



**Elizabeth Unger**  
Purchasing Agent

# City of Cambridge

PURCHASING DEPARTMENT

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Goods & Services

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Assistant Purchasing Agent for  
Design & Construction

**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: August 2, 2019**

**RE: File No. 8713 Janitorial Services for the Gately Center- Addendum No. 1**

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**This addendum is comprised of:**

- 1. Updated Price Proposal (including pricing worksheet)**
  - 2. Notice regarding Standard Compensation**
  - 3. Pre bid walkthrough**
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## **1. Updated Price Proposal (including pricing worksheet)**

Bidder must submit their bids using the attached price proposal form including the pricing worksheet for Year One (1) and option Years Two (2) and Three (3).

**Detailed price proposal continued on next page**



**YEAR ONE – Detailed price proposal**

No. of floors	Square Footage	No. of work hours	Cleaning Hours	Year One Bid Amount
3	2,580 square feet (sf)	1 hour per day 5 hours per week 225 hours per year	5 days a week 2:00 p.m.- 3:00 p.m.	\$ _____ hourly rate x 225 hours per year = \$ _____

**YEAR TWO *Option to renew* – Detailed price proposal**

No. of floors	Square Footage	No. of work hours	Cleaning Hours	Year One Bid Amount
3	2,580 square feet (sf)	1 hour per day 5 hours per week 225 hours per year	5 days a week 2:00 p.m.- 3:00 p.m.	\$ _____ hourly rate x 225 hours per year = \$ _____

**YEAR THREE *Option to renew* – Detailed price proposal**

No. of floors	Square Footage	No. of work hours	Cleaning Hours	Year One Bid Amount
3	2,580 square feet (sf)	1 hour per day 5 hours per week 225 hours per year	5 days a week 2:00 p.m.- 3:00 p.m.	\$ _____ hourly rate x 225 hours per year = \$ _____

Instructions for Submitting Total Bid Price: Bidders shall submit Total Year One (1) Bid Amount, and Total for Option Year Two (2) Bid Amount and Total Option Year Three (3) Bid Amount.

Total Year One (1) Bid Amount \$ \_\_\_\_\_

Total Option Year Two (2) Bid Amount \$ \_\_\_\_\_

Total Option Year Three (3) Bid Amount \$ \_\_\_\_\_

**Total bid submitted in words for the Gately Center for Year One (1)**

\_\_\_\_\_

\_\_\_\_\_  
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		
<b>ANNUAL CONTRACT CHARGE</b>		

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

**Pricing Worksheet (Option Year Two)**

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			
<b>ANNUAL CONTRACT CHARGE</b>			

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.

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

### Pricing Worksheet (Option Year Three)

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		
<b>ANNUAL CONTRACT CHARGE</b>		

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

## 2. Notice regarding standard compensation

The Living Wage 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 s.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 previous 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. Pre bid walkthrough

The CPS Facilities Department will conduct a walk thru for the Janitorial Bid File no. 8713 on:

**Date: Thursday, August 8th**

**Time: 10:00 a.m.**

**Location: Gately Youth Center**

**70 Rindge Ave, Cambridge, MA 02140**

All other details remain the same.

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**Elizabeth Unger**  
**Purchasing Agent**

**Addendum No. 1**