required, however, no additional cleaning services will exceed 25% of the total contract value. All bidders must submit a price for each of the locations listed below.

Alternate Frisoli Youth Center

Cost for 6 months of Service

\$ 12,000

Cost for 12 months of Service

\$ 24,000

Central Square Library monthly cost

\$ 1,650.00

Signature of Bidder: \_\_\_\_\_



Name of Bidder: \_\_\_\_\_

M & M CLEANING, INC