

**TOWN OF HOLDEN**  
**Addendum Number 1**  
**to**  
**Request for Proposals**  
**for**  
**Cleaning Services for Town Buildings and Facilities**

**TO: ALL PROPOSERS**

**DATE: September 29, 2020**

GENERAL INFORMATION TO PROPOSERS

Please acknowledge receipt of this addendum by signing and dating where so indicated on Page 8 of the existing Exhibit A: Price Proposal Form.

The date and time of receipt of all proposals remains the same. Proposals shall be received by **9:00 AM, Friday, October 2, 2020**. The place of receipt remains the Office of the Town Manager, 1204 Main Street, Holden, MA 01520. Proposals received after 9:00 AM, as determined in the Town Manager's office, shall be considered non-responsive to the request for proposals and will not be opened.

ADDENDUM ITEMS

**Item #1-Questions and Answers**

Item #1 of this Addendum contains questions received to date regarding the above mentioned Request for Proposals (RFP), and the Department of Public Works' responses. These responses shall be considered additions to the RFP specifications.

Question #1: Who is the current janitorial contractor?

Answer #1: Green Life Janitorial Corporation ("Green Life") of Winchester, MA was awarded a three (3) year contract in 2017, which is expiring as of October 1, 2020. Green Life has been performing cleaning services in all Town buildings and facilities, exclusive of the Public Safety Building daily cleaning, carpet shampooing, and floor stripping and waxing. All Clean Cleaning Service ("All Clean") of Worcester has performed the daily cleaning services, carpet shampooing, and floor stripping and waxing in the Public Safety Building.

Question #2: What are the current bid prices for the cleaning contract now in place?

Answer #2: The bid tab from the bid process conducted in 2017 is attached for review. The current price for Year 3 cleaning services provided by Green Life are shown in line C.17 (\$89,928.10). The approximate total value of services provided by All Clean at the Public Safety Building is \$30,000.

Question #3: Are the cleaning specifications for this RFP different from the specifications that the current cleaners are using?

Answer #3: Yes, this RFP is for all cleaning services required by the Town of Holden (the “Town”) in its buildings and facilities. The intent of this RFP is to have one vendor performing for the Town. Therefore, the scope of work is greater than what either existing cleaning vendor is currently performing.

Additional changes include adjustments to daily and weekly tasks to be performed under the daily cleaning activities, due to COVID-19 concerns, and the addition of Municipal Light Department carpet shampooing and floor stripping and waxing activities.

Question #4: With regard to carpet shampooing and floor stripping and waxing, is the Proposer to be expected to move furniture and other items from the floors to be cleaned, or will the Town do this prior to the work being performed?

Answer #4: Section 2.6 (Cleaning Requirements) lists several of the requirements regarding furniture.

For carpet shampooing, Section 2.6.C.5 states “Small furnishings, such as chairs, plants, end tables shall be moved by the Contractor.” The intent is for the Contractor to move these smaller types of furniture/obstructions out of the way, if they have not already been done so by Town staff, and to work around heavier pieces of furniture, such as desks, file cabinets, conference tables, the pool table at the Senior Center, etc.

For floor stripping and waxing, Section 2.6.C.6 states “The Contractor shall be responsible for moving and relocating furniture and other obstructions in order to conduct the work. The Town may provide assistance as needed with the moving task.” Prior to the scheduling of any floor stripping and waxing activities, the Contractor shall notify the Town of any concerns with any portion of the relocating activities.

Question #5: What consumables are the Contractor expected to provide?

Answer #5: The Contractor is only expected to supply the cleaning products and tools necessary to perform the work of the cleaning services. The Town will provide the consumables that the Contractor is responsible for placing, such as paper towels, toilet paper, hand soap, trash liners, etc. It is the Contractor’s responsibility to notify the Town when the stock of consumables is running low and needs to be replenished.

Question #6: How is the cleaning of the large interior windows/space dividers in the different buildings to be measured and paid?

Answer #6: Per Section 2.6.F.2, the exterior window cleaning includes “...all glass windows in the interior and exterior of the buildings.” The once per year cleaning of the exterior windows and large interior windows in several of the buildings (Gale Free Library, Municipal Light Department, etc.) shall be included in the lump sum prices for “Exterior Window Washing” for those respective buildings.

END OF ADDENDUM #1

Item	Green Life Janitorial Corp. 28 Church St., Suite 9, Winchester, MA 01890	Metro Facility Maintenance & Management, 62 Bridle Path Rd., Lynn, MA 01904	Fleming's Cleaning Service, P.O. Box 605, Auburn, MA 01501	RSG Solutions LLC, 6819 Winding Wade Trail, Austell, GA 30168	National Facility Services, Inc., 730 Main St., Boylston, MA 01505	M.R.S. Specialty Services, Inc., 5 Cox St., Hudson, MA 01749	Di Bro Holdings Inc., d/b/a System4 SNE, 1 James P Murphy Hwy, W. Warick, RI 02893	All Clean, 139 Lake Ave. #A, Worcester, MA 01604
<b>A. Year 1 (2017-2018)</b>	-	-	-	-	-	-	-	-
1. Daily Cleaning, 5 days/week, Recreation Building, 1420 Main St.	\$7,560.00	\$7,596.00	\$8,950.00	\$7,060.50	\$7,215.00	\$11,960.00	\$9,360.00	\$22,140.00
2. Daily Cleaning, 5 days/week, Starbard Building, 1204 Main St.	\$10,794.00	\$13,800.00	\$12,150.00	\$9,661.75	\$12,025.00	\$11,960.00	\$11,700.00	\$28,620.00
3. Daily Cleaning, 5 days/week, Town Hall, 1196 Main St.	\$10,800.00	\$12,000.00	\$12,975.00	\$12,073.75	\$14,430.00	\$14,950.00	\$14,040.00	\$26,460.00
4. Daily Cleaning, 5 days/week, Senior Center, 1130 Main St.	\$10,794.00	\$16,920.00	\$15,100.00	\$16,763.50	\$16,680.00	\$20,930.00	\$21,060.00	\$28,920.00
5. Daily Cleaning, 6 days/week, Gale Free Library, 23 Highland St.	\$20,318.00	\$26,900.00	\$28,950.00	\$39,574.50	\$34,632.00	\$46,644.00	\$56,160.00	\$52,260.00
6a. Daily Cleaning, Dawson Pool Complex, 200 Salisbury St.-Hourly Rate	\$18.00	\$18.00	\$19.50	\$19.50	\$18.50	\$23.00	\$18.00	\$28.00
**6b. Daily Cleaning, Dawson Pool Complex, Total Cost, For Bid Comparison Purposes Only, Assume 360 Hours of Cleaning (Multiply Hourly Rate from A.6a. Above by 360 Hours)**	\$6,480.00	\$6,480.00	\$7,020.00	\$7,020.00	\$6,660.00	\$8,280.00	\$6,480.00	\$10,080.00
7. Exterior Window Washing, Recreation, 1420 Main St.	\$300.00	\$400.00	\$500.00	\$320.00	\$400.00	\$344.00	\$300.00	\$640.00
8. Exterior Window Washing, Starbard, 1204 Main St.	\$600.00	\$700.00	\$750.00	\$650.00	\$700.00	\$344.00	\$300.00	\$1,200.00
9. Exterior Window Washing, Town Hall, 1196 Main St.	\$780.00	\$900.00	\$800.00	\$820.00	\$900.00	\$688.00	\$400.00	\$800.00
10. Exterior Window Washing, Gale Free Library, 23 Highland St.	\$2,592.00	\$3,300.00	\$4,000.00	\$3,000.00	\$3,500.00	\$688.00	\$500.00	\$6,400.00
11. Exterior Window Washing, Damon House, 1174 Main St.	\$400.00	\$500.00	\$450.00	\$450.00	\$600.00	\$344.00	\$400.00	\$640.00
12. Exterior Window Washing, Senior Center, 1130 Main St.	\$504.00	\$650.00	\$675.00	\$670.00	\$400.00	\$344.00	\$300.00	\$1,200.00
13. Exterior Window Washing, HMLD, 1 Holden St.	\$300.00	\$450.00	\$450.00	\$350.00	\$750.00	\$344.00	\$400.00	\$800.00
14. Fire Apparatus Bay Cleaning, HFD, 1370 Main St.	\$1,840.00	\$2,500.00	\$2,500.00	\$2,400.00	\$2,100.00	\$1,532.00	\$400.00	\$5,200.00
15. Semi-Annual Carpet Shampooing, All Buildings, Total of Both Rounds	\$12,129.60	\$8,000.00	\$11,750.00	\$6,448.25	\$8,100.00	\$10,590.00	\$12,000.00	\$7,360.00
16. Annual Floor Stripping and Waxing, Senior Center, 1130 Main St.	\$995.20	\$3,850.00	\$1,950.00	\$1,990.40	\$1,250.00	\$1,500.00	\$2,000.00	\$3,475.00
17. Total of Year 1 Services, Sum of A1 through A5, A6b, and A7 through A16	\$87,186.80	\$104,946.00	\$108,970.00	\$109,252.65	\$110,342.00	\$131,442.00	\$135,800.00	\$196,195.00
<b>B. Year 2 (2018-2019)</b>	-	-	-	-	-	-	-	-
1. Daily Cleaning, 5 days/week, Recreation Building, 1420 Main St.	\$7,560.00	\$7,596.00	\$9,215.00	\$7,375.32	\$7,500.00	\$12,318.80	\$9,500.00	\$22,140.00
2. Daily Cleaning, 5 days/week, Starbard Building, 1204 Main St.	\$10,794.00	\$13,800.00	\$12,515.00	\$9,951.60	\$12,500.00	\$12,318.80	\$12,100.00	\$28,620.00
3. Daily Cleaning, 5 days/week, Town Hall, 1196 Main St.	\$11,070.00	\$12,000.00	\$13,365.00	\$12,435.96	\$15,000.00	\$15,398.50	\$14,500.00	\$26,460.00
4. Daily Cleaning, 5 days/week, Senior Center, 1130 Main St.	\$10,794.00	\$16,920.00	\$15,550.00	\$17,266.41	\$17,350.00	\$21,557.90	\$22,000.00	\$28,920.00
5. Daily Cleaning, 6 days/week, Gale Free Library, 23 Highland St.	\$20,318.00	\$26,400.00	\$29,820.00	\$40,761.99	\$36,000.00	\$48,043.32	\$59,000.00	\$52,260.00
6a. Daily Cleaning, Dawson Pool Complex, 200 Salisbury St.-Hourly Rate	\$18.00	\$18.00	\$20.00	\$20.08	\$19.00	\$23.69	\$18.50	\$28.00
**6b. Daily Cleaning, Dawson Pool Complex, Total Cost, For Bid Comparison Purposes Only, Assume 360 Hours of Cleaning (Multiply Hourly Rate from B.6a. Above by 360 Hours)**	\$6,480.00	\$6,480.00	\$7,200.00	\$7,228.80	\$6,840.00	\$8,528.40	\$6,660.00	\$10,080.00
7. Exterior Window Washing, Recreation, 1420 Main St.	\$315.00	\$400.00	\$500.00	\$329.60	\$425.00	\$354.32	\$315.00	\$640.00
8. Exterior Window Washing, Starbard, 1204 Main St.	\$630.00	\$700.00	\$750.00	\$669.50	\$725.00	\$354.32	\$315.00	\$1,200.00
9. Exterior Window Washing, Town Hall, 1196 Main St.	\$780.00	\$900.00	\$800.00	\$844.60	\$925.00	\$708.64	\$400.00	\$800.00
10. Exterior Window Washing, Gale Free Library, 23 Highland St.	\$2,592.00	\$3,300.00	\$4,000.00	\$3,090.00	\$3,600.00	\$708.64	\$400.00	\$6,400.00
11. Exterior Window Washing, Damon House, 1174 Main St.	\$420.00	\$500.00	\$450.00	\$463.50	\$625.00	\$354.32	\$400.00	\$640.00
12. Exterior Window Washing, Senior Center, 1130 Main St.	\$504.00	\$650.00	\$675.00	\$690.10	\$425.00	\$354.32	\$300.00	\$1,200.00
13. Exterior Window Washing, HMLD, 1 Holden St.	\$315.00	\$450.00	\$450.00	\$360.50	\$775.00	\$354.32	\$400.00	\$800.00
14. Fire Apparatus Bay Cleaning, HFD, 1370 Main St.	\$1,840.00	\$2,500.00	\$2,500.00	\$2,472.00	\$2,200.00	\$1,577.96	\$400.00	\$5,200.00
15. Semi-Annual Carpet Shampooing, All Buildings, Total of Both Rounds	\$12,129.60	\$8,000.00	\$11,750.00	\$6,641.70	\$8,250.00	\$10,907.70	\$12,000.00	\$7,360.00
16. Annual Floor Stripping and Waxing, Senior Center, 1130 Main St.	\$995.20	\$3,850.00	\$1,950.00	\$2,050.11	\$1,300.00	\$1,545.00	\$2,100.00	\$3,475.00
17. Total of Year 2 Services, Sum of B1 through B5, B6b, and B7 through B16	\$87,536.80	\$104,446.00	\$111,490.00	\$112,631.69	\$114,440.00	\$135,385.26	\$140,790.00	\$196,195.00
<b>C. Year 3</b>	-	-	-	-	-	-	-	-
1. Daily Cleaning, 5 days/week, Recreation Building, 1420 Main St.	\$8,893.00	\$7,596.00	\$9,490.00	\$7,596.57	\$7,800.00	\$12,688.36	\$9,650.00	\$22,140.00
2. Daily Cleaning, 5 days/week, Starbard Building, 1204 Main St.	\$10,794.00	\$13,800.00	\$12,890.00	\$10,250.15	\$13,000.00	\$12,688.36	\$12,300.00	\$28,620.00
3. Daily Cleaning, 5 days/week, Town Hall, 1196 Main St.	\$11,346.00	\$12,000.00	\$13,770.00	\$12,809.04	\$15,600.00	\$15,860.45	\$14,700.00	\$26,460.00
4. Daily Cleaning, 5 days/week, Senior Center, 1130 Main St.	\$10,794.00	\$16,920.00	\$16,000.00	\$17,784.40	\$18,050.00	\$22,204.64	\$22,500.00	\$28,920.00
5. Daily Cleaning, 6 days/week, Gale Free Library, 23 Highland St.	\$20,318.00	\$26,900.00	\$30,715.00	\$41,984.85	\$37,450.00	\$49,484.62	\$59,900.00	\$52,260.00
6a. Daily Cleaning, Dawson Pool Complex, 200 Salisbury St.-Hourly Rate	\$18.50	\$18.00	\$20.00	\$20.70	\$19.50	\$24.40	\$19.00	\$28.00
**6b. Daily Cleaning, Dawson Pool Complex, Total Cost, For Bid Comparison Purposes Only, Assume 385 Hours of Cleaning (Multiply Hourly Rate from C.6a. Above by 385 Hours)**	\$7,122.50	\$6,930.00	\$7,700.00	\$7,969.50	\$7,507.50	\$9,394.00	\$7,315.00	\$10,780.00
7. Exterior Window Washing, Recreation, 1420 Main St.	\$320.00	\$400.00	\$500.00	\$339.49	\$450.00	\$364.95	\$300.00	\$640.00
8. Exterior Window Washing, Starbard, 1204 Main St.	\$660.00	\$700.00	\$750.00	\$689.59	\$750.00	\$364.95	\$300.00	\$1,200.00
9. Exterior Window Washing, Town Hall, 1196 Main St.	\$780.00	\$900.00	\$800.00	\$869.94	\$950.00	\$729.90	\$400.00	\$800.00
10. Exterior Window Washing, Gale Free Library, 23 Highland St.	\$2,592.00	\$3,300.00	\$4,000.00	\$3,082.70	\$3,700.00	\$729.90	\$500.00	\$6,400.00
11. Exterior Window Washing, Damon House, 1174 Main St.	\$440.00	\$500.00	\$450.00	\$477.41	\$650.00	\$364.95	\$400.00	\$640.00
12. Exterior Window Washing, Senior Center, 1130 Main St.	\$504.00	\$650.00	\$675.00	\$710.80	\$450.00	\$364.95	\$300.00	\$1,200.00
13. Exterior Window Washing, HMLD, 1 Holden St.	\$400.00	\$450.00	\$450.00	\$371.32	\$800.00	\$364.95	\$400.00	\$800.00
14. Fire Apparatus Bay Cleaning, HFD, 1370 Main St.	\$1,840.00	\$2,500.00	\$2,500.00	\$2,546.16	\$2,300.00	\$1,625.30	\$450.00	\$5,200.00
15. Semi-Annual Carpet Shampooing, All Buildings, Total of Both Rounds	\$12,129.60	\$8,000.00	\$11,750.00	\$6,840.95	\$8,500.00	\$11,234.93	\$12,200.00	\$7,360.00
16. Annual Floor Stripping and Waxing, Senior Center, 1130 Main St.	\$995.00	\$3,850.00	\$1,950.00	\$2,111.62	\$1,400.00	\$1,591.35	\$2,200.00	\$3,475.00
17. Total of Year 3 Services, Sum of C1 through C5, C6b, and C7 through C16	\$89,928.10	\$105,396.00	\$114,390.00	\$116,434.49	\$119,357.50	\$140,056.56	\$143,815.00	\$196,895.00
<b>D. Total of Years 1, 2, &amp; 3</b>	-	-	-	-	-	-	-	-
1. Total of Years 1, 2, & 3 Services, Sum of A17, B17, and C17	\$264,651.70	\$314,788.00	\$334,850.00	\$338,318.83	\$344,139.50	\$406,883.82	\$420,405.00	\$589,285.00