

ADDENDUM (Addendum Number One)

Date: 12-22-10
To: All Bidders
From: Jackie Gleason, Buyer
NE Dept. of Labor
RE: Questions and Answers for Request for Proposal Number 3510 Z1
to be opened January 11, 2011 at 10:00 a.m..

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal.

Questions	Answers
1. How much are the current costs for the buildings?	\$4,650 for 550 Bldg \$1,161 for 500 Bldg Specs have changed since last contract
2. Can Labor put together a list of the changes from the last RFP?	The one thing that changed was the cleaning of the garage floor and taking duties from the 550 Bldg and doing them at the 500 Bldg. Also added the cleaning of carpets which was done as an outside contract before.
3. Any hard floor changes with the new specs?	Not in the way they are done. Everything in the 500 Bldg is new.
4. Do the floors differ in the 550 Bldg?	1-2-3-4 are hard floor and carpet. The basement is all hard floor.
5. How often is the garage floor cleaned?	We have added the garage floor to be cleaned. 3 times week in the winter 2 times week in the summer

Questions	Answers
6. Is there a garage drain?	Yes, in the south end.
7. Is the custodial room in the 550 Bldg basement the only one?	No, 1-2-3-4 all have sinks & utility closets w/ running water.
8. Have duties been changed for 500 Bldg from current contract?	Yes, basic duties only had been done (emptying the trash). Now all duties from 550 Bldg will be done at 500 Bldg including carpet cleaning.
9. Is this the only janitorial closet that is located in the basement at 500 Bldg?	Yes, there is a small storage on 2 nd floor for paper goods.
10. Are servers in cages or racks on 3 rd floor, 500 Bldg?	No, when mopping, just stay 1-2 feet away from the equipment. Just keep dust away and keep floors clean.
11. Does IT take care of the servers?	Yes, custodial staff do not touch the servers.
12. How many people in each building?	140 in 500 Bldg 200 In 550 Bldg
13. What is the size of the 3 rd floor at the 500 Bldg?	3 rd floor, concrete floor, is about 1/3 the size of the other floors in the 500 Bldg. It is cleaned 2 times a week.
14. Should the Term & Conditions be initialed and included as part of our proposal or does signing the Request for Proposal for Contractual Services agreeing to the terms and conditions suffice?	Yes, you need to initial each Term & Condition along with signing the Request for Proposal for Contractual Services.
15. Does the Disaster Recovery/Backup Plan (III.VV) need to be included as part of the proposal?	Yes

<p>16. Are the hours stated in Attachment 1 (eg. 5:00p.m-9:00pm) hours during which the work is to be accomplished or minimum hours mandatory that the custodians are there during the entire period?</p> <p>Are you stating that it is mandated that we have 4 employees present from 5-9 pm (550); 2 employees present from 5-9 pm (500) AND 1 supervisor from 4-9 pm?</p> <p>16 hours @ Building 500; 8 hrs @ Building 500 5 hours Supervisor both buildings.</p>	<p>The hours are based on daily work load for the buildings. If all items on the checklist were done as stated, most all of the 4 hours would be required.</p>
<p>17. Is the Department of Labor (DOL) Credit Union (CU) locked at 4:00 p.m. by CU Employees or does the Custodial Supervisor lock up when the vacuuming is completed?</p>	<p>The CU usually closes at 4:00 p.m. but sometimes staff is still in the office after closing. CU staff must be present when vacuuming is conducted.</p>
<p>18. How large is the Credit Union Office?</p>	<p>336 sq. ft.</p>
<p>19. IV.D.4.f – Are cigarette urns damp cleaned on the outside only?</p>	<p>Yes, after they have been dumped out.</p>
<p>20. IV.D.6.c – Where are sections (A) (3) through (A) (7)?</p>	<p>Should read IV.D.1. c thru g instead.</p>
<p>21. IV.D.11.e – “Items sitting in garage will be moved so that cleaning can be accomplished.” During the tour of the garage, materials on pallets were noted in the garage. Would items such as these need to be moved by the contractor or would the DOL move them?</p>	<p>Contractor would move them, clean under them and then place them back to the original location. Water from snow melt along with salt from the streets will run under the pallets.</p>
<p>22. IV.D.12.a – Can you provide a sample page from Labor’s checklist?</p>	<p>Please see attached Labor’s checklist.</p>
<p>23. IV.I.1.b - How often is the computer room restocked with paper and envelope supplies?</p>	<p>It is stocked when needed. The use of supplies will vary depending on the orders for mail to be inserted. Normally we take up some sort of support supplies on a weekly basis.</p>

<p>24. IV.L.3.d. - What refresher training is the back-up supervisor receiving on a monthly basis?</p>	<p>Any changes in what or how we want things cleaned. Any new construction projects. Common or numerous complaints from employees. Any new changes in doors that are to be locked or left open, etc. The backup supervisor should be able to walk in both out buildings on short notice and take over with no questions as to what needs to be or how it is to be done.</p>
<p>25. IV.L.4 – Does Labor wish to have the duties and job descriptions included in the bidders proposal or received after contract award?</p>	<p>These can be submitted after the contract is awarded.</p>

**NEBRASKA DEPARTMENT
OF
LABOR**

Nightly
Custodial Duties

“First Floor”

Checklist

Date Custodial Duties Performed _____

Contractor Employee Will Initial Each Task
When Completed

1. **OFFICES AND WORK AREAS:** Contractor **SHALL NOT** clean Personal desks, Computers, Copy Machines, Microfiche Readers and other such equipment.

- a. _____ Empty trash containers and replace trashcan liners. Pick up and dispose of any empty boxes or other items discarded as trash. Place all trash at foot of ramp outside garage door, securely tied and stacked. (55 Gallon trash bags are provided)
- b. _____ Sweep and spot mop hard surfaced floors.
- c. _____ Spot clean walls, light switches, doorways and carpet stains.
- d. _____ Vacuum all carpeted areas, desk mats and under desks. (*Custodial equipment must be compatible with vacuuming beneath/under desks and must be able to pick up staples, paper clips, etc.*)
- e. _____ Close and lock **all** private office doors and work area doors unless instructed otherwise.
- f. _____ Close **all** windows in offices and work areas.
- g. _____ Turn off all lights unless specified otherwise.

2. **CONFERENCE, HEARING AND TRAINING ROOMS:** **Commissioner's Conference Room,** Appeal Tribunal Hearing Room, Room #311, Labor Market Information Meeting Room, and **1st Floor East Meeting Room.**

- a. _____ Dust all rooms, including countertops, file cabinets, bookcases, shelves, and window sills.
- b. _____ Floors/carpets vacuumed and spot cleaned.
- c. _____ Tables and chairs dusted, damp cleaned and **set** in Departments standard configuration.

3. **WATER FOUNTAINS:**

- a. _____ Clean, polish and disinfect.
- b. _____ Remove splatters and smudge marks from walls, sides and base.

4. ENTRANCES, STAIRS AND HALLWAYS:

- a. _____ Cigarette urns located at all outside entrances emptied and damp cleaned.
(Make sure all cigarettes are extinguished)
- b. _____ Glass doors in front and east entrances sprayed with glass cleaner and wiped down to remove smudges and dust.
- c. _____ Front entrance and two east entrance floors, hallways, stairs and landings swept and spot mopped.
- d. _____ Floor mats in the front entrance and two east entrances removed, cleaned and recess's vacuumed out.
- e. _____ Main interior hallways and stairs on all floors swept and spot mopped.
- f. _____ Doors and handles leading to stairways damp cleaned on both sides of doors.
- g. _____ Handrails and walls damp cleaned.
- h. _____ Floor mats outside elevators vacuumed.

5. ELEVATOR:

- a. _____ Floor swept and mopped.
- b. _____ Channels vacuumed and damp cleaned.
- c. _____ Fingerprints, spills or stains wiped off walls, doors and framework.
- d. _____ Leave lights on above elevator doors.

6. RESTROOMS:

- a. _____ Sinks, toilets, urinals and floors scrubbed and disinfected nightly.
- b. _____ Empty, remove and sanitize trash containers and sanitary napkin disposal containers. Insert new liners.
- c. _____ Refill and stock toilet tissue, sanitary napkin sacks, paper and cloth towels liquid soap, air freshener dispenser refills and toilet seat covers.

- d. _____ All walls, stall partitions, doors, mirrors, shelves, main entry door, etc. cleaned with disinfectant cleaner. *(The Facilities Maintenance Supervisor FMS shall be notified if graffiti or writing is not removable or if any unusual circumstances are found)*
- e. _____ Floors swept and mopped with disinfectant soap, including mopboards and all corners.
- f. _____ Leave doors open after cleaning. Block open with door wedge.

7. UTILITY CLOSETS:

- a. _____ Mop water emptied.
- b. _____ Lights and water turned off.
- c. _____ Remove trash, clean and sanitize trash can containers inside and out. Insert new liners.
- d. _____ All supplies stored neatly in designated areas.
- e. _____ Clean sinks, scouring as needed.

8. OUT DOOR BREAK AREA:

- a. _____ Empty trash container and insert new liner.
- b. _____ Clean out Cigarette urns. *(make sure Cigarette's are extinguished)*
- c. _____ Pick up any trash located in general break area.

9. OTHER SPECIFICATIONS:

- a. _____ Inform Dept. of Labor's FMS of any problems detected. Provide documentation of custodial activities on checklist provided by Dept. of Labor. Contractor shall maintain ongoing written customer feedback and quality assurance.

NOTES / MESSAGES:

**NEBRASKA DEPARTMENT
OF
LABOR**

Weekly
Custodial Duties

“First Floor”

Checklist

Week of: _____

Date Custodial Duties Performed _____

Contractor Employee Will Initial Each Task
When Completed

1. OFFICES AND WORK AREAS:

- a. _____ Office door windows cleaned free of fingerprints and smudge marks.
- b. _____ **Dust** all open areas, offices and windowsills.
- c. _____ Damp clean all doors free of dust, scuffs and marks.
- d. _____ Sweep and damp mop **all** hard surfaced floors.

2. ENTRANCES, ALL STAIRS AND HALLWAYS:

- a. _____ Sweep and mop all hard surfaced floors.
- b. _____ Front and both back entrance floors, stairs and hallways swept and spray buffed.
- c. _____ Floor mats outside elevators lifted and the floor beneath them vacuumed and damp cleaned.

3. ELEVATOR:

- a. _____ Damp Clean walls with disinfectant cleaner.

**NEBRASKA DEPARTMENT
OF
LABOR**

Monthly
Custodial Duties

“First Floor”

Checklist

Month of: _____

Date Custodial Duties Performed _____

Contractor Employee Will Initial Each Task
When Completed

1. OFFICES AND WORK AREAS:

- a. _____ Baseboards and moldings around walls, desks and partition tops cleaned and damp cleaned free of dust, scuffs and marks.
- b. _____ Sweep and spray buff hard surfaced floors.
- c. _____ Walls damp cleaned free of dust, scuffs & marks.
- d. _____ Remove dust and cobwebs from walls and ceilings.

2. ENTRANCES, STAIRS AND HALLWAYS:

- a. _____ Walls damp cleaned free of dust, scuffs and marks.
- b. _____ Entrance floors, all hallways, stairs and landings swept and spray buffed.
- c. _____ Remove dust and cobwebs from walls and ceilings.
- d. _____ Dirt grates in entrances lifted and vacuumed.

3. CONFERENCE AND TRAINING ROOMS:

- a. _____ Remove dust and cobwebs from walls and ceiling.
- b. _____ Walls damp cleaned free of dust, scuffs and marks.

4. RESTROOMS:

- a. _____ Floors swept and spray buffed.
- b. _____ Remove dust and cobwebs from walls and ceilings.

5. ELEVATOR:

- a. _____ Floors swept and spray buffed.
- b. _____ Remove dust and cobwebs from walls, ceilings and entryway.

**NEBRASKA DEPARTMENT
OF
LABOR**

Quarterly
Custodial Duties

“First Floor”

Checklist

Date Custodial Duties Performed _____

**Contractor Employee Will Initial Each Task
When Completed**

1. OFFICE AND WORK AREAS:

- a. _____ Dust blinds.
- b. _____ Dust and vacuum air vents and air returns.
- c. _____ Shut off and dust ceiling fan blades and fans mounted on walls.

1. ENTRANCES, STAIRS AND HALLWAYS:

- a. _____ Vacuum fabric furniture and or clean vinyl/leather furniture in front lobby at west entrance reception area.
- b. _____ Entrance floors, all hallways. stairs and landings stripped and waxed.
- c. _____ Dust and vacuum air vents and air returns.

2. CONFERENCE AND TRAINING ROOMS:

- a. _____ Dust blinds.
- b. _____ Dust and vacuum air vents and air returns.