

BOSTON PUBLIC HEALTH COMMISSION
Administration and Finance



Request For Bid
for
Janitorial Services

August 19th, 2024

Request for Bid Timeline

08/19/2024	Publication listed at the Central Register Goods and Services website																					
08/19/2024	RFB available at Boston.gov/bids																					
08/27/2024	<p>Mandatory walkthrough of Property locations to assess the areas of requested services must be attended and completed by all prospective bid submitters. If a prospective submitter does not attend or complete the walkthrough, their submission will not be complete and will not be considered for the final contract. The mandatory walkthrough times and addresses are listed below. Attendance will be taken at each site.</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Address</th> <th>Building</th> </tr> </thead> <tbody> <tr> <td>9:00 AM</td> <td>201 River Street</td> <td>Mattapan Campus</td> </tr> <tr> <td>11:00 AM</td> <td>26 Atkinson and 112 Southhampton Street</td> <td>Shelter</td> </tr> <tr> <td>1:00 PM</td> <td>785 Albany Street</td> <td>Northampton Square</td> </tr> <tr> <td>1:30 PM</td> <td>860 Harrison Avenue</td> <td>Storefronts</td> </tr> <tr> <td>2:30 PM</td> <td>794 Massachusetts Avenue</td> <td>Woods-Mullen</td> </tr> <tr> <td>3:00 PM</td> <td>774 Albany Street</td> <td>Finland Building</td> </tr> </tbody> </table> <p>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>	Time	Address	Building	9:00 AM	201 River Street	Mattapan Campus	11:00 AM	26 Atkinson and 112 Southhampton Street	Shelter	1:00 PM	785 Albany Street	Northampton Square	1:30 PM	860 Harrison Avenue	Storefronts	2:30 PM	794 Massachusetts Avenue	Woods-Mullen	3:00 PM	774 Albany Street	Finland Building
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09/02/2024	<p>2:00 PM EST - Questions due in writing to JEB Barros@bphc.org and KTejada@bphc.org</p> <p align="center">Subject: Questions for Janitorial Services</p>																					
09/04/2024	Responses to questions will be answered and posted on Boston.gov/bids																					
09/10/2024	<p>2:00 PM EST - Bid documents must be submitted via email to JEB Barros@bphc.org and KTejada@bphc.org</p> <p align="center">Subject: Bid for Janitorial Services</p> <p align="center">No Exceptions to This Deadline</p>																					
09/17/2024	<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>																					

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 requests 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 business enterprises (MBE), woman business enterprise (WBE), minority and woman business enterprises (M/WBE), veteran-owned business enterprises (VBE), minority non-profit organizations (M/NPO), women non-profit organizations (W/NPO), minority and women non-profit organization (M/W/NPO), disability-owned business enterprise (DOBE), lesbian, gay, bisexual or transgender business enterprise (LGBTBE) to participate in all procurement opportunities. For more information on how to become a Certified Business Enterprise, vendors should visit <https://www.boston.gov/government/cabinets/economic-opportunity-and-inclusion> and/or <https://www.mass.gov/orgs/supplier-diversity-office-sdo>.

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, the bidder shall provide a list of cleaning products.

The property locations include Northampton Square, Finland Building, 112 Southamptton, 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.

Vendors 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.

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

Bidders may bid on all or individual property locations. BPHC reserves the right to award one or multiple bidders based upon weather bid is deemed most favorable to BPHC. The bidder shall agree that BPHC may add or remove properties and services at any time during the contract term. BPHC has the discretion to modify the scope as necessary before execution of the contract with the selected bidder(s). No services shall commence until all the required contract documentation is fully executed by BPHC and awarded vendor(s). BPHC will work with 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, including but limited to, mileage or fuel 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 substances 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 floors 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. The toilet must be flushed, and the seat must be left up when complete.

Sink Cleaning: Wipe the 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

Qualification Terms and Requirements

The following are minimum qualifying requirements that bidder(s) must meet to be eligible to bid. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance with the minimum qualifications is not clear in the bid.

The 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 herein.

This service may expose the vendor employees to private medical information; therefore, BPHC will require the awarded 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 and the state's [Prevailing wage](#). The Living Wage Ordinance, as amended requires that all janitorial staff and security guards employed by BPHC building service contracts or subcontracts must be paid standard compensation using the [prevailing wage rate schedule](#), regardless of the size of the contract. The Department of Labor Standards (DLS) issues a specific [prevailing wage rate schedule](#) for all [prevailing wage projects](#). This amount must be updated on the anniversary of the contract execution. The BPHC will issue a wage schedule at the time of bid for each building service contract. Covered Building Service Employees may request a copy of the wage rate schedule from their employer. Note, that the [state's prevailing wage](#) may increase during the course of this contract which could increase the cost of the contract. Therefore, account and budget for this possible change in the cost when you submit your bid proposal. For information on the Living Wage Ordinance, download the [Wage-1 notice to vendor](#).

Vendors must be eligible to receive federal contracts, subcontracts, assistance, and benefits in any amount. BPHC will ensure that no party found on the Systems for Award Management (SAM) list is awarded a contract.

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. Any special services provided shall be billed on a separate invoice in accordance with the quotation. For more on how to submit an invoice to BPHC download the [Vendor Invoice and Submission guide](#).

Cancellation and Withdrawal Terms

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

Vendors may withdraw their bid by **09/16/24** by 5pm EST. Vendor cannot resubmit withdrawn bids after this deadline. Vendors must submit their notice of withdrawal to (Jebarros@bphc.org and Ktejada@bphc.org).

PREPARATION AND SUBMISSION INSTRUCTIONS

The vendor(s) proposal must not exceed two (2) pages and must be in standard font and format (12-point Times New Roman font with 1-inch margins). The proposal must demonstrate how the vendor(s) can and will fulfill all the services requested in this RFB's "Scope of Service" and must include a brief history of the company and its experience in providing these services, a description of service procedures and protocols, and a plan of action or response to emergency cases that may hinder or prevent the vendor(s) from performing the services requested in this RFB.

The vendor(s) must submit two forms: the proposal and the cost of service. The vendor(s) must submit their proposal and cost of service on separate pages with the proposal preceding the cost of service. Both forms must reflect a thorough understanding and adherence to this RFB's "scope of service."

Property Hours of Service	
Property	Start time
Northampton Square	
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 nd 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)
Finland Building	
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)
112 Southampton	
112 Southampton Street	Mon – Sun (1:00 PM & 7:00 PM)
26 Atkinson Street	
Engagement Center	Mon – Sun (8:00 AM & 4:00 PM)
Mattapan Campus	
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)
Woods-Mullen Shelter	
794 Massachusetts Ave	Mon – Sun (1:00PM & 7:00PM)

Trash Compactors are at the following locations:

Property Location and Facilities					
Property	Offices	Kitchenette	Restroom	Conference / Training Room	Janitorial Closet
Northampton Square					
785 Albany Street, 4 th Floor	No	No	Yes	No	Yes
785 Albany Street Miranda Creamer, 3 rd – 6 th Floor	Yes	Yes	Yes	Yes	Yes
785 Albany Street Miranda Creamer, 2 nd Floor	No	No	No	No	Yes
860 Harrison Avenue, 2 nd 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
Woods-Mullen Shelter					
794 Mass Ave	No	Yes	Yes	No	Yes
Finland Building					
774 Albany Street Finland, 1 st – 5 th Floor	Yes	Yes	Yes	Yes	Yes
112 Southampton Shelter					
112 Southampton St	No	No	Yes	No	Yes
Engagement Center					
26 Atkinson Street	No	No	Yes	No	No
Mattapan Campus					
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

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

Total Annual Cost Including Service and Supplies			
Property	Year 1 October 1, 2024 - June 30, 2025	Year 2 July 1, 2025 - June 30, 2026	Year 3 July 1, 2026 - June 30, 2027 (BPHC Option)
Northampton			
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	\$	\$	\$
Woods-Mullen Shelter			
794 Mass Ave	\$	\$	\$
Finland Building			
774 Albany Street Floors 1 – 4	\$	\$	\$
774 Albany Street Floor 5	\$	\$	\$
Engagement Center			
26 Atkinson Street	\$	\$	\$
112 Southampton Shelter			
112 Southampton Street	\$	\$	\$
Mattapan Campus			
201 River Street	\$	\$	\$
209 River Street	\$	\$	\$
211 River Street	\$	\$	\$
213 River Street	\$	\$	\$
Total Cost	\$	\$	\$

Monthly and Special Service Cost per Location

785 Albany Street Boston, MA 02118

Department: South End Fitness Center

Location: 4th Floor

Bureau: Community Initiative

Cleaning Service

Area	Service	Frequency
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

Area	Service	Frequency
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: 3rd – 6th 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

Area	Service	Frequency
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

Area	Service	Frequency
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

Area	Service	Frequency
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: 2nd 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

Area	Service	Frequency
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

Area	Service	Frequency
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: \$ _____

725 Massachusetts Avenue, Boston, MA 02118

Department: Child, Adolescent, and Family Health

Location: Floor 2 (Left of Elevator)

Bureau: Child, Adolescent, and Family Health

Cleaning Service

Area	Service	Frequency
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

Area	Service	Frequency
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: 2nd 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: 2nd 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

Area	Service	Frequency
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: Recovery Services

Location: 1st, 2nd, 3rd, 4th Floor

Bureau: Recovery Services

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

Area	Service	Frequency
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, 2nd, 3rd, 4th, and 5th 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

Area	Service	Frequency
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

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

Area	Service	Frequency
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

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: Transitions
Location: 1st, 2nd & 3rd 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

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: Transitions
Location: Basement
Bureau: Recovery Services

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

Area	Service	Frequency
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: 1st Floor
Bureau: Recovery Services

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

Area	Service	Frequency
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: 1st, 2nd Floors

Bureau: Recovery Services

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: BPHC Pantry

Cleaning Service

Area	Service	Frequency
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

Area	Service	Frequency
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: \$ _____



Cover Form

Request for Bid: Janitorial Services

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 a Cover Form.

Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Business Classification:

Check appropriate item(s) and submit certification(s) at the time of the awarded vendor level.

- _____ Small Local Business Enterprise
- _____ Minority Owned Business Enterprise
- _____ Woman Owned Business Enterprise
- _____ Veteran Owned Business Enterprise
- _____ Disabled Owned Business Enterprise
- _____ Lesbian Gay Bisexual Transgender Owned Business Enterprise
- _____ Non-Profit

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Reference Form

Request for Bid: Janitorial Services

Date _____

Bidder Company Name:

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

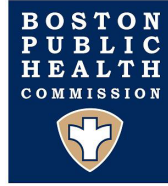
Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____



Property Information

Building Square Footage

Building	Stories	Sq. Ft
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

Building Approximate	Employees/guest count
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