TO: All Bidders
FROM: City of Cambridge
DATE: April 22, 2019
RE: File No. 8512-Janitorial Services for Various City Locations-Addendum No.2

This addendum is comprised of:
1. Bidders Questions
2. Prevailing Wage Rate
3. Pre-Bid Sign in sheet

The Following questions were asked and answered:

1) **Question:** Can you confirm if this is a prevailing wage or Cambridge living Wage?
1) **Answer:** The Living Wage Ordinance applies to File No. 8152. The ordinance requires all covered building service contractors to pay no less than the standard compensation to covered service building employees, which in the first contract year is the higher of the Living Wage or the Prevailing Wage. The Living Wage Ordinance states in part at Cambridge City Code §2.121.040:
   “(a) Applicability. Covered Building Services Employers shall pay no less than the standard compensation to covered building service employees.
   (b) Standard Compensation shall include the standard hourly rate of pay for the relevant classification.
   (c) Amount.
   (i) The "Standard Hourly Rate of Pay" for Covered Building Service Employees other than for security guards shall be the greatest of the following:
   (1) The Living Wage rate as defined in 2.121.030; or
   (2) The prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts;
   (iii) The Standard Hourly Rate of Pay for Covered Building Service Employees other than for security guards shall be annually adjusted to be no less than the greatest of the following:
   (1) The current hourly rate of pay increased by the annual percentage difference between the current Boston-Lawrence-Salem, MA-NH Consumer Price Index (CPI) for all items for All Urban Consumers and the same CPI for the same month of the previous year, or
   (2) The current prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts.” See attached current prevailing wage rate sheet provided by the Department of Labor Standards.
3) **Question:** I believe the current prevailing wage rates are not known beyond 2020. Will the city allow price adjustments to years 2 & 3 to the awarded contractor based on prevailing wage increases?

3) **Answer:** As the bid document indicates, this contract will be awarded to the responsive and responsible bidder offering the lowest total price for all three years. The price bid by a bidder for each year can differ but the prices bid must remain firm. There will be no opportunity to adjust the prices bid. At all times during the contract the successful bidder must remain in compliance with all federal state and local laws, rules, ordinances and regulations, including the wage rates, benefits, and other provisions required for this contract that may change during the course of 3 years.

4) **Question:** Are all the cleaning tasks, including the quarterly, semi-annual and annual tasks, to be completed within the annual hours the City specifies at each location?

4) **Answer:** Yes, if the contractor needs more time, they will have to increase their hourly rate to reflect more staff with in those hours. This must be arranged with the Superintendent of Buildings.

5) **Question:** If the work hours are reduced for a particular week, does the city reduce the invoice paid to the contractor?

5) **Answer:** The contractor should invoice based on the service provided under the contract.

6) **Question:** On page 14 of the IFB, it says the main library is closed on Sundays for nine weeks in the summer. Are the weekly work hours and the monthly invoice reduced during this time?

6) **Answer:** Yes.

7) **Question:** Who is the current Vendor?

7) **Answer:** Compass Facility Services, Inc

8) **Question:** Are the hours specified by the City in the current contract? If so, can you provide the specified hours by location?

8) **Answer:** See Scope of Services in IFB.

9) **Question:** What is the start date?

9) **Answer:** June 1, 2019

10) **Question:** We are requesting information regarding the previous winning bid for all the facilities associated with the current bid proposal.

10) **Answer:** see attached.

11) **Question:** Does the City want bidders to return each page of the IFB with signatures at the bottom of each page?

11) **Answer:** Yes

12) **Question:** Is it correct that location #11, Valente Branch Library, has 15 hours required per week?

12) **Answer:** Since the Valente Library has not opened we based its schedule on our busiest branch location, Central Square’s weekly schedule. We would like to reserve the opportunity to increase its schedule after the library opens to have a better sense of its usage. One potential option when Valente opens, O’Connell closes one day, going from 5 to 4 days as it was when Valente was open prior to construction.
13) **Question:** Do all locations have dumpsters that we can use to disposed of daily trash? If not, how is the trash removal handle?

13) **Answer:** For the Senior Center, North Cambridge Senior Center, the trash can be placed into the rubbish Bins at the back of the City-Wide Cambridge Senior Center. For 5 Western Ave, the Community Learning Center and Multi Service Center, the trash is to be placed in the basement, in the “Trash room” in the trash and recycle toters. The DPW take the bins to the curbside on Fridays for pick up. For the North Cambridge Learning Center, the vendor is to remove the trash and recycling off site and properly dispose of. The library system does not have dumpsters at any of our facilities, the trash at our O’Neill, Collins, O’Connell and Boudreau (Valente pending) branches are securely bagged and removed by the cleaning company. The Main and CSQ locations are delivered to our curbside by CPL supportive services staff and picked up by DPW.

14) **Question:** Is it correct that Location #11, Valente Branch Library, has 15 hours required per week?

14) **Answer:** Since the Valente Library has not opened we based it’s schedule on our busiest branch location, Central Square’s weekly schedule. We would like to reserve the opportunity to increase its schedule after the library opens to have a better sense of its usage. One potential option when Valente opens, O’Connell closes one day, going from 5 to 4 days as it was when Valente was open prior to construction.

15) **Question:** What is the current monthly price by location? If the Current price is based on an hourly rate, can you also provide the hourly rate location?

15) **Answer:** The current monthly location invoices are as follows:

- Main $20,475.00
- CSQ (45 Pearl) $2,193.75
- O’Neill (70 Rindge Avenue) $877.50
- Collins (64 Aberdeen Avenue) $658.13
- Boudreau (245 Concord Avenue) $438.75
- O’Connell (48 Sixth Street) $658.13
- Totals $25,301.26

All other details remain the same.

Elizabeth Unger  
Purchasing Agent

Addendum No. 1
THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates
As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

Awarding Authority: City of Cambridge
Contract Number: CAMBRIDGE
Description of Work: (Municipalities are Not subject to prevailing wages for janitorial cleaning) Janitorial Services for Libraries and various locations in Cambridge
Job Location: 795 Mass Ave

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the “Wage Request Number” on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule from the Department of Labor Standards (“DLS”) if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker’s rate for the trade.
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F “rental of equipment” contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee’s name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at http://www.mass.gov/dols/pw.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and

Issue Date: 04/22/2019     Wage Request Number: 20190422-038
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Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 1IE-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 1IE-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM: 1; 1, 2; 2, 3; 3-4; 4-4, 4-5, 4-6, 5-7, 6-7, 6-8, 6-9, 7-10, 8-10, 8-11, 8-12, 9-13, 10-13, 10-14, etc.

**** APP to JM: 1; 1, 1, 2; 2, 3, 3-5; 4-6, 4-7, 5-8, 5-9, 6-10, 7-11, 8-12, 8-13, 9-14, 10-15, 10-16, etc.
City of Cambridge
Articles of Agreement

Commodity: Janitorial Services for various City buildings
File Number: 7175

This agreement is made and entered into this 04/11/2016 by and between the City Of Cambridge ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and Prospect Building Services Corporation, a corporation duly organized and existing under the laws of the Massachusetts ("the Contractor").
Address: 360 Pearl Street, Malden, MA 02148
Telephone: 781-324-2900

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor’s bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on 05/01/2016 and ending on 04/30/19.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of 04/04/2016.

The contractor shall provide the Certificate of Insurance upon execution of the contract.

Prospect Building Services Corporation must meet or exceed the Living Wage and Prevailing Wage as it may change during the term of the contract.

A performance bond in the amount of 50% of the annual contract is required upon execution of the contract and shall be updated each year.

Contract Value: $1,387,698.34
Includes Alternate location, Frisoli Youth Center

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. Contractor shall invoice the department to which it provided the service, not the Purchasing Department.

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor’s reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and
nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

**Article VI. Damages.** From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

**Article VII. Conflict.** In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

**Article VIII. Governing laws and ordinances.** This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

**Article IX. Performance Security.** Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 50% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

**Article X. Equal Opportunity.** The Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

**Article XI. Assignability.** The Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

The City: 

The Contractor: Prospect Building Services Corporation.

[Signatures and titles]

Approved as to Form:

[Signature]

Nancy E. Glowa
City Solicitor
**ACORD**  
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**  
USI Insurance Services LLC  
12 Gill Street Suite 5500  
Woburn, MA 01801  
855 874-0123

**CONTACT**  
Melissa Stevens  
PHONE: 855 874-0123  
FAX: 781-376-5035  
E-MAIL: Melissa.Stevens@usi.biz

**INSURER**  
Prospect Building Services Corp  
360 Pearl Street  
Malden, MA 02148

**DATE**  
4/21/2016

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**  
The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

**CERTIFICATE HOLDER**  
The City of Cambridge  
795 Massachusetts Avenue  
Cambridge, MA 02139

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

© 1988-2014 ACORD CORPORATION. All rights reserved.
Platte River Insurance Company  
115 Glastonbury Blvd., Glastonbury, CT 06033

PERFORMANCE BOND  
(Multiple Years – Non-construction)  
BOND NO. 41340335

KNOW ALL BY THESE PRESENTS, That, Prospect Building Services Corporation  
as Principal, and Platte River Insurance Company a Nebraska corporation as Surety, are held  
and firmly bound unto City of Cambridge, MA  
in the sum of **Two Hundred Twenty Three Thousand Six Hundred Seventy Three and 47/100s**  
Dollars ($223,673.47) for the payment of which sum well and truly to be made we bind ourselves  
our personal representatives, successors and assigns, jointly, and severally.

WHEREAS, Principal has entered into a written agreement with Obligee dated April 11, 2016  
for #7175: Janitorial Service for Various City Buildings

NOW, THEREFORE, if said Principal shall well and truly perform all the terms, covenants, conditions and  
obligations of said Agreement, then this obligation shall be null and void, otherwise it shall remain in full force and  
effect subject to the following expressed conditions:

PROVIDED HOWEVER, that this bond is written upon the following expressed conditions:

1) This bond shall become effective on May 1, 2016 and shall expire on April 30, 2017.  
   If the bond is renewed by Surety at its sole discretion, it shall be considered one continuous bond and in  
   no event shall the penal sum, or any portion thereof, exceed the total amount of $1,397,698.34.
2) That no liability shall accrue under this bond until the Obligee has met all its obligations under the  
   Agreement dated April 11, 2016.
3) That the Surety herein may, if it so elects, terminate its obligation under this bond by first giving 30 days  
   written notice of its intention to the Obligee; however, the Surety shall nevertheless remain liable for any  
   and all accrued indebtedness of the Principal incurred prior to the termination date.
4) The failure of the Principal to provide alternative security, after the Surety has exercised its rights to  
   terminate this bond as herein provided, shall not be actionable or cause for a claim under this bond.
5) In the event of default by the Principal in performance of the Agreement during the term of this bond, the  
   Surety shall be liable only for the loss to the Obligee due to actual excess costs of performance of the  
   contract up to the termination of the term of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee  
named herein or the heirs, executors, administrators or successors of the Obligee.

Signed and sealed this 15th day of April 2016.

 Prospect Building Services Corporation

(Principal)

By Charles Allen

(Name & Title)

Platte River Insurance Company

By Gail M Perrin

Witness

Attorney-In-Fact

Witness

Multi Year Performance Bond - Nonconstruction (1/24/07)
PLATTE RIVER INSURANCE COMPANY
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

WILLIAM F HERTEL; JAMES L MASTORS; SHELLY L ANDRADE
SUSAN KANIA; GAIL M PERRIN; STEVEN VITORINO

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED $20,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.

"RESOLVED, that the President, and Vice-President, the Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authority to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, one or more vice-presidents, assistant secretaries and attorney-in-fact, to such offices to the business of the company; the signature of such officers and the seal of the Corporation may be affixed to such power of attorney or to any certificate relating thereto by facsimile, and any such power or attorney or certificate bearing such facsimile signature or facsimile thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereunto affixed duly attested, this 27th day of July, 2015.

Attest:

Gary W. Stumper
President
Surety & Fidelity Operations

STATE OF WISCONSIN
COUNTY OF DANE

On the 27th day of July, 2015 before me personally came Stephen J. Stills, to me known, who being by me duly sworn, did depose and say that he resides in the County of New York, State of New York; that he is President of PLATTE RIVER INSURANCE COMPANY, the corporation described herein and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

David J. Regelo
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN
COUNTY OF DANE

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 15th day of April, 2016.

Antonio Calii
Secretary

This document is not valid unless printed on green shaded background with a red serial number in the upper right hand corner. If you have any questions concerning the authenticity of this document call, 800-475-4450.
Platte River Insurance Company
Change Rider

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<td>City of Cambridge, MA</td>
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This rider is to be attached to and form a part of the above described bond.

In consideration of the additional or return premium shown above the Surety hereby gives its consent to

Change paragraph 1:

From:
1) This bond shall become effective on May 1, 2016 and shall expire on April 30, 2017. If the bond is renewed by Surety at its sole discretion, it shall be considered one continuous bond and in no event shall the penal sum, or any portion thereof, exceed the total amount of $1, 387,698.34.

To:
1) This bond shall become effective on May 1, 2016 and shall expire on April 30, 2017. If the bond is renewed by Surety at its sole discretion, it shall be considered one continuous bond and in no event shall the penal sum, or any portion thereof, exceed the total amount of $223,673.47.

Provided, however, that the aggregate liability of the Surety for any one or more losses occurring prior to the effective date of change shall not exceed $223,673.47, nor for any one or more losses occurring after said date not exceed $223,673.47.

It is further understood that in no event shall the Surety's liability be cumulative.

Signed and dated on April 20, 2016
(Month, day, year)

PLATTE RIVER INSURANCE COMPANY

By: Gail M Perrin, Attorney-in-Fact

Accepted
Prospect Building Services Corporation

By:
PLATTE RIVER INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal office in the City of Middletown, Wisconsin, does make, constitute and appoint:

WILLIAM F HERTEL; JAMES L MASTORS; SHELLY L ANDRADE

SUSAN KANIA; GAIL M PERRIN; STEVEN VITORINO

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED $20,000,000

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.

"RESOLVED, that the President, and Vice President, the Secretary or Treasurer, acting individually or otherwise be and hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, one or more vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointed to have the powers and duties usual to such offices in the business of the company, the signature of each office and the seal of the Corporation may be affixed by such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereon affixed duly attested, this 27th day of July, 2015.

Attest:

Gary W. Sumpner
President
Surety & Fidelity Operations

STATE OF WISCONSIN
COUNTY OF DANE

On the 27th day of July, 2015 before me personally came Stephen J. Sills, to me known, who being by me duly sworn, did depose and say: that he resides in the County of New York, State of New York; that he is President of PLATTE RIVER INSURANCE COMPANY, the corporation described herein and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by order.

David J. Regels
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN
COUNTY OF DANE

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middletown, State of Wisconsin this 20th day of April, 2016.

Antonio Celi
Secretary
Certificate of Authority

This document hereby certifies that, Charles Collins, the President of this corporation, Propest Building Services Corp., is hereby authorized and empowered to make, enter into, sign, seal, and deliver on behalf of the corporation, a contract for Custodial Services with the City of Cambridge.

This authority is given by, Charles Collins, on 4/21/2019

(Print Name)

Approved by:

Signature: Charles Collins

Title: Propest Building Services Corp.

Attest: [Signature]

Affix Corporate Seal Here
Revised Price Proposal – Janitorial Services, File No. 7175- 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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100,000 square feet (sf)</td>
<td>20 hours per day 140 hours per week 7280 hours per year</td>
<td>7 days a week 11:00pm- 3:30AM</td>
<td>$31.42 hrly rate x 7280 hours per year = $228,743</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 plus basement</td>
<td>27,000 sq. feet</td>
<td>4 hrs per day 20 hrs per week 1040 hours per year</td>
<td>Mon. – Fri 11:00pm–5:00am</td>
<td>$31.42 hrly rate x 1040 hours per year = $32,678</td>
</tr>
</tbody>
</table>

$32,678.80

Name of Bidder: Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

**Location Three**  
Community Learning Center ("CLC"), 5 Western Avenue, Cambridge  
**Location Four**  
Multi Service Center ("MSC"), 5 Western Ave, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
</table>
| 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 | $31.42/hrly rate x  
2080 hours per year =  
$65,356 |

---

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
</table>
| 1                | 1796 sq. feet  | 4 hours per day  
20 hours per week  
1040 hours per year | Mon. – Fri.  
11:00pm – 5:00am | $31.42/hrly rate x  
1040 hours per year =  
$32,678 |

---

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
</table>
| 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 | $31.42/hrly rate x  
312 hours per year =  
$9803 |

---

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
</table>
| 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 | $31.42/hrly rate x  
234 hours per year =  
$7352 |

Name of Bidder: Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day 3 hours per week 156 hours per year</td>
<td>Mon., Wed., Fri. 8:30pm – 9:30pm</td>
<td>$31.42 hrly rate x 156 hours per year = $4,902</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed. Fri. 10:00pm – 11:30pm</td>
<td>$31.42 hrly rate x 234 hours per year = $7,352</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,662 sq feet</td>
<td>3 hours per day 18 hours per week 780 hours per year</td>
<td>Mon., Wed. Fri. 6:30pm – 9:30pm Tues., Thurs. 9:00pm – 12:00am</td>
<td>$31.42 hrly rate x 780 hours per year = $24,508</td>
</tr>
</tbody>
</table>

**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 = $413,372

**Total Year One Bid Amount in Words**
Four Hundred Thirteen Thousand, Three Hundred, Seventy Two Dollars

**Name of Bidder:** Prospect Building Services
### YEAR TWO - Detailed price proposal

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100,000 square feet (sf)</td>
<td>20 hours per day 140 hours per week 7280 hours per year</td>
<td>7 days a week 11:00am - 3:30am</td>
<td>$32,59 hrly rate x 7280 hours per year = $237,280.00</td>
</tr>
</tbody>
</table>

#### Location Two
Cambridge Senior Center, 806 Massachusetts Ave

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 plus basement</td>
<td>27,000 sq. ft</td>
<td>4 hrs per day 20 hrs per week 1040 per year</td>
<td>Mon. - Fri 11:00pm-5:00am</td>
<td>$32.59 hrly rate x 1040 hours per year = $33,897.00</td>
</tr>
</tbody>
</table>

#### Location Three
Community Learning Center ("CLC"), 5 Western Avenue, Cambridge

#### Location Four
Multi Service Center ("MSC"), 5 Western Ave, Cambridge

### Name of Bidder: Prospect Building Services
### Location Five
North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1706 sq. ft</td>
<td>4 hours per day</td>
<td>Mon.-Fri. 11:00am - 5:00pm</td>
<td>$33,897.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Six
O'Neil Branch Library, 70 Rindge Avenue, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approximately 4,100 sf</td>
<td>2 hours per day</td>
<td>Mon., Wed., Fri. 10pm - 12am</td>
<td>$10,168.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>312 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Seven
Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1,855 sf</td>
<td>1.5 hours per day</td>
<td>Mon., Wed., Fri. 6:30pm - 8:00pm</td>
<td>$7,102.71</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.5 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>234 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Eight
Boudreau Branch Library, 245 Concord Avenue, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day</td>
<td>Mon., Wed., Fri. 8:30pm - 9:30 pm</td>
<td>$5,084.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>156 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Bidder: Prospect Building Services

Page 5 of 11
### Location Nine
**O’Connell Branch Library, 48 Sixth Street, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed., Fri. 10pm – 11:30pm</td>
<td>$32.59 hrly rate x 234 hours per year = $7,627.60</td>
</tr>
</tbody>
</table>

### Location Ten
**Central Square Branch Library, 45 Pearl Street, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,882 sq feet</td>
<td>3 hours per day 15 hours per week 780 hours per year</td>
<td>Mon., Wed., Fri. 6:30pm – 9:30pm Tues., Thurs. 9:00pm – 12:00pm</td>
<td>$19.59 hrly rate x 780 hours per year = $25,423.60</td>
</tr>
</tbody>
</table>

**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 =

$428,799.00

$428,799.00

**Total Year Two Bid Amount in Words**

Four hundred twenty-eight thousand, seven hundred ninety-nine dollars.

Name of Bidder: **Prospect Building Services**

Page 6 of 11
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

YEAR THREE – Detailed price proposal

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100,000 square feet (sf)</td>
<td>20 hrs per day 140 hours per week 7280 hours per year</td>
<td>7 days a week 11:00pm-3:30AM</td>
<td>$33.75 hrly rate x 7280 hours per year = $245,703.60</td>
</tr>
</tbody>
</table>

Location Two
Cambridge Senior Center, 808 Massachusetts Ave

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 plus basement</td>
<td>27,000 sq. feet</td>
<td>4 hrs per day 20 hrs per week 1040 per year</td>
<td>Mon. – Fri 11:00pm-5:00am</td>
<td>$33.75 hrly rate x 1040 hours per year = $35,100.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>23,729 sq. feet</td>
<td>CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week 2080 hours per year</td>
<td>Mon. – Fri 11:00pm-5:00am</td>
<td>$33.75 hrly rate x 2080 hours per year = $70,300.00</td>
</tr>
</tbody>
</table>

Name of Bidder: Prospect Building Services
### Location Five
**North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1706 sq. feet</td>
<td>4 hours per day</td>
<td>Mon. – Fri. 11:00pm – 5:00am</td>
<td>$33.75 hrly rate x 1040 hours per year = $35,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Six
**O'Neill Branch Library, 70 Rindge Avenue, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approximately 4,100 sf</td>
<td>2 hours per day</td>
<td>Mon., Wed., Fri. 10:00pm – 12:00am</td>
<td>$33.75 hrly rate x 312 hours per year = $10,530.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>312 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Seven
**Collins Branch Library, 64 Aberdeen Avenue, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1,855 sf</td>
<td>1.5 hours per day</td>
<td>Mon., Fri. 6:30pm – 8:00pm</td>
<td>$33.75 hrly rate x 234 hours per year = $7,898.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.5 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>234 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location Eight
**Boudreau Branch Library, 245 Concord Avenue, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
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<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day</td>
<td>Mon., Wed. Fri. 8:30pm – 9:30pm</td>
<td>$33.75 hrly rate x 156 hours per year = $5,265.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>156 hours per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Bidder:** Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

Location Nine
O'Connell Branch Library, 48 Sixth Street, Cambridge

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<th>Cleaning hours</th>
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<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed., Fri. 10:00pm – 11:30pm</td>
<td>$33.75 hrly rate x 234 hours per year = $7,898.00</td>
</tr>
</tbody>
</table>

Location Ten
Central Square Branch Library, 45 Pearl Street, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
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<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,882 sq feet</td>
<td>3 hours per day 15 hours per week 780 per year</td>
<td>Mon. Wed. Fri. 6:30pm – 9:30 pm Tues., Thurs. 9:00pm – 12:00am</td>
<td>$34.75 hrly rate x 780 hours per year = $26,325.00</td>
</tr>
</tbody>
</table>

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 =

\$ 444,019.00

Total Year Three Bid Amount in Words:
Four hundred forty four thousand, nineteen dollars.

Name of Bidder: Prospect Building Services
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 $413,372.00
Total Year Two Bid Amount $428,799.92
Total Year Three Bid Amount $444,019.00

= $1,286,190.92

Total bid submitted

$1,286,190.92

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

One million, two hundred eighty-six thousand, one hundred ninety dollars.

Signature of Bidder

Name of Bidder: Prospect Building Services
### Alternate Location

**Frisoli Youth Center - 61 Willow Street, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning hours</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day, 20 hours per week, 1040 hours per year</td>
<td>Mon. – Fri. 11:00pm- 6:00am</td>
<td>$32.49 hrly rate x 1040 hours per year = Year One Bid Amount $33,897</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$33,897.00 33,897.00</td>
</tr>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day, 20 hours per week, 1040 hours per year</td>
<td>Mon. – Fri. 11:00pm- 6:00am</td>
<td>$32.49 hrly rate x hours per year = Year Two Bid Amount $33,897</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$33,897.00 33,897.00</td>
</tr>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day, 20 hours per week, 1040 hours per year</td>
<td>Mon. – Fri. 11:00pm- 6:00am</td>
<td>$32.49 hrly rate x hours per year = Year Three Bid Amount $33,897</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$33,897.00 33,897.00</td>
</tr>
</tbody>
</table>

Alternate Year One Bid Amount + Alternate Year Two Bid Amount + Alternate Year Three Bid Amount = $101,567.60

Total Alternate Bid Submitted for All Three Years $101,567.60

Total Alternate Bid Submitted in Words: **One hundred one thousand, six hundred seventy-five dollars**

**Signature of Bidder**

[Signature]

**Name of Bidder:** Prospect Building Services
YEAR 1

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>17.55</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>6.36</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>0.97</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>1.63</td>
</tr>
<tr>
<td>Insurance as required by law (Worker's Comp, etc.)</td>
<td></td>
<td>0.48</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Contractor charge for supplies and</td>
<td></td>
<td>2.43</td>
</tr>
<tr>
<td>ongoing operating costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor management fee</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>ANNUAL CONTRACT CHARGE</strong></td>
<td></td>
<td><strong>$31.42</strong></td>
</tr>
</tbody>
</table>

Signature of Bidder: [Signature]
YEAR 2

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>$18.10</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>$6.81</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>$1.01</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>$1.68</td>
</tr>
<tr>
<td>Insurance as required by law (Worker's Comp, etc.)</td>
<td></td>
<td>$0.49</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td>$8</td>
</tr>
<tr>
<td>Contractor charge for supplies and ongoing operating costs</td>
<td></td>
<td>$2.50</td>
</tr>
<tr>
<td>Contractor management fee</td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td>$8</td>
</tr>
<tr>
<td>ANNUAL CONTRACT CHARGE</td>
<td></td>
<td>$32.59</td>
</tr>
</tbody>
</table>

Signature of Bidder: [Signature]
**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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>9.60</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>7.31</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>1.03</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>1.73</td>
</tr>
<tr>
<td>Insurance as required by law (Worker's Comp, etc.)</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td>X</td>
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<tr>
<td>Contractor charge for supplies and ongoing operating costs</td>
<td></td>
<td>2.58</td>
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<tr>
<td>Contractor management fee</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**ANNUAL CONTRACT CHARGE**

Signature of Bidder: [Signature]
# Table of Contents

1. Company overview  
2. Signed documents  
   - Invitation to bid  
   - Bid submission/references document  
   - ADA tax compliant/ anti collusion statement  
   - CORI compliance  
3. General conditions/cleaning standards and schedule of cleaning  
4. Revised price proposal  
   - Performance bond  
5. Prospect hiring / training & quality  
6. Green cleaning  
7. Addendums

Name of Bidder: Prospect Building Services
Section 1. Company Introduction and Background

Why choose Prospect for the janitorial services at the various City of Cambridge Buildings?

- We have an excellent manager proposed - Marcos Pena who goes the extra distance to provide a high level of service
  - We will become an important part of events support, understand what is required for each event set-ups, break downs and labor required
  - We will provide support for any event requested
  - We will get to know the faculty and staff and their required needs
- We provide labor as needed for special events or projects on short notice
- Most of our staff have been with Prospect for a long time
- We provide 7/24/365 hot line for emergencies. You can get a Prospect manager on the phone at any time day or night
- Our company focus is on colleges and independent / private schools, we were one of the first companies to provide contract cleaning services to that market
- We have been providing schools custodial services since the early 90's and Harvard for over 30 years, where we provide cleaning services at the Gutman library
- We provide service to 40+ schools. All have libraries
- We have provided many services over the years including:
  - Custodial management
  - Project management

"Schools and Special Needs Facilities Are Our Business"

Prospect Building Services Corp. has a long-term relationship with some of the most recognized educational institutions in New England. Our relationships date back over 25 years. We still serve the first school where we began our school custodial business. Over the last 20 years Prospect has built our business with a primary focus on the unique service needs of schools. We have seen significant growth in our schools business through quality services and a reputation for responsiveness.

Prospect Building Services Corporation is a local, well established cleaning and janitorial company. A privately owned business under the same ownership since 1994, PBSC is a financially stable, well respected cleaning company with a commitment to excellence. We currently provide services to over 40 facilities in New England

"We are large enough to serve and small enough to care."

Name of Bidder: Prospect Building Services
Our main office, supply warehouse and company management are located in Massachusetts. You can expect a relationship with Prospect Building Services to be one of active participation with our management team and corporate support. Training, technical, quality assurance and support staff are all locally based and will support the onsite staff.

Our operations team has the experience and work ethic required to manage and maintain the campus to your standards. They will take a proactive approach with communications and assure the buildings are kept to your standards.

You have the assurance of our management team and commitment of the company ownership that we will provide the city of Cambridge with a high quality, cost competitive cleaning services program.

The company provides a broad range of facility services to schools, colleges. Our service groups are organized into two divisions PBSC - custodial services and Facilitech – facility management consulting. With over 50 years of providing facility services, a highly experienced workforce and a reputation for quality and innovation we are well positioned to serve our clients.

Prospect Building Services Corp.
Custodial Cleaning Services
- Custodial services
- Right-sourcing of labor
- Transitional – attrition program
- Custodial program assessments and design
- Green cleaning program
- Special cleaning projects
- Custodial management programs
- Window cleaning
- Gym floor maintenance
- Construction clean up
- Floor re-finishing
- Training and quality programs

Name of Bidder Prospect Building Services
Company Resume

Prospect Building Services Corp. began operations in 1952 (Prospect Cleaning Company), as a store front window washing company. As the business began to expand, customers frequently requested cleaning services as well. With this unplanned business opportunity, an owner operated business became a well-known cleaning company. The business continued to expand, add capabilities and provide services to larger and larger clients. In the last 10 years Prospect has tripled in size and serves over forty schools and colleges in the Eastern Massachusetts area. We are recognized as a quality service provider with innovative programs and cleaning systems for schools. Clients include Harvard University, Endicott College, Governors Academy, Dexter School and Dana Hall among many others. Please see the attached reference list.

The company has been in business since the 1950's and has been financially strong ever since. We are convinced that we will remain financially stable for the future. We continue to see growth from year to year and our client base is expanding.

Charles J Collins, CFM
President/CEO and Owner of Prospect Building Services Corp. He has been involved in the facility services business for over 30 years. At PBSC, Charles is expanding the services offered, introducing new programs and management tools and developing a broader offering for our clients. Prior to joining PBSC founded Optimum Performance Group and held executive management positions with Marriott Management Services, Siemens Building Systems and William A Berry and Son.

Stephen J. Miller
Chief Financial Officer and Owner of Prospect Building Services Corp., was the COO at Prospect Cleaning Company prior to the formation PBSC in 1985. He has been the guiding force in expanding the company's purchasing power while controlling overhead costs.

Dinis Gomes
Vice President Operations, Dinis has been with Prospect for over 14 years. He also advanced from the field as a supervisor, to take the senior operations role in the company. Dinis is the backbone of the company's cleaning division. His attention to detail and drive to deliver the best level of service has proven a great model for maintaining high customer satisfaction rates and client retention.
Resume
Proposed Area Manager
Marcos Pena

Overview:
Over 12 years with Prospect Building Services as a supervisor and operations manager and currently area manager. I have progressed within the company starting as a site supervisor to area manager responsible for ten customer sites. In the role of area manager I am responsible for hiring training of employees, customer meetings and maintaining our budget for the customer site.

Skills:
- Speak and write English, fluently
- Computer literate
- Excellent client relationships
- All facets of cleaning and floor care
- Green Cleaning Manager
- Supervisory skills and staff training
- Vendor relationships
- Worked within the educational field for over 13 years

Work History

2002 to Present: Prospect Building Services
Area Manager
Supervise over 10 client sites in the Boston area, staffing, and supervision to all hourly personnel. Maintain company budget and track payroll.
- Area Manager for approximately 1.5 million square feet of both school properties and commercial office space. Hiring, training and supervision of all staff including supervisors.
- Responsible for quality assurance development in more than 10 greater Boston public and private schools.
- Coordinate weekly meetings with facility managers ensuring highest quality of customer service satisfaction.
- Has started up and managed transition of 20+ client sites

1999 to 2002
Crothall Management Services
Micro-Complete Inc.
Operations Manager
- Certified clean room manager/environmental control.
- Oversight of Payroll functions.
- Employment development and training
Supervised, monitored and scheduled subordinates daily activities

The Company contact is:

Charles Collins
President/CEO
360 Pearl Street
Maiden, Ma 02148

PH: 781.324.2900
Cell: 978.809.5527

Name of Bidder Prospect Building Services
Section 2  Signed Documents

INVITATION FOR BID

FILE NO: 7175

COMMODITY: Janitorial Services for various City buildings

NAME OF BIDDER: Prospect Building Services

BIDDER'S FED. ID. 043267001

TO: Amy L. Wilts Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the CAMBRIDGE CHRONICLE on Thursday, March 10, 2016 which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on Monday, March 28, 2016. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted. This bid may be downloaded from the City’s web site, www.CambridgeMA.gov, Online Services, Purchasing Bid List, Invitation for Bid, File No. 7175.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. "The submitted bid must be without conditions, exceptions or modifications to the bid document".

The envelope containing the bid must be labeled: "This envelope contains a bid for Janitorial Services for various City building opened at 11:00 A.M. on Monday, March 28, 2016". The bid and all documents submitted with it are public records. This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: 1-5

SIGNATURE OF BIDDER: 

TITLE OF SIGNATORY: President

ADDRESS OF BIDDER: 360 Pearl Street, Malden, MA 02148

TELEPHONE NUMBER: 781-324-2900 FAX NUMBER: 781-324-4843

Please check one of the following and insert the requested information:

( x ) Corporation, incorporated in the State of Massachusetts

( ) Partnership. Names of partners:

( ) Individual:

Email: Coolls@pbsclean.com, Smiller@pbsclean.com

Name of Bidder: Prospect Building Services
**Bid Submission Requirements**

1. Bidders must provide references, including telephone numbers and contact names from at least three municipal, state or federal facilities. Each reference must be a municipal, state or federal facility in which the annual contract value is $100,000.00 or greater. The bidder has been providing Janitorial services to each reference for a minimum of three years or more. In addition, the City reserves the right to use itself as a reference. A bid maybe rejected on the basis of one or more references reporting less than excellent past performance by the contractor and/or that experience does not meet the Quality Requirements.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
<th>Annual contract value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard Grad School of Ed</td>
<td>Jason Carlson</td>
<td>617-496-5766</td>
<td><a href="mailto:jcarlson@hsg.harvard.edu">jcarlson@hsg.harvard.edu</a></td>
<td>$989,244</td>
</tr>
<tr>
<td>Endicott College</td>
<td>Rick Gagnon</td>
<td>978-232-2370</td>
<td><a href="mailto:mgagnon@endicott.edu">mgagnon@endicott.edu</a></td>
<td>$568,572</td>
</tr>
<tr>
<td>Great Bay Comm. College</td>
<td>Steven Davies</td>
<td>603-427-7642</td>
<td><a href="mailto:sdavies@ccskh.edu">sdavies@ccskh.edu</a></td>
<td>$121,392</td>
</tr>
<tr>
<td>Belmont Hill School</td>
<td>Kevin Young</td>
<td>617-933-5290</td>
<td><a href="mailto:kyung@belmonthill.org">kyung@belmonthill.org</a></td>
<td>$360,736</td>
</tr>
</tbody>
</table>

2. Has your present organization ever defaulted on a contract? If so, state where, when, and why.

   No

2. Provide names of Environmentally Preferable cleaning products you will supply and use. Provide additional sheets if necessary.

   See section 6 Green Cleaning

4. Who will be the Bidder's area manager? State such person's qualifications

   Macos Pena See section 1 page 5 for resume

Name of Bidder Prospect Building Services
Americans with Disabilities Act (42 U.S.C. 12131) Section 504 of the
Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement
Debarment Statement

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: 3/26/2014
(Charles Collins)
(Print Name of person signing bid)
(Charles Collins, President)
(Signature & Title)

This form must be submitted with your bid

Name of Bidder: Prospect Building Services
CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. All Vendors must check one of the three lines below.

1. CORI checks are not performed on any Applicants.

2. CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.

3. CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

Charles Collier
(Typed or printed name of person quotation, bid or Proposal)

Prospect Building Services
(Name of Business)

Signature signing

NOTE:
The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:
A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

This form must be submitted with your bid

Name of Bidder: Prospect Building Services
Section 3. General conditions/cleaning standards and schedule of cleaning

General Conditions, Cleaning Standards and schedule of Cleaning
Cambridge Public Main Library at 449 Broadway Cambridge (Location One
on Price Proposal)

An estimated 100,000 square feet (sf) of cleanable floor space and vertical/horizontal surface areas
must be maintained in first-class condition. The Cambridge Public Library (CPL) at 449
Broadway, Cambridge, MA consists of a historic building of roughly 25,000 sf, and a multi-leveled addition of
around 76,000 sf with several different functional areas which includes open library areas, stacks, computer
commons and classroom, a large meeting/auditorium with seating for 220 and a small 60-person meeting room,
several quiet study rooms, staff offices and lounge space, as well as public and private restrooms. Included in
this contract is a portion of the underground 70-car parking garage (the public entrance area – roughly 800 sf of
broom finished concrete.) There are several different flooring and wall finishes in the library whose square
footage breaks down as follows:

Flooring
Oak 7,020 sf
Maple 3,450 sf
Bamboo 9,400 sf
Terrazzo 3,600 sf
Ceramic tile 250 sf
Porcelain tile 3,900 sf
VCT* 18,850 sf
Rubber 2,450 sf
Carpet 13,800 sf
Bluestone 450 sf
Quartzite 2,500 sf
Cocoa Mat 600 sf
Metal Grille 150 sf

Walls (other than those painted)
Wood panels 8,200 sf
Ceramic tile 5,000 sf
Glass windows 9,900 sf

Please note: Refer to attached floor plans for locations of various floor and wall finishes. See Attachment

General Conditions
It is the intent of these specifications to document all services, supplies and equipment required to clean and
keep clean all areas not specifically excluded. It is not represented that the following is a complete list of
operations to be performed, but it is understood that all items not listed, but required to properly clean and
maintain the facilities at a "High Standard of Cleanliness", shall be included as well as those enumerated in
detail.

Contractor’s employees shall report daily, through their supervisor, all conditions not included in the contract,
requiring attention of the owner such as broken fixtures, leaking pipes, defective electrical equipment, etc.
Unusual conditions shall also be reported, such as unlocked doors, non-routine occupancy, etc.

Equipment and materials are to be supplied by the Contractor, except as noted herein. All vacuum cleaners
are required to have HEPA filters and all cleaning products must be US Green Sealed cleaning products.

Payment of State, Federal and FICA taxes are the responsibility of the Contractor.

Detailed Billing/Invoice(s) Contractor shall invoice to the Facilities Manager at the Cambridge Public
Library monthly for services rendered under the provisions of this contract. Invoicing after each month’s
service shall be no later than the 10th of the month following the work period.

All invoices shall be sent to the Cambridge Public Library, 449 Broadway, Cambridge, MA 02138, attention:
Bill Courier.

Extra work, supplies and or project cleaning shall be invoiced separately with time sheets. All extra work
must be authorized in advance by the Facilities Manager.

Name of Bidder  Prospect Building Services
Performance Contractors are expected to maintain an overall cleaning performance level at or above the standards listed. The cleaning standards outlined in this IFB are the minimum acceptable level of performance. Library staff inspections will be based on the standards listed. Failure of the contractor to meet an acceptable performance level at any time during the contract period may result in the contractor being placed on probation or in cancellation of the contract.

Labor/Full-time Contractor shall provide an adequate number of competent, properly trained personnel with qualified supervision to provide the services required at all times. Contractor shall provide all personnel with a complete set of specifications and cleaning schedules to ensure all required services are completed. Any Contractor’s employee whose employment or performance is objectionable to the City shall be immediately removed from this Contract.

Contractor shall insure satisfactory security clearance for all employees who will perform work on the premises. Employees who are "not a United States citizen or have not been granted status by the United States government as a permanent resident alien" will not be allowed to work at this facility.

All Contractor employees shall be required to comply with the work rules established for the facilities to be cleaned; and, are required to wear a shirt, blouse or smock indicating the company name or logo in print -large enough to be easily read; and be required to wear safety shoes and other appropriate gear.

Equipment All tools or equipment required to carry out the operations within the scope of this contract shall be provided by the contractor, and shall meet the standards of the Federal Occupational Safety and Health Act and Commonwealth of Massachusetts Safety Codes. All vacuum cleaners must utilize HEPA filtration. Notes for Main library: The use of professional floor cleaning equipment shall be considered a minimum standard of care. Carpet extraction equipment shall be utilized during quarterly cleaning and shall be kept off-site. The contractor shall keep on-site a pre-spot steam cleaner for weekly spot cleaning as needed. Walk behind auto-scrubber shall be kept on-site in and area approved by the Facility Manager for use on the ground floor terrazzo and large expanses of VCT flooring. The auto-scrubber may not be used on bamboo or wood flooring. Rotary brush scrubbing machines shall be used on the tile and stone flooring. High speed burnisher shall be kept on-site for buffing floors.

Security An approved form of Contractor ID must be visibly worn by Contractor staff at all times while on the premises. The Cambridge Public Library - Its furniture, equipment and contents are protected by a monitored security system. Entry to the building is gained through the front door and/or the garage ramp and overhead roll-up gate. Access through both is gained through use of a plastic card swipe which is electronically identified and monitored. Once the building is entered, and within a defined number of seconds, a unique and identifiable code number must be entered into the security keypad in order to deactivate the building alarm. The Contractor will be assigned a card and ID code by the Library Facilities Manager, and will be responsible for accessing the building, securing the building during his shift and returning the building to an alarmed-secured condition at the end of his shift.

The Contractor shall be responsible for use of all access cards and/or keys issued. Under no circumstances shall Contractor's employees admit anyone to areas controlled by an access card or key in their possession. All doors and windows shall be closed and locked upon completion of cleaning operations. All areas shall be double-checked by the on-site cleaning supervisor at end of shift to verify the areas are secured. The Contractor shall not duplicate any keys under any circumstances.

Any lost access cards or keys, or need for additional access cards or keys, shall be promptly reported to the Facility Manager. Cards are not transferable. If an employee leaves, a new card will be issued.

Name of Bidder Prospect Building Services

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To avoid the possibility of tracing lost keys to the premises, the Contractor shall not identify the building on the card so if it is lost it cannot be traced to the facility.

Contractor employees shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, computer equipment, radio or television sets, or tamper with other personal or City property.

**Energy Conservation** Contractor shall use energy conservation measures for lighting. Only those lights necessary for cleaning in the areas where Contractor's employees are working shall be illuminated. All lights should be turned off upon completion of cleaning operations in the area. It is a requirement of this contract that the crew supervisor learn and understand the multiple locations for turning off the lights on each floor of the main library.

**Inspection** The Library Facility Manager or his/her designee will conduct periodic inspections of the work. Inspections can occur weekly or on a daily basis depending on any issues that arise with the quality of the work. The Contractor's Supervisor shall be available upon request, for joint inspections with the Facilities Manager. The Contractor's Supervisor is required to perform and record nightly inspections utilizing an approved checklist for all areas and must leave the inspection form for the Facilities Manager to view the next morning.

**Extra Work or Project Cleaning Work** not considered to be routine, not done on a regular schedule, and not considered under the Special Cleaning section of this contract shall be considered extra work. Extra work shall be performed by the Contractor only at the request and prior approval of the City and agreed to in writing. Extra work and project cleaning shall be at the hourly rate established by contract, which includes overhead, profit, equipment and supplies.

**Special Cleaning** Floors in heavy traffic areas (identified herein below) require daily vacuuming, wet mopping, spot cleaning and/or spray buffing. Spot clean glass, walls, & doors. Inspect, monitor and restock all supplies within restrooms. This shall be done to maintain the building at a high standard of cleanliness. During the winter months, a salt-neutralizer shall be used to prevent floors from looking dull.

**Materials And Supplies** The City shall provide paper products, hand soaps, plastic trash can liners, and dispensers for those products. All other materials and supplies required to carry out the cleaning operations within the scope of this contract shall be provided by the Contractor, and shall be Environmentally Preferable. Environmentally Preferable cleaning product lines must meet the following criteria: the chemicals contain no carcinogens, ozone-depleting substances, formulations with excess phosphate concentrations and volatile organic compounds. Proposed products must be submitted to the City for acceptance before utilization in the facility. All cleaning products used shall have MSDS sheets (provided by the Contractor in a binder) on file with the Facilities Manager. No substitutions shall be permitted without prior notification and approval. The contractor should use metered chemical distribution devices to ensure that the proper dilution of chemicals are being used.

Name of Bidder *Prospect Building Services*
Work Schedules
Cleaning must be performed between the hours of 11:00 p.m. through 3:30 a.m.
except when delayed by a scheduled City Event. Prior Notification of such events will be given by the
City in order for the contractor to make adjustments to schedules.

1. Monday through Sunday
   Additionally, during the City’s 13 days that are observed as holidays, roservices are required.

The Library Areas requiring cleaning are identified by location as follows:

In the "Glass" (New) Building
Main Entrance Lobbies – Ground floor
Charging and Returns Desks 
New Books / Magazines
Mezzanine Stacks - 1st Floor and Basement Mezz.
Mezzanine Level Staff Offices, and
Delivery Room – Basement Mezz.

In the "Stone" (Historic) Building
Reading Room – 1st floor Sakey Room
Information Commons
Computer Classroom
Teen Room
Quiet, Silent Study and Meeting Rooms –

1st floor
Research and Cambridge History - 2nd Floor
Lower level Staff Offices
Large and Small Meeting Rooms - "L2 Basement"
Silent Study and Meeting Rooms – 1st and 2nd floors

Children’s Services - 3rd floor

The above listed Library Areas, requiring cleaning, are grouped as follows:

Public Area
Entrance Lobbies, stairs, & elevators
New Books / Magazines,
Reading, Computer Classroom, Teens
Mezzanine stacks and Sakey Room
Children’s Services, Stacks, Activity rooms,
Stacks and Work room

Library Staff Areas
Lower Level Offices, stairs, and ramp
Checkout and Returns Desks
Historic stairs to mechanical room
Research, Cambridge History and

Meeting Areas
Large, 220 seat Meeting Room
Small Meeting Room
New and Historic Glass Meeting Rooms
Quiet and Silent Study Rooms
Café ("Glass" – 1st floor)

Kitchen and Lounge Area
Staff Lounge/Kitchen

Restroom Areas
Public restrooms
Staff restrooms

Vending Machines -- Public and

Cleaning Standards
The contractor shall agree to meet the following cleaning standards when performing the
cleaning schedule outlined in this IFB. These cleaning standards shall be used to assess the quality of
cleaning performance of the contractor during inspection(s).

Name of Bidder Prospect Building Services
All Public, Library Staff, Meeting, and Kitchen Areas

Mats and Carpet - Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue. All stains on carpets, rug, or mats shall be removed on a weekly basis at a minimum and when requested.

Glass, Plastic Laminate and Metal Surfaces - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust, accumulated dirt and soil from sills, ledges and heat registers.

Corners/Thresholds - Shall be free of dust, dried-soil, accumulated dirt, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue and dried-slurry.

Floors - Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of slip-resistant seal and finish applied that result in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film. Maple wood floors located on the ground floor of the main library shall have dust and dirt removed daily with a 24" mop and shall be washed weekly with an 8:1 solution of Bona Wood Floor Cleaner.

Walls, Shelving, End Panels, Shelving Tops, Chairs, Tables, Furniture and Fixtures - Shall be free of dust, dried-soil and stains without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of finger prints, film, streaks or cleaner residue.

Lockers – Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots.

Trash, Recycling Bins – Trash and Recycle bins are to be checked daily and emptied (Note alternate bid request.) Their surfaces shall be cleaned, free of dust, dirt and be free of cleaner residue, streaks and film.

Restroom Areas
Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection is considered the highest priority. Sanitation levels shall be closely monitored by inspection. Restrooms left smelling like urine shall be considered unclean and unacceptable.

Dispensers, Hand Dryers and Hardware - Shall be free of dust, dried-soil, bacteria and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks, and cleaner residue. Soap should run freely and dispensers should be cleaned of hardened or clogged soap. Dispensers shall be refilled when required with proper expendable supply item. Dryers shall be cleaned on all sides including the bottom.

Changing Tables - Shall be free of dust, soil, debris and bacteria without causing damage. The units, in both the open and closed position shall appear visibly and uniformly clean, disinfected, and stain-free. They shall smell clean and fresh. Any graffiti is required to be reported to the Library Facilities Manager or his/her designee.

Name of Bidder Prospect Building Services
Sinks - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots. Use of powdered abrasive cleansers are not permitted for use on any stainless steel sinks or laminate countertops.

Mirrors - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

Toilets and Urinals - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots. Fixtures shall be chemically descaled twice per year.

Partitions - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

Any graffiti is required to be reported to the Library Facilities Manager or his/her designee.

Floors - Shall be free of dust, dried-soil, gum, spots, stains and debris. Tile Floors shall be washed and disinfected daily and grout joints appear visibly clean and unstained. Hard/resilient floors shall have multiple coats of slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film on the floor, in corners, and the junction between wall and floor.

Waste and Recycling Containers - Contents shall be removed from waste and recycling containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers will be wiped clean and shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.

Walls, Doors and Cabinetry - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots metal kick plates, handles and push plates on doors shall also be polished-dry. Ceramic tile grout shall be kept clean.

Floor and Baseboards - Same as Floors above. In addition, floors and cove bases shall appear visibly and uniformly clean and disinfected.

Air Vents - Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean. Caution is to be taken to protect vents and components.

Light Fixtures - Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

Windows Sills and Other Glass Surfaces
Window sills, blinds and framework shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. All glass entry doors, both exterior and interior and mirrors in rest rooms shall be cleaned including the elimination of streaks, film and cleaner residue.

Miscellaneous Locations
Air Vents - Shall be free of dust and soil. This also applies to air distribution units and exhaust vents, and they shall appear visibly and uniformly clean.

Name of Bidder: Prospect Building Services
Light Fixtures - Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean. Insets shall be vacuumed from chandeliers in stone building not less than twice per year.

Schedule of Cleaning

In order to ensure a high standard of cleanliness the following requirements are mandatory specifications, representing the basic frequency of cleaning required. It is intended that the Cambridge Public Library shall be clean and presentable to the public and library staff seven (7) days a week.

The Janitorial Services that will be required and the number of times that these services must be performed are herein below specified:

1. Mandatory Seven Days-a-week cleaning requirements (This requirement reduces to six days when the Main Library is not open on Sundays for roughly 9 weeks from July 1 to Labor Day)
2. Mandatory Once-a-week cleaning requirements (Friday and/or Saturday night)
3. Mandatory Once-a-month cleaning requirements (Friday and/or Saturday night)
4. Mandatory Quarterly cleaning requirements (January, April, July, October)
5. Mandatory Semi-Annually cleaning requirements
6. Mandatory post-event cleaning of the Performance Space on Level L2 -- twenty (20) scheduled events

1-Seven days-a-week mandatory cleaning requirements

Public Areas (includes all meeting and study rooms except those on L-2)

Vacuum all mats and main entrance carpeting
Thoroughly clean floors and stainless steel and plastic laminate walls of three elevators
Clean glass doors and spot-clean all glass surfaces to 7'-6" height
Damp-wipe all tables & chairs
Remove all trash to appropriate containers/locations
Remove all recycling to appropriate containers/locations
Remove any/all accumulated debris
Replace can liners as needed- black bags for trash and clear for recycling
Empty and damp-wipe waste/recycle containers
Spot clean wall surfaces and doors
Damp wipe / polish drinking fountains

Library Staff Areas (not including Executive Offices and Trustees Conference Room)
Remove all trash and waste receptacles to appropriate containers/locations
Remove all recycling to appropriate containers/locations
Remove any/all accumulated debris
Replace can liners as needed
Damp-wipe waste/recycle containers
Spot clean wall surfaces and interior partitions
Damp wipe / polish drinking fountains
Spot clean interior doors

Name of Bidder Prospect Building Services
Restrooms
Empty waste / recycle / sanitary containers
Damp wipe/disinfect waste containers
Replace can liners
Refill/unclog soap dispensers
Clean/disinfect/wipe dry countertop and shelves covers
Clean/disinfect changing tables
Clean/disinfect toilets and seats
Clean/disinfect sinks, and slop sinks
Clean/disinfect urinals
Damp clean mirrors, fixtures and furniture

(Restrooms continued)
Spot clean walls
Spot clean doors
Spot clean push and kick plates, polish dry
Dust mop window sills and heating unit
Wet mop/disinfect floors
Spot clean toilet partitions
Damp wipe/disinfect drinking fountains

Kitchen*and Lounge Areas
Remove all trash to appropriate containers/locations
Remove all recycling to appropriate containers/locations
Remove any/all accumulated debris
Replace can liners as needed

2. Once a week mandatory cleaning requirements - Additional to / beyond daily requirements

Public Areas
Remove cobwebs
Dust baseboards and flat surfaces
Dust all wall fixtures and furniture
Wash stainless, aluminum surfaces
Clean and spray buff vinyl and rubber floors
Clean and buff wood floors
plates
Clean and polish drinking fountains
grilles
Dust all exposed horizontal surfaces except book shelves and other units containing Library collections

Restrooms Areas
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 tile walls
Damp wipe/ polish dry handles, push, kick
Damp wipe return air grilles and door

Kitchen and Lounge Area
Clean / disinfect tables
Spot clean chairs as needed
Damp wipe ledges
Damp wipe equipmnent/furniture
Empty waste containers (once per shift, more often if needed)
Damp wipe waste containers
Dust / Damp-mop floors

Name of Bidder Prospect Building Services
Library Staff Areas – to be done on Friday evening.
Dust all exposed horizontal surfaces except book shelves and other units containing library collections.
- Dust all furniture
- Dust accessible window ledges
- Dust / wet-mop / clean hard floor surfaces
- Damp wipe and polish partitions
- Damp wipe return air grilles and door grilles
- Vacuum all carpeting / remove stains
- Buff vinyl and rubber floors

Dust and/or damp wipe tables
Damp wipe interior doors and door knobs
Damp wipe metal, vinyl surfaces on
Damp wipe waste and recycle containers
Dust and Vacuum chairs
Dust and Damp-wipe and polish furniture

Kitchen and Lounge Area
- Completely wash all tables and chairs
- Damp wipe all fixtures and Vending machines
- Damp wipe waste containers
- Dust and Damp wipe and polish furniture

Clean all glass to height of 7'-6"
Buff vinyl floors

3. Once a month mandatory cleaning requirements – In addition to the requirements above

Public and Library Staff Areas
- Polish all wooden furniture
- Vacuum all partitions
- Damp wipe all partition tops
- Vacuum behind PC monitors on desks, and around cables on the floor.
- De-lime water fountains and clean outside of fountain cabinet
- Remove ceiling cobwebs, Vacuum
- and wash lighting grills, Vacuum
- and dust all window sills

4. Quarterly (Once Every Three Months) mandatory cleaning requirements

All Areas
- Strip and wax vinyl floors - requires special scheduling with the Facilities Manager
- Deep shampoo all carpets - requires special scheduling with the Facilities Manager
- Vacuum and dust all blinds
- Dust all up lighting fixtures with emphasis of removing dead flies
- Vacuum ceiling vents and registers
- Vacuum all fin tube radiation and mechanical grill-work / registers

5. Semi Annually Mandatory Cleaning Requirements (Once Every Six Months)
(these all require special scheduling with the Facilities Manager)

All Areas
- Resurfacing hard floor surfaces according to Manufacturer’s instructions
- Hard wood and Bamboo floors
- Scrub ceramic tile floors and deep clean grout and cove base
- Strip, seal and wax vinyl and rubber floors and cove base - according to Manufacturer’s instructions
- Wash all interior windows

Name of Bidder: Prospect Building Services
6. Twenty (20) times during a contract year Cleaning Requirements for the Performance Space

Performance Space (on level L2) after each of twenty (20) scheduled events
Vacuum seat, seat backs and arms of each individual seat
Dust and sanitize arms of each individual seat
Dust wood walls and vertical risers (to 8'-0" above finished floor)
Vacuum floor surfaces
Polish wood floors
Polish hand rails

The following problems must be reported to the Attention of the Library's Facilities Manager or His/Her Designee:

Safety hazards
Plumbing or HVAC leaks
Cracked or broken glass
Ceiling tiles—broken, stained, dirty
Loose or stained carpet
Loose or 'wobbly' furniture
Storage problems
Light fixtures lenses broken or yellowing
Burned out light bulbs
Areas needing paint
Graffiti

End of this Section
General Conditions, Cleaning Standards  
DHSP Sites - Community Learning Center (CLC)  
Multi Service Center (MSC), Senior Centers;  
Five Branch Libraries

1. The City shall provide paper products, hand soaps, plastic trash can liners, feminine products and dispensers for those products. All other materials and supplies required to carry out the cleaning operations within the scope of this contract shall be provided by the Contractor. The City requires U.S. Green Seal Certified environmentally friendly cleaning products. The City reserves the right to request the contractor to change the type of stripper and wax used if it deems a change is appropriate.

2. DHSP Sites and Senior Center Trash Removal and Recycling Materials, the contractor shall dispose trash in the City toter behind the Senior Center, 806 Mass. Avenue for the Department of Human Services Senior Centers only. The trash for the CLC and MSC, shall be brought to the garage into the trash/recycling toter room, then placed in the appropriate containers. The recycling materials shall be disposed of in the toter marked recycling located inside the buildings.

For the Libraries - The contractor will be responsible to remove all trash and recyclables and legally dispose off-site. Off-site does not mean driving the trash over to the main library for disposal.

The City will provide the contractor instructions for setting alarms (arm and unarming alarms) for each building. The contractor will be responsible to set alarms in accordance with detailed instructions that will be provided to the successful bidder. The City of Cambridge Police are notified each time a alarm is set in a building or is set off accidentally. If the contractor continues to set off the alarm or fails to set the alarm the City of Cambridge Police Dept. will enforce a monetary fine, which will be the responsibility of the Contractor to pay. During the course of the work the Contractor shall keep all exterior doors locked when the building is unoccupied and shall be responsible for locking the doors of the building or any portion or portions of the building at times other than where they are in normal use.

4. Protection of Property  
All premises shall be kept free from all unauthorized or objectionable persons.

The Contractor shall leave all furniture, equipment, etc., in rooms and other places where work is done, in the same position and condition in which he/she finds it.

Any City property damaged by the Contractor while carrying out the provisions of this contract shall be restored to its original condition by and at the expense of the Contractor.

The City shall hold the Contractor responsible for any City property that is lost or stolen during the execution of the work.

5. Emergency Contact phone number- Janitorial or Cleaning Company will provide an emergency telephone number for emergency or significantly unusual circumstances. An answering service will be acceptable in conjunction with the direct telephone number of the Supervisor and Manager.

6. Contractor employees will wear readily identifiable uniforms and photo ID cards while carrying out this service contract.

Name of Bidder Prospect Building Services

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7. Use of office telephones and computers is strictly prohibited.

8. All equipment used and operated within the building will be kept in a safe and serviceable condition at all times and will comply with the Requirement of the Occupational Safety and Health Act. All vacuum cleaners are to be HEPA filtered.

9. Contractor will keep recorded schedules of required cleaning assignments in form and manner satisfactory to the City. All contractor employees for this contract will understand the schedule of required cleaning assignments for the buildings they are assigned to.

10. Contractor will maintain no contact nor solicit any business from tenants in the building.

11. Rooms shall not be lighted, except when work is taking place in that room.

12. Supervision- The Contractor will provide adequate supervision to assure quality and full compliance to specifications, but in no event will on-site supervision be less than one full-time supervisor at all times that the general cleaning staff is working in the building.

13. Cleaning Check list- The City shall provide a checklist of all areas to be cleaned and the list shall be filled out by the Contractor and submitted to the City's representative for his/her approval. The cleaning check list does not apply to the five branch libraries. The contractor will be expected to fill out the Daily Cleaning Check List immediately upon start of services. The City will conduct daily early morning 7:00 A.M. inspections, utilizing this checklist. If work performance is deemed satisfactory during the first two (2) months of the contract, the inspections will be reduced to one (1) per week; however, the frequency of inspection can be increased or decreased at the discretion of the City. The inspection shall be conducted by the City's Representative and the Contractor's Superintendent, with immediate steps taken by the Contractor's Superintendent to correct any deficiencies noted during the inspection. During the first two months of the contract the contractor will arrange for a Supervisor to visit the site daily to make sure the site is being cleaned in accordance to the Cities expectations and specifications defined in this invitation to bid. A copy of the inspection report will be given to the Contractor's Superintendent and a copy will be filed with the Owner. Inspection reports for the Library will be sent to the Administration Office of the Library, 449 Broadway. Inspection reports for the DHSP sites will be sent to Superintendent of Buildings office, Department of Public Works, 147 Hampshire St.

Name of Bidder: **Prospect Building Services**
Invoice instructions and cleaning hours

The Cambridge Senior Center, 806 Massachusetts Ave., Cambridge, MA 02139
(Location Two on price proposal)

Community Learning Center, 5 Western Ave., Cambridge, MA 02139
(Location Three on price proposal)

Multi Service Center, 5 Western Ave., Cambridge, MA 02139
(Location Four on price proposal)

North Cambridge Senior Center, 2050 Massachusetts Avenue, Cambridge, MA 02140
(Location Five on price proposal)

All invoices for these locations shall be mailed to:
Department of Public Works
147 Hampshire Street
Cambridge, MA. 02139
Attention: Superintendent of Buildings

Cleaning will be performed Monday through Friday, inclusive.
**Cleaning must be performed between the hours of 11:00 p.m. and 5:00 a.m.** except when delayed by a scheduled City event. Prior notification of such events will be given by the City in order for the contractor to make adjustments to schedules.

**Cleaning specifications Cambridge Senior Center**
(Location two on price proposal)
806 Massachusetts Avenue, Cambridge, MA 02140
27,000 square. feet (building size)
Contact: Don Hockman
Phone: 617-349-6063

Cleaning for the Cambridge Senior Center, 806 Mass Ave. must also be performed in the public access area of the Drop-In lounge (Room 102/107) and the Windsor Adult Day Care Center on the following holidays: Martin Luther King Day, Patriots Day, Bunker Hill Day, Columbus Day and Veterans Day. Please note that specific calendar dates are not included for each of the aforesaid holidays as these dates will be different in subsequent years of the contract period. Lunch eating and coffee breaks shall be held only in the cafeteria area adjacent to the kitchen on the main floor.

**DAILY-GENERAL**

1. Empty and clean all waste receptacles, replacing trash liners. Remove trash from premises. Wash receptacles as needed.

2. Empty all recycling containers into designated holding containers located at the basement level. All cardboard must be 'flattened' prior to being placed in proper totes. Inform facilities supervisor when recyclables pickup is needed.

3. Sweep/vacuum and damp mop all uncarpeted areas, including elevator cabs, and all stairwells.

4. Vacuum all rugs and carpeted areas, including all offices, conference rooms (setup after vacuuming) and hallways.

5. Spot clean all glass and mirrors.


Name of Bidder **Prospect Building Services**
A. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, and sinks, using a germicidal detergent solution.

B. Clean and sanitize both sides of all toilet seats with a germicidal detergent solution.

C. Vacuum entirely, Clean, then Mop all bathroom and kitchen floors in their entirety using a disinfectant solution.

D. Dust and spot clean all toilet partitions, tile walls and receptacles.

7. Replace toilet paper, paper towels and soap, leaving a minimum of one and a half full rolls of toilet paper per commode.

8. Remove spots and splashes from all walls and partitions.


10. Clean and polish all chrome fittings and bright work, including shelves, and metal dispensers.

11. Upon completion of cleaning, turn off all lights and secure building according to prescribed procedure.

12. Wash and disinfect all tables in the Windsor House (room B28), Drop-in Lounge (Room 102/107), the Dining area (room 122) and the Classroom (room 221), computer lab, Ceramics Room (208) and the Council on aging Conference room.

13. Wash and disinfect all water fountains.

**WEEKLY-GENERAL**

1. Wash and spray buff all uncarpeted floors to provide a non-skid finish.

2. Clean bathroom partitions with disinfectant solution, and wash and polish bathroom mirrors.

3. Dust and wash all horizontal surfaces including, but not limited to, desks, chairs, tables, counter tops, office equipment, telephones, window sills and ledges, heating units, partitions and filing cabinets and light fixtures.

**MONTHLY-GENERAL**

1. Perform high dusting of ceiling, cobwebs, overhead light fixtures, etc.

2. Shampoo all high traffic carpeted areas.

3. Wash all interior glass including doors, partitions, etc.

4. Wash and fully buff all uncarpeted areas.

5. Vacuum carpet edges and hard to reach areas under desks, furniture, mats, radiators, etc.

6. Spot clean doors, door frames, light switches, hallways to remove fingerprints and dirt marks.

7. Wash all elevator cab walls.

8. Vacuum and wipe clean all HVAC ceiling registers.

9. Wipe clean all telephones.

10. Whisk upholstered furniture as needed.

11. Wipe clean all of the blackboards/white boards
QUARTERLY GENERAL

Before any quarterly, semi-monthly, and annual services are performed, the Facility Manager or City of Cambridge designee MUST receive a written schedule of intended work 2 weeks prior to any work being performed.

1. Deep shampoo all carpeted areas.
2. Vacuum clean all curtains, shades and venetian blinds.
3. Wash interior and exterior of all windows at first floor front, basement rear, and second floor patio areas.
4. Defrost refrigerator and freezer in Council on Aging office on third floor (Corridor 306).
5. Wash all stair treads and landings.
6. Vacuum / spot clean all cloth furniture

QUARTERLY-GENERAL
1. Defrost refrigerators, freezer areas.

SEMI-ANNUAL
1. Strip and refinish all uncarpeted areas. (May and November)

ANNUAL
1. Wash all windows - interior and exterior. (Late May or Early June)
2. Shampoo all cloth furniture.

Name of Bidder Prospect Building Services
Site Information and cleaning specifications for Community Learning Center, Multi-Service Center for Homeless, North Cambridge Senior Center

Community Learning Center
Location Three on Price Proposal
5 Western Ave, Basement, First and Second Floors
Contact: Richard Slater 617-349-6201
Hours of operation: Monday through Thursday 8:30 a.m. - 9:30 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; Saturday 9:30a.m. – 1:00 p.m.

Multi Service Center for the Homeless
Location four on Price Proposal
5 Western Ave. Basement, First, and Second Floors
Contact: Richard Slater 617-349-6201
Hours of operation are 8:30 a.m. - 8:00 p.m.- Monday; 8:30 a.m. – 5:00p.m. Tuesday through Thursday; 8:30 a.m. – noontime-Friday,

Description of the spaces:
14 classrooms/conference rooms (linoleum flooring)
30 offices (Carpet flooring)
1 small library (carpet flooring)
3 lounge/break room/kitchenette areas (Linoleum flooring)
10 bathrooms (Tile flooring)
3 public reception/gathering areas (Linoleum /Carpet flooring) The basement is sealed concrete floor
Garage pedestrian ramp and steps – sealed concrete floor
Building Common stairs on- top floor to the basement level-concrete floor

North Cambridge Senior Center- 1706 sq. ft.
Location Five on Price Proposal
2050 Massachusetts Avenue
Cambridge, MA. 02140
Contacts: Richard Slater 617-349-6201

Hours of operation are 8:30 a.m.-5:00 p.m., Monday - Friday.
Description of Space:
2 offices
2 bathrooms
1 multi-purpose room
1 dining room with galley kitchen
1 computer lab

CLEANING SPECIFICATIONS
Community Learning Ctr. (Location three)
Multi Service Center for Homeless (Location four)
North Cambridge Senior Center- (Location Five)

DAILY
1. Empty and clean all waste receptacles, replacing trash liners, and remove waste material from premises; wash receptacles as necessary. Empty recycling receptacles into tooter as needed.
2. Sweep/vacuum and damp mop all uncarpeted areas, including elevator cabs, common stairways, and garage basement pedestrian ramp and stairs.
3. Vacuum all rugs and carpeted areas, including all offices, conference rooms (set up after vacuuming), and flights of stairs.

Name of Bidder Prospect Building Services
4. Wash all glass doors.
5. Clean bathrooms including fixtures with cleansing/disinfectant solution. Mop bathroom floors using disinfectant solution. Replace toilet paper, paper towels and soap leaving a minimum of one extra roll of toilet paper per commode.
6. Upon completion of cleaning, shut off all lights and secure the building.
7. Wash all blackboards/whiteboards and chalk trays.

WEEKLY
1. Wash and spray buff all uncarpeted floors to provide a non-skid finish.
2. Clean bathroom partitions with disinfectant solution, and wash and polish bathroom mirrors.
3. Dust and wash all horizontal surfaces including, but not limited to, desks, chairs, tables, counter tops, office equipment, telephones, window sills and ledges, heating units, partitions and filing cabinets and light fixtures.
4. Vacuum carpet edges
5. Wash elevator cab walls

MONTHLY
1. Wash and buff all uncarpeted floors.
2. Vacuum carpet edges and hard to reach areas under desks, couches, tables, mats, radiators, etc.
3. Vacuum and wipe clean all HVAC ceiling registers.

QUARTERLY
Before any quarterly, semi-monthly, and annual services are performed, the Facility Manager or City of Cambridge designee MUST receive a written schedule of intended work 2 weeks prior to any work being performed.

1. Spot clean doors, light switches, door frames, and hallways to remove finger prints and dirt marks.
2. Dust window sills, baseboards, bulletin board frames, wall fixtures, fire equipment and boxes.
3. Vacuum clean all curtains, shades and venetian blinds.
4. Wash interior of all windows at first floor front and second floor areas.
5. Wash all stair treads and landings.
6. Vacuum / spot clean all cloth furniture

SEMI-ANNUAL
1. Strip and wax with non-slip wax uncarpeted floors.
2. Deep Shampoo all carpeted areas

ANNUAL
1. Wash all windows - interior and exterior. (Late May or Early June)
2. Shampoo all cloth furniture.

End of this Section

Name of Bidder Prospect Building Services
Cleaning Specification for Five Branch Libraries

O'Neil Branch, 70 Rindge Ave. Location Six on price proposal
Boudreau Library, 246 Concord Ave. Location Eight on price proposal
Collins Branch, 64 Aberdeen Ave. Location Seven on price proposal
Central Square, 45 Pearl St. Location Ten on price proposal
O'Connell Library, 48 Sixth St. Location Nine on price proposal

Invoices for Janitorial Services for Five Branch Libraries
All invoices shall be mailed to:
Bill Courier
Cambridge Public Library
449 Broadway
Cambridge, MA 02138

1. Regular Cleaning visits will be performed three times a week Monday through Friday at
Boudreau, Collins, O'Connell, and O'Neil branches inclusive except for scheduled building holidays.
Cleaning must be performed after business hours. Library Administration must approve schedule.
Central Square Branch shall be cleaned 5 times per week Monday Through Friday.

2. The Contractor will be responsible to remove all trash and legally dispose off site.
The City will not provide a totter for the four-branch library trash (locations 6, 7, 8, &
9). The recycling materials shall be placed curbside in accordance to the City's
recycling curb side pick up schedule or the contractor will be responsible to take the
recyclables away and legally dispose of site.

3. All personnel are required to sign IN and OUT upon entering and leaving the building
including dates and times.

4. Contractor must call or email each branch library each week to find out if there are any
concerns or issues, which need further attention.

5. The same cleaners must be assigned to the five branch libraries throughout the length of the
contract.

REGULAR CLEANING VISIT THREE TIMES A WEEK AT LOCATIONS 5, 6, 7, AND 8.
1. Empty and clean all waste receptacles, replacing trash liners and remove waste material from
premises: wash receptacles as necessary. Empty recycling into toter as needed. Toters must be
emptied and the recycling materials must be placed curbside in accordance with the City curbside
collection schedule or the contractor shall take away recyclables and legally dispose.
2. Sweep/vacuum and damp mop all uncARPETed areas.
3. Vacuum all rugs and carpeted areas including all offices and flights of stairs.
4. Wash all doors and table tops.
5. Clean bathroom fixtures and mirrors with cleaning or disinfectant solution. Mop
bathroom floors using disinfectant solution. Replace toilet paper, paper towels and soap
leaving a minimum of one extra roll of toilet paper per commode.
6. Clean bathroom partitions with disinfectant solution.
7. Upon completion of cleaning, shut off all lights and secure the building.

Name of Bidder Prospect Building Services
WEEKLY

1. Wash floors at each location.
2. Dust all flat surface including window ledges, service desks
3. Vacuum carpet edges and hard to reach areas under desks, couches, tables, mats, radiators,
4. Spot clean doors, light switches, doorframes, hallways removing fingerprints and dirt marks.
5. Dust windowsills, baseboards, bulletin board frames, wall fixtures and fire equipment boxes.
6. Vacuum furniture.

MONTHLY twelve times (12x) per year

1. Vacuum all hard to reach areas under furniture.
2. Thoroughly clean doors, light switches, doorframes, and walls removing fingerprints and marks.
3. Dust canopy tops of shelving, light fixtures, return air and exhaust grills, and all other surfaces not cleaned weekly.
4. Wash and polish all furniture.
5. Dust book shelves (not required to move books)

QUARTERLY-four times (4x) per year (beginning at commencement of contract)

1. Machine wash and recoat all resilient tile floors. (May, August, November, February)

SEMI-ANNUAL-two times (2x) per year (beginning at commencement of contract)

1. Deep Shampoo and Extract carpets at O'Connell Branch Library
2. Wash all interior side of windows (April and October)

YEARLY—STRIPE AND WAX FLOORS
Contractor will furnish all equipment and Environmentally Preferable supplies necessary to strip, wash and wax floors. The City reserves the right to change the type of wax products used if it deems a change is appropriate.

Annual strip and waxing of all resilient tile floors to be performed at commencement of contract and to be completed within thirty days.

1. Strip and wax resilient tile floors. To commence within one month of signed contract award

Central Square Library—Location Ten
45 Pearl Street
Contact information: Manager: Warren Pearson Daily Contact: Jason Yee
Three story building including: main floor, library area, Children's room, Technology Center, instructional areas, offices, IT Office, employee break room, Lewis Room, stairs, and five restrooms.
Square footage as follows:
8,686 sf VCT flooring
560 sf brick flooring main corridor
224 sf ceramic tile flooring-bathrooms
228 sf stairways
92 sf carpeting at 2 entries

Name of Bidder Prospect Building Services
Specifications- To provide all labor, equipment, supplies, materials and supervision for the following:

**Weekly**
1) All Trash and recycling containers shall be emptied nightly.
2) Vacuum all carpeted areas and mats nightly
3) Sweep all VCT floors nightly.
4) Spot wash all VCT floors nightly
5) Fully wash all floors on Friday
6) Wash all table tops and service desks nightly
7) Dust window ledges weekly
8) Wash break room floors, counters and tables Tuesday and Thursday
9) Thoroughly clean Lewis Room Tuesday and Thursday
10) Wash, clean, and sanitize all restrooms nightly
   A) Empty trash containers
   B) Sweep and wash floors
   C) Sanitize all fixtures
   D) Clean mirrors
   E) Spot clean all walls and floors
   F) Replenish all paper and hand soap dispensers

1. Regular Cleaning visits will be performed Five times per week - M, W, F after 7pm and T, Th after 10pm inclusive except for scheduled building holidays. Cleaning must be performed after business hours. Library Administration must approve schedule.

2. The Contractor will be responsible to properly bag and store all trash on site in a designated area. The City will provide trash cans. The recycling materials must be placed in Recycling Toters in designated area

3. All personnel are required to sign IN and OUT upon entering and leaving the building including dates and times.

4. Contractor must call or email the Central Square branch Manager each week to find out if there are any concerns or issues, which need further attention.

5. The same cleaner(s) must be assigned to the Central Square branch library.

Name of Bidder **Prospect Building Services**
MONTHLY twelve times (12x) per year
1. Vacuum all hard to reach areas under furniture.
2. Thoroughly clean doors, light switches, doorframes, and walls removing fingerprints and marks.
3. Dust canopy tops of shelving, light fixtures, return air and exhaust grills, and all other surfaces not cleaned weekly.
4. Wash and polish all furniture.
5. Dust book shelves (not required to move books)
7. Scrub Tile floors and walls in bathrooms.

QUARTERLY-four times (4x) per year (beginning at commencement of contract)
1. Machine wash and recoat all resilient tile floors. (May, August, November, February)

SEMI-ANNUAL-two times (2x) per year (beginning at commencement of contract)
1. Deep Shampoo and Extract all carpeted areas (Lewis Room and Entrance Matts)
2. Wash all interior side of windows (April and October)

YEARLY—STRIP AND WAX FLOORS
Contractor will furnish all equipment and Environmentally Preferable supplies necessary to strip, wash and wax floors. The City reserves the right to change the type of wax products used if it deems a change is appropriate.
Annual strip and waxing of all resilient tile floors to be performed at commencement of contract and to be completed within thirty days.

1. Strip and wax resilient tile floors. To commence within one month of signed contract award.

End of this section

Name of Bidder Prospect Building Services
Alternate-Frisoli Youth Center

Scope of Services for the Frisoli Youth Center, 61 Willow St.

1. The City shall provide paper products, hand soaps, plastic trash can liners, feminine products and dispensers for those products. All other materials and supplies required to carry out the cleaning operations within the scope of this contract shall be provided by the Contractor. The City requires U.S. Green Seal Certified environmentally friendly cleaning products. The City reserves the right to request the contractor to change the type of stripper and wax used if it deems a change is appropriate.

2. Trash Removal and Recycling Materials, the contractor is to remove the trash from the site. The recycling materials shall be disposed of in the toted marked recycling located inside the building.

The City will provide the contractor instructions for setting alarms (arm and unarming alarms) for the building. The contractor will be responsible to set the alarm in accordance with detailed instructions that will be provided to the successful bidder. The City of Cambridge Police are notified each time a alarm is not set in a building or is set off accidentally. If the contractor continues to set off the alarms or fails to set the alarm the City of Cambridge Police Dep. will enforce a monetary fine, which will be the responsibility of the Contractor to pay. During the course of the work the Contractor shall keep all exterior doors locked when the building is unoccupied and shall be responsible for locking the doors of the building or any portion or portions of the building at times other than where they are in normal use.

4. Protection of Property
All premises shall be kept free from all unauthorized or objectionable persons.

The Contractor shall leave all furniture, equipment, etc., in rooms and other places where work is done, in the same position and condition in which he/she finds it.

Any City property damaged by the Contractor while carrying out the provisions of this contract shall be restored to its original condition by and at the expense of the Contractor.

The City shall hold the Contractor responsible for any City property that is lost or stolen during the execution of the work.

5. Emergency Contact phone number. Janitorial or Cleaning Company will provide an emergency telephone number for emergency or significantly unusual circumstances. An answering service will be acceptable in conjunction with the direct telephone number of the Supervisor and Manager.

6. Contractor employees will wear readily identifiable uniforms and photo ID cards while carrying out this service contract.

7. Use of office telephones and computers is strictly prohibited.

8. All equipment used and operated within the building will be kept in a safe and serviceable condition at all times and will comply with the Requirement of the Occupational Safety and Health Act. All vacuum cleaners are to be HEPA filtered.

Name of Bidder Prospect Building Services

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9. Contractor will keep recorded schedules of required cleaning assignments in form and manner satisfactory to the City.

10. Contractor will maintain no contact nor solicit any business from tenants in the building.

11. Rooms shall not be lighted, except when work is taking place in that room.

12. Supervision - The Contractor will provide adequate supervision to assure quality and full compliance to specifications, but in no event will on-site supervision be less than one full-time supervisor at all times that the general cleaning staff is working in the building.

13. Cleaning Check list-The City shall provide a checklist of all areas to be cleaned and the list shall be filled out by the Contractor and submitted to the City's representative for his/her approval. (Please see sample of check list attached). The contractor will be expected to fill out the Daily Cleaning Check List immediately upon start of services. The City will conduct daily early morning 7:00 A.M. inspections, utilizing this checklist. Inspections with the City's representative and the Contractor's Superintendent will be one (1) per week; however, the frequency of inspection can be increased at the discretion of the City if warranted. Immediate steps shall be taken by the Contractor's Superintendent to correct any deficiencies noted during any inspections. A copy of the inspection report will be given to the Contractor's Superintendent and a copy will be filed with the Owner.

The Frisoi Youth Center, located at 61 Willow St, is 15,126 square feet consists of:

2 multiple stall bathrooms -- girls has 3 stalls, boys has 4 stalls
2 single stall bathrooms
1 kitchen (VCT flooring)
Gym floor (oak flooring)
1 office (carpet)
1 computer room (carpet)
1 library (carpet)
1 meeting room (vct)
1 TV lounge/class room (vct)
1 lobby (vct)
1 dance/weight room (cushioned rubber flooring)

Cleaning Specifications for the Frisoi Youth Center

Cleaning will be performed Monday through Friday, inclusive. Cleaning must be performed between the hours of 11:00 p.m. through 6:00 a.m. except when delayed by a scheduled City event. Prior notification of such events will be given by the City in order for the contractor to make adjustments to schedules.

DAILY-GENERAL

1. Empty and clean all waste receptacles, replacing trash liners. Remove trash from premises. Wash receptacles as needed.

2. Empty all recycling containers into designated holding containers. All cardboard must be 'flattened' prior to being placed in proper totes. Inform facilities supervisor when recyclables pickup is needed.

Name of Bidder Prospect Building Services
3. Sweep/vacuum and damp mop all uncarpeted areas, including elevator cab, and stairwells. Dry mop gymnasium hardwood floor.

4. Vacuum all rugs and carpeted areas, including all offices, conference rooms (setup after vacuuming) and hallways.

5. Spot clean all glass and mirrors.

   A. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, and sinks, using a germicidal detergent solution.
   B. Clean and sanitize both sides of all toilet seats with a germicidal detergent solution.
   C. Vacuum entirely clean, then mop all bathroom and kitchen floors in their entirety using a disinfectant solution.
   D. Dust and spot clean all toilet partitions, tile walls and receptacles.

7. Replace toilet paper, paper towels and soap, leaving a minimum of one and a half full roll of toilet paper per commode.

8. Remove spots and splashes from all walls and partitions.


10. Clean and polish all chrome fittings and bright work, including shelves, and metal dispensers.

11. Upon completion of cleaning, turn off all lights and secure building according to prescribed procedure.

12. Wash and disinfect all water fountains.

**WEEKLY-GENERAL**

1. Wash and spray buff all uncarpeted floors to provide a non-skid finish.
2. Clean bathroom partitions with disinfectant solution, and wash and polish bathroom mirrors.
3. Dust and wash all horizontal surfaces including, but not limited to, desks, chairs, tables, counter tops, office equipment, telephones, window sills and ledges, heating units, partitions and filing cabinets and light fixtures.

**MONTHLY-GENERAL**

1. Perform high dusting of ceiling, cobwebs, overhead light fixtures, etc.
2. Shampoo all high traffic carpeted areas.
3. Wash all interior glass including doors, partitions, etc.
4. Wash and fully buff all uncarpeted areas.
5. Vacuum carpet edges and hard to reach areas under desks, furniture, mats, radiators, etc.
6. Spot clean doors, door frames, light switches, hallways to remove fingerprints and dirt marks.
7. Wash all elevator cab walls.
8. Vacuum and wipe clean all HVAC ceiling registers.
9. Whisk upholstered furniture as needed.
10. Damp mop (completely wring mop of any excess water before placing mop on gymnasium floor), the gymnasium hardwood floor.

Name of Bidder: Prospect Building Services
QUARTERLY GENERAL

Before any quarterly, semi-monthly, and annual services are performed, the Facility Manager or City of Cambridge designee MUST receive a written schedule of intended work 2 weeks prior to any work being performed.

1. Deep shampoo all carpeted areas.
2. Vacuum clean all curtains, shades and venetian blinds.
3. Wash interior and exterior of all youth center windows at first floor.
4. Wash all stair treads and landings.
5. Vacuum / spot clean all cloth furniture

SEMI-ANNUAL
1. Strip and refinish all uncarpeted areas. (May and November)

ANNUAL
1. Wash all windows - interior and exterior. (Late May or Early June)
2. Shampoo all cloth furniture.

Quality Requirements
A “NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle “YES” or “NO” for each of the following requirements:

1. Bidder has been in business providing Janitorial Services in Massachusetts under present business name for a minimum of five years.

   Yes  No

2. Bidder has provided three years of cleaning and janitorial services to at least three (3) municipal, state or federal facilities each with an annual contract value of $100,000.00 or over.

   Yes  No

3. The bidder has submitted with their bid a commitment letter from a surety confirming bidder's ability to secure a 50% Performance Bond. The surety is authorized to do business under the laws of the Commonwealth of Massachusetts.

   Yes  No

   3. The Bidder's local main office must be located within a thirty five mile radius of the Cambridge Public Main Library, 449 Broadway.

   Yes  No

Name of Bidder Prospect Building Services

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Section 4. Revised Price Proposal

The following pages contain the Revised Pricing Proposal pages 1 - 11 from addendum 4, the pricing worksheet for years one, two and three and the bid bond.
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day, 3 hours per week, 156 hours per year</td>
<td>Mon., Wed., Fri. 8:30pm – 9:30pm</td>
<td>$31,432, hrly rate \times 156 hours per year = $4902</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day, 4.5 hours per week, 234 hours per year</td>
<td>Mon., Wed., Fri. 10:00pm – 11:30pm</td>
<td>$31,432, hrly rate \times 234 hours per year = $7352</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year One Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,882 sq feet</td>
<td>3 hours per day, 15 hours per week, 780 hours per year</td>
<td>Mon., Wed., Fri. 6:30pm – 9:30pm, Tues., Thurs. 9:00pm – 12:00am</td>
<td>$31,432, hrly rate \times 780 hours per year = $24,508</td>
</tr>
</tbody>
</table>

**Total Year One Bid Amount in Words**
Four Hundred Thirteen Thousand, Three Hundred, Seventy Two Dollars

Name of Bidder: Prospect Building Services
YEAR TWO – Detailed price proposal

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
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<tbody>
<tr>
<td>5</td>
<td>100,000 square feet (sf)</td>
<td>20 hours per day, 140 hours per week, 7280 hours per year</td>
<td>7 days a week, 11:00pm-3:30AM</td>
<td>$32.59 hrly rate x 7280 hours per year = $237,280.00</td>
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Location Two
Cambridge Senior Center, 806 Massachusetts Ave

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 plus basement</td>
<td>27,000 sq. feet</td>
<td>4 hrs per day, 20 hrs per week, 1040 per year</td>
<td>Mon. – Fri, 11:00pm – 9:00am</td>
<td>$33.89 hrly rate x 1040 hours per year = $33,897.00</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>23,729 sq feet</td>
<td>CLC = 4 hours, MSC = 4 hours, 8 hours per day, 40 hours per week, 2080 hours per year</td>
<td>Mon. – Fri, 11:00pm-6:00am</td>
<td>$22.59 hrly rate x 2080 hours per year = $507,794.00</td>
</tr>
</tbody>
</table>

Total

$67,777.20

Name of Bidder: Prospect Building Services
### Location Five
North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1706 sq. feet</td>
<td>4 hours per day</td>
<td>Mon. – Fri. 11:00pm – 5:00am</td>
<td>$33,893.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td>1040 hours per year</td>
<td></td>
</tr>
</tbody>
</table>

### Location Six
O'Neill Branch Library, 70 Rindge Avenue, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approximately 4,100 sf</td>
<td>2 hours per day</td>
<td>Mon., Wed., Fri. 10pm – 12am</td>
<td>$10,168.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 hours per week</td>
<td>312 hours per year</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>3 hours per week</td>
<td>312 hours per year</td>
<td></td>
</tr>
</tbody>
</table>

### Location Seven
Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1,855 sf</td>
<td>1.5 hours per day</td>
<td>Mon., Wed., Fri. 6:30pm-8:00pm</td>
<td>$7,626.06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.5 hours per week</td>
<td>234 hours per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 hour per day</td>
<td>156 hours per year</td>
<td></td>
</tr>
</tbody>
</table>

### Location Eight
Boudreau Branch Library, 245 Concord Avenue, Cambridge

<table>
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<tr>
<th>Number of floors</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day</td>
<td>Mon., Wed., Fri. 8:30pm – 9:30 pm</td>
<td>$5,084.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 hours per week</td>
<td>156 hours per year</td>
<td></td>
</tr>
</tbody>
</table>

Name of Bidder: Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

Location Nine
O’Connell Branch Library, 48 Sixth Street, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
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<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed., Fri. 10pm – 11:30pm</td>
<td>$4,102.71</td>
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Location Ten
Central Square Branch Library, 45 Pearl Street, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Two Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,882 sq feet</td>
<td>3 hours per day 15 hours per week 780 hours per year</td>
<td>Mon., Wed., Fri. 6:30pm – 9:30pm Tues., Thurs. 9:00pm – 12:00pm</td>
<td>$25,423.00</td>
</tr>
</tbody>
</table>

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 =

$4,487,799.00

Total Year Two Bid Amount in Words
Four hundred twenty-eight thousand, seven hundred, ninety-nine dollars.

Name of Bidder: Prospect Building Services
YEAR THREE – Detailed price proposal

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100,000 square feet (sf)</td>
<td>20 hrs per day 140 hours per week 7280 hours per year</td>
<td>7 days a week 11:00pm- 3:30AM</td>
<td>$33.75 hrly rate x 7280 hours per year = $345,703.00</td>
</tr>
</tbody>
</table>

Location Two
Cambridge Senior Center, 806 Massachusetts Ave

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 plus basement</td>
<td>27,000 sq. feet</td>
<td>4 hrs per day 20 hrs per week 1040 per year</td>
<td>Mon. – Fri 11:00pm–5:00am</td>
<td>$33.75 hrly rate x 1040 hours per year = $35,100.00</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>23,729 sq feet</td>
<td>CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week 2080 hours per year</td>
<td>Mon. – Fri 11:00pm–5:00am</td>
<td>$33.75 hrly rate x 2080 hours per year = $70,200.00</td>
</tr>
</tbody>
</table>

Name of Bidder: Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,706 sq. feet</td>
<td>4 hours per day 20 hours per week 1040 hours per year</td>
<td>Mon. – Fri. 11:00pm – 5:00am</td>
<td>$33.75/hr rate x 1040 hours per year = $35,100.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approximately 4,100 sf</td>
<td>2 hours per day 6 hours per week 312 hours per year</td>
<td>Mon., Wed., Fri. 10:00pm – 12:00am</td>
<td>$33.75/hr rate x 312 hours per year = $10,530.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1,855 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed. Fri. 6:30pm – 8:00pm</td>
<td>$33.75/hr rate x 234 hours per year = $7,898.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 1,700 sf</td>
<td>1 hour per day 3 hours per week 156 hours per year</td>
<td>Mon., Wed. Fri. 8:30pm – 9:30pm</td>
<td>$33.75/hr rate x 156 hours per year = $5,210.00</td>
</tr>
</tbody>
</table>

Name of Bidder: **Prospect Building Services**
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

Location Nine
O'Connell Branch Library, 48 Sixth Street, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approx. 2,700 sf</td>
<td>1.5 hours per day 4.5 hours per week 234 hours per year</td>
<td>Mon., Wed., Fri. 10:00pm – 11:30pm</td>
<td>$33.75 hrly rate x 234 hours per year = $7,898.00</td>
</tr>
</tbody>
</table>

$ 78,971.50

Location Ten
Central Square Branch Library, 45 Pearl Street, Cambridge

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning Hours</th>
<th>Year Three Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9,882 sq feet</td>
<td>3 hours per day 15 hours per week 780 hours per year</td>
<td>Mon. Wed. Fri. 6:30pm – 9:30 pm Tues., Thurs. 9:00pm – 12:00am</td>
<td>$33.75 hrly rate x 780 hours per year = $210,325.00</td>
</tr>
</tbody>
</table>

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 =

$ 444,019.00

Total Year Three Bid Amount in Words
Four hundred forty four thousand, nineteen dollars.

Name of Bidder: Prospect Building Services
Revised Price Proposal – Janitorial Services, File No. 7175- Addendum No. 4

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 $413,372.00  413,372.00
+ Total Year Two Bid Amount $428,799.00  428,799.00
+ Total Year Three Bid Amount $444,019.00  444,019.00

= $1,286,190.00  $1,286,190.00

Total bid submitted

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

One million, two hundred eighty six thousand, one hundred ninety dollars.

Signature of Bidder

Chas Collins

Name of Bidder: Prospect Building Services
### Alternate Location

**Frisoli Youth Center- 61 Willow Street, Cambridge**

<table>
<thead>
<tr>
<th>Number of floors</th>
<th>Square Footage</th>
<th>Number of work hours</th>
<th>Cleaning hours</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day</td>
<td>Mon. – Fri.</td>
<td>$33,789.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td>11:00pm- 6:00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$31.43 hrly rate x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,267.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year One Bid Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day</td>
<td>Mon. – Fri.</td>
<td>$33,897.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td>11:00pm- 6:00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$32.49 hrly rate x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,374.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year Two Bid Amount</td>
<td></td>
<td>$33,897.00</td>
</tr>
<tr>
<td>2</td>
<td>15,126 sq feet</td>
<td>4 hours per day</td>
<td>Mon. – Fri.</td>
<td>$35,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 hours per week</td>
<td>11:00pm- 6:00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1040 hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$33.15 hrly rate x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>hours per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,496.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year Three Bid Amount</td>
<td></td>
<td>$33,897.00</td>
</tr>
</tbody>
</table>

Alternate Year One Bid Amount + Alternate Year Two Bid Amount + Alternate Year Three Bid Amount =

$101,567.60

Total Alternate Bid Submitted for All Three Years $101,567.60

Total Alternate Bid Submitted in Words

One hundred one thousand six hundred seventy-five dollars.

Signature of Bidder

[Signature]

Name of Bidder: Prospect Building Services
**YEAR 1**

**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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>17.55</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>6.36</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>.97</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>1.03</td>
</tr>
<tr>
<td>Insurance as required by law (Worker's Comp, etc.)</td>
<td></td>
<td>.48</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Contractor charge for supplies and ongoing operating costs</td>
<td></td>
<td>2.43</td>
</tr>
<tr>
<td>Contractor management fee</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANNUAL CONTRACT CHARGE**

831.42

Signature of Bidder: [Signature]
YEAR 2

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>18.10</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>6.81</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>1.01</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>1.68</td>
</tr>
<tr>
<td>Insurance as required by law (Worker's Comp, etc.)</td>
<td></td>
<td>.49</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor charge for supplies and ongoing operating costs</td>
<td></td>
<td>2.50</td>
</tr>
<tr>
<td>Contractor management fee</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANNUAL CONTRACT CHARGE**

$32.59

Signature of Bidder: [Signature]

[Signature]
YEAR 3

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage Rate</td>
<td>No less than Prevailing Wage Rate</td>
<td>18.60</td>
</tr>
<tr>
<td>Hourly Benefits Rate</td>
<td>No less than Prevailing Wage Benefit Rate</td>
<td>7.31</td>
</tr>
<tr>
<td>Paid Leave Required Under Law</td>
<td></td>
<td>1.03</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>1.73</td>
</tr>
<tr>
<td>Insurance as required by law (Worker’s Comp, etc.)</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td>Contractor charge for startup costs</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Contractor charge for supplies and ongoing operating costs</td>
<td></td>
<td>2.58</td>
</tr>
<tr>
<td>Contractor management fee</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Other: Please describe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNUAL CONTRACT CHARGE                                  | 33.75        |

Signature of Bidder: [Signature]

[Signatures]
March 28, 2016

Ms. Amy L Witts, Purchasing Agent
City of Cambridge
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

RE: Prospect Building Services Corp.
360 Pearl Street
Malden, MA 02148
Project: #7175 Janitorial Services for Various City Buildings

To Whom It May Concern:

Please be advised that Platte River Insurance Company ("Platte"), a Capitol Insurance Companies company, is the surety on behalf of Prospect Building Services Corp. At present time, Prospect Building Services Corp has an established bond line of credit with Platte.

Platte reserves the right to perform normal underwriting at the time of any bond request, including without limitation, prior review and approval of the relevant contract documents, bond forms and project financing.

Platte is listed on the U.S. Treasury Department's Listing of Approved Sureties with an A.M. Best rating of A (Excellent), financial size category of VIII ($100 Million to $250 Million) and is duly licensed in the Commonwealth of Massachusetts.

Very truly yours,

Platte River Insurance Company

By: [Signature]
Gail M Perrin, Attorney-in-Fact