



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

REQUEST FOR QUOTES

Westwood Janitorial Services

Bid # DPW-21-Q-009

Addendum 02

December 8, 2020

I. GENERAL INFORMATION

Addendum 02 answers questions and provides a document.

- Q6** Article 9 on Page 11 of Statement of Work refers to Weekend and night coverage of rental facilities; and states on these services will be based on the hourly rate submitted as part of the price proposal.
- A6** Article 9 in the SOW is hereby deleted, as is the requirement to submit rates for that work.
- Q7** How many Holidays are these municipal buildings to be considered off?
- A7** The Town of Westwood recognizes the same eleven (11) holidays recognized by the State of Massachusetts. Those holidays are: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.
- Q8** Are the current personnel acceptable to the Town as possible staffing fulfillment requirement for the Town buildings in question?
- A8** Contractors should not plan to use current Town staffing to fulfill this contract.
- Q9** Fire station on High Street the VCT is on stairwell surfaces landings and steps and these areas to be included in the annual strip?
- A9** The VCT stairwell surfaces in Fire Station 1 (High Street) are included in the annual cleaning items. Attachment B, Quote Pricing Sheet, is amended to add a separate line for annual cleaning items.
- Q10** Are bonds required as part of this contract?
- A10** No, bonds are not required as part of this contract.
- Q11** The quotes may be emailed to the Town. How should bid deposits be delivered?
- A11** Quotes may be emailed to the Town. Bid deposits may not be emailed. They can be mailed to Town of Westwood, Procurement Office, 580 High Street, Westwood MA 02090. Quotes and bid deposits may also be dropped off in the Town Mail Drop Box. The drop box is a green mailbox in front of Town Hall labeled "Town Hall Mail Drop Only."



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ATTACHMENT B

**QUOTE PRICING SHEET
JANITORIAL SERVICES**

BIDDER: _____

Please provide a Lump Sum Price to perform Janitorial Services for each Building Listed. The "Total Price for All Buildings" shall be a sum of the prices for each Building for a twelve (12) month period of time. The "Total Price for All Buildings" shall be used as the Rule for Award.

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

Town Hall Building	\$ _____
Fire Stations 1 & 2	\$ _____
Police Headquarters Building	\$ _____
Department of Public Works Building	\$ _____
Council on Aging Building	\$ _____
Annual Cleaning Items	\$ _____
TOTAL PRICE	\$ _____

Please specify all specifications for the above quoted item



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The bid price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Email of individual submitting bid or proposal



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II. ADDENDUM 02 RECEIPT ACKNOWLEDGEMENT FORM

Signature _____

Name _____

(Please Print)

Title _____

Company _____

Date _____

End of Addendum No. 2