

## Financial Proposal "INSTRUCTIONS"

### 21-001 Stadium Janitorial Services

Each vendor is required to complete the attached forms in their entirety. The forms consist of five major pricing components that will be used to determine the offerors total proposal pricing. Offerors shall only fill in blanks that are highlighted in gray. **Pricing provided on the forms is for bidding purposes only. Actual quantities may be more or less depending upon actual needs of MSA.**

**Base Fee & Year Round** – Offerors shall include all over head management personnel and permanent day workers in the Base Fee. This cost component is to cover all related year round personnel and non-game/event day day related services as noted in the scope of work for both stadiums.

**Post and Event Pricing** - Offerors shall include in these categories all post-game cleaning requirements as noted in the scope of work. Please be aware that the approximate numbers of games are based on history from previous years and not a guarantee for future years. Offerors shall include in their total post event costs, all personnel, supervision, Post Event Manager, equipment, supplies, taxes and insurances, and G&A and profit as it relates to this component of service. Event pricing is based on your loaded hourly rate. Staffing levels for game day event staffing will be approved by the Maryland Stadium Authority.

**Carpet and Upholstery** - Offerors shall provide a fixed price unit cost for each category noted in this section. All pricing shall include labor, supervision, supplies & materials, equipment, taxes and insurance, G&A and profit. Hourly rates shall be a loaded hourly rate.

**Special Project** - Offerors shall provide a fixed price unit cost for each category noted in this section. All pricing shall include labor, supervision, supplies & materials, equipment, taxes and insurance, G&A and profit. Hourly rates shall be a loaded hourly rate.

**Capital Equipment** - The Maryland Stadium Authority would like each offeror to outline in this section the Capital Equipment that will be provided to fulfill all requirements of this contract. All equipment is to be amortized over the original 3-year contract not included in the Option Years.

\* Capital Equipment over \$1,000

Company Name:

Authorized Rep's Name:

Suggested # of Staff OPCY	Suggested Positions	Monthly Salary/Rate	Total Salary
0	On-Site General Manager	\$ -	\$ -
0	On-Site Ops Manager	\$ -	\$ -
0	On-Site Admin/HR	\$ -	\$ -
0	On-Site Day Supervisor	\$ -	\$ -
0	On-Site Permanent Day Worker's	\$ -	\$ -

Base Monthly Fee

\$ -

Payroll Taxes, Insurances, WC&GL %

0%

\$ -

Gen/Admin

0%

\$ -

Sub-Total

\$ -

Profit (of the monthly fee)

0%

\$ -

Total / year

\$ -

2nd Year Price Increase	0%	\$ -
3rd Year Price Increase	0%	\$ -
4th Year Price Increase	0%	\$ -
5th Year Price Increase	0%	\$ -

Company Name:

Authorized Rep's Name:

Suggested # of Staff M&T	Suggested Positions	Monthly Salary/Rate	Total Salary
0	On-Site General Manager	\$ -	\$ -
0	On-Site Ops Manager	\$ -	\$ -
0	On-Site Admin/HR	\$ -	\$ -
0	On-Site Day Supervisor	\$ -	\$ -
0	On-Site Permanent Day Worker's	\$ -	\$ -

Base Monthly Fee

\$ -

Payroll Taxes, Insurances, WC&GL %

0%

\$ -

Gen/Admin

-

0%

\$ -

Sub-Total

\$ -

Profit (of the monthly fee)

0%

\$ -

Total / year

\$ -

2nd Year Price Increase	<div></div> <div>0%</div>	\$ -
3rd Year Price Increase	<div></div> <div>0%</div>	\$ -
4th Year Price Increase	<div></div> <div>0%</div>	\$ -
5th Year Price Increase	<div></div> <div>0%</div>	\$ -

Company Name:

Authorized Rep's Name:

Post Event

Projected GAMES	Attendance	Post Event Cost	Total Post Event Cost
2	up to 5,000	\$ -	\$ -
30	5,001 to 10,000	\$ -	\$ -
18	10,001 to 15,000	\$ -	\$ -
17	15,001 to 20,000	\$ -	\$ -
4	20,001 to 25,000	\$ -	\$ -
6	25,001 to 30,000	\$ -	\$ -
1	30,001 to 35,000	\$ -	\$ -
1	35,001 to 40,000	\$ -	\$ -
1	40,001 to 45,000	\$ -	\$ -
1	over 45,000	\$ -	\$ -
81	TOTAL ESTIMATED POST EVENT		\$ -

Credit for no Pressure Washing of Ballpark	\$ -
Credit for Ramp and Stairs per Event	\$ -

All pricing should include labor, supervision, supplies, taxes and insurance, G&A and profit.  
Hourly rates should be a loaded hourly rate.  
\*MSA reserves the right to utilize special project labor rates in lieu of post-event pricing based upon the post event staffing requirements for certain events.

Game/Seating Bowl Events (e.g. Baseball, Concerts)

# Event Attendants	Position	Billable Rate	Total Hours	Extended Cost
1	Event Manager	\$ -	8	\$ -
7	Supervisors	\$ -	7	\$ -
42	General Worker	\$ -	6.5	\$ -
TOTAL EVENT				\$ -

\*Base Game Day staffing of 30,001 to 35,000  
\* This is for estimating purposes only. Actual game day staffing will be discussed by MSA and Contractor prior to event day.

			Post-Event	
2nd Year Price Increase	0%	\$	-	
3rd Year Price Increase	0%	\$	-	
4th Year Price Increase	0%	\$	-	
5th Year Price Increase	0%	\$	-	

Company Name:

Authorized Rep's Name:

Post Event

Projected GAMES	Projected Attendance	Post Event Cost	Total Post Event Cost
0	0 to 7,500	\$ -	\$ -
0	7,500 to 12,500	\$ -	\$ -
0	12,501 to 15,000	\$ -	\$ -
0	15,001 to 20,000	\$ -	\$ -
0	20,001 to 25,000	\$ -	\$ -
0	25,001 to 30,000	\$ -	\$ -
0	30,001 to 35,000	\$ -	\$ -
2	35,001 to 45,000	\$ -	\$ -
1	45,001 to 55,000	\$ -	\$ -
6	55,001 to 65,000	\$ -	\$ -
1	over 65,001	\$ -	\$ -
10	TOTAL ESTIMATED POST EVENT		\$ -

Credit for no Pressure Washing of Stadium

Credit for Ramp and Stairs per Event

\$ -
\$ -

All pricing should include labor, supervision, supplies, taxes and insurance, G&A and profit.  
Hourly rates should be a loaded hourly rate.  
\*MSA reserves the right to utilize special project labor rates in lieu of post-event pricing based upon the post event staffing

Game/Seating Bowl Events (e.g. Football, Soccer, Concerts)

# Event Attendants	Position	Billable Rate	Total Hours	Extended Cost
1	Event Manager	\$ -	8	\$ -
12	Supervisors	\$ -	7	\$ -
86	General Worker	\$ -	6.5	\$ -
TOTAL EVENT				\$ -

\*Base Game Day staffing of over 65,000

\* This is for estimating purposes only. Actual game day staffing will be discussed by MSA and Contractor prior to event day.

		Post-Event	
2nd Year Price Increase	0%	\$	-
3rd Year Price Increase	0%	\$	-
4th Year Price Increase	0%	\$	-
5th Year Price Increase	0%	\$	-

Oriole Park @ Camden Yards

Carpet Cleaning and Maintenance

Floor	Area	Approx Sq. Ft. Per Area	Estimated Frequency	Approximate Total Sq. Ft. Cleaned	Cost per square foot	Projected Cost Estimates
6 WH	6th Floor - Warehouse Lobby	2,721	6	16,326	\$ -	\$ -
1 OP	Auxilliary Clubhouse	1,995	3	5,985	\$ -	\$ -
5 OP	Suite Balconies	9,880	6	59,280	\$ -	\$ -
1 OP	Security Base	412	6	2,472	\$ -	\$ -
1 WH	Janas Office	244	6	1,464	\$ -	\$ -
5 OP	Club Level	15,765	12	189,180	\$ -	\$ -
WH	Elevators Warehouse	432	6	2,592	\$ -	\$ -
1 OP	Main Security Office	358	3	1,074	\$ -	\$ -
1 OP	MSA Facilities Offices Ballpark	1,225	3	3,675	\$ -	\$ -
1 WH	MSA Facilities Offices Warehouse	843	4	3,372	\$ -	\$ -
5 OP	Suites not including 31,32,33	20,736	12	248,832	\$ -	\$ -
5 OP	Suites 31, 32, 33	1,507	12	18,084	\$ -	\$ -
1 OP	Umpires Office	534	4	2,136	\$ -	\$ -
3&4 OP	Upper & Lower Press	3,588	6	21,528	\$ -	\$ -
4 WH	4th Floor Elevator Lobby to Bridge Warehouse	3,909	4	15,636	\$ -	\$ -
1 OP	Visitor's Clubhouse	4,918	12	59,016	\$ -	\$ -
	Any area not included in the list (up to 1,000 sq ft)				\$ -	
	Any area not included in the list (over 1,000 sq ft)				\$ -	
	Level 1 cleaning - up to 1,000 sq ft				\$ -	
	Level 1 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 1 cleaning - over 5,000 sq ft				\$ -	
	Level 2 cleaning - up to 1,000 sq ft				\$ -	
	Level 2 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 2 cleaning - over 5,000 sq ft				\$ -	
	Level 3 cleaning - up to 1,000 sq ft				\$ -	
	Level 3 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 3 cleaning - over 5,000 sq ft				\$ -	
					\$ -	
	TOTAL	69,067	0	650,652		\$ -

M&T Bank Stadium

Carpet and Upholstery Maintenance

Floor	Area	Approx Sq. Ft. Per Area	Estimated Frequency	Approximate Total Sq. Ft. Cleaned	Cost per square foot	Projected Cost Estimates
1	Ravens Retail	579	2	1,158	\$ -	\$ -
1	Ravens Ops	3,578	2	7,156	\$ -	\$ -
1	Ravens Locker Room	8,032	10	80,320	\$ -	\$ -
1	Visitor's Locker Room #1	4,072	10	40,720	\$ -	\$ -
1	Visitor's Locker Room #2	3,489	10	34,890	\$ -	\$ -
1	Visitor's Press	775	2	1,550	\$ -	\$ -
1	RPGPCR/ Media Room / 50 yrd Line Tunnel	2,736	10	27,360	\$ -	\$ -
1	MSA Ops / Security Base	3,164	2	6,328	\$ -	\$ -
1	Chain Crew / Officials Locker Room	608	10	6,080	\$ -	\$ -
1	SAFE Management Offices	1,326	2	2,652	\$ -	\$ -
1	Grounds Offices	440	2	880	\$ -	\$ -
2	(4) Main Elevator Lobbies	3,952	10	39,520	\$ -	\$ -
2	Ticket Office	3,580	2	7,160	\$ -	\$ -
3	Media Elevator Lobbies	484	10	4,840	\$ -	\$ -
3	Press Dining Room - Media Room/Training Room	1,440	2	2,880	\$ -	\$ -
3	Press Level & Entrance	8,438	2	16,876	\$ -	\$ -
3	Control Room / Control Room Office	2,493	2	4,986	\$ -	\$ -
4	Club Level	64,934	10	649,340	\$ -	\$ -
5	Lower Suite Corridor	35,172	2	70,344	\$ -	\$ -
5	Suites Type B 300 Level	22,424	2	44,848	\$ -	\$ -
5	3rd Floor Offices	2,300	10	23,000	\$ -	\$ -
6	Suites Type A 400 Level	31,824	2	63,648	\$ -	\$ -
6	Upper Suites Corridor	22,432	2	44,864	\$ -	\$ -
6	4th Floor Offices	1,888	10	18,880	\$ -	\$ -
6&7	Suites Type C (Corner Suites)	1,570	2	3,140	\$ -	\$ -
	Any area not included in the list (up to 1,000 sq ft)				\$ -	
	Any area not included in the list (over 1,000 sq ft)				\$ -	
	Level 1 cleaning - up to 1,000 sq ft				\$ -	
	Level 1 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 1 cleaning - over 5,000 sq ft				\$ -	
	Level 2 cleaning - up to 1,000 sq ft				\$ -	
	Level 2 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 2 cleaning - over 5,000 sq ft				\$ -	
	Level 3 cleaning - up to 1,000 sq ft				\$ -	
	Level 3 cleaning - from 1,000 to 5,000 sq ft				\$ -	
	Level 3 cleaning - over 5,000 sq ft				\$ -	
	<b>Total</b>	<b>231,151</b>		<b>1,202,262</b>		<b>\$ -</b>

## OPCY

### Upholstery Cleaning Maintenance - Unit Prices

Details	Approx count	Unit Price	Projected Cost
Stool	600	\$ -	\$ -
Chair	250	\$ -	\$ -
2-Seat Couch	10	\$ -	\$ -
3-seat Couch	25	\$ -	\$ -
4-seat Couch	40	\$ -	\$ -
TOTAL			\$ -

\* Unit cost shall include labor and material cost

	Escalation % Rate	Projected Cost
Year 2	0%	\$ -
Year 3	0%	\$ -
Year 4	0%	\$ -
Year 5	0%	\$ -

## M&T Bank Stadium

### Upholstery Cleaning Maintenance - Unit Prices

Details	Approx count	Unit Price	Projected Cost
Stool	700	\$ -	\$ -
Chair	200	\$ -	\$ -
2-Seat Couch	40	\$ -	\$ -
3-seat Couch	50	\$ -	\$ -
4-seat Couch	10	\$ -	\$ -
TOTAL			\$ -

\* Unit cost shall include labor and material cost

	Escalation % Rate	Projected Cost
Year 2	0%	\$ -
Year 3	0%	\$ -
Year 4	0%	\$ -
Year 5	0%	\$ -

## Capital Equipment - Oriole Park at Camden Yards

**Company Name:**  
**Authorized Rep's Name:**

**\* Capital Equipment over \$1,000**

[illegible]

**\*Do not include equipment that would be used by Contractor and/or Sub-contractor for Carpet/Upholstery cleaning.**

## Capital Equipment - M&T Bank Stadium

**Company Name:**  
**Authorized Rep's Name:**

**\* Capital Equipment over \$1,000**

[illegible]

**\*Do not include equipment that would be used by Contractor and/or Sub-contractor for Carpet/Upholstery cleaning.**

Company Name:

Authorized Rep's Name:

OPCY

Type of Cleaning	Costing Methodology	Frequency <small>(subject to change)</small>	Year 1	Year2	Year 3	Year 4	Year 5
Hard Floor Surface Refinishing	Cost per square foot	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Snow Removal - Lead/Supervisor	Cost per hour	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Snow Removal - General Worker	Cost per hour	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects/Catered Events - Supervisor	Cost per hour - Supervisor	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects/Catered Events -General Worker	Cost per hour - General Worker	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Escalation % Rates				0%	0%	0%	0%

M&T

Type of Cleaning	Costing Methodology	Frequency <small>(subject to change)</small>	Year 1	Year 2	Year 3	Year 4	Year 5
Hard Floor Surface Refinishing	Cost per square foot	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Terrazzo Floor Refinished	Cost per square foot	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Snow Removal- Lead/Supervisor	Cost per hour-Supervisor	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Snow Removal-General Worker	Cost per hour-General Worker	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects/Catered Events- Supervisor	Cost per hour - Supervisor	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects/Catered Events -General Worker	Cost per hour - General Worker	As Requested	\$ -	\$ -	\$ -	\$ -	\$ -
Escalation % Rates				0%	0%	0%	0%

OPCY SUMMARY

Company Name:

Authorized Rep's Name:

	#	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
OPCY MANAGEMENT AND YEAR ROUND		\$ -	\$ -	\$ -	\$ -	\$ -
OPCY POST EVENT COST		\$ -	\$ -	\$ -	\$ -	\$ -
OPCY EVENT COST	Projected GAMES 81	\$ -	\$ -	\$ -	\$ -	\$ -
OPCY CARPET		\$ -	\$ -	\$ -	\$ -	\$ -
OPCY UPHOLSTERY		\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
OPCY CAPITAL EQUIPMENT (3 YEARS)		\$ -	\$ -	\$ -	\$ -	\$ -
OPCY TOTAL COST		\$ -	\$ -	\$ -	\$ -	\$ -
		0%	0%	0%	0%	0%

PRICE INCREASES % DOES NOT INCLUDE CAPITAL EQUIPMENT

M & T SUMMARY

Company Name:

Authorized Rep's Name:

			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
M&T MANAGEMENT AND YEAR ROUND			\$ -	\$ -	\$ -	\$ -	\$ -
M&T POST EVENT COST			\$ -	\$ -	\$ -	\$ -	\$ -
M&T EVENT COST	Projected GAMES	10	\$ -	\$ -	\$ -	\$ -	\$ -
M&T CARPET			\$ -	\$ -	\$ -	\$ -	\$ -
M&T UPHOLSTERY			\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -
M&T CAPITAL EQUIPMENT (3 YEARS)			\$ -	\$ -	\$ -	\$ -	\$ -
M&T TOTAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
				0%	0%	0%	0%

PRICE INCREASES % DOES NOT INCLUDE CAPITAL EQUIPMENT

TOTAL CONTRACT SUMMARY

Company Name: \_\_\_\_\_  
Authorized Rep's Name: \_\_\_\_\_

	YEAR 1	YEAR 2	YEAR 3	YEAR 4 (Renewal Option 1)	YEAR 5 (Renewal Option 2)	TOTAL
Oriole Park at Camden Yards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M&T Bank Stadium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				CONTRACT TOTAL		\$ -

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

