

Addendum to Request For Bid:

Request for Bid: Janitorial Service

December 29, 2017

This Addendum shall be considered part of the bid documents for the above-mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.

Bidders are hereby notified that they shall make any necessary adjustments in their pricing as a result of this addendum. It will be construed that each bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Please include a signed copy of this addendum with your bid submittal. **Failure to do so may subject Bidder to disqualification.**

Revision of Property Location and Description:

Replace the following pages from the RFB with the pages included in this addendum: 29, 32, 34

Revision of Cleaning Service Definition and Criteria:

Replace the following page from the RFB with the page included in this addendum: 37

**End of Addendum
Request For Bid: Janitorial Service**

Original RFB documents can be found by clicking here
www.bphc.org/rfp

The undersigned Bidder hereby acknowledges receipt of the following Addendum and will replace and include identified pages in the bid packet.

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Monthly and Special Service Cost per Location

201 River Street, Mattapan, MA 02126

Department: Transitions

Location: 1st, 2nd Floor

Bureau: Homeless Services Bureau

Cleaning Service

Area	Service	Frequency
Entrances	Sweep	2 x Day
	Mop	1 x Day
	Dust	1 x Day
	Wipe - Glass	1 x Day
Stairwells	Sweep	2 x Day
	Mop	1 x Day
	Dust	1 x Day
Hallway	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Dust	1 x Day
Kitchenette	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Replenishment	1 x Day
Dining Room	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	1 x Day
Restrooms	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Shower/Bathtub Cleaning	1 x Day
	Wipe - Glass	1 x Day
	Replenishment	1 x Day
Client Lounges	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Office Area	Trash Removal	1 x Day

Department: Entre Familia

Location: 1st, 2nd Floor

Bureau: Recovery Services Bureau

Cleaning Service

Area	Service	Frequency
Entrances	Sweep	2 x Day
	Mop	1 x Day
	Dust	1 x Day
Stairwells	Sweep	2 x Day
	Mop	1 x Day
	Dust	1 x Day
Hallway	Sweep	1 x Day
	Mop	1 x Day
Elevator	Sweep	1 x Day
	Mop	1 x Day
	Wipe - Walls	1 x Day
	Dust	1 x Day
Kitchenette	Sweep	3 x Day
	Mop	1 x Day
	Trash Removal	2 x Day
	Wipe - Counters	3 x Day
	Wipe - Cabinets	3 x Day
	Replenishment	1 x Day
Dining Room	Sweep	3 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	3 x Day
Restrooms	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Shower/Bath Cleaning	1 x Day
	Wipe - Glass	1 x Day
	Replenishment	1 x Day
Reception	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Playroom	Vacuum	1 x Day
	Trash Removal	1 x Day
Waiting Area	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Laundry Room	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day

Department: Mom's Project

Location: 1st Floor

Bureau: Recovery Services Bureau

Area	Service	Frequency
Entrances	Sweep	1 x Day
	Mop	1 x Day
Hallway	Vacuum	1 x Day
Office Area	Vacuum	1 x Day
	Trash Removal	1 x Day
Kitchenette	Sweep	1 x Day
	Mop	1 x Day
	Replenishment	1 x Day
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Shower Cleaning	1 x Day
	Wipe - Glass	1 x Day
Daycare Playrooms	Replenishment	1 x Day
	Sweep / Vacuum	1 x Day

Special Services

Area	Service	Frequency
Hallway	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Office Area	Power wash	2 x Year
Kitchenette	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Restrooms	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
Conference Rooms	Power wash	2 x Year

Total Monthly Cost: \$ _____

Special Service Cost: \$ _____

Cleaning Service Definition and Criteria

The definitions and criteria of cleaning services as requested for facilities as described in the Property Location and Facilities

Sweep / Vacuum: Removal of all visible debris, dust, dirt, from floor utilizing a broom for hard floors and vacuum for carpet.

Mop: Removal of debris, temporary stains, marks, and spills from hard floors such as tile, linoleum, and hardwood using a wet mop containing floor cleaning solution.

Trash Removal: Removal of garbage and used trash bag from trashcan/receptacle and providing new trash bag for trashcan/receptacle. Wipe interior and exterior of trash cans and trash barrels if any debris, debris, temporary stains, marks, and spills are present.

Disinfect: Cleaning using a chemical to eliminate bacteria.

Wipe: The use of cloth or towel with cleaning solution to remove debris, dirt, dust, grime, temporary stains, marks, spills, and mold/mildew from objects and surfaces.

Dust: Removal of dust particles or powder substance from surfaces and objects within facilities including but not limited to: tables, window sills, panes, and frames (interior), light fixtures and lamps, book cases, railings, door frames, appliances, floor corners, floor baseboards, interior awning, and tops of cubicle/panel furniture.

Power Wash: The use of high pressure water to remove loose mold, grime, dust, mud, chewing gum, and any dirt, from surfaces and objects. For carpets, shampoo and steam clean.

Floor Buffing: Electronic scrubber that high-speed buffer used to clean and maintain non-carpeted floor such as hardwood, tile, and linoleum.

Floor Stripping: Complete removal of old wax, soil, and debris from floor.

Floor Waxing: Polishing and preserving the finish of floors.

Replenishment: Restoration of stock and supply to a completed level. Including but not limited to soap, hand sanitizer, toilet paper, paper towel, and toilet sheet covers.

Toilet Cleaning: Wipe toilet with cleaning solution to remove all stains and grimes away from the lid seat, inside lid, rim, and hinges at the back of the toilet, including scrubbing the bowl. Toilet must be flushed and seat must be left up when complete. Using cleaning solution, wipe and disinfect around base of toilet to ensure removal of stains, fluid, and debris.

Sink Cleaning: Wipe sink with disinfectant cleaning solution to remove all stains, particles, and grimes away from interior and exterior of sink. Disinfect faucet, fixtures, and sink area including surrounding countertops. Wipe any mirrors located above or adjacent.

Refrigerator Cleaning: Wipe with cleaning solution to remove fingerprints, smudges, stains from exterior and interior of refrigerator including sides of doors. Stuck on food or stubborn stains must be soaked with cleaning solution to ensure stain removal.

Shower/Bath Cleaning: Wipe shower/bath, shower's faucet, fixtures with disinfectant cleaning solution to remove all stains, particles, mold, mildew and grime from interior and exterior. Ensure residue from shampoo and conditioner and soap scum is removed entirely from shower. Shower floor does not contain any residue and/or chemicals that causes floor to be slippery.

Frequency: The frequency in which services shall be performed per location. Number indicates the number of times service shall be performed. "x" indicates per. Day, Week, Month, Year are units of time.

- Example: "1 x Day" indicates Service performed 1 time per day