CITY OF CAMBRIDGE
PURCHASING DEPARTMENT

AMY L. WITTS
Purchasing Agent

JOAN E. DILLON
Assistant Purchasing Agent
for Goods & Services

NATALIE M. SULLIVAN
Assistant Purchasing Agent
for Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: November 18, 2016

RE: **File No. 7414-Janitorial Services for the Robert W. Healy Public Safety Facility-Addendum No.1**

1. Please see the attached sign in sheets from the mandatory pre-bid meeting and mandatory building tour on Monday, November 14, 2016.

2. Please disregard the Itemized Price Proposal referenced in the Invitation for Bid. Please submit the attached" **Revised Itemized Price Proposal**, Addendum No. 1". **Failure to submit Revised Itemized Price Proposal, Addendum No.1 will result in the rejection of your bid. Please note the Pricing Worksheets on page 23, 24 & 25 of the Invitation for Bid remain the same and shall be submitted with your bid.**

The following questions were submitted and answered.

Question
I hate to ask a question so early in the process but something jumped out at me as I perused the scope. 32 hours (mandatory staff) equates to a production rate of 17,800 sq ft per hour. I thought this may be in error.

Question

The number of weekly hours 32 stated in the RFP seems awfully low for cleaning 100,000 sq feet 5 times per week as well as cleaning restrooms, locker rooms, break rooms 7 times per week as well as all project work to be done on weekends. Are we to use this number or will there be a new number of weekly hours for cleaning?

Question

Is the current company providing regular services on both Saturday & Sunday?

Answer
The current contractor has three cleaners that work 4 ½ hours per night Monday through Friday and three cleaners 2 hours per nights on Saturday and Sunday.

The number of work hours has been changed from 32 hours to 102 hours of cleaning per week within the time frames of the hours specified in the price proposal.

The number of hours is an estimated number of hours and may need to be adjusted as the contract progresses depending on what is actually needed or not needed.

Each Bidder must determine staffing as they see fit so long as they are accounting for the estimated number of work hours.

Please see the revised itemized Price Proposal sheets.

Question
Are you satisfied with your current cleaner?

Answer
Yes

Question
Do the specified hours listed on the price page include all tasks in the cleaning specifications, including quarterly & semi –annual task?

Answer

Yes, the specified hours listed on the revised price page include all tasks, however, the number of hours can vary depending on weather conditions (snow, salt, etc), heavy traffic in the building, misc. events, etc.

Question

What is the annual value of the current contract?

Answer

Please see the attached price sheet for the current contract.

Question

Since the successful bidder will be required to retain the current vendors current staff, can the City provide a list of the current staff including their schedules, hours per week and hourly rate?

Answer

The list of the current staff will be provided to the successful bidder upon execution of the contract.

Question

Will the successful bidder be required to retain the current staff at their current schedules and hours per week?

Answer

Yes

Question

In the event the current staff is working more hours per week than the hours specified in the bid, should bidders calculate the cost of the extra hours into their hourly rate?

Answer

The estimated hours include all cleanings. Bidders do not need to budget extra hours, However, all hours are estimates and may need to be adjusted as the contract progresses depending on what is needed or not needed.

Question

The Prevailing Wage is set to increase January 1 and this increase is currently unknown. Since this contract begins after January 1, will the successful bidder be allowed to receive price increases as the prevailing wage increases?

Answer

No, all hourly rates submitted in response to the Invitation for Bid must remain firm for the contract duration and can not be adjusted/

The successful bidder must meet or exceed the prevailing wage rates as they much change over the course of the contract. Bidders are required to pay their employees assigned to this contract the equivalent of the prevailing wage rates as specified in the bid document

The City will provided updated Prevailing Wage information to the successful bidder once a year.

Question

The prevailing wage that is in the RFP is predicated on this years rate. In 2017 the hourly rates go up but the healthcare goes down. Please tell me what rate we should be using for 2017?

Answer

Bidders are required to comply with the specifications of the bid and all requirements of the Living Wage Ordinance, including those pertaining to the standard compensation and standard benefits that must be paid to all employees working on this contract. The successful bidder will be required to comply with the prevailing wage rates as they may change during the course of the contract. The successful bidder will be required to submit certified payrolls to the Purchasing Department every six (6) months.

Question

Can you provide a copy of the sign in sheet from the pre-bid meeting.

Answer

The sign in and sign out sheet is attached.

Question

Who is the current vendor?

Answer

The current vendor is ABM Janitorial Services Inc.

Question

What is the current annual contract price?

Answer

The price sheets from the current contract are attached.

Question

Do you expect the annual contract price to increase with regards to using the new prevailing wage rates now in place?

Answer

The City will not comment on anticipated contract price.

Question
Is this a union based contract?

Answer-
The City does not stipulate union or non union.

All other details remain the same.

Amy L. Witts

Amy L. Witts
Purchasing Agent

Addendum No. 1

Revised Itemized Price Proposal Sheets Addendum No. 1 to follow.

Addendum No. 1 - Revised Itemized Price Proposal

Year One
Location
Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Square Footage

100,000 sq; ft.

Number of Work Hours

32 hours per week

Cleaning Hours

Mon- Fri 4:30 pm- 9:30 pm and Sat-Sun 4:00 pm- 7:30 pm

$_____ hourly rate x _____5,304 hours per year=_____
52 weeks x 102 hours Total Year One bid amount

TOTAL YEAR ONE PRICE SUBMITTED:_____

TOTAL YEAR ONE IN WORDS:_____

Option Year One
Location
Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Square Footage

100,000 sq; ft.

Number of Work Hours

32 hours per week

Cleaning Hours

Mon- Fri 4:30 pm- 9:30 pm and Sat-Sun 4:00 pm- 7:30 pm

$_____ hourly rate x _____5,304 hours per year=_____
52 weeks x 102 hours Total Option Year One bid amount

TOTAL OPTION YEAR ONE PRICE SUBMITTED:_____

TOTAL OPTION YEAR ONE IN WORDS:_____

Continued on next page

Addendum No. 1 - Revised Itemized Price Proposal

Option Year Two
Location
Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Square Footage

100,000 sq; ft.

Number of Work Hours

32 hours per week

Cleaning Hours

Mon- Fri 4:30 pm- 9:30 pm and Sat-Sun 4:00 pm- 7:30 pm

$_____ hourly rate x _____5,304 hours per year= _____
52 weeks x 102hours Total -Option Year Two bid

TOTAL OPTION YEAR TWO PRICE SUBMITTED:_____

TOTAL OPTION YEAR TWO IN WORDS:_____

SIGNATURE OF BIDDER:_____

Company name:_____

This form must be submitted with your bid

EMAIL ADDRESS: _____

Mandatory Pre-bid meeting sign in sheets to follow.

Mandatory Sign in sheet
Monday, November 14, 2016
Janitorial Services for Healy Public Safety Bldg.
Please write information requested clearly

Company Name	Contact	Phone	E-Mail
GCA Services	Denise Marder	781 1832455 5089885303	dmarder@GCAservices.com
ABle Services	Stephanie Barnes	603-657-6785	Stephanie.Barnes@AbleServe.com
Prospect Services	Joseph Goffredo	781-420-1347	jgoffredo@pbsclean.com
SCS Bldg Maintenance	Trevor Rhone	508 879 0062	thrhone@scsGroup.us
ABM	Manny Costa	617-4384786	ManuelCosta@ABM.Com
SJ Services	Dan Shea	351-221-9276	Daniel.Shea@SJ-services.com
SBS	HANS FAMILIA	617-212-6723	HFAMILIA@SBSBOSTON.COM
Alvy	Jerry Pine	781 534-8574	jpaine@hotmail.com
Green life Janitorial GLife Janitorial	Bruno Nascimento	781 605 1023	info@greenlifejanitorial.com
CPD	Andrea Brown	617-349-9336	abrown@cambridgeprice.org
City of Cambridge Purchasing	Joan Dillon	617-349-4310	jdillon@cambridge.ma.gov
Cambridge Purchasing Agent	Amy Witts	617-349-4310	Awitts@cambridge.ma.gov
CPD-Facility Mgr	Peter Boudreau	617-349-3300	
CPD	James DeFrancesco	617-349-3300	

Mandatory Sign in sheet
Monday, November 14, 2016
Janitorial Services for Healy Public Safety Bldg.
Please write information requested clearly

Company Name	Contact	Phone	E-Mail
Performance Environmental	Cesar	(401)434-1740	CGomez@PerformanceSvc.com
Mourn's Cleaning	DAVID MOURNA	978-562-1839	dave@MOURNSCleaningServices
EcoSource	Mark Bedard	978-483-7773	mark@ecosourcellc.net
Empire Cleaning Co	Mike DeRocco	781 246 1223	Michael@EmpireCleaning.Net
Done Right	Jaime Hernandez	617-872-9667	Jhernandez@doneright Services.com
SCS	amanda trudell	774 262 3414	apare@scsgroup.us
AmPM Fac Ser	ALAN KRIVELOW	617-877 7077	akrivelow@ampmfs.com
ACP	Jerry Russo	781 932 0500	jrusso@acpcleaning.com
TNT CLEANING	TONY RODRIGUES	(508)6445010	OFFICE@TNTCLEANINGMA.COM
Absolute Value Mgmt	Collin Lord	617-733-2187	CLord@Avappraisalmgmt.com
Moura's Cleaning	LAISSON DE SOUZA	508 570 8539	laisson@mourascleaningservice.com

Mandatory Sign ~~in~~ Out sheet
Monday, November 14, 2016
Janitorial Services for Healy Public Safety Bldg.
Please write information requested clearly

Company Name	Contact	Phone	E-Mail
ABleServices	Stephanie Barnes	603-657-6789	Stephanie.Barnes@Ableserve.com
GCA Services	Denise Marder	781 7832455 508 9885303	dmarder@gcaservices.com
TNT CLEANING INC	TONY RODRIGUES	(508) 6445010	OFFICE@TNTCLEANINGMA.COM
Absolute Value Mgmt	Collin Lord	617-733-2187	clord@Avanpfmisalmgmt.com
Mourn's Cleaning	DAVID MOURA	978-562-1839	DAVE@MOURNSCLEANINGSERVICE.COM
SBS	HANS FAMILIA	617-212-6723	HFAMILIA@SBSBOSTON.COM
Prospect Services	Joseph Goffredo	781-420-1347	jgoffredo@pbsclean.com
Bayard Cleaning Inc	Michael DeRocco	781 246 1203	Michael@Bayard Cleaning.Net
Greenlife Janitorial	Bruno Nascimento	781 6051023	info@greenlifejanitorial.com
APLUS	Jerry Paone	781 534 8574	J-paone@hotmail.com

Mandatory Sign ~~in~~ Out sheet
Monday, November 14, 2016
Janitorial Services for Healy Public Safety Bldg.
Please write information requested clearly

Company Name	Contact	Phone	E-Mail
Performance Environmental	Cesar	(401) 434-1740	CGomez@PerformanceSvc.com
SJ Services	Dan Shea	551 201 9276	Dan.Shea@SJ-services.com
EcoSource	Mark Bedard	978-483-1773	mark@ecosourelle.net
ACP	Jerry Russo	781 932-0500	jrusso@acpcleaning.com
SCS Bldg Maintenance	Trevor Rhone	508 879 0062	thrhone@scsGroup.us
Mavras Cleaning Service	Laisson De Souza	508 570 8539	laisson@mavrascleningservice.com
SCS	Amanda Truden	774 262 3414	apare@scsgroup.us
GL Janitorial	Fabiane	781 605 1023	info@greenlifejanitorial.com
ABM	Manny Costa	617-438 4786	Manuel.COSTA@ABM.CO
AMPM Fac Ser	Alan Krivelow	617 877 7077	akrivelow@AMPMFS.COM
Done Right	Jaime Hernandez	617-872-9667	Jhernandez@donerightservices.com

Current Contract Pricing to follow

File No.6652 Janitorial Services for the Robert W. Healy Public Safety Facility- Monday, December 1, 2014 @ 11:00 AM

Price Proposal

The proposed contract price to provide Janitorial services for the Cambridge Police department's Robert W. Healy Public Safety Facility, as per the attached specifications is as follows:

One award will be made to the responsive and responsible bidder offering the lowest total cost for year one. The City will renew years two and three depending on the performance of the contractor and the price of the subsequent years.

All prices are to remain firm during the entire contract period.

The submitted bid must be without conditions, exceptions or modifications to the bid document.

Location

Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Total Bid Year One $ $94,087.00

Total Bid (written in words for year one)
Ninety-four thousand and eighty-seven dollars

Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Total Bid Year Two $ 98,095.00

Total Bid (written in words for year two)
Ninety-eight thousand and ninety-five dollars

Robert W. Healy Public Safety Facility
125 Sixth Street, Cambridge, MA 02141

Total Bid Year Three $ 102,265.00

Total Bid (written in words for year three)
One hundred two thousand and two hundred and sixty-five dollars

The following alternates are for informational 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.

For Special Projects: for work needed beyond base contract- (Proposals to be submitted with costs itemized upon request)

LABOR:
Cost per Man Hour $ $27.50
Regular working hours (Monday – Friday, 7am-5pm)

Cost per Man Hour $ $37.95
Overtime working hours (Monday-Friday 5pm-7am; Saturdays, Sundays, Holidays)

Signature and title of Bidder: Martin Gjelaj, Senior Vice President

Company name: ABM Janitorial Services - Northeast, Inc.

This form must be submitted with your bid

Name of Bidder: ABM Janitorial Services - Northeast, Inc.