



# 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 29, 2016  
Re: File No. 7175- Janitorial Services for various City buildings- Addendum No. 4

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**The bid opening scheduled for Thursday, March 31, 2016 at 11:00 AM is being postponed until Monday, April 4, 2016 at 11:00 AM.**

Please disregard the price proposal referenced on page 37 and 38 of the Invitation for Bid and submit the attached revised price proposal. Failure to submit the revised price proposal will result in a rejection of your bid.

Please fill out and submit the attached pricing worksheet with your bid.

  
Amy L. Witts  
Purchasing Agent

**Addendum No.4**

**Rule for Award:**

A contract will be awarded to the lowest responsive and responsible bidder offering the lowest total price submitted for all locations for a period of 3 years or, if the City chooses to award the alternate location as well, subject to availability of funds, one contract will be awarded to the lowest responsive and responsible bidder offering the lowest total price submitted for all locations and the alternate location for a period of 3 years.

**Bidders MUST submit pricing for each location and the Alternate Location or their bid shall be rejected.**

“Number of Work Hours” referenced below refers to the number of man hours required at each location. “Cleaning Hours” refers to the timeframe in which the work must be completed at each location.

**Instructions:** Bidders shall submit their hourly rate bid for each location and then multiply it by the number of specified hours per year at each location for a total year bid amount for each location for each year of this contract. See further instructions below on submitting a final bid price.

**YEAR ONE – Detailed price proposal**

**Location One**

**Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
5	100,000 square feet (sf)	20 hours per day 140 hours per week 7280 hours per year	7 days a week 11:00pm- 3:30AM	\$ _____ hrly rate x <u>7280 hours per year =</u> \$ _____

**Location Two**

**Cambridge Senior Center, 806 Massachusetts Ave**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
3 plus basement	27,000 sq. feet	4 hrs per day 20 hrs per week 1040 per year	Mon. – Fri 11:00pm–5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

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

**Location Three**

**Community Learning Center (“CLC”), 5 Western Avenue, Cambridge**

**Location Four**

**Multi Service Center (“MSC”), 5 Western Ave, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
2	23,729 sq feet	CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week 2080 hours per year	Mon. – Fri. 11:00pm-5:00am	\$ _____ hrly rate x <u>2080 hours per year =</u> \$ _____

**Location Five**

**North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	1706 sq. feet	4 hours per day 20 hours per week 1040 hours per year	Mon. – Fri. 11:00pm – 5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

**Location Six**

**O’Neill Branch Library, 70 Rindge Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approximately 4,100 sf	2 hours per day 6 hours per week 312 hours per year	Mon., Wed., Fri. 10:00pm – 12:00 am	\$ _____ hrly rate x <u>312 hours per year =</u> \$ _____

**Location Seven**

**Collins Branch Library, 64 Aberdeen Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
2	1,855 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed., Fri. 6:30pm – 8:00pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

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

**Location Eight**

**Boudreau Branch Library, 245 Concord Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 1,700 sf	1 hour per day 3 hours per week 156 hours per year	Mon., Wed., Fri. 8:30pm – 9:30pm	\$ _____ hrly rate x <u>156 hours per year =</u> \$ _____

**Location Nine**

**O’Connell Branch Library, 48 Sixth Street, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning hours</u>	<u>Year One Bid Amount</u>
1	Approx. 2,700 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed. Fri. 10:00pm – 11:30pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

**Location Ten**

**Central Square Branch Library, 45 Pearl Street, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
3	9,882 sq feet	3 hours per day 15 hours per week 780 hours per year	Mon., Wed. Fri. 6:30pm – 9:30pm  Tues., Thurs. 9:00pm – 12:00am	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Instructions for submitting Total Year One Bid Amount: Bidders shall add Year One Bid Amounts for All Locations.

**Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 =**

\$ \_\_\_\_\_

**Total Year One Bid Amount in Words**

\_\_\_\_\_

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

**YEAR TWO – Detailed price proposal**

**Location One**

**Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
5	100,000 square feet (sf)	20 hours per day 140 hours per week 7280 hours per year	7 days a week 11:00pm- 3:30AM	\$ _____ hrly rate x <u>7280 hours per year =</u>  \$ _____

**Location Two**

**Cambridge Senior Center, 806 Massachusetts Ave**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
3 plus basement	27,000 sq. feet	4 hrs per day 20 hrs per week 1040 per year	Mon. – Fri 11:00pm–5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u>  \$ _____

**Location Three**

**Community Learning Center (“CLC”), 5 Western Avenue, Cambridge**

**Location Four**

**Multi Service Center (“MSC”) , 5 Western Ave, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
2	23,729 sq feet	CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week 2080 hours per year	Mon. – Fri. 11:00pm-5:00am	\$ _____ hrly rate x <u>2080 hours per year =</u>  \$ _____

**Location Five**

**North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	1706 sq. feet	4 hours per day 20 hours per week 1040 hours per year	Mon. – Fri. 11:00pm – 5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

**Location Six**

**O'Neill Branch Library, 70 Rindge Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approximately 4,100 sf	2 hours per day 6 hours per week 312 hours per year	Mon., Wed., Fri. 10pm – 12am	\$ _____ hrly rate x <u>312 hours per year =</u> \$ _____

**Location Seven**

**Collins Branch Library, 64 Aberdeen Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
2	1,855 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed., Fri. 6:30pm-8:00pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

**Location Eight**

**Boudreau Branch Library, 245 Concord Avenue, Cambridge**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approx. 1,700 sf	1 hour per day 3 hours per week 156 hours per year	Mon., Wed., Fri. 8:30pm – 9:30 pm	\$ _____ hrly rate x <u>156 hours per year =</u> \$ _____

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

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<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
3	9,882 sq feet	3 hours per day 15 hours per week 780 hours per year	Mon., Wed., Fri. 6:30pm – 9:30 pm  Tues., Thurs. 9:00pm – 12:00pm	\$ _____ hrly rate x <u>780 hours per year =</u>  \$ _____

Instructions for submitting Total Year Two Bid Amount: Bidders shall add Year Two Bid Amounts for All Locations.

**Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 =**

\$ \_\_\_\_\_

**Total Year Two Bid Amount in Words**

\_\_\_\_\_

**YEAR THREE – Detailed price proposal**

**Location One**

**Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
5	100,000 square feet (sf)	20 hrs per day 140 hours per week 7280 hours per year	7 days a week 11:00pm- 3:30AM	\$ _____ hrly rate x <u>7280 hours per year =</u>  \$ _____

**Location Two**

**Cambridge Senior Center, 806 Massachusetts Ave**

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
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<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
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Instructions for submitting Total Year Three Bid Amount: Bidders shall Add Year Three Bid Amounts for All Locations.

**Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 =**

\$ \_\_\_\_\_

**Total Year Three Bid Amount in Words**

\_\_\_\_\_

**TOTAL BID PRICE FOR ALL THREE YEARS**

Instructions for Submitting Total Bid Price: Bidders shall add Total Year One Bid Amount, Total Year Two Bid Amount and Total Year Three Bid Amount.

Total Year One Bid Amount \$ \_\_\_\_\_  
+  
Total Year Two Bid Amount \$ \_\_\_\_\_  
+  
Total Year Three Bid Amount \$ \_\_\_\_\_  
  
= \$ \_\_\_\_\_ **Total bid submitted**

**Total bid submitted in words for ten locations for a period of three years**

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Bidder**

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



### Pricing Worksheet

Please provide the following breakdown of the hourly rate that is part of your price proposal form. Please submit a pricing worksheet for each year if the hourly rate bid for each year changes.

Description	Details	Total Charges
Hourly Wage Rate	No less than Prevailing Wage Rate	
Hourly Benefits Rate	No less than Prevailing Wage Benefit Rate	
Paid Leave Required Under Law		
Payroll Taxes		
Insurance as required by law (Worker's Comp, etc.)		
Contractor charge for startup costs		
Contractor charge for supplies and ongoing operating costs		
Contractor management fee		
Other: Please describe		
<b>ANNUAL CONTRACT CHARGE</b>		

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