



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 31, 2016
Re: Janitorial Services for Various City Buildings, File # 7175 - Addendum No. 5

Bidders have submitted questions asking if bidders can estimate the number of hours for each location or if bidders must use the number of hours included in the pricing form even if those hours are different than what a bidder may think is required for a specific location.

In order to comply with the City's Living Wage Ordinance and in order to ensure a fair comparison of bids, bidders **MUST** bid their hourly rate which should be multiplied by the number of hours specified in the bid document. Bidders should **NOT** change the hours specified when submitting their bid. **If bidders change the number of hours specified anywhere in the pricing form, their bid will be rejected.**

It is anticipated that the annual number of hours will remain fixed. However if there is a need to change hours at individual locations the city and the successful bidder will work together to make those adjustments within the annual hourly allotment. If the city determines additional or less annual hours will be needed an amendment will be executed in compliance with public bidding, contracting and any other applicable laws.

All other details of the bid remain the same.

A handwritten signature in cursive script, appearing to read "Amy L. Witts", written over a horizontal line.

Amy L. Witts
Purchasing Agent

Addendum No. 5