

# **BOSTON PUBLIC HEALTH COMMISSION**

Administration and Finance



Request For Bid  
for the procurement of  
Janitorial Services

May 7, 2024

<b>Request for Bid Timeline</b>	
04/29/2024	Publication of Request for Bid (RFB) on the Central Register Goods and Services website.
05/07/2024	RFB Release date – request RFB via website boston.gov/bids
05/13/2024	<p>Walkthrough of property locations to assess the areas of requested cleaning services:</p> <p>9:00AM Mattapan Campus – 205 River Street</p> <p>11:00AM 26 Atkinson – 112 Southampton</p> <p>1:00PM – Northampton Square – 785 Albany Street</p> <p>1:30PM – 860 Harrison Ave / Storefronts</p> <p>2:30PM -- Woods-Mullen – 794 Massachusetts Ave</p> <p>3:00PM -- Finland Building – 774 Albany Street</p> <p>Vendors who fail to attend the walkthrough should be mindful of bidding on the locations without viewing. Failure to raise concerns over any issues at this opportunity will not be considered in any protest filed regarding such items that were known as of the walkthrough property locations.</p>
05/15/2024	<p>Questions are due in writing by 2:00 PM EST to ktejada@bphc.org</p> <p style="text-align: center;">Subject: Janitorial Services for BPHC RFB</p>
05/17/2024	Responses to questions will be answered and posted on boston.gov/bids
05/22/2024	<p>Bid due by 2:00 PM EST – Submit (2) original bids (do not bind). Bid documents must be submitted via email to ktejada@bphc.org Subject should be Bid for Janitorial Services for BPHC</p> <p style="text-align: center;"><b>No Exceptions to This Deadline</b></p>
06/03/2024	<p>Notification of Decision</p> <p>Desired date for notification of award to bidder(s). However, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFB responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFB shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>

*The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays or issues with submitting the bid.*

## OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking request for bids from qualified janitorial bidders striving to create a clean, safe, and professional environment throughout multiple BPHC locations within the city of Boston. Qualified bidders are expected to perform services between two (2) to three (3) years, with an initial two (2) year term with a one year renewal option at BPHC's discretion..

Vendors will complete this bid by providing costs for three years – the initial two year term and the option year. If BPHC grants the option, the parties will use the vendor's pricing for that year as stated in its bid submission.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

## PROPOSED SCOPE OF SERVICE

The Boston Public Health Commission seeks bidders to provide janitorial cleaning services for four (4) BPHC managed property locations in Boston. Within the properties there are multiple sub-locations (see Property Location and Facilities below) requesting detailed cleaning services which include but are not limited to: office areas, restrooms, hallways, entrances, kitchen / kitchenettes, dining rooms, waiting rooms/areas, conference / training rooms, daycare, reception areas, fitness center, trailer, and stairwells. Services shall not include areas in where personal effects are held and locked office spaces.

Cleaning services within each location must include labor, supervision, cleaning equipment and supplies necessary to ensure performance of work. Vendor is responsible for all consumables. BPHC requests the use of "green" and clean environmentally safe products wherever possible and feasible in performance of all cleaning and janitorial work to protect the health, safety, wellness and environmentally sustainable practices that BPHC requires. If requested, bidder shall provide a list of cleaning products.

The property locations which include Northampton Square, Finland Building, 112 Southampton, 26 Atkinson Street and Mattapan Campus have varying cleaning hours of service that the bidder shall adhere to as listed in the Property Hours of Service.

Bidders may bid on all or individual property location. BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. The bidder shall agree that BPHC may add or remove properties and/or services at any time during the term of the contract. BPHC has the discretion to modify the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s). BPHC will work selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. Bidder(s) shall provide special service requests to BPHC as needed but not limited to the scope herein. BPHC will not be responsible for any transportation fees or costs, included but limited to, mileage or fuel cost.

## REQUIREMENTS

The following are minimum qualifications and licensing requirements that the bidder must meet in order to be eligible to submit a bid. Bidders must demonstrate compliance to minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance to the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the BPHC without further consideration.

Bidder must have a minimum of 5 years' experience in cleaning services with a minimum of 3 or more contracts of comparable property size and scope as detailed in herein.

### **Vendor(s) selected to perform the services must agree to the following:**

BPHC as the local board of health for the city of Boston, is the holder of private medical information. This service may expose the vendor employees to such information therefore, BPHC requires the vendor to sign the Health Insurance Portability and Accountability Act (HIPAA) - Business Associate Agreement to protect the privacy of BPHC clients.

The vendor must comply with the City of Boston Living Wage Ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

Vendor is solely responsible for informing BPHC if vendor is or has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and Federal assistance and benefits in any amount. BPHC will ensure that no party found on Systems for Award Management (SAM) list is awarded a contract.

The vendor must immediately report any discovered damaged property or inoperative items to BPHC so as not to be held accountable. In addition, vendor must report any incidents that involve vendor on BPHC property.

Vendor must assign a supervisor to each location. All services must be performed by employees of the vendor. The vendor agrees to assume responsibility for the actions and conduct of any of its employees. Vendor's employees who violate any rules shall immediately be removed and banned from all BPHC premises. The vendor must provide a list of employees under the contract if requested by BPHC.

### **Invoice Requirements**

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following is required for invoice and payments:

Vendors must submit a typed or printed invoice; hand written invoices are not acceptable.

Monthly invoices for cleaning or special service must be submitted and identified with property location, department name, date and description of service.

A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.

All invoices must have a unique invoice number.

Invoices without the required information or documentation, will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.

Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.

Special service provided shall be billed on a separate invoice in accordance to the quotation.

## TERMS OF SERVICE

BPHC may cancel the RFB or reject all bids at any time prior to award, if BPHC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure to satisfactorily furnish required contract documents within BPHC's Procurement Office request time may result in the bidder forfeiting its award. BPHC reserves the right to select the next lowest responsive and responsible bidder of this RFB.

Services are expected to be performed by the vendor on or about July 1<sup>st</sup>, 2024, to June 30, 2026 ("Initial Term") with an annual renewal option for one year. The decision to exercise the option terms will be at BPHC's sole discretion. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

The contract may be terminated with written notification by either party with or without cause in less than one hundred and twenty (120) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract. BPHC has the discretion to select the next lowest responsible and responsive bidder under this RFB. Written notice of termination or cancellation shall be given to the vendor through the contact listed in the contract by BPHC. Vendor shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

## PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFB, and prepare and submit all bidding documents in the order listed below.

- Prepare Quality Justification, not exceeding three (3) pages, describing how the services and supplies (ensuring no proprietary dispensers or supplies are included; universal only) can be fulfilled as set forth in the Scope of Service, including a brief history of the company and its experience in the provision of janitorial service. Include the company/entity plan of action or response in emergency which hinders or prevents performance of service as described in the RFB. Include the company's / entity's cost sheet of itemized cleaning services.
- Complete all bidding documents in Arial or Calibri font and size 12 point.
- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in blue ink
- Do not alter any RFB forms. Additional forms requested may be submitted per the company's format
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked with
  1. Organization Name and Address and Bid Documents for Janitorial Bid
  2. Organization Name and Address and Bid Cost Sheets for Janitorial Bid

### **Submit all required bidding documents in the following order:**

1. Cover Form
2. Business Profile
3. Quality Justification
4. Scope of Service
5. Reference Form
6. Certifications (if applicable)
7. Certificate of Liability Insurance
8. W-9 Form
9. Questions & Responses and/or Addendums (if applicable)
10. LW2 and LW8

### **Submit all required bid cost sheets in the following order:**

1. Cover Form
2. Property Hours of Service
3. Property Location and Facilities
4. Total Annual Cost Including Service and Supplies
5. Monthly and Special Service Cost per Location
6. Company / Entity Cost Sheet of Itemized Cleaning Services

**Bids will be rejected if required documentation in specified order as indicated is not submitted.**

Bids may be withdrawn in writing by mail or email to BPHC prior to date and time of RFB opening. Withdrawn bids may be resubmitted until the date and time of bid opening.

- Email Request: Bid package should be requested by email at [ktejada@bphc.org](mailto:ktejada@bphc.org) and [gdelarosa@bphc.org](mailto:gdelarosa@bphc.org)

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<b>Property Hours of Service</b>	
<b>Property</b>	<b>Start time</b>
<b>Northampton Square</b>	
785 Albany Street, Floor 4	Mon – Thu (10:00 PM) Fri (8:00 PM) / Sat (6:00 PM) Sun (3:00 PM)
785 Albany Street, Floors 3-6	Mon – Wed (3:00 PM) Thu – Sat (11:00 PM)
860 Harrison 2 <sup>nd</sup> Floor	Mon – Fri (5:00 PM)
723 Mass Ave Ground	Mon – Fri (5:00 PM)
723 A/B Mass Ave	Mon – Fri (5:00 PM)
725 Mass Ave (Left)	Mon – Fri (5:00 PM)
725 Mass Ave (Right)	Mon – Fri (5:00 PM)
727 Mass Ave Ground	Mon – Fri (5:00 PM)
<b>Finland Building</b>	
774 Albany Street Finland, Floor 1 (Right of Elevator)	Mon – Fri (1:00 PM & 7:00 PM) and Sat – Sun (11:00 AM & 4:00 PM)
774 Albany Street Finland, Floor 1 (Left of Elevator), Floors 2 - 5	Mon – Fri (5:00 PM)
<b>112 Southampton</b>	
112 Southampton Street	Mon – Sun (1:00 PM & 7:00 PM)
<b>26 Atkinson Street</b>	
Engagement Center	Mon – Sun (8:00 AM & 4:00 PM)
<b>Mattapan Campus</b>	
201 River Street	Mon – Sun (9:00 AM – 12:00 PM) and Mon – Sun (6:00 PM – 9:00 PM)
209 River Street	Mon – Fri (8: 00 PM)
211 River Street	Mon – Fri (5:00 PM)
213 River Street	Mon, Wed, Fri (5:00 PM)
<b>Woods-Mullen Shelter</b>	
794 Massachusetts Ave	Mon – Sun (1:00PM & 7:00PM)

Property Location and Facilities					
Property	Offices	Kitchenette	Restroom	Conference / Training Room	Janitorial Closet
<b>Northampton Square</b>					
785 Albany Street, 4 <sup>th</sup> Floor	No	No	Yes	No	Yes
785 Albany Street Miranda Creamer, 3 <sup>rd</sup> – 6 <sup>th</sup> Floor	Yes	Yes	Yes	Yes	Yes
785 Albany Street Miranda Creamer, 2 <sup>nd</sup> Floor	No	No	No	No	Yes
860 Harrison Avenue, 2 <sup>nd</sup> Floor	Yes	Yes	Yes	Yes	Yes
715 Mass Ave	Yes	Yes	Yes	No	Yes
723 Mass Ave Ground	Yes	Yes	Yes	Yes	Yes
723 A/B Mass Ave	Yes	No	Yes	No	No
725 Mass Ave (Left)	Yes	Yes	Yes	Yes	No
725 Mass Ave (Right)	No	No	Yes	Yes	Yes
727 Mass Ave Ground	Yes	Yes	Yes	Yes	Yes
<b>Woods-Mullen Shelter</b>					
794 Mass Ave	No	Yes	Yes	No	Yes
<b>Finland Building</b>					
774 Albany Street Finland, 1 <sup>st</sup> – 5 <sup>th</sup> Floor	Yes	Yes	Yes	Yes	Yes
<b>112 Southampton Shelter</b>					
112 Southampton St	No	No	Yes	No	Yes
<b>Engagement Center</b>					
26 Atkinson Street	No	No	Yes	No	No
<b>Mattapan Campus</b>					
201 River Street	Yes	Yes	Yes	Yes	Yes
209 River Street	Yes	Yes	Yes	Yes	Yes
211 River Street	Yes	Yes	Yes	Yes	Yes
213 River Street	Yes	Yes	Yes	No	Yes

**Trash Compactors are at the following locations:**

- 785 Albany Street – Near the Roll Gate
- 774 Albany Street – Behind the building
- 205 River Street – In front of building
- Engagement Center – Atkinson Street, off Southampton Street

<b>Total Annual Cost Including Service and Supplies</b>			
<b>Property</b>	<b>Year 1</b> July 01, 2024 - June 30, 2025	<b>Year 2</b> July 1, 2025 - June 30, 2026	<b>Year 3</b> July 1, 2026 - June 30, 2027 (Option Year at BPHC's Discretion)
<b>Northampton</b>			
785 Albany Street (Miranda Creamer) Floors 3 – 6	\$	\$	\$
785 Albany Street (Miranda Creamer) Floor 4 – South End Fitness Center	\$	\$	\$
860 Harrison, Floor 2 (Right of Elevator)	\$	\$	\$
860 Harrison, Floor 2 (In Front of Elevator)	\$	\$	\$
723 Mass Ave Ground	\$	\$	\$
723A & 723 B Mass Ave	\$	\$	\$
725 Mass Ave (Left)	\$	\$	\$
725 Mass Ave (Right)	\$	\$	\$
727 Mass Ave Ground	\$	\$	\$
<b>Woods-Mullen Shelter</b>			
794 Mass Ave	\$	\$	\$
<b>Finland Building</b>			
774 Albany Street Floors 1 – 4	\$	\$	\$
774 Albany Street Floor 5	\$	\$	\$
<b>Engagement Center</b>			
26 Atkinson Street	\$	\$	\$
<b>112 Southampton Shelter</b>			
112 Southampton Street	\$	\$	\$
<b>Mattapan Campus</b>			
201 River Street	\$	\$	\$
209 River Street	\$	\$	\$
211 River Street	\$	\$	\$
213 River Street	\$	\$	\$
<b>Total Cost</b>	\$	\$	\$

**Monthly and Special Service Cost per Location**

**785 Albany Street Boston, MA 02118**

**Department:** South End Fitness Center

**Location:** 4<sup>th</sup> Floor

**Bureau:** Community Initiative Bureau

**Cleaning Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Front Desk	Wipe – Glass	1 x Day
	Trash Removal	1 x Day
Gym Court	Sweep	1 x Day
	Mop	2 x Week
Gym Equipment Area	Sweep	1 x Day
	Mop	2 x Week
	Wipe - Glass & Mirror	3 x week
	Trash Removal	1 x Day
	Replenishment	1 x Day
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Wipe	1 x Day
	Toilet Cleaning	1 x Day
	Sink Cleaning	1 x Day
	Trash Removal	1 x Day
	Wipe - Glass & Mirror	1 x Day
	Replenishment	1 x Day
Locker Room	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Pool Area	Mop	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Gym Court	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Pool Area	Power wash	12 x Year
Restrooms	Power wash	12 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Boston Emergency Medical Services

**Location:** 3<sup>rd</sup> – 6<sup>th</sup> Floors

**Bureau:** Emergency Medical Services

**Cleaning Service**

Area	Service	Frequency
Entrance	Sweep	1 x Day
	Mop	1 x Day
Hallway	Sweep	1 x Day
	Mop	1 x Day
	Dust	1 x Day
	Wipe – Glass	1 x Day
	Replenishment	1 x Day
Office Area	Dust	1 x Day
	Wipe – Glass	1 x Day
	Trash Removal	1 x Day
	Sweep	2 x Week
	Mop	2 x Week
Kitchenette	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe – Countertop	1 x Day
	Wipe – Cabinets	1 x Week
	Wipe – Walls	1 x Week
	Toilet Cleaning	1 x Day
	Sink Cleaning	1 x Day
Replenishment	1 x Day	
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Toilet Cleaning	1 x Day
	Sink Cleaning	1 x Day
	Replenishment	1 x Day
Handicap Single Bathroom	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Toilet Cleaning	1 x Day
	Sink Cleaning	1 x Day
	Replenishment	1 x Day
Conference / Training Room	Sweep	2 x Week
	Mop	2 x Week
	Trash removal	2 x Week
	Wipe – Table	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Client Waiting Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Conference / Training Rooms	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	Power wash	2 x Year
Hallways	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	Power wash	2 x Year
Office Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	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
	Floor Waxing	2 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Boston Emergency Medical Services / Property

**Location:** Basement

**Bureau:** Emergency Medical Services

**Cleaning Service**

Area	Service	Frequency
Conference / Training Room	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	1 x Day
	Wipe – Table	1 x day
Handicap Single Bathroom	Sweep	1 x Day
	Mop	1 x Day
	Dust	1 x Day
	Wipe – Glass	1 x Day
	Replenishment	1 x Day

**Special Service**

Area	Service	Frequency
Conference / Training Room	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	Power wash	2 x Year
Handicap Single Bathroom	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year

**Total First Year Monthly Cost:** \$ \_\_\_\_\_

**Special Service Cost:** \$ \_\_\_\_\_

**Department:** School Based Health Center's Program

**Location:** Ground Level

**Bureau:** Child and Adolescent Family Health

**Cleaning Service**

Area	Service	Frequency
Hallway	Dust	1 x Day
	Wipe - Glass	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Replenishment	1 x Day
Office Area	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Replenishment	1 x Day
Kitchenette	Wipe - Counters	1 x Day
	Wipe - Table	1 x Day
	Wipe - Microwave	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Client Waiting Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Conference / Training Rooms	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	Power wash	2 x Year
Hallways	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	Power wash	2 x Year
Office Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
	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
	Floor Waxing	2 x Year

**Total First Year Monthly Cost: \$\_\_\_\_\_**

**Special Service Cost: \$\_\_\_\_\_**

**Department:** Youth Development Network / Men's Health Crew

**Location:** Ground Level

**Bureau:** Child and Adolescent Family Health

**Cleaning Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Office	Dust	2 x Week
	Wipe - Glass	2 x Week
	Trash Removal	1 x Day
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Sink Cleaning	1 x Day
	Toilet	1 x Day
	Trash Removal	1 x Day
	Replenishment	1 x Day
Kitchenette	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day

**Total First Year Monthly Cost: \$** \_\_\_\_\_

**Special Service Cost: \$** \_\_\_\_\_

**725 Massachusetts Avenue, Boston, MA 02118****Department:** Peer Leadership Institute**Location:** 2<sup>nd</sup> Floor (Right of Elevator)**Bureau:** Child, Adolescent, and Family Health**Cleaning Service**

Area	Service	Frequency
Entrances	Sweep	1 x Day
	Mop	2 x Week
	Dust	2 x Week
Hallway	Sweep	1 x Day
	Mop	2 x Week
Office Area	Sweep	1 x Day
	Trash Removal ( <i>include Paper Shredder</i> )	1 x Day
Kitchenette	Sweep	1 x Day
	Mop	1 x Week
	Trash Removal	1 x Day
	Wipe - Counter	1 x Day
	Sink Cleaning	1 x Day
	Wipe - Microwave	1 x Day
	Replenishment	1 x Day
Restrooms	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Replenishment	1 x Day

**Special Service**

Area	Service	Frequency
Entrances	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Hallways	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost:** \$ \_\_\_\_\_**Special Service Cost:** \$ \_\_\_\_\_

**727 Massachusetts Avenue, Boston, MA 02118****Department:** Boston Area Health Education Center**Location:** Ground Floor**Bureau:** Child, Adolescent, and Family Health**Cleaning Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Sweep	2 x Day
	Mop	2 x Day
	Dust	2 x Week
Hallway	Sweep	2 x Day
	Mop	2 x Day
Waiting Area	Sweep	2 x Day
	Mop	2 x Day
	Wipe - Table	2 x Week
	Wipe - Counter	2 x Week
Office Area	Sweep	2 x Day
	Trash Removal and Recycle	2 x Day
	Wipe - Table ( <i>Office Rooms: 219, 218, 217, 216, 201</i> )	2 x Week
Kitchenette	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Wipe - Counter	2 x Week
	Wipe - Cabinet	2 x Week
	Sink Cleaning	2 x Day
	Wipe - Microwave	2 x Week
	Replenishment	2 x Week
Restrooms	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Sink Cleaning	2 x Day
	Toilet Cleaning	2 x Day
	Replenishment	2 x Week
Storage Area	Sweep	2 x Day
Courtyard 1 & 2	Trash Removal	2 x Day
	Sweep	2 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Buffing	2 x Year
Hallways	Floor Buffing	2 x Year
Office Area	Floor Buffing	2 x Year
Kitchenette	Floor Buffing	2 x Year
Restrooms	Floor Buffing	2 x Year
Waiting Area	Floor Buffing	2 x Year
Storage Area	Floor Buffing	2 x Year

**Total First Year Monthly Cost:** \$ \_\_\_\_\_**Special Service Cost:** \$ \_\_\_\_\_

**Department:** Child, Adolescent, and Family Health

**Location:** Floor 2 (Left of Elevator)

**Bureau:** Child, Adolescent, and Family Health

**Cleaning Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Sweep	1 x Day
	Mop	2 x Week
Hallway	Sweep	1 x Day
	Mop	2 x Week
Office Area	Sweep	1 x Day
	Trash Removal	1 x Day
Kitchenette	Sweep	1 x Day
	Mop	2 x Week
	Trash Removal	1 x Day
	Wipe - Counters	1 x Week
	Wipe - Cabinets	1 x Week
	Sink Cleaning	1 x Week
	Replenishment	1 x Day
Restrooms	Sweep	1 x Day
	Mop (+Remove wax / dirt build up near wall baseboard)	1 x Day
	Trash Removal	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Wipe - Walls	1 x Week
	Wipe - Ceiling	1 x Week
	Replenishment	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Buffing	2 x Year
Hallway	Floor Buffing	2 x Year
Office Area	Floor Buffing	2 x Year
Kitchenette	Floor Buffing	2 x Year
Restrooms	Floor Buffing	2 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Revenue - Burial Permits  
**Location:** 2<sup>nd</sup> Floor (In Front of Elevator)  
**Bureau:** Administration

**Cleaning Service**

Area	Service	Frequency
Office Area	Dust	1 x Day
	Wipe - Counter	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Hallway	Dust	2 x Week
	Wipe - Glass	2 x Week
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Kitchenette	Wipe - Counter	1 x Day
	Sink Cleaning	1 x Day

**Special Service**

Area	Service	Frequency
Hallway	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year

**Total First Year Monthly Cost: \$** \_\_\_\_\_

**Special Service Cost: \$** \_\_\_\_\_

**Department:** Homeless Services  
**Location:** 2<sup>nd</sup> Floor (Office Right of Elevator)  
**Bureau:** Administration

**Cleaning Service**

Area	Service	Frequency
Hallway	Dust	1 x Day
	Wipe - Couch	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
File Room	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Tables	1 x Day
Large Front Office	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe – All Cabinets	1 x Day
Small (Rear) Office	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Cubicles	1 x Day
Kitchenette	Wipe - Counters	1 x Day
	Wipe - Tables	1 x Day
	Trash Removal	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
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Replenishment	1 x Day
Office Area (5 rooms) Including cubicles and offices	Wipe	1 x Day
	Dust	2 x Week
	Sweep	2 x Week
	Mop	1 x Month

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Hallway	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Conference Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** BPHC Recovery Services Bureau  
**Location:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Floor  
**Bureau:** Recovery Services Bureau

**Cleaning Service**

Area	Service	Frequency
Entrances	Sweep	1 x Day
	Mop	1 x Day
Hallway	Sweep	1 x Day
	Mop	1 x Day
Office Areas	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Kitchenette	Sweep	1 x Day
	Mop	2 x Week
	Trash Removal	1 x Day
	Wipe - Counters	1 x Week
	Wipe - Cabinets	1 x Week
	Wipe - Walls	1 x Week
	Sink Cleaning	1 x Week
Restrooms	Replenishment	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Sink Cleaning	1 x Day
	Toilet Cleaning	1 x Day
	Wipe - Walls	1 x Week
Wipe - Ceiling	1 x Week	
Client Waiting Area	Replenishment	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Tables	1 x Day
Client Lounge	Wipe - Walls	1 x Week
	Replenishment	1 x Day
	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Client Group Rooms	Wipe - Tables	1 x Day
	Replenishment	1 x Day
	Sweep	1 x Day
	Mop	2 x Week
	Trash Removal	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Hallways	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Office Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Kitchenette	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Client Waiting Area	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Client Lounge	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year
Client Group Room	Floor Stripping	2 x Year
	Floor Buffing	2 x Year
	Floor Waxing	2 x Year

**Total First Year Monthly Cost: \$** \_\_\_\_\_

**Special Service Cost: \$** \_\_\_\_\_

**Department:** Homeless Services

**Location:** 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Floor

**Bureau:** Homeless Services

**Cleaning Service**

Area	Service	Frequency
Kitchen	Sweep	1 x Week
	Mop	1 x Week
	Trash Removal	1 x Week
	Replenishment	1 x Week
Restrooms / Showers	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	2 x Week
	Wipe - Table	2 x Week
	Sink Cleaning	2 x Week
	Toilet Cleaning	2 x Week
	Wipe – Glass	2 x Week
	Replenishment	2 x Week

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Hallways	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Office Area	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Kitchenette	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Restrooms	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Dining Room	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Client Lounges	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Engagement Center  
**Location:** Main Building  
**Bureau:** Recovery Services Bureau

Area	Service	Frequency
Restrooms	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	2 x Week
	Wipe - Table	2 x Week
	Sink Cleaning	2 x Week
	Toilet Cleaning	2 x Week
Serving Kitchen	Wipe down surfaces	1 x Week
	Wipe down appliances	1 x Week
	Clean sneeze guards/plexiglass	1 x Week
	Wipe down/disinfect counters	1 x Week
Floors	Disinfect and wash floors	1 x Week

**Special Service**

Area	Service	Frequency
Entrances	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Hallways	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Dining Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Client Lounges	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Homeless Services

**Location:** Main Building

**Bureau:** Homeless Services

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entryway	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	2 x Week
Serving Kitchen	Wipe down surfaces	1 x Week
	Wipe down appliances	1 x Week
	Clean sneeze guards/plexiglass	1 x Week
	Wipe down/disinfect counters	1 x Week
Floors	Disinfect and wash floors	1 x Week
Cafeteria	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	2 x Week
	Wipe - Table	2 x Week
Restrooms	Sweep	2 x Week
	Mop	2 x Week
	Trash Removal	2 x Week
	Wipe - Table	2 x Week
	Sink Cleaning	2 x Week
	Toilet	2 x Week

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Hallways	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Dining Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Client Lounges	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

Department: Transitions  
 Location: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floors  
 Bureau: Recovery Services

**Cleaning Service**

Area	Service	Frequency
Entrance (first floor only)	Sweep	2 x Day
	Mop	2 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	2 x Day
	Trash & Recycling Removal	2 x Day
	Dust	1 x Day
Kitchenette	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Replenishment	1 x Day
Dining Room/ Large Lounge	Sweep	2 x Day
	Mop	1 x Day
	Trash & Recycling Removal	2 x Day
	Wipe - Table	1 x Day
Restrooms (1 Half bath & 2 full bath)	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Wipe - Table	2 x Day
	Sink Cleaning	2 x Day
	Toilet Cleaning	2 x Day
	Shower/Bathtub Cleaning	2 x Day
	Wipe - Glass	2 x Day
Replenishment	2 x Day	
Client Lounges	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Office Area	Trash Removal	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Hallways	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Dining Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Client Lounges	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

**Department:** Transitions

**Location:** Basement

**Bureau:** Recovery Services Bureau

**Cleaning Service**

Area	Service	Frequency
Entrance (Basement)	Sweep	2 x Day
	Mop	2 x Day
	Dust	1 x Day
	Wipe Glass	1 x Day
Stairwell	Sweep	2 x Day
	Mop	1 x Day
	Dust	1 x Day
Hallway	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Dust	1 x Day
Kitchenette	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Replenishment	1 x Day
Dining Room	Sweep	2 x Day
	Mop	1 x Day
	Trash removal	2 x Day
	Wipe – Table	1 x day
Restrooms (3 Half Baths)	Sweep	2 x Day
	Mop	2 x Day
	Trash Removal	2 x Day
	Wipe - Table	2 x Day
	Sink Cleaning	2 x Day
	Toilet Cleaning	2 x Day
	Wipe – Glass	2 x Day
	Replenishment	2 x Day
Gym	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Office Area	Trash Removal	1 x Day

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Hallways	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Office Area	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Kitchenette	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Restrooms	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Dining Room	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Client Lounges	Floor Waxing	3 x Year
	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year

**Total First Year Monthly Cost: \$** \_\_\_\_\_

**Special Service Cost: \$** \_\_\_\_\_

Department: Entre Familia

Location: 1<sup>st</sup> Floor

Bureau: Recovery Services Bureau

**Cleaning Service**

Area	Service	Frequency
Entrances	Sweep	1 x Day
	Mop	1 x Day
	Dust	1 x Day
Stairwells	Sweep	1 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	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Counters	1 x Day
	Wipe - Cabinets	1 x Day
	Replenishment	1 x Day
Dining Room	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
	Wipe - Table	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
	Wipe - Glass	1 x Day
	Replenishment	1 x Day
Reception	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	1 x Day
Playroom	Sweep and mop	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

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrance	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Hallways	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Office Area	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Kitchenette	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Dining Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Reception	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Restrooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
Dining Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Laundry Room	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year
Waiting Rooms	Floor Stripping	3 x Year
	Floor Buffing	3 x Year
	Floor Waxing	3 x Year

**Total First Year Monthly Cost: \$ \_\_\_\_\_**

**Special Service Cost: \$ \_\_\_\_\_**

Department: Mom's Project

Location: 1<sup>st</sup>, 2<sup>nd</sup> Floors

Bureau: Recovery Services Bureau

Area	Service	Frequency
Entrances	Sweep	1 x Day
	Mop	1 x Day
Hallway	Sweep	1 x Day
Office Area	Mop	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
	Wipe - Glass	1 x Day
	Replenishment	1 x Day
Daycare Playrooms	Sweep / Vacuum	1 x Day
	Wipe down and disinfect tables	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 First Year Monthly Cost: \$ \_\_\_\_\_

Special Service Cost: \$ \_\_\_\_\_

**Department:** Food Pantry

**Location:** Ground Level

**Bureau:** Recovery Services Bureau

**Cleaning Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Sweep	1 x Day
	Mop	1 x Day
	Dust	1 x Day
Waiting Area	Sweep	1 x Day
	Mop	1 x Day
Office Area	Sweep	1 x Day
	Trash Removal	1 x Day
Kitchenette	Sweep	2 x Day
	Mop	1 x Day
	Trash Removal	2 x Day
	Wipe - Counters	2 x Day
	Wipe - Cabinets	1 x Day
	Sink Cleaning	2 x Day
	Replenishment	1 x Day
Food Preparation Area	Sweep	1 x Day
	Mop	1 x Day
	Trash Removal	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 Cleaning	1 x Day
	Wipe - Glass	1 x Day
Replenishment	1 x Day	

**Special Service**

<b>Area</b>	<b>Service</b>	<b>Frequency</b>
Entrances	Floor Stripping	4 x Year
	Floor Buffing	4 x Year
	Floor Waxing	4 x Year
Waiting Area	Floor Stripping	4 x Year
	Floor Buffing	4 x Year
	Floor Waxing	4 x Year
Office Area	Floor Stripping	4 x Year
	Floor Buffing	4 x Year
	Floor Waxing	4 x Year
Kitchenette	Floor Stripping	4 x Year
	Floor Buffing	4 x Year
	Floor Waxing	4 x Year
Food Preparation Area	Floor Stripping	4 x Year
	Floor Buffing	4 x Year
	Floor Stripping	4 x Year
Restrooms	Floor Buffing	4 x Year
	Floor Stripping	4 x Year

**Total First Year 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.

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.

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

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.

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.

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

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**Cover Form**

**Request for Bid:** Janitorial Service

**Date** \_\_\_\_\_

Completion and submission of the cover form of the Request for Bid and information below indicates the intention of the bidder to comply with specifications, requirements, and terms of the Boston Public Health Commission's request of janitorial services.

**This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without Cover Form.**

**Company / Entity Information**

Company or Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Taxpayer Identification #: \_\_\_\_\_

Business Classification:

*Check appropriate item(s) and submit certification(s) in the bidding documents.*

\_\_\_\_\_ Small Business Enterprise

\_\_\_\_\_ Local Business Enterprise

\_\_\_\_\_ Minority Owned Business Enterprise

\_\_\_\_\_ Woman Owned Business Enterprise

\_\_\_\_\_ Veteran Owned Business Enterprise

\_\_\_\_\_ Disabled Owned Business Enterprise

**Bidder Contact**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Reference Form**

**Request for Bid:** Janitorial Service

**Date** \_\_\_\_\_

**Bidder Company Name:**

**Bidder Contact:**

**Telephone Number:**

List three (3) janitorial service contracts within the past five (5) years.

**Business Reference 1**

Company or Entity: \_\_\_\_\_

Contact Name & Telephone #: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

Contract Start / End Date: \_\_\_\_\_

**Business Reference 2**

Company or Entity: \_\_\_\_\_

Contact Name & Telephone #: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

Contract Start / End Date: \_\_\_\_\_

**Business Reference 3**

Company or Entity: \_\_\_\_\_

Contact Name & Telephone #: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

Contract Start / End Date: \_\_\_\_\_



## Non-Collusion Form & Tax Compliance Form

### Certificate of Non-Collusion

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

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Signature of Individual submitting bid or proposal

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Printed Name Individual submitting bid or proposal

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Company or Entity Name

### Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of Individual submitting bid or proposal

---

Printed Name Individual submitting bid or proposal

---

Company or Entity Name



## Additional Information

### Building Square Footage

<b>Building</b>	<b>Stories</b>	<b>Sq. Ft</b>
785 Albany Street	6	26763
860 Harrison Ave	1	3188
723-727 Mass Ave	2	14130
774 Albany Street	5	51474
794 Mass Ave.	5	44621
112 Southampton	2	41229
26 Atkinson Street	1	12381
201 River Street	3	20700
211 River Street	2	8853
213 River Street	1	4104

### Staff and Guest Estimate

<b>Building Approximate</b>	<b>Employees/guest count</b>
785 Albany Street	54
860 Harrison Ave	14
723-727 Mass Ave	100
774 Albany Street	115
794 Mass Ave.	300
112 Southampton	600
26 Atkinson Street	186
201 River Street	100
209 River street	10
211 River Street	15+
213 River Street	5



**COVERED VENDORS LIVING WAGE AGREEMENT**

At the same time the City of Boston awards a service contract through a bid, a request for proposal or an unadvertised contact, the Covered Vendor must complete this form and submit to the City, agreeing to the following conditions. In addition, any subcontractor of the Covered Vendor shall complete this form and submit it to the City at the time the subcontract is executed, also agreeing to the following conditions:

**PART 1: COVERED VENDOR (OR SUBCONTRACTOR) INFORMATION:**

Vendor Name	
Local Contact Person	
Company Address	
Email	
Telephone Number	

**PART 2: WORKFORCE PROFILE OF COVERED EMPLOYEES PAID BY THE SERVICE CONTRACT OR SUBCONTRACT:**

- A. List all of the Covered Employees' job titles with wage ranges (use additional sheets of paper if necessary). Identify the number of covered employees in each wage range. Remember, Covered Employees are only those employees that expend work hours on the contract. Additionally, all Covered Employees MUST be paid at least \$17.55/hr for hours worked on this contract.

Job Title	Wage Ranges (select from drop-down menu)

B. Total number of Covered Employees	
C. Number of Covered Employees who are Boston Residents	
D. Number of Covered Employees who are Minorities	
E. Number of Covered Employees who are Women	



**VENDORS LIVING WAGE AFFIDAVIT**

Any for-profit or not-for-profit vendor who employs at least 25 full-time equivalents (FTEs) and who has been awarded a service contract of \$25,000 or more from the City of Boston **must** comply with the provisions of the Boston Jobs, Living Wage, Prevailing Wage Ordinance which requires any such vendors to pay at least **the living wage which is \$17.55 per hour** to any employee who directly expends his or her time on the services set out in the contract. All **subcontractors** whose subcontracts are at least \$25,000 are **also required** to pay the living wage.

*If you are bidding on or negotiating a service contract that meets the above criteria, you should submit this affidavit prior to the awarding of the contract. If you believe that you are exempt from the Living Wage Ordinance, complete Section 4: Exemption from Boston Jobs, Living Wage, and Prevailing Wage Ordinance, or if you are requesting a general waiver, please complete Section 5: General Waiver Reason(s).*

**WARNING: No service contract will be executed until this affidavit is completed, signed and submitted to the contracting department**

**IMPORTANT: Please print in ink or type all required information. Assistance in completing this form may be obtained by calling or visiting the Living Wage Administrator, the Office of Labor Compliance and Worker Protections of the Worker Empowerment Cabinet, telephone: (617) 918-5236, or your contracting department.**

**PART 1: VENDOR INFORMATION**

Contracting Department:	
Contact Person:	
Vendor Address	
Telephone Number	
Email	

**PART 2: CONTRACT INFORMATION**

Name of Program/Project	
Contracting City of Boston Dept.	
Start Date of Contract	
End Date of Contract	
Length of Contract (Years)	

**CITY of BOSTON**

43 Hawkins Street | Boston, MA 02114 | [boston.gov/workforce](http://boston.gov/workforce)