

ADDENDUM THREE

QUESTIONS AND ANSWERS

Date: November 20, 2014

To: All Bidders

From: Jennifer Crouse/Robert Thompson, Buyers
State Purchasing Bureau

RE: Addendum for RFP Number 4848 Z1
to be opened December 11, 2014 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
1. I would like to attend the pre proposal conference on 11/13. Can you tell me how long it will last? Will it include site visits to all locations?	Addressed in Addendum One.

QUESTIONS	ANSWERS
<p>2. RFP Section Reference II Procurement Procedures G Submission of Proposals Page 4 “...points will be lost in the evaluation process...” III Terms and Conditions TT Best and Final Offer Page 29 The State will compile the final scores for all parts of each proposal. Will the bid be evaluated on price only or will the bid be evaluated on points for Technical Approach, Quality, etc.?</p>	<p>Bids will be evaluated on price only only.</p>
<p>3. RFP Section Reference III Terms and Conditions SS Prices Page 28 Will the price of contract remain fixed for the 3 years?</p>	<p>No. The RFP is hereby amended as follows: Section III SS. Prices Price quoted shall be unit price and shall be firm for one year from date of an award. Any request for an increase must be submitted in writing to the State Purchasing Bureau a minimum of 30 days prior to proposed effective date of increase, and must show cause and be accompanied by supporting documentation. Further documentation may be required by the State, to authenticate the increase. Failure to supply any requested supporting documentation may be grounds to cancel the contract. The State further reserves the right to reject any proposed price increase(s), cancel the contract and re-bid if determined to be in the best interest of the State. The State will be given full proportionate benefit of any decrease for the term of the contract. No price increases are to be billed to any State Agencies without prior written approval by the State Purchasing Bureau.</p>

QUESTIONS	ANSWERS
<p>4. RFP Section Reference III Terms and Conditions SS Prices Page 28 Will increases be allowed for renewals at each of the 3 additional 2 year periods?</p>	<p>See Response to Question 3.</p>
<p>5. RFP Section Reference IV Project Description and scope of work Page 37 + J. Work to be done Stripping and waxing as well as shampoo of carpet is listed in the majority of locations. The cost sheet requests a la carte pricing for shampooing carpet and refinishing hard surface floors. Should these cost be included in the base monthly cost or simply bid as a cost per square foot?</p>	<p>The cost of stripping and waxing and shampooing of carpets is to be included in the base monthly cost, if indicated within the RFP for the facility. A cost should also be provided in the A La Carte by the square foot in the A La Carte section of the Cost Sheet for adding and subtracting stripping and waxing and shampooing of carpet to any Lincoln Facility.</p>
<p>6. RFP Section Reference\ IV Project Description and scope of work Page 40--NSOB lii. Quarter strip wax and refinish all hard surface floors. Does this include ceramic tile in restrooms? Concrete? Which hard floor coverings apply to this statement?</p>	<p>Only Vinyl Composite Tile shall be considered for the quarterly duty. Terazzo floors should be twice yearly.</p>
<p>7. RFP Section Reference IV Project Description and scope of work Page 43 – Ferguson Center Does the Site specific requirements of Twice a week cleaning override # 3. Basic Duties. All duties listed in “J work to be done” apply to this building? I would like to confirm that it is only cleaned twice a week and not nightly.</p>	<p>Cleaned twice a week. Tuesday and Friday evenings. See attached Exhibit 1.</p>

QUESTIONS	ANSWERS
8. The current contract is for 2 days per week cleaning at most sites. Is there a chance that after bid is awarded that they would keep it as 2 days per week instead of the 5 days per week as they did with the previous bid?	Yes, it is likely to remain as two days per week as indicated per the attached Exhibit 1.
9. At building 301 on page 39 it asks for “an additional 8 hours per shift” for a building supervisor but on Attachment 1 it only asks for 1, 8 hour supervisor on the evening shift. Please clarify.	One non-cleaning supervisory staff shall be supplied for 8 hours to oversee the evening shift.
10. At building 1400 on page 40 it asks for “an additional 8 hours per day for a building supervisor” but on Attachment 1 it doesn’t list any supervision. Please clarify.	The non-cleaning supervisor for the 301 Building (NSOB) may be shared with the 1400 Building (TSB) over the same 8 hour shift.
11. At building 501 on page 42 it asks for “minimum of 32 hours per night” but on Attachment 1 it shows a combined total of 28 hours. Please clarify.	At the 501 Building a minimum of 32 hours per night (averaged over 30 days) is required.
12. On page 39 after it shows the minimum hours it says “averaged over 30 days”. So as an example for a monthly total if it shows minimum hours at $28 \times 30 = 840$ monthly hours or since we work M-F should it be $28 \times 21.67 = 606.76$ monthly hours? Please clarify which we should use for a monthly minimum total.	To calculate the monthly minimum hours per facility, multiply the minimum staff hours required by facility by the approximate number of days required to clean each month. See Exhibit 1 to reference how many days per week each facility is cleaned. Example: NSOB $150 \text{ minimum staff hours} \times 8 \text{ approximate times per month} = 1,200 \text{ required minimum hours per month}$
13. Is there a bid bond required?	There is no bid bond required for this RFP. Refer to Section III. EE. Performance Bond for specific requirements regarding the performance bond.
14. Are the special projects (strip and wax, carpet extraction, and/or glass cleaning) expected to be completed within the minimum hours or should we add hours for projects?	The State is interpreting “Special Projects” as services listed in the a la carte items as listed on the cost sheet. Hours to be completed a la carte are in addition to the minimum hours specified per facility.

QUESTIONS	ANSWERS
<p>15. Please confirm or clarify cleaning frequency by location.</p> <p>Nebraska State Office Building = 5 days a week</p> <p>TSBC = 5 days a week</p> <p>1526 K Street = 5 days a week</p> <p>Executive Building = 5 days a week</p> <p>501 Building = 4 days a week and 1 day of Day Porter per week</p> <p>State Lab = 5 days per week</p> <p>Crime Lab = 5 days per week</p> <p>Ferguson = 2 days per week</p> <p>Whitehall Cottage 1 = 2 days a week Cottage 2 = 2 days a week Cottage 3 = 7 days a week Cottage 4 = 5 days a week Cottage 5 = 2 days a week Cottage 6 = 2 days a week Cottage 7 = 2 days a week Whitehall Mansion = 1 day a week</p> <p>Maintenance Shops = 1 day a week</p> <p>School = 5 days a week</p> <p>Training Administration building = 5 days a week</p>	<p>See attached Exhibit 1.</p>
<p>16. Can the Transportation Service Bureau and the Nebraska State Office Building share one 8 hour per day building supervisor do they each need a separate building supervisor? See page 39 section K 4ai and page 40 section L 4ai. And, is this a non-cleaning building supervisor?</p>	<p>One non-cleaning supervisory staff shall be supplied for 8 hours to oversee the evening shift. The non-cleaning supervisor for the 301 Building (NSOB) may be shared with the 1400 Building (TSB) over the same 8 hour shift.</p>

QUESTIONS	ANSWERS
17. Indicated in the colored maps/floor plans are yellow areas listed as day/detail cleaning. It was not clear whether those areas are to be cleaned at night by the successful contractor or not. Can you clarify?	The State intends that the areas designated within the RFP language be cleaned as described within the RFP. Some of these areas do receive day cleaning provided by the State outside the scope of this RFP. This overlap is intentional in specific areas.
18. What is the current contract price for each of the facilities?	Refer to the following links for current contract pricing. Note, the Ferguson Center is not currently under a State Purchasing Bureau contract. http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/41989(o4)ren(2)awd.pdf http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/59659(o4)awd.pdf
19. How many nights per week is the NSOB to be cleaned?	See attached Exhibit 1.
20. Can you clarify how many nights per week each facility is to be cleaned?	See attached Exhibit 1.
21. If a large facility is to be cleaned only twice per week is it possible to spread the cleaning over 4-5 nights so each area is service twice per week but a consistent crew can be maintained?	No. Cleaning services are to be provided per the days listed in Exhibit 1.
22. Can you explain the secretary of state registration requirement further?	The bidder who is the recipient of Intent to Award must be registered with the Nebraska Secretary of State. In addition, a valid Certificate of Good Standing or Letter of Good Standing, from the Nebraska Secretary of State, dated within 90 calendar days is to be provided to the State Purchasing Bureau. If registration is not required with the Nebraska Secretary of State, it must be provided in writing to the State Purchasing Bureau, why registration with the Nebraska Secretary of State is not required. For any additional information, contact the Nebraska Secretary of State.
23. Can you clarify the hours at the 501 bldg regarding nightly hours and the day porter?	At the 501 Building, evening cleaning is provided Monday, Tuesday, Thursday, and Friday evenings. Day cleaning is provided by one day porter on Wednesdays.

QUESTIONS	ANSWERS
24. 1526 K Street Maps say detail cleaning. Will there be any cleaning in the evenings in those areas?	The restrooms at 1526 K are to be cleaned during the evening shift. The State provides cleaning for these areas during the day outside the scope of this RFP. This overlap is intentional.
25. Clarify how many days per week 1526 K St and NSOB are? And what days?	See attached Exhibit 1.
26. Some stairwells on 1526 maps were not assigned. Who will be responsible for those? Days or evenings?	The stairwells for the 1526 building are not in the scope of the RFP.
27. Some of the maps such as 1526 K & executive restrooms are shaded yellow for day cleaning. But in each buildings specs it calls for Restroom cleaning. Can you clarify?	Refer to the Site Specific Requirements per facility, within the RFP, in regards to restroom cleaning.
28. 501 Building says on page 43 "During an 8 hour shift. But on Attachment 2 it says Wednesdays or Day hours a minimum of 4 hours. Can you clarify if the Wednesday shift is 4 or 8 hours?	At the 501 Building, the Wednesday shift is for 8 Hours.
29. TSB page 40 states 5 hours per day and an additional 8 hours per day for a building supervisor. Is this correct?	The cleaning hours are to be 5 hours per day at TSB. The non-cleaning supervisor for the 301 Building (NSOB) may be shared with the 1400 Building (TSB) over the same 8 hour shift.
30. RFP Section Reference III RFP Page Number 8 Are you requiring drug screens? If yes, how many pannel screens?	No. See section III. BBB. for the Drug Free Workplace Policy requirements.
31. RFP Section Reference YY RFP Page Number 31 Does the Disaster Recovery Plan needed to be in cluded with the bidders response?	No. The Disaster Recovery Plan should be submitted after successful award of the contract.
32. RFP Section Reference H RFP Page Number 36 Please defign what in meant by Waste collectors, and sizes.	50 gallon and/or larger Rubbermaid or equivalent containers on wheels (Provided by Contractor).

QUESTIONS	ANSWERS
<p>33. RFP Section Reference H 1 RFP Page Number 37</p> <p>Are MSDS's to be submitted with the bidders response, or only from the successful bidder once the contracts have been awarded?</p>	<p>MSDS sheets not required with the bidder response. They will be required upon contract award.</p>
<p>34. RFP Section Reference J RFP Page Number 37</p> <p>Do you have a copy of a Spreadsheet you want used you can share, or is the contractor do create one?</p>	<p>Contractor is to create report/spreadsheet based on the provided description.</p>
<p>35. RFP Section Reference J 3 b RFP Page Number 38</p> <p>Are the hard surfaces floors to be refinished weekly? Please clarify.</p>	<p>Hard surfaces are to be refinished only as needed, to be determined by the State and coordinated with the contractor.</p>
<p>36. RFP Section Reference J 6 a RFP Page Number 39</p> <p>Can you provide a count, per building, of the number of light fixture requiring annual cleaning.</p>	<p>Approximate number of light fixtures per facility:</p> <p>NSOB- 8000</p> <p>1526- 1000</p> <p>501- 700</p> <p>Executive- 500</p> <p>TSB- 200</p> <p>Facilities not listed are less than 200 light fixtures.</p>
<p>37. RFP Section Reference K 4 a RFP Page Number 39</p> <p>Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days to be cleaned. Refer to "Special Conditions and Site Specific Requirements" per facility for minimum number of staff hours required.</p>
<p>38. RFP Section Reference L 4 a RFP Page Number 40</p> <p>Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days to be cleaned. Refer to "Special Conditions and Site Specific Requirements" per facility for minimum number of staff hours required.</p>
<p>39. RFP Section Reference M 4 a RFP Page Number 41</p> <p>Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days to be cleaned. Refer to "Special Conditions and Site Specific Requirements" per facility for minimum number of staff hours required.</p>

QUESTIONS	ANSWERS
<p>40. RFP Section Reference N 4 a RFP Page Number 42 Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days to be cleaned. Refer to “Special Conditions and Site Specific Requirements” per facility for minimum number of staff hours required.</p>
<p>41. RFP Section Reference O 4 a i RFP Page Number 43 What days are service to be rebdered; What time can we clean?</p>	<p>See attached Exhibit 1 for days and times to be cleaned.</p>
<p>42. RFP Section Reference P 4 a i RFP Page Number 44 Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days and hours of service to be cleaned. Refer to “Special Conditions and Site Specific Requirements” per facility for minimum number of staff hours required.</p>
<p>43. "Shampoo" carpets is a task listed I several places in the RFP. Can low moisture or extraction methods be utilized in accordance with manufactures recommendations?</p>	<p>Yes, provided results are satisfactory.</p>
<p>44. RFP Section Reference Q 4 a RFP Page Number 45 Please verify days and hours of service.</p>	<p>See attached Exhibit 1 for days to be cleaned. Refer to “Special Conditions and Site Specific Requirements” per facility for minimum number of staff hours required</p>
<p>45. RFP Section Reference R 4 b ii48 Is Bi-weekly 2 tims per week or Every other Week?</p>	<p>Spray clean and buff surfaced flooring 2 times a week, every other week.</p>
<p>46. RFP Section Reference S RFP Page Number 50 Please provide the times the cottages are accessable for cleaning.</p>	<p>See attached Exhibit 1.</p>
<p>47. RFP Section Reference S 4 a iii RFP Page Number 50 How many weekends will cleaning be required?</p>	<p>Cleaning will be required at Cottage 3 Approximately 4 weekends per year: Two for shampooing and two for waxing. Section IV. S. 4. A. iii is hereby amended that the term “(every day)” is replaced with “(M-F)”.</p>
<p>48. RFP Section Reference S 4 a iii, 4-5-6 RFP Page Number 51 Is this a 7 day per week requirement? (Sun thru Sat)</p>	<p>Section IV. S. 4. A. iii is hereby amended that the term “(every day)” is replaced with “(M-F)”.</p>

QUESTIONS	ANSWERS
<p>49. On several site plans, there are references to day cleaning that conflict with the written requirements. Please verify/confirm what daytime requirements the contractor has for day time cleaning in each facility and if there are duplicated requirement for the evening services. (I.e.: contractor required to lean common areas during the day and again t night).</p>	<p>There is an intentional overlap in some facilities. Please use the RFP language to determine which areas are the responsibility of the contractor to clean.</p>

This addendum will become part of the proposal and should be acknowledged with the Request For Proposal.

Exhibit 1

Facility Name	NSOB	TSBC	Executive	501	State Lab	Crime Lab	Cottage #1
Facility Address	301 Centennial Mall South	1400 M Street	521 South 14th Street	501 South 14th Street	3701 South 14th Street	1233 Arapahoe	5800 Leighton Ave
Day/ Night Shift Cleaning	Night	Night	Night	Night/ Day	Night	Day	Day
Days of Week Cleaned	Tue & Fri	Tue & Fri	Tue & Fri	Mon-Fri	Mon-Fri	Mon-Fri	Tue & Fri
Times Available for Cleaning	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	8:00 AM- 5:00 PM	8:00 AM- 2:00 PM

Facility Name	Cottage #2	Cottage #3	Cottage #4	Cottage #5	Cottage #6	Cottage#7	Whitehall Mansion
Facility Address	5801 Walker Ave	2345 N 60th St	2311 N 60th St	5845 Huntington Ave	5819 Huntington Ave	5800 Walker Ave	5903 Walker Ave
Day/ Night Shift Cleaning	Day	Night	Night	Night	Day	Day	Day
Days of Week Cleaned	Tue & Fri	Mon-Fri	Mon-Fri	Tue & Fri	Tue & Fri	Tue & Fri	Tue & Fri
Times Available for Cleaning	8:00 AM- 2:00 PM	9:00 PM- 1:30 AM	9:00 PM- 1:30 AM	5:00 PM- 1:30 AM	8:00 AM- 2:00 PM	8:00 AM- 5:00 PM	8:00 AM- 5:00 PM

Facility Name	Maintenance Building	Staff Training Academy	Training Administration	Ferguson	1526 Building
Facility Address	2401 N 60th St	2320 N 57th St	5900 Walker Ave	700 South 16th St	1526 K Street
Day/ Night Shift Cleaning	Day	Night	Night	Night	Night
Days of Week Cleaned	Tue & Fri	Mon-Fri	Mon-Fri	Tue & Fri	Tue & Fri
Times Available for Cleaning	8:00 AM- 5:00 PM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM	5:00 PM- 1:30 AM