



Elizabeth Unger
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City of Cambridge

PURCHASING DEPARTMENT

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Assistant Purchasing Agent for
Goods & Services

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Assistant Purchasing Agent for
Design & Construction

TO: All Bidders
FROM: City of Cambridge
DATE: April 23, 2019
RE: File No. #8512 Janitorial Services for Various City Locations- Addendum No. 3

This addendum is comprised of:

1. Updated Price Proposal (including pricing worksheet)
2. Extension of time
3. Clarifications on Addendum #2

1. UPDATED PRICE PROPOSAL (including pricing worksheet)

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.

The City reserves the right to add additional locations at the hourly rate of the winning bid.

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

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

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



YEAR ONE – Detailed price proposal

Location One

Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125

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

Location Two

Cambridge Senior Center, 806 Massachusetts Ave

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

Location Three

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

Location Four

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

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

Location Five

North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

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

Location Five "A"

North Cambridge Community Learning Center, 289 Rindge Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 1,000 sq. feet	2.5 hours per day 12.5 hours per week 650 hours per year.	Mon. – Fri. Between 11:00pm – 5:00am	\$ _____ hrly rate x <u>650 hours per year =</u> \$ _____

Location Six

O'Neill Branch Library, 70 Rindge Avenue, Cambridge

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

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

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

Location Eight

Boudreau Branch Library, 245 Concord Avenue, Cambridge

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

Location Nine

O'Connell Branch Library, 48 Sixth Street, Cambridge

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

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Location Ten

Central Square Branch Library, 45 Pearl Street, Cambridge

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

Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 10,000 sq feet	3 hours per day 15 hours per week 780 hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

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

Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 + Location 11 =

\$ _____

Total Year One Bid Amount in Words.

Location Five "A"

North Cambridge Community Learning Center, 289 Rindge Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approx. 1,000 sq. feet	2.5 hours per day 12.5 hours per week 650 hours per year	Mon. – Fri. Between 11:00pm – 5:00am	\$ _____ hrly rate x <u>650 hours per year =</u> \$ _____

Location Six

O'Neill Branch Library, 70 Rindge Avenue, Cambridge

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

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

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

Location Eight

Boudreau Branch Library, 245 Concord Avenue, Cambridge

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

Location Nine

O'Connell Branch Library, 48 Sixth Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
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Location Ten

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

Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approx. 10,000 sq feet	3 hours per day 15 hours per week 780 hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

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

Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 + Location 11 =

\$ _____

Total Year Two Bid Amount in Words

YEAR THREE – Detailed price proposal

Location One

Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
5	100,000 square feet (sf)	20 hrs per day 140 hours per week 7100 hours per year	7 days a week 11:00pm- 3:30AM EXCEPT 9 Sundays from July 1 to first Sunday after Labor Day in September	\$ _____ hrly rate x 7280 hours per year = \$ _____

Location Two

Cambridge Senior Center, 806 Massachusetts Ave

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

Location Three

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

Location Four

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

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

Location Five

North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

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

Location Five "A"

North Cambridge Community Learning Center, 289 Rindge Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
1	Approx. 1,000 sq. feet	2.5 hours per day 12.5 hours per week 650 hours per year	Mon. – Fri. Between 11:00pm – 5:00am	\$ _____ hrly rate x <u>650 hours per year =</u> \$ _____

Location Six

O'Neill Branch Library, 70 Rindge Avenue, Cambridge

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

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
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<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
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O'Connell Branch Library, 48 Sixth Street, Cambridge

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

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Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
1	Approx. 10,000 sq feet	3 hours per day 15 hours per week 780 hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

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 + Location 11 =

\$ _____

Total Year Three Bid Amount in Words

TOTAL BID PRICE FOR ALL THREE YEARS

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

Total Year One Bid Amount \$ _____

+

Total Year Two Bid Amount \$ _____

+

Total Year Three Bid Amount \$ _____

= \$ _____ **Total bid submitted**

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

Signature of Bidder

Pricing Worksheet (Year 1)

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

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

Signature of Bidder: _____

Pricing Worksheet (Year 2)

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

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

Signature of Bidder: _____

Pricing Worksheet (Year 3)

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

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

Signature of Bidder: _____

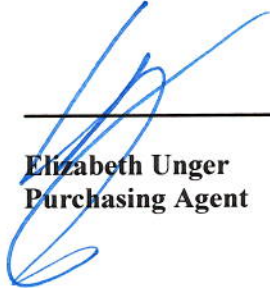
2. TIME EXTENSION:

The bid opening has been postponed from Thursday, April 25th, 2019 at 11:00AM to Monday, April 29th, 2019 at 11:00AM.

3. CLARIFICATIONS ON ADDENDUM #2:

- Please note that Question #14 and #12 are duplicate questions. Please ignore Question #14.
- In addition, due to clerical error, Question Listing omitted "Question #2" and directly continued numbering to "Question #3." This is a purely mechanical error, please note that there are no additional questions.

All other details remain the same.



Elizabeth Unger
Purchasing Agent

Addendum No. 3