

**State of Nebraska**  
**REQUEST FOR PROPOSAL FOR**  
**CONTRACTUAL SERVICES FORM**

RETURN TO:  
 NE Dept. of Labor  
 550 South 16<sup>th</sup> Street  
 Lincoln, NE 68508  
 Phone: (402) 471-9861  
 Fax: (402) 471-8041

SOLICITATION NUMBER	RELEASE DATE
<b>RFP 3510Z1</b>	<b>December 6, 2010</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>January 11, 2011 10:00 a.m. Central Time</b>	<b>Jackie Gleason</b>

This form is part of the specification package and must be signed and returned, along with proposal documents, by the opening date and time specified.

**PLEASE READ CAREFULLY!**

**SCOPE OF SERVICE**

The State of Nebraska, Department of Labor, is issuing this Request for Proposal, RFP Number 3510Z1 for the purpose of selecting a qualified contractor to provide Custodial Services for the 500 and 550 South 16<sup>th</sup> Street buildings in Lincoln.

Written questions are due no later than December 13, 2010, and should be submitted via e-mail to Jackie.Gleason@Nebraska.gov. Written questions may also be sent by facsimile to (402) 471-8041.

A Pre-Proposal Site Visit with mandatory attendance will be held on Wednesday, December 15, 2010 at Nebraska Department of Labor, 550 South 16th Street, Lincoln, NE 68508.

Bidder should submit one (1) original and three (3) copies of the entire proposal. In the event of any inconsistencies among the proposals, the language contained in the original proposal shall govern. Proposals must be submitted by the proposal due date and time.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1. Sealed proposals must be received in the Department of Labor by the date and time of proposal opening indicated above. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.
2. This form "REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES" MUST be manually signed, in ink, and returned by the proposal opening date and time along with bidders proposal and any other requirements as specified in the Request for Proposal in order to be considered for an award.
3. It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address is as follows:  
<http://www.das.state.ne.us/materiel/purchasing/>
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid or in the final contract.

**BIDDER MUST COMPLETE THE FOLLOWING**

By signing this Request For Proposal For Contractual Services form, the bidder guarantees compliance with the provisions stated in this Request for Proposal, agrees to the terms and conditions (see Section III) and certifies that bidder maintains a drug free work place environment.

FIRM: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME & TITLE OF SIGNER: \_\_\_\_\_

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## GLOSSARY OF TERMS

**Acceptance Test Procedure:** Benchmarks and other performance criteria, developed by the State of Nebraska or other sources of testing standards, for measuring the effectiveness of products or services and the means used for testing such performance.

**Addendum:** Something added or deleted.

**Agency:** Any state agency, board, or commission other than the University of Nebraska, the Nebraska State colleges, the courts, the Legislature, or any officer or agency established by the Constitution of Nebraska.

**Agent:** A person authorized by a superior or organization to act on their behalf.

**Amend:** To alter or change by adding, subtracting, or substituting. A contract can be amended only by the parties participating in the contract. A written contract can only be amended in writing.

**Amendment:** Written correction or alteration.

**Appropriation:** Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

**Award:** All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in the Request for Proposal. The State reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State.

**Best and Final Offer (BAFO):** A second-stage bid in a public procurement for services.

**Bid:** The executed document submitted by a bidder in response to a Request for Proposal.

**Bid Bond:** A bond given by a surety on behalf of the bidder to ensure that the bidder will enter into the contract as bid and is retained by the State from the date of the bid opening to the date of contract signing.

**Bidder:** Any person or entity submitting a competitive bid response to a solicitation.

**Business:** Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

**Business Day:** Any weekday, excepting public holidays.

**Calendar Day:** Every day shown on the calendar; Saturdays, Sundays and State/Federal holidays included. Not to be confused with "Work Day".

**Collusion:** A secret agreement or cooperation between two or more persons or entities to accomplish a fraudulent, deceitful or unlawful purpose.

**Competition:** The process by which two or more vendors vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

**Confidential Information:** Unless otherwise defined below, “Confidential Information” shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would provide.

**Contract:** An agreement between two or more persons to perform a specific act or acts.

**Contract Administration:** The Management of various facets of contracts to assure that the contractors total performance is in accordance with the contractual commitments and obligations to the purchaser are fulfilled.

**Contract Management:** Includes reviewing and approving of changes, executing renewals, handling disciplinary actions, adding additional users, and any other form of action that could change the contract.

**Contractor:** Any person or entity that supplies goods and/or services.

**Conversion Period:** A period of time not to exceed six (6) months, during which the State converts to a new Operating System under “Conversion” as per this RFP.

**Copyright:** A grant to a writer/artist that recognizes sole authorship/creation of a work and protects the creator’s interest(s) therein.

**CPU:** Any computer or computer system that is used by the State to store, process, or retrieve data or perform other functions using Operating Systems and applications software.

**Critical Program Error:** Any Program Error, whether or not known to the State, which prohibits or significantly impairs use of the Licensed Software as set forth in the documentation and intended in the contract.

**Default:** The omission or failure to perform a contractual duty.

**Deviation:** Any proposed change(s) or alteration(s) to either the contractual language or deliverables within the scope of this Request for Proposal.

**Documentation:** The user manuals and any other materials in any form or medium customarily provided by the contractor to the users of the Licensed Software which will provide the State with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

**Evaluation Committee:** A committee (or committees) appointed by the requesting agency that advises and assists the procuring office in the evaluation of proposals.

**Evaluation of Proposal:** The process of examining a proposal after opening to determine the bidder’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the proposal that relate to determination of the successful bidder.

**Extension:** A provision, or exercise of a provision, of a contract that allows a continuance of the contract (at the option of the State of Nebraska) for an additional time according to contract conditions. Not to be confused with “Renewals.”

**F.O.B. Destination:** Free on Board. The delivery charges have been included in the quoted price and prepaid by the vendor. Vendor is responsible for all claims associated with damages during delivery of product.

**Foreign Corporation:** A foreign corporation is a corporation that was formed (i.e. incorporated) in another state but transacting business in Nebraska pursuant to a certificate of authority issued by the Nebraska Secretary of State.

**Installation Date:** The date when the procedures described in "Installation by Contractor, and Installation by State", as found in the RFP, are completed.

**Late Proposal:** A proposal received at the place specified in the solicitation after the date and time designated for all proposals to be received.

**Licensed Software:** Any and all software and documentation by which the State acquires or is granted any rights under this contract.

**May:** Denotes discretion.

**Mandatory:** Required, compulsory or obligatory.

**Module:** A collection of routines and data structures that perform a specific function of the Licensed Software.

**Must:** Denotes the imperative, required, compulsory or obligatory.

**Opening Date:** Specified date and time for the public opening of received, labeled and sealed formal proposals. Not to be confused with "Release Date".

**Operating System:** The control program in a computer that provides the interface to the computer hardware and peripheral devices, and the usage and allocation of memory resources, processor resources, input/output resources, and security resources.

**Outsourcing:** Acquiring computing or related services from a source outside of the State of Nebraska which may include programming and/or executing the State's Licensed Software on the State's CPU's, programming, and/or executing the State's programs and Licensed Software on the contractor's CPU's or any mix thereof.

**Outsourcing Company:** A company that provides Outsourcing Services under contract to the State.

**Performance Bond:** A bond given by a surety on behalf of the contractor to ensure the timely and proper (in sole estimation of the State) performance of a contract.

**Platform:** A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination.

**Pre-Proposal Conference:** A meeting scheduled for the purpose of providing clarification regarding a Request for Proposal and related expectations.

**Product:** A module, a system, or any other software-related item provided by the contractor to the State.

**Program Error:** Code in Licensed Software which produces unintended results or actions, or which produces results or actions other than those described in the specifications. A program error includes, without limitation, any “Critical Program Error.”

**Program Set:** The group of programs and products, including the Licensed Software specified in the RFP, plus any additional programs and products licensed by the State under this contract for use by the State.

**Project:** The total of all software, documentation, and services to be provided by the contractor under this contract.

**Proposal:** The executed document submitted by a bidder in response to a Request for Proposal.

**Proprietary Information:** Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Protest:** A complaint about a governmental action or decision related to a Request for Proposal or the resultant contract, brought by a prospective bidder, a bidder, a contractor, or other interested party to AS Materiel Division or another designated agency with the intention of achieving a remedial result.

**Public Proposal Opening:** The process of opening proposals, conducted at the time and place specified in the Request for Proposal, and in the presence of anyone who wishes to attend.

**Recommended Hardware Configuration:** The data processing hardware (including all terminals, auxiliary storage, communication, and other peripheral devices) to the extent utilized by the State as recommended by the contractor.

**Release Date:** Date of release of the Request for Proposal to the public for submission of proposal responses. Not to be confused with “Opening Date”.

**Renewal:** Continuance of a contract for an additional term after a formal signing by the parties.

**Representative:** Includes an agent, an officer of a corporation or association, a trustee, executor or administrator of an estate, or any other person legally empowered to act for another.

**Request for Proposal (RFP):** All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals.

**Responsible Bidder:** A bidder who has the capability in all respects to perform fully all requirements with integrity and reliability to assure good faith performance.

**Responsive Bidder:** A bidder who has submitted a bid which conforms in all respects to the solicitation document.

**Shall:** Denotes the imperative, required, compulsory or obligatory.

**Should:** Indicates an expectation.

**Solicitation:** The process of notifying prospective bidders or offerors that the State of Nebraska wishes to receive proposals for furnishing services. The process may consist of public advertising, posting notices, or mailing Request for Proposals and/or Request for Proposal announcement letter to prospective bidders, or all of these.

**Solicitation Document:** Request for Proposal.

**Specifications:** The information provided by or on behalf of the contractor that fully describes the capabilities and functionality of the Licensed Software as set forth in any material provided by the contractor, including the documentation and User's Manuals described herein.

**System:** Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the contractor as functioning or being capable of functioning as an entity.

**Termination:** Occurs when either party pursuant to a power created by agreement or law puts an end to the contract. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

**Trademark:** A distinguishing sign, symbol, mark, word, or arrangement of words in the form of a label or other indication, that is adopted and used by a manufacturer or distributor to designate its particular goods and which no other person has the legal right to use.

**Trade Secret:** Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that; (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. §87-502(4)).

**Upgrade:** Any improvement or change in the Software that improves or alters its basic function.

**Vendor:** An actual or potential contractor; a contractor

**Will:** Denotes the imperative, required, compulsory or obligatory.

**I. SCOPE OF THE REQUEST FOR PROPOSAL**

The State of Nebraska, Department of Labor, is issuing this Request for Proposal, RFP Number 3510Z1 for the purpose of selecting a qualified contractor to provide Custodial Services at the 500 and 550 South 16<sup>th</sup> Street Buildings in Lincoln.

A contract resulting from this Request for Proposal will be issued for a period of three (3) years effective March 1, 2011 through February 28, 2014, with the option to renew for two (2) additional one (1) year periods as mutually agreed upon by all parties.

**ALL INFORMATION PERTINENT TO THIS REQUEST FOR PROPOSAL CAN BE FOUND ON THE INTERNET AT:** <http://www.das.state.ne.us/materiel/purchasing/rfp.htm>

**A. SCHEDULE OF EVENTS**

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	<b>ACTIVITY</b>	<b>DATE/TIME</b>
1.	Release Request for Proposal	12-6-10
2.	Last day to submit "Notification of Intent to Attend Pre-Proposal Site Visit" Form B	12-13-10
3.	Last day to submit written questions	12-13-10
4.	Mandatory Pre-Proposal Site Visit Location: Nebraska Department of Labor 550 South 16 <sup>th</sup> Street Lincoln, NE 68508	12-15-10 Wednesday 10:00 a.m.
5.	Last day to submit written questions after Pre-Proposal Site Visit	12-20-10
6.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: <a href="http://www.das.state.ne.us/materiel/purchasing/rfp.htm">http://www.das.state.ne.us/materiel/purchasing/rfp.htm</a>	12-23-10
7.	Proposal opening Location: Nebraska Department of Labor 550 South 16 <sup>th</sup> Street Lincoln, NE 68508	1-11-11 Tuesday 10:00 a.m. Central Time
8.	Review for conformance of mandatory requirements	1-11-11
9.	Evaluation period	1-11-11
10.	Post "Letter of Intent to Contract" to Internet at: <a href="http://www.das.state.ne.us/materiel/purchasing/rfp.htm">http://www.das.state.ne.us/materiel/purchasing/rfp.htm</a>	1-14-11
11.	Contract award	2-7-11
12.	Contractor start date	3-1-11

## **II. PROCUREMENT PROCEDURES**

### **A. PROCURING OFFICE AND CONTACT PERSON**

Procurement responsibilities related to this Request for Proposal reside with the Nebraska Department of Labor. The point of contact for the procurement is as follows:

Name: Jackie Gleason  
Agency: Nebraska Department of Labor  
Address: 550 South 16<sup>th</sup> Street  
Lincoln, NE 68508  
Telephone: 402-471-9861  
Facsimile: 402-471-8041  
E-Mail: [jackie.gleason@nebraska.gov](mailto:jackie.gleason@nebraska.gov)

### **B. GENERAL INFORMATION**

The Request for Proposal is designed to solicit proposals from qualified vendors who will be responsible for providing Custodial Services at the 500 and 550 Buildings at a competitive and reasonable cost. Proposals that do not conform to the mandatory items as indicated in the Request for Proposal will not be considered.

Proposals shall conform to all instructions, conditions, and requirements included in the Request for Proposal. Prospective bidders are expected to carefully examine all documentation, schedules and requirements stipulated in this Request for Proposal, and respond to each requirement in the format prescribed.

A fixed-price contract will be awarded as a result of this proposal. In addition to the provisions of this Request for Proposal and the awarded proposal, which shall be incorporated by reference in the contract, any additional clauses or provisions required by the terms and conditions will be included as an amendment to the contract.

### **C. COMMUNICATION WITH STATE STAFF**

From the date the Request for Proposal is issued until a determination is announced regarding the selection of the contractor, contact regarding this project between potential contractors and individuals employed by the State is restricted to only written communication with the staff designated above as the point of contact for this Request for Proposal.

Once a contractor is preliminarily selected, as documented in the intent to contract, that contractor is restricted from communicating with State staff until a contract is signed. Violation of this condition may be considered sufficient cause to reject a contractor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

1. written communication with the person(s) designated as the point(s) of contact for this Request for Proposal or procurement;
2. contacts made pursuant to any pre-existing contracts or obligations;

3. state staff and/or contractor staff present at the Pre-Proposal Site Visit when recognized by the Department of Labor staff facilitating the meeting for the purpose of addressing questions; and
4. state-requested presentations, key personnel interviews, clarification sessions or discussions to finalize a contract.

Violations of these conditions may be considered sufficient cause to reject a bidder's proposal and/or selection irrespective of any other condition. No individual member of the State, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this Request for Proposal. The buyer will issue any clarifications or opinions regarding this Request for Proposal in writing.

**D. WRITTEN QUESTIONS AND ANSWERS**

Any explanation desired by a bidder regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing to the Department of Labor and clearly marked "RFP Number 3510Z1; Custodial Services at 500 and 550 Buildings Questions". It is preferred that questions be sent via e-mail to [jackie.gleason@nebraska.gov](mailto:jackie.gleason@nebraska.gov). Questions may also be sent by facsimile to (402) 471-8041, but must include a cover sheet clearly indicating that the transmission is to the attention of Jackie Gleason, showing the total number of pages transmitted, and clearly marked "RFP Number 3510Z1; Custodial Services at 500 and 550 Buildings Questions".

Written answers will be provided through an addendum to be posted on the Internet at <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.

**E. MANDATORY PRE-PROPOSAL SITE VISIT**

A pre-proposal site visit will be held on the date, time and location shown in the Schedule of Events. Attendance at the pre-proposal site visit is mandatory in order to submit a proposal. Bidders will have an opportunity to ask questions at the site visit to assist in the clarification and understanding of the Request for Proposal requirements. The State will make every reasonable attempt to answer those questions before the end of the conference. Bidders attending the pre-proposal meeting may submit further questions in writing for questions which the bidder requires an official written response as shown in the Schedule of Events.

Written answers to written questions along with a list of conference attendees will be provided through an addendum to be posted on the Internet at <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events. Verbal responses provided during the pre-proposal meeting shall not be binding on the State of Nebraska.

**1. NOTIFICATION OF INTENT TO ATTEND MANDATORY PRE-PROPOSAL SITE VISIT**

Notification of attendance should be submitted to the Department of Labor via e-mail [jackie.gleason@nebraska.gov](mailto:jackie.gleason@nebraska.gov), facsimile (402) 471-8041, hand delivery or US mail by the date shown in the Schedule of Events. Potential bidders should utilize the "Notification of Intent to Attend Pre-Proposal Site Visit" (see Form A) that accompanies this document to the contact person shown on the cover page of the Request For Proposal Form. This form should be filled out in its entirety and returned no later than the date shown in the Schedule of Events.

**F. SUBMISSION OF PROPOSALS**

The following describes the requirements related to proposal submission, proposal handling and review by the State.

To facilitate the proposal evaluation process, one (1) original, clearly identified as such, and three (3) copies of the entire proposal should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. Proposals must be submitted by the proposal due date and time. A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. All proprietary information the bidder wishes the State to withhold must be submitted in accordance with the instructions outlined in Section III, Proprietary Information. Proposal responses should include the completed Form A, Bidder Contact Sheet. Proposals must reference the request for proposal number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear in Section II part A as specified on the face of each container or bidder's bid response packet. Rejected late proposals will be returned to the bidder unopened, if requested, at bidder's expense. If a recipient phone number is required for delivery purposes, (402) 471-9861 should be used. The request for proposal number must be included in all correspondence.

Emphasis should be concentrated on conformance to the Request for Proposal instructions, responsiveness to requirements, completeness and clarity of content. If the bidder's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming, it is likely that points will be lost in the evaluation process. Elaborate and lengthy proposals are neither necessary nor desired.

Cost Proposals must be prepared on the Custodial Services Bid Sheet, Attachment #1.

**G. PROPOSAL OPENING**

The sealed proposals will be publicly opened and the bidding entities announced on the date, time and location shown in the Schedule of Events. Proposals will be available for viewing by those present after the proposal opening. Vendors may also contact the State to schedule an appointment for viewing proposals after the opening date.

**H. LATE PROPOSALS**

Proposals received after the time and date of the proposal opening will be considered late proposals. Rejected late proposals will be returned to the bidder unopened, if requested, at bidder's expense. The State is not responsible for proposals that are late or lost due to mail service inadequacies, traffic or any other reason(s).

**I. REJECTION OF PROPOSALS**

The State reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State.

**J. MANDATORY REQUIREMENTS**

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. signed Request For Proposal For Contractual Services form;
2. Cost Proposal, Custodial Services Bid Sheet, Attachment 1
3. Bidder Contact Sheet, Form A.

**K. REFERENCE CHECKS**

The State reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

Contractor must submit three (3) names and phone numbers on the Custodial Services Bid Sheet (Attachment #1) as a reference check.

Information to be requested and evaluated from references may include, but is not limited to, some or all of the following: project description and background, job performed, functional and technical abilities, communication skills and timeliness, cost and schedule estimates and accuracy, problems (poor quality deliverables, contract disputes, work stoppages, et cetera), overall performance, and whether or not the reference would rehire the firm or individual. Only top scoring bidders may receive reference checks and negative references may eliminate bidders from consideration for award.

**L. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS**

All bidders are expected to comply with any statutory registration requirements. It is the responsibility of the bidder who is the recipient of an Intent to Award to comply with any statutory registration requirements pertaining to types of business entities (e.g. a foreign or Nebraska corporation, non-resident contractor, limited partnership, or other type of business entity). The bidder who is the recipient of Intent to Award will be required to certify that it has so complied and produce a true and exact copy of its registration certificate, or, in the case registration is not required, to provide the reason as to why none is required. This must be accomplished prior to the award of contract.

**M. VIOLATION OF TERMS AND CONDITIONS**

Violation of the terms and conditions contained in this Request for Proposal or any resultant contract, at any time before or after the award, shall be grounds for action by the State which may include, but is not limited to, the following:

1. rejection of a bidder's proposal;
2. suspension of the bidder from further bidding with the State for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State.

### III. TERMS AND CONDITIONS

By signing the "Request for Proposal For Contractual Services" form, the bidder guarantees compliance with the provisions stated in this Request for Proposal, agrees to the terms and conditions and certifies bidder maintains a drug free work place environment.

Bidders are expected to closely read the Terms and Conditions and provide a binding signature of intent to comply with the Terms and Conditions; provided, however, a bidder may indicate any exceptions to the Terms and Conditions by (1) clearly identifying the term or condition by subsection, (2) including an explanation for the bidder's inability to comply with such term or condition which includes a statement recommending terms and conditions the bidder would find acceptable. Rejection in whole or in part of the Terms and Conditions may be cause for rejection of a bidder's proposal.

#### A. GENERAL

Accept  
& Initial

The contract resulting from this Request for Proposal shall incorporate the following documents:

1. the signed Request For Proposal form;
2. the original Request for Proposal document;
3. any Request for Proposal addenda and/or amendments to include questions and answers;
4. the contractor's proposal;
5. any contract amendments, in order of significance; and
6. contract award.

Unless otherwise specifically stated in a contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) the contract award, 2) contract amendments with the latest dated amendment having the highest priority, 3) Request for Proposal addenda and/or amendments with the latest dated amendment having the highest priority, 4) the original Request for Proposal, 5) the signed Request For Proposal form, 6) the contractor's proposal.

Any ambiguity in any provision of this contract which shall be discovered after its execution shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.

Once proposals are opened they become the property of the State of Nebraska and will not be returned.

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**B. AWARD**

Accept  
& Initial

All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in the Request for Proposal. The State reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part, and at its discretion, may withdraw or amend the Request for Proposal at any time. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State. The Request for Proposal does not commit the State to award a contract. If, in the opinion of the State, revisions or amendments will require substantive changes in proposals, the due date may be extended.

By submitting a proposal in response to this Request for Proposal, the bidder grants to the State the right to contact or arrange a visit in person with any or all of the bidder's clients.

Once an intent to award decision has been determined, it will be posted to the Internet at: <http://www.das.state.ne.us/materiel/purchasing/rfp.htm>

Grievance and protest procedure is available on the Internet at: <http://www.das.state.ne.us/materiel/purchasing/agencycommoditiesprocurementmanual/ProtestGrievanceProcedureForCommodities&Services.doc>

Any protests must be filed by a vendor within ten (10) calendar days after the intent to award decision is posted to the Internet.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION**

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Accept  
& Initial

The contractor shall comply with all applicable local, State and Federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits contractors of the State of Nebraska, and their subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, sex, disability, or national origin (Neb. Rev. Stat. §48-1101 to 48-1125). The contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this Request for Proposal.

**D. PERMITS, REGULATIONS, LAWS**

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Accept  
& Initial

The contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of the contract. The contractor shall comply with all applicable local, state, and federal laws, ordinances, rules, orders and regulations.

**E. OWNERSHIP OF INFORMATION AND DATA**

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Accept  
& Initial

The State of Nebraska shall have the unlimited right to publish, duplicate, use and disclose all information and data developed or derived by the contractor pursuant to this contract.

The contractor must guarantee that it has the full legal right to the materials, supplies, equipment, and other rights or titles (e.g. rights to licenses transfer or assign deliverables) necessary to execute this contract. The contract price shall, without exception, include compensation for all royalties and costs arising from patents, trademarks and copyrights that are in any way involved in the contract. It shall be the responsibility of the contractor to pay for all royalties and costs, and the State must be held harmless from any such claims.

**F. INSURANCE REQUIREMENTS**

Accept  
& Initial

The contractor shall not commence work under this contract until he or she has obtained all the insurance required hereunder and such insurance has been approved by the State. The contractor shall not allow any subcontractor to commence work on his or her subcontract until all similar insurance required of the subcontractor has been obtained and approved by the State (or contractor). Approval of the insurance by the State shall not limit, relieve or decrease the liability of the contractor hereunder.

If by the terms of any insurance a mandatory deductible is required, or if the contractor elects to increase the mandatory deductible amount, the contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

**1. WORKERS' COMPENSATION INSURANCE**

The contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This policy shall be written to meet the statutory requirements for the state in which the work is to be performed, including Occupational Disease. This policy shall include a waiver of subrogation in favor of the State. The amounts of such insurance shall not be less than the limits stated hereinafter.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

The contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect the contractor and any subcontractor performing work covered by this contract from claims for damages for bodily injury, including death, as well as from claims for property damage, which may arise from operations under this contract, whether such operation be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an occurrence basis, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury and Contractual Liability coverage. The policy shall include the State, and others as required by the contract documents, as an Additional Insured. This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered excess and non-contributory. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned and Hired vehicles.

**3. INSURANCE COVERAGE AMOUNTS REQUIRED**

**a. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY**

Coverage A	Statutory
Coverage B	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

**b. COMMERCIAL GENERAL LIABILITY**

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000 any one person
Bodily Injury/Property Damage	\$1,000,000 per occurrence
Fire Damage	\$50,000 any one fire
Medical Payments	\$5,000 any one person

**c. COMMERCIAL AUTOMOBILE LIABILITY**

Bodily Injury/Property Damage	\$1,000,000 combined single limit
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**d. UMBRELLA/EXCESS LIABILITY**

Over primary insurance	\$1,000,000 per occurrence
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**4. EVIDENCE OF COVERAGE**

The contractor should furnish the State and Department of Labor, with their proposal response, a certificate of insurance coverage complying with the above requirements, which shall be submitted to Administrative Services, Risk Management Division, 301 Centennial Mall South, 1<sup>st</sup> Fl, Lincoln, NE 68508 (fax 402-471-2800) and to Nebraska Department of Labor, 550 South 16<sup>th</sup> Street, Lincoln, NE 68508 (fax 402-471-8041). These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration and amounts and types of coverage afforded. If the State is damaged by the failure of the contractor to maintain such insurance, then the contractor shall be responsible for all reasonable costs properly attributable thereto.

Notice of cancellation of any required insurance policy must be submitted to Administrative Services Risk Management when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

**G. COOPERATION WITH OTHER CONTRACTORS**

Accept  
& Initial

The State may already have in place or choose to award supplemental contracts for work related to this Request for Proposal, or any portion thereof.

1. The State reserves the right to award the contract jointly between two or more potential contractors, if such an arrangement is in the best interest of the State.
2. The contractor shall agree to cooperate with such other contractors, and shall not commit or permit any act which may interfere with the performance of work by any other contractor.

**H. INDEPENDENT CONTRACTOR**

Accept  
& Initial

It is agreed that nothing contained herein is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto. The contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under the contract. The contractor's employees and other persons engaged in work or services required by the contractor under the contract shall have no contractual relationship with the State; they shall not be considered employees of the State.

All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination against the contractor, its officers or its agents) shall in no way be the responsibility of the State. The contractor will hold the State harmless from any and all such claims. Such personnel or other persons shall not require nor be entitled to any

compensation, rights or benefits from the State including without limit, tenure rights, medical and hospital care, sick and vacation leave, severance pay or retirement benefits.

**I. CONTRACTOR RESPONSIBILITY**

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Accept  
& Initial

The contractor is solely responsible for fulfilling the contract, with responsibility for all services offered and products to be delivered as stated in the Request for Proposal, the contractor's proposal, and the resulting contract. The contractor shall be the sole point of contact regarding all contractual matters.

If the contractor intends to utilize any subcontractors' services, the subcontractors' level of effort, tasks and time allocation must be clearly defined in the contractor's proposal. The contractor shall agree that it will not utilize any subcontractors not specifically included in its proposal, in the performance of the contract, without the prior written authorization of the State. Following execution of the contract, the contractor shall proceed diligently with all services and shall perform such services with qualified personnel in accordance with the contract.

**J. CONTRACTOR PERSONNEL**

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Accept  
& Initial

The contractor warrants that all persons assigned to the project shall be employees of the contractor or specified subcontractors, and shall be fully qualified to perform the work required herein. Personnel employed by the contractor to fulfill the terms of the contract shall remain under the sole direction and control of the contractor. The contractor shall include a similar provision in any contract with any subcontractor selected to perform work on the project.

Personnel commitments made in the contractor's proposal shall not be changed without the prior written approval of the State. Replacement of key personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The State reserves the right to require the contractor to reassign or remove from the project any contractor or subcontractor employee.

In respect to its employees, the contractor agrees to be responsible for the following:

1. any and all employment taxes and/or other payroll withholding;
2. any and all vehicles used by the contractor's employees, including all insurance required by state law;
3. damages incurred by contractor's employees within the scope of their duties under the contract;
4. maintaining workers' compensation and health insurance and submitting any reports on such insurance to the extent required by governing State law; and
5. determining the hours to be worked and the duties to be performed by the contractor's employees.

Notice of cancellation of any required insurance policy must be submitted to the State when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

**K. STATE OF NEBRASKA PERSONNEL RECRUITMENT PROHIBITION**

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Accept  
& Initial

The contractor shall not, at any time, recruit or employ any State employee or agent who has worked on the Request for Proposal or project, or who had any influence on decisions affecting the Request for Proposal or project.

**L. CONFLICT OF INTEREST**

Accept  
& Initial

By submitting a proposal, bidder certifies that there does not now exist any relationship between the bidder and any person or entity which is or gives the appearance of a conflict of interest related to this Request for Proposal or project.

The bidder certifies that it shall not take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its services hereunder or which creates an actual or appearance of conflict of interest.

The bidder certifies that it will not employ any individual known by bidder to have a conflict of interest.

**M. PROPOSAL PREPARATION COSTS**

Accept  
& Initial

The State shall not incur any liability for any costs incurred by bidders in replying to this Request for Proposal, in the demonstrations, or oral presentations, or in any other activity related to bidding on this Request for Proposal.

**N. ERRORS AND OMISSIONS**

Accept  
& Initial

The bidder shall not take advantage of any errors and/or omissions in this Request for Proposal or resulting contract. The bidder must promptly notify the State of any errors and/or omissions that are discovered.

**O. BEGINNING OF WORK**

Accept  
& Initial

The bidder shall not commence any billable work until a valid contract has been fully executed by the State and the successful contractor. The contractor will be notified in writing when work may begin.

**P. ASSIGNMENT BY THE STATE**

Accept  
& Initial

The State shall have the right to assign or transfer the contract or any of its interests herein to any agency, board, commission, or political subdivision of the State of Nebraska. There shall be no charge to the State for any assignment hereunder.

**Q. ASSIGNMENT BY THE CONTRACTOR**

Accept  
& Initial

The contractor may not assign, voluntarily or involuntarily, the contract or any of its rights or obligations hereunder (including without limitation rights and duties of performance) to any third party, without the prior written consent of the State, which will not be unreasonably withheld.

**R. DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

Accept  
& Initial

The requirements contained in the Request for Proposal become a part of the terms and conditions of the contract resulting from this Request for Proposal. Any deviations from the Request for Proposal must be clearly defined by the bidder in its proposal and, if accepted by the State, will become part of the contract. Any specifically defined deviations must not be in conflict with the basic nature of the Request for Proposal or mandatory requirements. "Deviation", for the purposes of this RFP, means any proposed changes or alterations to either the contractual language or deliverables within the scope of this RFP. The State discourages deviations and reserves the right to reject proposed deviations.

**S. GOVERNING LAW**

Accept  
& Initial

The contract shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against the State of Nebraska regarding this Request for Proposal or any resultant contract shall be brought in the State of Nebraska administrative or

judicial forums as defined by State law. The contractor must be in compliance with all Nebraska statutory and regulatory law.

**T. ATTORNEY'S FEES**

Accept  
& Initial

In the event of any litigation, appeal or other legal action to enforce any provision of the contract, the contractor agrees to pay all expenses of such action, as permitted by law, including attorney's fees and costs, if the State is the prevailing party.

**U. ADVERTISING**

Accept  
& Initial

The contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its services are endorsed or preferred by the State. News releases pertaining to the project shall not be issued without prior written approval from the State.

**V. STATE PROPERTY**

Accept  
& Initial

The contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the contractor's use during the performance of the contract. The contractor shall reimburse the State for any loss or damage of such property, normal wear and tear is expected.

**W. SITE RULES AND REGULATIONS**

Accept  
& Initial

The contractor shall use its best efforts to ensure that its employees, agents and subcontractors comply with site rules and regulations while on State premises. If the contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to between the State and the contractor.

**X. NOTIFICATION**

Accept  
& Initial

During the bid process, all communication between the State and a bidder shall be between the bidder's representative clearly noted in its proposal and the buyer noted in Section II, A. Procuring Office and Contact Person of this RFP. After the award of the contract, all notices under the contract shall be deemed duly given upon delivery to the staff designated as the point of contact for this Request for Proposal, in person, or upon delivery by U.S. Mail, facsimile, or e-mail. Each bidder should provide in its proposal the name, title and complete address of its designee to receive notices.

1. Except as otherwise expressly specified herein, all notices, requests or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth above, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) days following deposit in the mail.
2. Whenever the contractor encounters any difficulty which is delaying or threatens to delay its timely performance under the contract, the contractor shall immediately give notice thereof in writing to the State reciting all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery schedule or be construed as a waiver by the State of any of its rights or remedies to which it is entitled by law or equity or pursuant to the provisions of the contract. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery schedule because of such delay.

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

For the duration of the contract, all communication between contractor and the State regarding the contract shall take place between the contractor and individuals specified by the State in writing. Communication about the contract between contractor and individuals not designated as points of contact by the State is strictly forbidden.

**Y. EARLY TERMINATION**

The contract may be terminated as follows:

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Accept  
& Initial

1. The State and the contractor, by mutual written agreement, may terminate the contract at any time.
2. The State, in its sole discretion, may terminate the contract for any reason upon 30 days written notice to the contractor. Such termination shall not relieve the contractor of warranty or other service obligations incurred under the terms of the contract. In the event of cancellation the contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
3. The State may terminate the contract immediately for the following reasons:
  - a. if directed to do so by statute;
  - b. contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
  - c. a trustee or receiver of the contractor or of any substantial part of the contractor's assets has been appointed by a court;
  - d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its contractor, its employees, officers, directors or shareholders;
  - e. an involuntary proceeding has been commenced by any party against the contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) days; or (ii) the contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the contractor has been decreed or adjudged a debtor;
  - f. a voluntary petition has been filed by the contractor under any of the chapters of Title 11 of the United States Code;
  - g. contractor intentionally discloses confidential information;
  - h. contractor has or announces it will discontinue support of the deliverable;
  - i. second or subsequent documented "vendor performance report" form deemed acceptable by the State Purchasing Bureau.

**Z. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS**

The State may terminate the contract, in whole or in part, in the event funding is no longer available. The State's obligation to pay amounts due for fiscal years following the current fiscal year is contingent upon legislative appropriation of funds for the contract. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal years for which such funds are not appropriated. The State will give the contractor written notice thirty (30) days prior to the effective date of any termination, and advise the contractor of the location (address and room number) of any related equipment. All obligations of the State to make payments after the termination date will cease and all interest of the State in any related equipment will terminate. The contractor shall be entitled to receive

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Accept  
& Initial

just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the contractor be paid for a loss of anticipated profit.

**AA. BREACH BY CONTRACTOR**

Accept  
& Initial

The State may terminate the contract, in whole or in part, if the contractor fails to perform its obligations under the contract in a timely and proper manner. The State may, by providing a written notice of default to the contractor, allow the contractor to cure a failure or breach of contract within a period of thirty (30) days (or longer at State's discretion considering the gravity and nature of the default). Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the contractor time to cure a failure or breach of contract does not waive the State's right to immediately terminate the contract for the same or different contract breach which may occur at a different time. In case of default of the contractor, the State may contract the service from other sources and hold the contractor responsible for any excess cost occasioned thereby.

**BB. ASSURANCES BEFORE BREACH**

Accept  
& Initial

If any document or deliverable required pursuant to the contract does not fulfill the requirements of the Request for Proposal/resulting contract, upon written notice from the State, the contractor shall deliver assurances in the form of additional contractor resources at no additional cost to the project in order to complete the deliverable, and to ensure that other project schedules will not be adversely affected.

**CC. PENALTY**

Accept  
& Initial

In the event that the contractor fails to perform any substantial obligation under the contract, the State may withhold all monies due and payable to the contractor, without penalty, until such failure is cured or otherwise adjudicated. Failure to meet the dates stipulated in the contract for the deliverables may result in an assessment of penalty due the State of \$50.00 dollars per day, until the deliverables are approved. Contractor will be notified in writing when penalty will commence.

**DD. FORCE MAJEURE**

Accept  
& Initial

Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of the contract. The party so affected shall immediately give notice to the other party of the Force Majeure Event. The State may grant relief from performance of the contract if the contractor is prevented from performance by a Force Majeure Event. The burden of proof for the need for such relief shall rest upon the contractor. To obtain release based on a Force Majeure Event, the contractor shall file a written request for such relief with the State Purchasing Bureau. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract.

**EE. PROHIBITION AGAINST ADVANCE PAYMENT**

Accept  
& Initial

Payments shall not be made until contractual deliverable(s) are received and accepted by the State.

**FF. PAYMENT**

Accept  
& Initial

State will render payment to contractor when the terms and conditions of the contract and specifications have been satisfactorily completed on the part of the contractor as solely determined by the State. Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408). The State may require the contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any services provided by

the contractor prior to the Effective Date, and the contractor hereby waives any claim or cause of action for any such services. §

**GG. INVOICES**

Invoices are not required as the Department of Labor will generate automatic payments at the end of each month, provided the service has been satisfactory.

Accept  
& Initial

**AUDIT REQUIREMENTS**

All contractor books, records and documents relating to work performed or monies received under the contract shall be subject to audit at any reasonable time upon the provision of reasonable notice by the State. These records shall be maintained for a period of five (5) full years from the date of final payment, or until all issues related to an audit, litigation or other action are resolved, whichever is longer. All records shall be maintained in accordance with generally accepted accounting principles.

In addition to, and in no way in limitation of any obligation in the contract, the contractor shall agree that it will be held liable for any State audit exceptions, and shall return to the State all payments made under the contract for which an exception has been taken or which has been disallowed because of such an exception. The contractor agrees to correct immediately any material weakness or condition reported to the State in the course of an audit.

**II. TAXES**

The State is not required to pay taxes of any kind and assumes no such liability as a result of this solicitation. Any property tax payable on the contractor's equipment which may be installed in a state-owned facility is the responsibility of the contractor.

Accept  
& Initial

Contractor shall not be delinquent with Unemployment Insurance taxes.

**JJ. INSPECTION AND APPROVAL**

Final inspection and approval of all work required under the contract shall be performed by the designated State officials. The State and/or its authorized representatives shall have the right to enter any premises where the contractor or subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

Accept  
& Initial

**KK. CHANGES IN SCOPE/CHANGE ORDERS**

The State may, at any time with written notice to the contractor, make changes within the general scope of the contract. Changes in scope shall only be conducted with the written approval of the State's designee as so defined by the State from time to time. (The State retains the right to employ the services of a third party to perform any change order(s)).

Accept  
& Initial

The State may, at any time work is in progress, by written order, make alterations in the terms of work as shown in the specifications, require the performance of extra work, decrease the quantity of work, or make such other changes as the State may find necessary or desirable. The contractor shall not claim forfeiture of contract by reasons of such changes by the State. Changes in work and the amount of compensation to be paid to the contractor for any extra work so ordered shall be determined in accordance with the applicable unit prices of the contractor's proposal.

Corrections of any deliverable services or performance of work required pursuant to the contract shall not be deemed a modification requiring a change order.

**LL. SEVERABILITY**

Accept  
& Initial

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

**MM. CONFIDENTIALITY**

Accept  
& Initial

All materials and information provided by the State or acquired by the contractor on behalf of the State shall be regarded as confidential information. All materials and information provided by the State or acquired by the contractor on behalf of the State shall be handled in accordance with Federal and State Law, and ethical standards. The contractor must ensure the confidentiality of such materials or information. Should said confidentiality be breached by a contractor; contractor shall notify the State immediately of said breach and take immediate corrective action.

It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

**NN. PROPRIETARY INFORMATION**

Accept  
& Initial

Data contained in the proposal and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the proposal. If the bidder wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the bidder wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the proposal. The separate package must be clearly marked PROPRIETARY on the outside of the package. Bidders may not mark their entire Request for Proposal as proprietary. Bidder's cost proposals may not be marked as proprietary information. Failure of the bidder to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other bidders and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, bidders submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

**OO. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING**

Accept  
& Initial

By submission of this proposal, the bidder certifies, that he or she is the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any

manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

**PP. PRICES**

Accept  
& Initial

All prices, costs, terms and conditions outlined in the proposal shall remain fixed and valid commencing on the opening date of the proposal until an award is made (and for bidder receiving award prices shall remain as bid for the duration of the contract unless otherwise so stated in the contract) or the Request for Proposal is cancelled.

Contractor represents and warrants that all prices for services, now or subsequently specified are as low as and no higher than prices which the contractor has charged or intends to charge customers other than the State for the same or similar products and services of the same or equivalent quantity and quality for delivery or performance during the same periods of time. If, during the term of the contract, the contractor shall reduce any and/or all prices charged to any customers other than the State for the same or similar products or services specified herein, the contractor shall make an equal or equivalent reduction in corresponding prices for said specified products or services.

Contractor also represents and warrants that all prices set forth in the contract and all prices in addition, which the contractor may charge under the terms of the contract, do not and will not violate any existing federal, state or municipal law or regulations concerning price discrimination and/or price fixing. Contractor agrees to hold the State harmless from any such violation. Prices quoted shall not be subject to increase throughout the contract period unless specifically allowed by these specifications.

**QQ. BEST AND FINAL OFFER**

Accept  
& Initial

The State will compile the final scores for all parts of each proposal. The award may be granted to the highest scoring responsive and responsible bidder. Alternatively, the highest scoring bidder or bidders may be requested to submit best and final offers. If best and final offers are requested by the State and submitted by the bidder, they will be evaluated (using the stated criteria), scored and ranked by the Evaluation Committee. The award will then be granted to the highest scoring bidder. However, a bidder should provide its best offer in its original proposal. Bidders should not expect that the State will request a best and final offer.

**RR. ETHICS IN PUBLIC CONTRACTING**

Accept  
& Initial

No bidder shall pay or offer to pay, either directly or indirectly, any fee, commission compensation, gift, gratuity, or anything of value to any State officer, legislator or employee based on the understanding that the receiving person's vote, actions or judgment will be influenced thereby. No bidder shall give any item of value to any employee of the State Purchasing Bureau.

Bidders shall be prohibited from utilizing the services of lobbyists, attorneys, political activists, or consultants to secure the contract. It is the intent of this provision to assure that the prohibition of state contact during the procurement process is not subverted through the use of lobbyists, attorneys, political activists, or consultants. It is the intent of the State that the process of evaluation of proposals and award of the contract be completed without external influence. It is not the intent of this section to prohibit bidders from seeking professional

advice, for example consulting legal counsel, regarding terms and conditions of this Request for Proposal or the format or content of their proposal.

If the bidder is found to be in non-compliance with this section of the Request for Proposal, they may forfeit the contract if awarded to them or be disqualified from the selection process.

## **SS. INDEMNIFICATION**

### **1. GENERAL**

Accept  
& Initial

The contractor agrees to defend, indemnify, hold, and save harmless the State and its employees, volunteers, agents, and its elected and appointed officials (“the indemnified parties”) from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses (“the claims”), sustained or asserted against the State, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the contractor, its employees, subcontractors, consultants, representatives, and agents, except to the extent such contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

### **2. INTELLECTUAL PROPERTY**

The contractor agrees it will at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the contractor or its employees, subcontractors, consultants, representatives, and agents; provided, however, the State gives the contractor prompt notice in writing of the claim. The contractor may not settle any infringement claim that will affect the State’s use of the Licensed Software without the State’s prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State’s use of any intellectual property for which the contractor has indemnified the State, the contractor shall at the contractor’s sole cost and expense promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State’s behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State’s election, the actual or anticipated judgment may be treated as a breach of warranty by the contractor, and the State may receive the remedies provided under this RFP.

### **3. PERSONNEL**

The contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker’s compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel provided by the contractor.

## **TT. NEBRASKA TECHNOLOGY ACCESS STANDARDS**

Accept  
& Initial

Contractor shall review the Nebraska Technology Access Standards, found at <http://www.nitc.state.ne.us/standards/accessibility> and ensure that products and/or services provided under the contract comply with the applicable standards. In the event such standards change during the contractor’s performance, the State may create an amendment to the contract to request that contract comply with the changed standard at a cost mutually acceptable to the parties.

**UU. ANTITRUST**

Accept  
& Initial

The contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

**VV. DISASTER RECOVERY/BACK UP PLAN**

Accept  
& Initial

The contractor shall have a disaster recovery and back-up plan, of which a copy should be provided to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue services as specified under these specifications in the event of a disaster.

**WW. TIME IS OF THE ESSENCE**

Accept  
& Initial

Time is of the essence in this contract. The acceptance of late performance with or without objection or reservation by the State shall not waive any rights of the State nor constitute a waiver of the requirement of timely performance of any obligations on the part of the contractor remaining to be performed.

**XX. RECYCLING**

Accept  
& Initial

Preference will be given to items which are manufactured or produced from recycled material or which can be readily reused or recycled after their normal use as per state statute (Neb. Rev. Stat. §81-15, 159).

**YY. DRUG POLICY**

Accept  
& Initial

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**ZZ. NEW EMPLOYEE WORK ELIGIBILITY STATUS**

Accept  
& Initial

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**AAA. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY**

Accept  
& Initial

The contractor, by signature to this RFP, certifies that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The contractor also agrees to include the above requirements in any and all subcontracts into which it enters. The contractor shall immediately notify the Department if, during the term of this contract, contractor becomes debarred. The Department may immediately terminate this contract by providing contractor written notice if contractor becomes debarred during the term of this contract.

#### **IV. PROJECT SCOPE AND SPECIFICATIONS**

##### **A. BID REQUIREMENTS**

1. Contractor's bid **MUST** be received on the Nebraska Department of Labor's CUSTODIAL SERVICES BID SHEET to be considered for the contract. (See Attachment #1)
2. Contractor **MUST** participate in the **MANDATORY** pre-proposal site visit meeting and walk-through of both the 500 and 550 Buildings to be held at Department of Labor, December 15, 2010 at 10:00 a.m. for its bid to be considered for the contract.

##### **B. GENERAL CONTRACT INFORMATION**

1. Contractor agrees to furnish all supervision, labor, maintenance, and commercial equipment. All cleaning supplies, including a high quality disinfectant approved by Labor's Facilities Maintenance Supervisor (FMS) and equipment will be furnished by custodian. Toilet tissue, paper towels, toilet seat covers, sanitary napkin sacks, liquid soap refills, air freshener and trash can liners which will be furnished by Labor. The Contractor's supplies and equipment will be of high commercial grade. Repair, maintenance, replacement, and insurance of all custodial equipment is the sole responsibility of the Contractor. In addition to standard cleaning equipment, the Contractor will have on location a small to medium duty carpet extractor, floor buffing equipment and both upright and backpack vacuums in sufficient quantity to service all carpeted areas on a daily basis. The Contractor will provide Material Safety Data Sheets (MSDS) sheets for all cleaning products and equipment. The MSDS sheets will be kept updated weekly and will be in an area designated by Labor's Facilities Maintenance Supervisor (FMS).
2. For special "as needed" assignments requested by Labor (Contractor will submit a separate invoice when requested).
3. Contractor will arrange with Labor's FMS to have all equipment and supplies in place at Labor's office in order to be ready to begin work on March 1, 2011.

##### **C. CUSTODIAL DUTIES**

Duties may change or additional tasks may be added as building changes take place due to construction, department moves, requests or any special accommodations.

Square footage of the 500 Building is: Basement-6,702; 1st – 5,741; 2nd – 6,562; 3rd – 1,846

Square footage of the 550 Building is: 10,556 on each floor.

All duties apply to both the 500 & 550 Buildings unless otherwise noted.

## **D. NIGHTLY**

1. OFFICES AND WORK AREAS - Personnel desks, copy machines, PC's and other such equipment shall NOT be cleaned by Custodian.
  - a. (550 Bldg Only) Supervisor will vacuum Department of Labor Credit Union each day between 3:00 & 4:00 p.m.
  - b. (550 Building) All windows are to be closed and latched.
  - c. Empty trash containers and return all trash cans to original location. Replace trash can liners. Loose trash bags & boxes that are considered trash are to be removed from each building securely tied. Place trash in designated dumpsters specific to each building. Ensure that all trash bags are securely tied and stacked neatly in each trash dumpster.
  - d. Sweep and spot-mop all hard surface floors, including mail room and supply room.
  - e. Spot-clean walls, light switches, doorways and carpet stains.
  - f. Vacuum all carpeted areas, desk mats and under desks. All open carpeted areas and walkways will be vacuumed with an upright vacuum. All desk and cubical areas will be vacuumed with backpack machines. Vacuum equipment must be capable of picking up staples and paperclips.
  - g. Close and lock all private office doors and work area doors unless instructed otherwise.
  
2. CONFERENCE AND TRAINING ROOMS –  
500 Bldg: Basement Training Room #018, 1st Floor Conference/Training Room #108, and 2nd Floor Conference Room #210.  
  
550 Bldg: Conference Room, #101, Conference Room #110, Conference Room #310, Conference Room #311, Conference Room # 411, and Conference Room # 407.
  - a. Dust all rooms, including counter tops, file cabinets, bookcases, shelves, chairs, tables, and window sills.
  - b. All chairs will be moved away from tables, the carpet vacuumed, and spot-cleaned. Chairs and tables will be replaced as per the standard room configuration or as found during the cleaning process.
  - c. All windows are to be closed and latched.
  - d. Empty trash containers and replace with trashcan liners. (Trash bags are provided.) Pick up and dispose of any empty boxes or other items discarded as trash.
  
3. WATER FOUNTAINS
  - a. Clean, and disinfect the water off side bars and top of fountains with a high quality disinfectant and polish steel.
  - b. Remove splatters and smudge marks from walls, sides and base.

**4. ALL ENTRANCES, STAIRS AND HALLWAYS**

- a.** (500 Bldg Only) Southwest, and northeast stairways, all handrails from basement to third floor wiped down and disinfected with high quality disinfectant. All stairway walls spot cleaned.  
  
(550 Bldg Only) West, northeast and east stairway, all handrails from basement to fourth floor wiped down and disinfected with high quality disinfectant. All stairway walls spot cleaned.
- b.** (550 & 500 Bldg) Floor mats in the west, east and northeast entrances cleaned and vacuumed.
- c.** (550 Bldg Only) Floor mats outside elevators vacuumed.
- d.** (550 Bldg Only) Throw rugs in first floor west and east entry hallway vacuumed.
- e.** (550 Bldg Only) Threshold grates at west, east and northeast entry doors brushed out, vacuumed and damp wiped clean.
- f.** Cigarette urns located between the buildings and at the entrance doors of 550 building emptied, damp-cleaned, and reassembled.
- g.** The glass doors in west, east and northeast entrances sprayed and damp-cleaned of dust and smudges.
- h.** All stairway walls spot cleaned. West, east and northeast entrance floors, hallways, stairs and landings swept and spot mopped.
- i.** Main interior hallways on all hard-surface floors swept and spot-mopped.
- j.** Main interior stairway and landings swept and spot-mopped.

**5. ELEVATORS**

- a.** Floor swept and damp-mopped or carpet vacuumed and spot cleaned.
- b.** Door Channels on all floors vacuumed and damp-cleaned.
- c.** Spot-clean fingerprints, spills or stains off interior walls, interior and exterior of doors, and steel framework surrounding doors on each floor and disinfected with a high quality disinfectant.

**6. OPERATIONS ROOM (#412) (550 Bldg Only) - Computer equipment and inserting equipment shall NOT be cleaned by Custodian.**

- a.** Floors vacuumed with backpack and spot-mopped with clean, clear water.
- b.** Empty trash and replace trash can liners.
- c.** Offices in this secure area, will be cleaned as per section (A)(3) through (A)(7).

**7. RESTROOMS (16 Total Restrooms between both buildings)**

- a.** All fixtures, sinks, toilets, toilet seats, mirrors and urinals scrubbed and disinfected nightly with a high quality disinfectant.

This includes:

- i.** Spraying and wiping down all (29) sink faucets, with a high quality disinfectant.
  - ii.** Spraying and wiping down all (42) urinal & stool Sloan flush valves with a high quality disinfectant.
- b.** Refill and stock toilet tissue, paper towels, liquid soap, and toilet seat covers. Stub rolls will be utilized in towel dispensers daily as full rolls are installed.
- c.** Stall partitions, doors, mirrors, shelves, and restroom entry door will be damp cleaned with a high quality disinfectant. Labor's FMS shall be notified if graffiti or writing is not removable or if unusual circumstances are found.
- d.** Empty, remove and sanitize trash containers and sanitary napkin disposal containers with a high quality disinfectant, and insert new liners.
- e.** Floors swept and mopped with disinfectant soap, including mopboards and all corners.

**8. VENDING ROOMS/BREAK ROOMS**

(500 Bldg Only):

- a.** Sweep and damp-mop entire break room floor with disinfectant soap.
- b.** Scrub any spills or stains from floor.
- c.** Wipe down and sanitize cabinets, sink faucet, counter tops, tops of tables, chairs and trash containers.
- d.** Empty trash containers and replace trashcan liners. Pick up and dispose of any empty boxes or other items discarded as trash.
- e.** Damp-clean face of vending machines and ice machine.
- f.** Sink shall be scrubbed/scoured nightly with a mild soft scrub abrasive cleaner.
- g.** Damp clean napkin holders and refill.
- h.** Dispose of newspapers in recycle barrel and place magazines into basement rack.
- i.** Carpets vacuumed and hard surface floors swept and spot cleaned.

- (550 Bldg Basement Only)
  - a. Damp clean napkin holders and refill.
  - b. Sweep and damp-mop entire break room floor with disinfectant soap, including under all tables and chairs (which should be moved to do so).
  - c. Scrub any spills or stains from floor.
  - d. Clean and sanitize tables, cabinets, chairs, sink faucet and electrical appliances.
  - e. Remove trash. Clean and sanitize trash containers inside and out.
  - f. Damp-clean face of vending machines and ice machine.
  - g. Dispose of newspapers in recycle barrel and place magazines into rack.
  - h. Sink shall be scrubbed/scoured nightly with a mild soft scrub abrasive cleaner.
- 9. UTILITY ROOMS (550 floors 1,2,3, & 4) (500 2nd floor)
  - a. Lights and water turned off.
  - b. Remove trash. Clean and sanitize trash can containers inside and out. Insert new liners.
  - c. Clean sinks and floor drains, scouring as needed.
- 10. OUTDOOR BREAK AREAS
  - a. Clean out cigarette butt cans.
  - b. Pick up any trash, cans, etc. laying in general area.
  - c. Remove trash from container and replace liner.
- 11. PARKING GARAGE, CUSTODIAL EQUIPMENT STORAGE AREA, AND BOILER ROOM
  - (550 Bldg Only)
  - a. Trash dumpster will be placed outside, along wall at bottom of ramp. All trash placed into this dumpster must be bagged.
  - b. Loose trash bags and boxes that are considered trash will be removed from garage securely tied, and neatly stacked along wall at foot of ramp at 550 Bldg.
  - c. Empty mop water and clean and clear out any debris in sink and drain.
  - d. Supplies and equipment neatly stored in custodial office area.
  - e. Garage Floor will be swept out and washed down with garden hose and or mechanical floor cleaning machine during evening hours after all vehicles have departed. Garage floor after cleaning shall be void of gravel, salt, leaves and road debris. Items sitting in garage will be moved so that cleaning can be accomplished.

- i. Fall, winter & spring months garage will be cleaned Monday, Wednesday & Friday evenings (October through April)
- ii. Summer months, garage will be cleaned Tuesday & Thursday evenings. (May through September)

**12. OTHER SPECIFICATIONS**

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

**E. WEEKLY**

**1. OFFICE AND WORK AREAS**

- a. (500 Bldg Only) Every Tuesday and Thursday cleaning of the 3rd floor:
  - i. Wet-mop the floor and dust window sills.
- b. Office door windows cleaned free of fingerprints and smudge marks.
- c. Dust all open areas and office/cubical window sills (to be designated by Labor's FMS).
- d. Damp-clean doors free of dust, scuffs, and marks.
- e. Sweep and damp-mop all hard surfaced floors, (including mail room and supply room at 550 Bldg).

**2. ENTRANCES, STAIRS AND HALLWAYS**

- a. (500 Bldg Only) Spray-buff entire first floor west entry, west entry stairs and northeast stairs.  
(550 Bldg Only) Spray-buff entire first floor west entry, east entry stairs and hallway.
- b. (550 Bldg Only) Floor mats outside elevators lifted and the floor beneath them vacuumed and damp-mopped.
- c. Sweep and damp-mop all hard surfaced floors.
- d. Clean all exterior glass surrounding doors at west, east and northeast entries.

**3. OPERATIONS ROOM (550 Bldg, 4th Floor)**

- a. Dust window sills.
- b. Damp-mop entire floor with clean water.

**4. REST ROOMS**

- a.** Remove grime, dust and hair by brushing entire perimeter of restrooms (including where floor and wall meet), corners, around stall partition supports, and room dividers with stiff bristle brush. Vacuum entire floor with back pack unit.
- b.** Dust room dividers, towel dispensers and vanity lights.

**5. ELEVATOR**

- a.** Damp clean interior walls, interior and exterior of doors, and steel framework surrounding doors on each floor with disinfectant cleaner.

**6. PARKING GARAGE AND CUSTODIAL ROOM (550 Bldg Only)**

- a.** Wash out and sanitize the dumpster.

**F. MONTHLY**

**1. OFFICE AND WORK AREAS**

- a.** Baseboards and molding around walls, desks and partition tops will be damp-cleaned free of dust, scuffs and marks.
- b.** Sweep and spray buff hard surfaced floors, (including mail room and supply room in 550 Bldg).
- c.** Walls damp-cleaned free of dust, scuffs and marks.
- d.** Remove dust and cobwebs from walls and ceilings.

**2. ENTRANCES, STAIRS AND HALLWAYS**

- a.** (500 Bldg Only) Lower level, 1st, 2nd and 3rd floor entrances, hallways, stairs and landings swept and spray buffed.  
(550 Bldg Only) Lower level, 1st, 2nd, 3rd and 4th floor entrances, hallways, stairs and landings swept and spray buffed, including northeast stairway.
- b.** Walls damp-cleaned free of dust, scuffs and marks.
- c.** Remove dust and cobwebs from walls and ceilings.
- d.** Mats in entrances lifted and mat insets vacuumed.
- e.** Clean all exterior glass surrounding doors at west, east and northeast entries.

**3. CONFERENCE & TRAINING ROOMS**

- a.** Remove dust and cobwebs from walls & ceilings.
- b.** Walls damp cleaned free of dust, scuffs & marks.

#### **4. RESTROOMS**

- a.** (500 Bldg) Strip and wax restroom floors, one floor per month. The rotation will be as follows: lower level, first floor and second floor.

(550 Bldg) Strip and wax restroom floors, one floor per month. The rotation will be as follows: first floor, third floor, second floor, fourth floor and lower level.

- b.** Floors not being stripped and waxed will be swept and spray buffed.
- c.** Remove dust and cobwebs from walls, ceilings and air vents.
- d.** All restroom walls wiped down with disinfectant cleaner.

#### **5. ELEVATOR**

- a.** Floors swept and/vacuumed and spray buffed.

#### **6. VENDING ROOMS/BREAK ROOMS**

- a.** Sweep and spray-buff floor.
- b.** Remove dust and cobwebs from walls, ceilings, air vents and ceiling fans.
- c.** Walls damp-cleaned free of dust, scuffs and marks.

### **G. QUARTERLY**

#### **1. OFFICE AND WORK AREAS**

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

#### **2. ENTRANCES, STAIRS AND HALLWAYS**

- a.** Vacuum fabric furniture and clean vinyl/leather furniture in front lobby and reception areas and in the hallways on 3rd and 4th floors at 550 Bldg. Clean vinyl/leather furniture in lobby of 500 Bldg.
- b.** Entrance floors, all hallways, stairs and landings stripped and waxed.
- c.** Dust and vacuum air vents and air returns.

#### **3. CONFERENCE AND TRAINING ROOMS**

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

**4. INTERIOR WINDOWS**

- a. Clean interior windows on all floors.

**H. SEMI-ANNUALLY - To be coordinated with Labor's FMS.**

**1. LOWER LEVEL MAIL ROOM AND SUPPLY ROOM (550 Bldg Only)**

- a. Strip and wax all hard surfaced floors.

**2. ELEVATOR (550 Bldg Only)**

- a. Floor stripped and waxed.

**3. VENDING ROOMS/BREAK ROOMS**

- a. Floor stripped and waxed.

**4. CLEAN CARPETS**

- a. Steam clean carpets at the 500 and 550 Bldgs in the Spring and Fall. This includes steam cleaning in high traffic areas and spot cleaning where required. Dates for cleaning carpets will be coordinated with the FMS.

**I. MISCELLANEOUS DUTIES**

**1. Contractor will restock computer room's paper and envelope supply on 4th Floor of 550 Bldg:**

- a. Paper, type of envelope, and quantities of each will be identified and supplied by Labor.
- b. Restock computer room paper and envelope supplies as directed by Labor's FMS. Computer room will typically stock a multiple-day supply of paper/envelopes. Within limits, it will be acceptable to skip restocking on a given day, with extra restocking the following day.

**J. QUALITY CONTROL**

- 1. Contractor's staff shall maintain Labor's daily checklist clearly indicating services performed, who performed them, and noting broken or damaged equipment, fixtures and personal property to Labor's FMS.
- 2. Contractor shall indicate its method of ongoing written customer feedback and quality assurance. Quality assurance will be a consideration in determining the successful bidder.

**K. LABOR'S OVERSIGHT**

- 1. The individual responsible for overseeing the performance of the provisions of this Contract shall be Labor's FMS. Labor's FMS shall be contacted with regard to any questions regarding performance under the Contract.
- 2. If duties are not being performed accordingly, Labor's FMS will bring it to the attention of the Contractor.

**L. CUSTODIAL SUPERVISION**

1. Custodial services will be performed evenings, Monday through Friday. Weekends and holidays as required. State observed holidays include:

New Year's Day .....	January 1
Martin Luther King, Jr. Day .....	Third Monday in January
President's Day .....	Third Monday in February
Arbor Day .....	Last Friday in April
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day.....	First Monday in September
Columbus Day .....	Second Monday in October
Veterans' Day.....	November 11
Thanksgiving Day.....	Fourth Thursday in November
Day after Thanksgiving .....	Friday following Thanksgiving
Christmas Day.....	December 25

2. Contractor shall employ only trained, qualified people as they deem necessary and who can complete the requirements outlined by Labor. Contractor's employees shall remain Contractor's employees and subject to its direction at all times. However, the Contractor shall require its employees to comply with Labor's instructions that pertain to conduct, building regulations, and contract requirements. The Contractor shall have a responsible, capable, on-site supervisor in Labor's building at all times while its employees are on duty. Said on-site supervisor shall be available to provide instructions and directions to Contractor's employees.

3. Contractor's trained and/or experienced on-site supervisor shall oversee and/or perform all services five days per week, Monday through Friday, from 4:00 p.m. until 9:00 p.m., unless arrangements are otherwise coordinated with Labor's FMS. Said on-site supervisor must:

- a. Possess a valid driver's license and operating vehicle;
- b. Be able to repetitively lift up to 80 pounds;
- c. Be skilled in the stripping, waxing and spray-buffing of hard surface floors;
- d. Designate a back-up supervisor who is trained to perform the duties outlined in Labor's contract and will report monthly to Labor's FMS for refresher training; and
- e. Provide the name and phone numbers of the back-up supervisor to Labor's FMS.

4. Contractor will organize duties and make job descriptions for its employees pursuant to the Contract for Custodial Services. A copy shall be served upon Labor's FMS.

5. Except for Contractor's on-site supervisor, Contractor's employees will perform at a minimum services at Labor's facility from 5:00 p.m. through 9:00 p.m., Monday through Friday, except on the State observed holidays outlined in Custodial Supervision, (A), above. Later hours may be required to accomplish some duties.

6. In coordination with Labor's FMS, Contractor will organize janitorial schedule, maintain work duties, and keep complete records of specific duties, time sheets and other schedules per Contract specifications. A copy shall be provided to Labor's FMS.
7. Contractor will make sure all equipment is kept in good working order, cleaned, and left in an area designated by Labor after each work shift.
8. During the first month of the Contract, Contractor will make regular, weekly tours through the building with Labor's FMS to maintain consistency and efficiency in duties. Thereafter, Contractor will make regular, monthly tours through the building with Labor's FMS to maintain consistency and efficiency in duties.
9. Contractor will immediately report faulty or otherwise improper building conditions broken or damaged equipment or fixtures to Labor's FMS.
10. Any articles broken or damaged during cleaning operations shall be reported to Labor's FMS. The Contractor shall then be directed to repair or replace the broken or damage article (s) at the contractor's expense. This includes personal items as well as state owned property, such as office furnishings, accessories, building details, and finishes i.e. walls, floors (carpet), doors door locks, keys, etc.
11. The Contractor shall ensure that all articles found by his/her employees while performing duties under this contract are turned in to Labor's FMS.
12. Custodial Supervisor must be able to communicate well, in writing and verbally, in the English Language.
13. Contractor, Supervisor and all employees will not park in any Dept. of Labor or State parking lots or stalls.

**M. EEO / ADA / DRUG FREE WORKPLACE PROVISIONS**

1. Contractor shall comply with all provisions contained in the State Of Nebraska Affirmative Action/Equal Employment Opportunity Policy. Contractor will not discriminate against any person involved with this Agreement or any person upon Labor's premises because of race, color, creed, sex, religion, national origin, or any other protected category. Contractor shall take affirmative action to ensure that all persons are treated equally and fairly without regard to their race, color, creed, sex, religion, national origin, or any other protected category.
2. Contractor shall comply with all provisions contained in the State Of Nebraska Drug Free Workplace Policy. Contractor shall establish and provide proof of its own drug free workplace policy or that it has adopted the policy of the State of Nebraska. A copy of Contractor's drug free workplace policy must be submitted to Labor within ten days of the effective date of the Contract, or the Contract may be rendered null and void.
3. Contractor shall comply with all provisions contained in the Americans with Disabilities Act (ADA) of 1990.

**N. BUILDING SECURITY**

1. All security requirements of Labor pertaining to the buildings and their contents shall be fully reviewed with Contractor's on-site supervisor and employees upon commencement of the Contract, with any new Contractor employees when hired, and with all of Contractor's employees on a periodic basis.

2. Contractor is responsible for key(s) and security card(s). Key(s) and security card(s) are not to be duplicated or given to anyone other than Contractor's employees cleaning Labor's facility unless written approval is received from Labor's FMS. All key(s) and security card(s) will be returned to Labor's FMS at the expiration of the Contract.
3. Temperature controls will not be tampered with under any circumstances. Problems detected should immediately be brought to the attention of Labor's FMS.
4. All employees assigned or having access to both the 500 and 550 South 16th, Dept. of Labor buildings must obtain a Criminal History Report from the Criminal Identification Unit located in the State Patrol Building located at 1600 NE Hwy 2, Lincoln, NE 68502. This report shall be submitted to the Facilities Manager five working days prior to employee's access. The cost of the report (approximately \$10.00) shall be paid by the Contractor or the employee. (This requirement also applies to employees called "Floaters"). The contractor shall maintain a pool of employees who have passed the Criminal History Check for use to fill in for absences. No attempt shall be made to handle or read any material in work areas or on desks and counters nor shall any questions be asked on evidence, cases, and reports, etc.
5. Contractor's employees will carry and display identification demonstrating employment with Contractor and will wear clean, uniformed shirts and slacks/jeans.
6. Contractor's employees will lock themselves in the building when cleaning, and are prohibited from allowing ANYONE access to the building. This includes the garage door which will not be opened except to accomplish work-related activities.
7. Security breaches will be reported to Labor's FMS within twelve hours.
8. Contractor's employees will maintain a professional demeanor at all times.
9. Smoking is not permitted upon the premises of the Department of Labor.

**O. FEES AND CONTRACT TERM**

1. Bids shall specify one set monthly fee for services at each location.
2. The Contract may be extended for two (2) additional one-year periods of time upon written agreement of the parties.
3. The Contract may be amended to reflect increases in material and additional duties, upon written agreement of the parties.
4. Payment for services under the Contract will be made after the close of each month.

# Form A

## Bidder Contact Sheet

### Request for Proposal Number 3510Z1

The Bidder Contact Sheet should be completed and submitted with each response to this Request for Proposal. This is intended to provide the State with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response. Each bidder shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the bidder's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Preparation of Response Contact Information	
Bidder Name:	
Bidder Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Each bidder shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the bidder's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Bidder Name:	
Bidder Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

## Form B

### Notification of Intent to Attend Pre-Proposal Site Visit

#### Request for Proposal Number 3510Z1

Bidder Name:	
Bidder Address:	
Contact Person:	
E-mail Address:	
Telephone Number:	
Fax Number:	
Number of Attendees:	

The "Notification of Intent to Attend Pre-Proposal Conference" form should be submitted to the Nebraska Department of Labor via e-mail [jackie.gleason@nebraska.gov](mailto:jackie.gleason@nebraska.gov), facsimile (402) 471-8041, hand delivered or US Mail by the date shown in the Schedule of Events.

# ATTACHMENT #1

## Custodial Services Bid Sheet

Nebraska Department of Labor  
500 South 16<sup>th</sup> Street and 550 South 16<sup>th</sup> Street  
Lincoln, NE

I HEREBY SUBMIT MY BID for custodial services. The following bid provides for all service and materials required by the Specifications for Contract, unless otherwise specifically set forth.

I will provide a trained, qualified on-site supervisor from 4:00 p.m. to 9:00 p.m., Monday through Friday (except on State observed holidays, as indicated on the Specifications Sheet) to complete the services outlined in the Nebraska Department of Labor's Specifications Sheet.

I will also provide at least six (6) employees from 5:00 p.m. to 9:00 p.m., (four (4) employee's in 550 Building & two (2) employee's in 500 Building, Monday through Friday (except on State holidays, as indicated on the Specifications Sheet) to complete the services outlined in the Nebraska Department of Labor's Specifications Sheet.

My fee for said services is:

<b><u>CUSTODIAL SERVICE MONTHLY FEE:</u></b>	
Cost for 500 Building Custodial Services	\$ _____ per month
Cost for 550 Building Custodial Services	\$ _____ per month

<b><u>REFERENCES:</u></b>	
<ul style="list-style-type: none"> <li>* Include name of business, contact name, telephone number and the date(s) the services were provided.</li> <li>* Additional references may be provided on a separate page.</li> </ul>	
	Date(s) of Service:
	PH: ( ) _____ -
	Date(s) of Service:
	PH: ( ) _____ -
	Date(s) of Service:
	PH: ( ) _____ -

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Bidder

\_\_\_\_\_ Name of Business

\_\_\_\_\_ Address

Telephone#: \_\_\_\_\_ FAX#: \_\_\_\_\_

**Contractors must sign Page 1 on the Request for Proposal for Contractual Services Form.**