

State of Nebraska (State Purchasing Bureau)
REQUEST FOR PROPOSAL FOR
CONTRACTUAL SERVICES FORM

RETURN TO:
State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-6500
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 4915Z1	February 11, 2015
OPENING DATE AND TIME	PROCUREMENT CONTACT
March 16,2015 2:00 p.m. Central Time	Jennifer Crouse/Robert Thompson

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau, is issuing this Request for Proposal, RFP Number 4915Z1 for the purpose of selecting a qualified contractor to provide Capitol Custodial Preservation Services.

Written questions are due no later than February 23, 2015, and should be submitted via e-mail to as.materielpurchasing@nebraska.gov . Written questions may also be sent by facsimile to (402) 471-2089.

A Pre-Proposal Conference and Walk-Through with mandatory attendance will be held on February 26, 2015 at 9:00 a.m. CST at the Nebraska State Capitol in Hearing Room 1510.

Bidder should submit one (1) original of the entire proposal. 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 State Purchasing Bureau by the date and time of proposal opening per the schedule of events. 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 bidder's proposal and any other requirements as specified in the Request for Proposal in order for a bidder's proposal to be evaluated.
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://das.nebraska.gov/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.

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. §84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All information not specifically excluded by State Law **WILL BE POSTED FOR PUBLIC VIEWING.**

Contractor hereby grants permission to the State of Nebraska and/or its agencies to reprint or republish any and all copyrighted documents related to Contractor's response to this Request for Proposal, and any and all figures, illustrations, photographs, charts, and other supplementary material on a website accessible by the public pursuant to Neb. Rev. Stat. §84-602.02. This waiver does not apply to proprietary information properly submitted in a separate sealed, package clearly marked "Proprietary."

Contractor represents and warrants that the contents of this response to Request for Proposal and all figures, illustrations, photographs, charts, and other supplementary material herein are original and do not libel anyone or infringe upon any patent, copyright, proprietary right, or any other right whatsoever of any other party. Contractor represents and warrants that Contractor has full power and authority to execute this Copyright Release and to grant the State of Nebraska and/or its agencies the right granted herein.

Contractor agrees to indemnify, defend, and hold harmless the State of Nebraska and/or its agencies against any and all claims, suits, and/or judgments, including costs, expenses, damages, and reasonable legal fees based upon and arising from Contractor's violation of the rights of others and/or by reason of a breach of any of the foregoing warranties.

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 unless otherwise agreed to (see Section III) and certifies that bidder maintains a drug free work place environment.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat §73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this RFP.

I hereby certify that I am a **Resident disabled veteran or business located in a designated enterprise zone** in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

TABLE OF CONTENTS

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM	i
TABLE OF CONTENTS	iii
GLOSSARY OF TERMS	vi
I. SCOPE OF THE REQUEST FOR PROPOSAL	1
A. SCHEDULE OF EVENTS	1
II. PROCUREMENT PROCEDURES	3
A. PROCURING OFFICE AND CONTACT PERSON	3
B. GENERAL INFORMATION	3
C. COMMUNICATION WITH STATE STAFF AND EVALUATORS	3
D. WRITTEN QUESTIONS AND ANSWERS	4
E. MANDATORY PRE-PROPOSAL CONFERENCE AND WALK-THROUGH	4
F. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS	5
G. SUBMISSION OF PROPOSALS	6
H. PROPOSAL OPENING	6
I. LATE PROPOSALS	7
J. REJECTION OF PROPOSALS	7
K. EVALUATION OF PROPOSALS	7
L. EVALUATION COMMITTEE	8
M. MANDATORY REQUIREMENTS	8
N. REFERENCE CHECKS	9
O. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS	9
P. VIOLATION OF TERMS AND CONDITIONS	9
III. TERMS AND CONDITIONS	10
A. GENERAL	10
B. AWARD	11
C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION	11
D. PERMITS, REGULATIONS, LAWS	12
E. OWNERSHIP OF INFORMATION AND DATA	12
F. INSURANCE REQUIREMENTS	12
G. COOPERATION WITH OTHER CONTRACTORS	14
H. INDEPENDENT CONTRACTOR	15
I. CONTRACTOR RESPONSIBILITY	15
J. CONTRACTOR PERSONNEL	16
K. STATE OF NEBRASKA PERSONNEL RECRUITMENT PROHIBITION	16
L. CONFLICT OF INTEREST	17
M. PROPOSAL PREPARATION COSTS	17
N. ERRORS AND OMISSIONS	17
O. BEGINNING OF WORK	18
P. ASSIGNMENT BY THE STATE	18
Q. ASSIGNMENT BY THE CONTRACTOR	18
R. DEVIATIONS FROM THE REQUEST FOR PROPOSAL	18

S.	GOVERNING LAW	19
T.	ATTORNEY'S FEES	19
U.	ADVERTISING	19
V.	STATE PROPERTY	20
W.	SITE RULES AND REGULATIONS.....	20
X.	NOTIFICATION	20
Y.	EARLY TERMINATION	21
Z.	FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS	22
AA.	BREACH BY CONTRACTOR.....	22
BB.	ASSURANCES BEFORE BREACH	23
CC.	ADMINISTRATION – CONTRACT TERMINATION	23
DD.	PENALTY	24
EE.	FORCE MAJEURE	24
FF.	PROHIBITION AGAINST ADVANCE PAYMENT	24
GG.	PAYMENT	25
HH.	INVOICES	25
II.	RIGHT TO AUDIT.....	26
JJ.	TAXES	27
KK.	INSPECTION AND APPROVAL	27
LL.	CHANGES IN SCOPE/CHANGE ORDERS	27
MM.	SEVERABILITY	28
NN.	CONFIDENTIALITY.....	28
OO.	PROPRIETARY INFORMATION	28
PP.	CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING	29
QQ.	STATEMENT OF NON-COLLUSION	30
RR.	PRICES.....	30
SS.	BEST AND FINAL OFFER	31
TT.	ETHICS IN PUBLIC CONTRACTING	31
UU.	INDEMNIFICATION.....	32
VV.	NEBRASKA TECHNOLOGY ACCESS STANDARDS.....	33
WW.	ANTITRUST	33
XX.	DISASTER RECOVERY/BACK UP PLAN.....	33
YY.	TIME IS OF THE ESSENCE	34
ZZ.	RECYCLING	34
AAA.	DRUG POLICY.....	34
BBB.	EMPLOYEE WORK ELIGIBILITY STATUS.....	34
CCC.	CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY.....	35
DDD.	POLITICAL SUB-DIVISIONS.....	36
EEE.	OFFICE OF PUBLIC COUNSEL	36
FFF.	LONG-TERM CARE OMBUDSMAN.....	36
IV.	PROJECT DESCRIPTION AND SCOPE OF WORK.....	37
A.	ADMONITION TO CONTRACTORS	37
B.	PROJECT OVERVIEW	37
C.	PROJECT ENVIRONMENT	37
D.	TECHNICAL REQUIREMENTS.....	37
E.	CUSTOMER SATISFACTION SURVEY MEASUREMENT	38
F.	DAYS AND HOURS OF WORK	38

G.	EMPLOYEES AND SUPERVISION.....	39
H.	FACILITY SECURITY.....	39
I.	TRASH AND RECYCLING COLLECTION	40
J.	LOST AND FOUND.....	40
K.	DAMAGED AND BROKEN ITEMS	40
L.	SCHEDULED CLEANING	40
M.	SUPPLIES AND EQUIPMENT	40
N.	ESTIMATED QUANTITIES.....	41
O.	ENTRYWAY MATS	41
P.	BUILDING QUANTITIES	42
Q.	GREEN CLEANING PROGRAM	42
R.	SPECIFIC AREA REQUIREMENTS.....	43
S.	ENERGY CONSERVATION.....	43
T.	D-2 - CUSTODIAL PERFORMANCE REQUIREMENTS	43
U.	D-3 - SPECIFIC PRESERVATION SPACE PERFORMANCE REQUIREMENTS.....	46
V.	PROPOSAL INSTRUCTIONS	50
A.	TECHNICAL PROPOSAL SUBMISSION	50
B.	COST PROPOSAL REQUIREMENTS	54
C.	PAYMENT SCHEDULE.....	54
	Form A Bidder Contact Sheet.....	55
	Form B Notification of Intent to Attend Pre-Proposal Conference and Walk Through	56
	Form C Cost Proposal.....	57
	Form D Experience and References.....	59

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 to be added or deleted to an existing document; a supplement.

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

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

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

ARO: After Receipt of Order

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): In a competitive bid, the final offer submitted which contains the bidder's (vendor's) most favorable terms for price.

Bid/Proposal: The offer submitted by a vendor in a response to written solicitation.

Bid Bond: An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the vendor will not withdraw the bid.

Bidder: A vendor who submits an offer bid in response to a written solicitation.

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

Business Day: Any weekday, except State-recognized holidays.

Calendar Day: Every day shown on the calendar including Saturdays, Sundays, and State/Federal holidays.

Cancellation: To call off or revoke a purchase order without expectation of conducting or performing it at a later time.

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

Commodities: Any equipment, material, supply or goods; anything movable or tangible that is provided or sold.

Commodities Description: Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results.

Competition: The effort or action of two or more commercial interests to obtain the same business from third parties.

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 receive.

Contract: An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement.

Contract Administration: The management of the contract which includes and is not limited to contract signing, contract amendments and any necessary legal actions.

Contract Management: The management of day to day activities at the agency which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the contractor.

Contract Period: The duration of the contract.

Contractor: Any individual or entity having a contract to furnish commodities or services.

Cooperative Purchasing: The combining of requirements of two or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits.

Copyright: A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work.

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 terms and conditions or deliverables within the scope of the written solicitation or contract.

Evaluation: The process of examining an offer after opening to determine the vendor's responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award.

Evaluation Committee: Committee(s) appointed by the requesting agency that advises and assists the procuring office in the evaluation of bids/proposals (offers made in response to written solicitations).

Extension: Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with “Renewal Period”.

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

Free on Board (F.O.B.) Point of Origin: The delivery charges are not included in the quoted price and are the responsibility of the agency. Agency is responsible for all claims associated with damages during delivery of product.

Foreign Corporation: A foreign corporation that was organized and chartered under the laws of another state, government, or country.

Installation Date: The date when the procedures described in “Installation by Contractor”, and “Installation by State”, as found in the RFP, ITB (written solicitation) or contract are completed.

Late Bid/Proposal: An offer received after the Opening Date and Time.

Licensed Software 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.

Mandatory/Must: Required, compulsory, or obligatory.

May: Discretionary, permitted; used to express possibility.

Module (see System): A collection of routines and data structures that perform a specific function of software.

Must: See Shall/Will/Must.

National Institute for Governmental Purchasing (NIGP): National Institute of Governmental Purchasing – Source used for assignment of universal commodity codes to goods and services.

Open Market Purchase: Authorization may be given to an agency to purchase items above direct purchase authority due to the unique nature, price, quantity, location of the using agency, or time limitations by the AS Materiel Division, State Purchasing Bureau.

Opening Date and Time: Specified date and time for the public opening of received, labeled, and sealed formal proposals.

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: The contracting out of a business process which an organization may have previously

performed internally or has a new need for, to an independent organization from which the process is purchased back.

Payroll & Financial Center (PFC): Electronic procurement system of record.

Performance Bond: An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the contractor fulfills any and all obligations under the 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-Bid/Pre-Proposal Conference: A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.

Product: Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption.

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 the contract for use by the State.

Project: The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and services to be provided under the contract.

Proposal: See Bid/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/Grievance: A complaint about a governmental action or decision related to an Invitation to Bid or resultant contract, brought by a vendor who has timely submitted a bid response in connection with the award in question, to AS Materiel Division or another designated agency with the intention of achieving a remedial result.

Public Proposal Opening: The process of opening correctly submitted offers at the time and place specified in the written solicitation and in the presence of anyone who wished 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: The date of public release of the written solicitation to seek offers

Renewal Period: Optional contract periods subsequent to the original Contract Period for a specified duration with previously agreed to terms and conditions. Not to be confused with Extension.

Request for Information (RFI): A general invitation to vendors requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation.

Request for Proposal (RFP): A written solicitation utilized for obtaining competitive offers.

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

Responsive Bidder: A bidder who has submitted a bid which conforms to all requirements of the solicitation document.

Shall/Will/Must: An order/command; mandatory.

Should: Expected; suggested, but not necessarily mandatory.

Software License: Legal instrument with or without printed material that governs the use or redistribution of licensed software.

Sole Source – Commodity: When an item is available from only one source due to the unique nature of the requirement, its supplier, or market conditions.

Sole Source – Services: A service of such a unique nature that the vendor selected is clearly and justifiably the only practical source to provide the service. Determination that the vendor selected is justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required.

Specifications: The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

System (see Module): 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 prior to the stated expiration date. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

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 by, 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)).

Trademark: A word, phrase, logo, or other graphic symbol used by a manufacturer or vendor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office.

Upgrade: Any change that improves or alters the basic function of a product of service.

Vendor: An individual or entity lawfully conducting business in the State of Nebraska, or licensed to do so, who seeks to provide goods or services under the terms of a written solicitation.

Vendor Performance Report: A report issued to the vendor/contractor by State Purchasing Bureau when products or services delivered or performed fail to meet the terms of the purchase order, contract, and/or specifications, as reported to State Purchasing Bureau by the agency. The State Purchasing Bureau shall contact the vendor/contractor regarding any such report. The vendor performance report will become a part of the permanent record for the vendor/contractor. The State may require vendor to cure. Two such reports may be cause for immediate termination.

Will: See Shall/Will/Must.

Work Day: See Business Day.

I. SCOPE OF THE REQUEST FOR PROPOSAL

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Proposal, RFP Number 4915Z1 for the purpose of selecting a qualified contractor to provide Capitol Custodial Preservation Services.

A contract resulting from this Request for Proposal will be issued approximately for a period of one (1) year effective the date of award. The contract has the option to be renewed for four (4) 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://das.nebraska.gov/materiel/purchasing/>

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.

ACTIVITY		DATE/TIME
1.	Release Request for Proposal	February 11, 2015
2.	Last day to submit "Notification of Intent to Attend Pre-Proposal Conference"	February 23, 2015
3.	Last day to submit written questions	February 23, 2015
4.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://das.nebraska.gov/materiel/purchasing/	February 25, 2015
5.	Mandatory Pre-Proposal Conference and Walk-Through Location: Nebraska State Capitol Building Hearing Room 1510 Lincoln, NE 68508 <i>* Registration Advisement: Bids will only be accepted from those Companies/Firms which properly register their attendance at this meeting by completing all of the required information on the State Registration Sheet.</i>	February 26, 2015 9:00 AM Central Time
6.	Last day to submit written questions after Pre-Proposal Conference (2 nd Round)	March 2, 2015
7.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://das.nebraska.gov/materiel/purchasing/	March 5, 2015
8.	Proposal opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	March 16, 2015 2:00 PM Central Time
9.	Review for conformance of mandatory requirements	March 16, 2015
10.	Evaluation period	March 19, 2015 through March 27, 2015
11.	"Oral Interviews/Presentations and/or Demonstrations" (if required)	To Be Determined
12.	Post "Letter of Intent to Contract" to Internet at: http://das.nebraska.gov/materiel/purchasing/	April 3, 2015
13.	Contract finalization period	April 17, 2015

ACTIVITY		DATE/TIME
14.	Contract award	April 20, 2015
15.	Contractor start date	July 1, 2015

II. PROCUREMENT PROCEDURES

A. PROCURING OFFICE AND CONTACT PERSON

Procurement responsibilities related to this Request for Proposal reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Jennifer Crouse/Robert Thompson
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-6500
Facsimile: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

B. GENERAL INFORMATION

The Request for Proposal is designed to solicit proposals from qualified vendors who will be responsible for providing Capitol Custodial Preservation Services 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 AND EVALUATORS

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. Bidders shall not have any communication with, or attempt to communicate with or influence in any way, any evaluator involved in this RFP.

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 Conference when recognized by the State Purchasing Bureau 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 State Purchasing Bureau and clearly marked “RFP Number 4915Z1; Capitol Custodial Preservation Services Questions”. It is preferred that questions be sent via e-mail to as.materielpurchasing@nebraska.gov Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Jennifer Crouse/Robert Thompson, showing the total number of pages transmitted, and clearly marked “RFP Number 4915Z1; Capitol Custodial Preservation Services Questions”.

It is recommended that Bidders submit questions sequentially numbered, include the RFP reference and page number using the following format.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing/> on or before the date shown in the Schedule of Events.

E. MANDATORY PRE-PROPOSAL CONFERENCE AND WALK-THROUGH

A pre-proposal conference and walk-through will be held on the date, time, and location shown in the Schedule of Events. Attendance at the pre-proposal conference and walk-through is Mandatory in order to submit a proposal. Bidders will have an opportunity to ask questions at the conference 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://das.nebraska.gov/materiel/purchasing/> 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. Capitol Drawings

Capitol drawings are proprietary information that includes secure locations. Capitol drawings may not be copied, photographed, or duplicated in any manner.

The Capitol drawings will also be available for viewing at the State Purchasing Bureau during normal business hours (8 AM – 5 PM) Monday – Friday, excluding holidays. Bidders may walk in or reserve a time to view the Capitol drawings. The Capitol drawings will be available for viewing at the State Purchasing Bureau until the opening date and time listed in the Schedule of Events. The point of contact to view the Capitol drawings is as follows:

Buyers: Jennifer Crouse/Robert Thompson
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-6500
Facsimile: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

2. NOTIFICATION OF INTENT TO ATTEND MANDATORY PRE-PROPOSAL CONFERENCE AND WALK-THROUGH

Notification of attendance should be submitted to the State Purchasing Bureau via e-mail (as.materielpurchasing@nebraska.gov), facsimile (402-471-2089), 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 Conference” (see Form B) 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. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The Evaluation Committee(s) may conclude after the completion of the Technical and Cost Proposal evaluation that oral interviews/presentations and/or demonstrations are required in order to determine the successful bidder. All bidders may not have an opportunity to interview/present and/or give demonstrations; the State reserves the right to select only the top scoring bidders to present/give oral interviews in its sole discretion. The scores from the oral interviews/presentations and/or demonstrations will be added to the scores from the Technical and Cost Proposals. The presentation process will allow the bidders to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Bidders’ key personnel may be requested to participate in a structured interview to determine their understanding of the requirements of this proposal, their authority and reporting relationships within their firm, and their management style and philosophy. Bidders shall not be allowed to alter or amend their proposals. Only representatives of the State and the presenting bidders will be permitted to attend the oral interviews/presentations and/or demonstrations.

Once the oral interviews/presentations and/or demonstrations have been completed the State reserves the right to make a contract award without any further discussion with the bidders regarding the proposals received.

Detailed notes of oral interviews/presentations and/or demonstrations may be recorded and supplemental information (such as briefing charts, et cetera) may be accepted; however, such supplemental information shall not be considered an amendment to a bidders' proposal. Additional written information gathered in this manner shall not constitute replacement of proposal contents.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the bidder and will not be compensated by the State.

G. 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 of the entire proposal should be submitted. 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. Please note that the address label should appear as specified in Section II part A 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, 402-471-6500 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.

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. §84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All information not specifically excluded by State Law **WILL BE POSTED FOR PUBLIC VIEWING.**

The Technical and Cost Proposals should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that charts, diagrams and the like may be on fold-outs which, when folded, fit into the 8 ½" by 11" format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables must be numbered consecutively within sections. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text.

H. 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 at the proposal opening. Vendors may also contact the State to schedule an appointment for viewing proposals after the Intent to Award has been posted to the website.

I. 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).

J. 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.

K. EVALUATION OF PROPOSALS

All responses to this Request for Proposal which fulfill all mandatory requirements will be evaluated. Each category will have a maximum possible point potential. The State will conduct a fair, impartial, and comprehensive evaluation of all proposals in accordance with the criteria set forth below. Areas that will be addressed and scored during the evaluation include:

1. Corporate Overview shall include but is not limited to:
 - a. the ability, capacity, and skill of the bidder to deliver and implement the system or project that meets the requirements of the Request for Proposal;
 - b. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - c. whether the bidder can perform the contract within the specified time frame;
 - d. the quality of bidder performance on prior contracts;
 - e. such other information that may be secured and that has a bearing on the decision to award the contract;
2. Technical Approach;
 - a. Proposed sustainable activities in Green Cleaning Program;
 - b. Customer satisfaction survey program;
 - c. Three (3) References (Form D); and
3. Cost Proposal. (Form C)

Neb. Rev. Stat. §73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone. When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder, if all other factors are equal.

Resident disabled veterans means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States

Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision(a) of this subsection. Any contract entered into without compliance with this section shall be null and void.

Therefore, if a resident disabled veteran or business located in a designated enterprise zone submits a bid in accordance with Neb. Rev. Stat. §73-107 and has so indicated on the RFP cover page under "Bidder must complete the following" requesting priority/preference to be considered in the award of this contract, the following will need to be submitted by the vendor within ten (10) business days of request:

- a. Documentation from the United States Armed Forces confirming service;
- b. Documentation of discharge or otherwise separated characterization of honorable or general (under honorable conditions);
- c. Disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense; and
- d. Documentation which shows ownership and control of a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection; and the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this subsection.

Failure to submit the requested documentation within ten (10) business days of notice will disqualify the bidder from consideration of the preference.

Evaluation criteria will become public information at the time of the Request for Proposal opening. Evaluation criteria and a list of respondents will be posted to the State Purchasing Bureau website at <http://das.nebraska.gov/materiel/purchasing/> . Evaluation criteria will not be released prior to the proposal opening.

L. EVALUATION COMMITTEE

Proposals will be independently evaluated by members of the Evaluation Committee(s). The Evaluation Committee(s) will consist of staff with the appropriate expertise to conduct such proposal evaluations. Names of the members of the Evaluation Committee(s) will not become public information.

Prior to award, bidders are advised that only the point of contact indicated on the front cover of this Request for Proposal For Contractual Services Form can clarify issues or render any opinion regarding this Request for Proposal. No individual member of the State, employee of the State, or member of the Evaluation Committee(s) is empowered to make binding statements regarding this Request for Proposal.

Any contact, or attempted contact, with an evaluator that is involved with this RFP may result in the rejection of this proposal and further administrative actions may be taken.

M. 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. Request for Proposal For Contractual Services form, signed in ink;
2. Corporate Overview;
3. Technical Approach;
4. Cost Proposal. (Form C)

N. 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.

Information to be requested and evaluated from references may include, but is not limited to, some or all of the following: financial stability of the company, 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.

O. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS

All bidders should be authorized to transact business in the State of Nebraska. All bidders are expected to comply with all Nebraska Secretary of State registration requirements. It is the responsibility of the bidder to comply with any registration requirements pertaining to types of business entities (e.g. person, partnership, foreign or domestic limited liability company, association, or foreign or domestic corporation or other type of business entity). The bidder who is the recipient of an Intent to Award will be required to certify that it has so complied and produce a true and exact copy of its current (within ninety (90) calendar days), valid Certificate of Good Standing or Letter of Good Standing; or in the case of a sole proprietorship, provide written documentation of sole proprietorship. This must be accomplished prior to the award of the contract. Construction contractors are expected to meet all applicable requirements of the Nebraska Contractor Registration Act and provide a current, valid certificate of registration. Further, all bidders shall comply with any and all other applicable Nebraska statutes regarding transacting business in the State of Nebraska. Bidders should submit the above certification(s) with their bid.

P. 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 unless otherwise agreed to, 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, and (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. Bidders should include completed Section III with their proposal response.

A. GENERAL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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

1. Amendment to Contract Award with the most recent dated amendment having the highest priority;
2. Contract Award and any attached Addenda;
3. The Request for Proposal form and the Contractor’s Proposal, signed in ink
4. Amendments to RFP and any Questions and Answers; and
5. The original RFP document and any Addenda.

These documents constitute the entirety of the contract.

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) Amendment to Contract Award with the most recent dated amendment having the highest priority, 2) Contract Award and any attached Addenda, 3) the signed Request for Proposal form and the Contractor’s Proposal, 4) Amendments to RFP and any Questions and Answers, 5) the original RFP document and any Addenda.

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.

B. AWARD

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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, in whole 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://das.nebraska.gov/materiel/purchasing/>

Grievance and protest procedure is available on the Internet at: http://das.nebraska.gov/materiel/purchase_bureau/docs/vendors/protest/ProtestGrievanceProcedureForVendors.pdf

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

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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, 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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contractor shall not commence work under this contract until all the insurance required hereunder has been obtained and such insurance has been approved by the State. The contractor shall maintain all required insurance for the life of this contract and shall ensure that the State Purchasing Bureau has the most current certificate of insurance throughout the life of this contract. If contractor will be utilizing any subcontractors, the contractor is responsible for obtaining the certificate(s) of insurance required herein under from any and all subcontractor(s). The contractor is also responsible for ensuring subcontractor(s) maintain the insurance required until completion of the contract requirements. The contractor shall not allow any subcontractor to commence work on any subcontract until all similar insurance required of the subcontractor has been obtained and approved by the 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 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 Additional Insured(s). 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

d. UMBRELLA/EXCESS LIABILITY

Over Primary Insurance \$4,000,000 per occurrence

e. SUBROGRATION WAIVER

“Waiver of Subrogation on the Worker’s Compensation in favor of the State of Nebraska.”

f. LIABILITY WAIVER

“The State of Nebraska, Certificate holder, is an additionally insured, primary & noncontributory on the General Liability.”

4. EVIDENCE OF COVERAGE

The contractor should furnish the State, with their proposal response, a certificate of insurance coverage complying with the above requirements to the attention of the Buyer at 402-471-2089 (fax)

Administrative Services
State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, NE 68508

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 State Purchasing Bureau when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

G. COOPERATION WITH OTHER CONTRACTORS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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 subcontractor's services, the subcontractor's 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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

K. STATE OF NEBRASKA PERSONNEL RECRUITMENT PROHIBITION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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

N. ERRORS AND OMISSIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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, mandatory requirements, or applicable state or federal laws or statutes. "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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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) calendar 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

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contract may be terminated as follows:

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 thirty (30) calendar 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) calendar 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; or
- j. contractor engaged in collusion or ones actions which could have provided contractor an unfair advantage in obtaining this contract.

Z. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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) calendar 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 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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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) calendar 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)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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. ADMINISTRATION – CONTRACT TERMINATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

1. Contractor must provide confirmation that upon contract termination all deliverables prepares in accordance with this agreement shall become the property of the State of Nebraska, subject to the ownership provision (section E) contained herein, and be provided to the State of Nebraska at no additional cost to the State.
2. Contractor must provide confirmation that in the event of contract termination, all records that are the property of the State will be returned to the State within thirty (30) calendar days. Notwithstanding the above, Bidder may retain one copy of any information as required to comply with applicable work product documentation standards or as are automatically retained in the course of Bidder's routine back up procedures.

DD. PENALTY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

EE. FORCE MAJEURE

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

FF. PROHIBITION AGAINST ADVANCE PAYMENT

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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

GG. PAYMENT

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

HH. INVOICES

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Invoices for payments must be submitted by the contractor to the agency requesting the services with sufficient detail to support payment. The monthly invoice shall have the Division 2 and Division 3 costs separated.

Address invoices are to be sent:

Office of the Capitol Commission
 PO Box 94696
 Lincoln, NE 68509-4696

The terms and conditions included in the contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

II. RIGHT TO AUDIT

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Contractor shall establish and maintain a reasonable accounting system that enables the State to readily audit contract. The State and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this contract kept by or under the control of the Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence.

Contractor shall, at all times during the term of this contract and for a period of five (5) years after the completion of this contract, maintain such records, together with such supporting or underlying documents and materials. The Contractor shall at any time requested by the State, whether during or after completion of this contract and at Contractor's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the State. Such records shall be made available to the State during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for the State. Contractor shall ensure the State has these rights with Contractor's assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Contractor and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Contractor's obligations to the State.

Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by the State unless certain exemption criteria are met. If the audit identifies overpricing or overcharges (of any nature) by the Contractor to the State in excess of one-half of one percent (.5%) of the total contract billings, the Contractor shall reimburse the State for the total costs of the audit. If the audit discovers substantive findings related to fraud, misrepresentation, or non-performance, the contractor shall reimburse the State for total costs of audit. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the State's findings to Contractor.

JJ. TAXES

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

KK. INSPECTION AND APPROVAL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

LL. CHANGES IN SCOPE/CHANGE ORDERS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The State may, upon the written agreement of contractor, make changes to the contract within the general scope of the RFP. The State may, at any time work is in progress, by written agreement, make alterations in the terms of work as shown in the specifications, require the contractor to make corrections, 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 shall be determined in accordance with applicable unit prices if any, or a pro-rated value.

Corrections of any deliverable, service or performance of work required pursuant to the contract shall not be deemed a modification. Changes or additions to the contract beyond the scope of the RFP are not permitted.

MM. SEVERABILITY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

NN. CONFIDENTIALITY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

OO. PROPRIETARY INFORMATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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, and provide supporting documents showing why such documents should be marked proprietary.** 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.

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. §84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All information not specifically excluded by State Law **WILL BE POSTED FOR PUBLIC VIEWING.**

PP. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

By submission of this proposal, the bidder certifies that it is the party making the foregoing proposal and 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 the 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.

QQ. STATEMENT OF NON-COLLUSION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The proposal shall be arrived at by the bidder independently and be submitted without collusion with, and without any direct or indirect agreement, understanding or planned common course of action with, any person; firm; corporation; bidder; contractor of materials, supplies, equipment or services described in this RFP. Bidder shall not collude with, or attempt to collude with, any state officials, employees or agents; or evaluators or any person involved in this RFP. The bidder shall not take any action in the restraint of free competition or designed to limit independent bidding or to create an unfair advantage.

Should it be determined that collusion occurred, the State reserves the right to reject a bid or terminate the contract and impose further administrative sanctions.

RR. PRICES

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

All prices, costs, and 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.

Prices quoted on the cost proposal form C shall remain firm for the first year of the contract period. 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.

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.

SS. BEST AND FINAL OFFER

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

TT. ETHICS IN PUBLIC CONTRACTING

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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, employee or evaluator 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 or any evaluator.

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.

UU. INDEMNIFICATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

1. GENERAL

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.

VV. NEBRASKA TECHNOLOGY ACCESS STANDARDS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.htm> and ensure that products and/or services provided under the contract are in compliance or will 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.

WW. ANTITRUST

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

XX. DISASTER RECOVERY/BACK UP PLAN

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

YY. TIME IS OF THE ESSENCE

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

ZZ. RECYCLING

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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 Neb. Rev. Stat. §81-15,159.

AAA. DRUG POLICY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

BBB. EMPLOYEE WORK ELIGIBILITY STATUS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of 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 an 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 <http://das.nebraska.gov/materiel/purchasing.html>

The completed United States Attestation Form should be submitted with the Request for Proposal response.

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.

CCC. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

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.

Contractor, by signature to this RFP, certifies that contractor has not had a contract with the State of Nebraska terminated early by the State of Nebraska. If Contractor has had a contract terminated early by the State of Nebraska, Contractor must provide the contract number, along with an explanation of why the contract was terminated early. Prior early termination may be cause for rejecting the proposal.

DDD. POLITICAL SUB-DIVISIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contractor may extend the contract to political sub-divisions conditioned upon the honoring of the prices charged to the State. Terms and conditions of the Contract must be met by political sub-divisions. Under no circumstances shall the State be contractually obligated or liable for any purchases by political sub-divisions or other public entities not authorized by Neb. Rev. Stat. §81-145, listed as “all officers of the state, departments, bureaus, boards, commissions, councils, and institutions receiving legislative appropriations.” A listing of Nebraska political subdivisions may be found at the website of the Nebraska Auditor of Public Accounts.

EEE. OFFICE OF PUBLIC COUNSEL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

If it provides, under the terms of this contract and on behalf of the State of Nebraska, health and human services to individuals; service delivery; service coordination; or case management, Contractor shall submit to the jurisdiction of the Office of Public Counsel, pursuant to Neb. Rev. Stat. §§ 81-8,240 et seq. This section shall survive the termination of this contract and shall not apply if Contractor is a long-term care facility subject to the Long-Term Care Ombudsman Act, Neb. Rev. Stat. §§ 81-2237 et seq.

FFF. LONG-TERM CARE OMBUDSMAN

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

If it is a long-term care facility subject to the Long-Term Care Ombudsman Act, Neb. Rev. Stat. §§ 81-2237 et seq., Contractor shall comply with the Act. This section shall survive the termination of this contract.

IV. PROJECT DESCRIPTION AND SCOPE OF WORK

A. ADMONITION TO CONTRACTORS

The United States, Department of Interior has recognized the Nebraska State Capitol as a Registered National Historic Landmark and as such possesses exceptional architectural, historic, and cultural value for our nation. Original building and site finishes, details, and furnishings are of the highest quality available, both in material and craftsmanship. It's the mission of the Office of the Capitol Commission (OCC) to ensure that all contracts for construction, maintenance and services in the Capitol are performed to a standard at least equal to the original construction. The services to be performed, the specifications, the time and place of performance and any other special items and conditions applicable to the request for proposal are set forth below and in the attached specifications.

The bidder should provide the following information in response to this Request for Proposal.

B. PROJECT OVERVIEW

The contractor shall provide management, supervision, required labor and plan, schedule, coordinate and ensure effective completion of all work and services specified in this contract. Therefore, all work will be performed in a professional manner and in the best interests of maintaining a clean presentable building, as well as preserving a Registered National Historic Landmark while striving to improve environmental sustainability and human health conditions. The technical requirements are the MINIMUM levels of work and services required in the contracted areas covered under this agreement.

C. PROJECT ENVIRONMENT

This contract is divided into two (2) distinct work areas; General Performance Areas and Preservation Space Areas: Floor plans defining these areas will be distributed at the mandatory pre-proposal conference and walk through meeting. The General Performance areas are primarily office space also described as adaptive reuse space. Division 2 (D-2) is responsible for the cleaning and oversight/supervision of these adaptive reuse areas. Preservation Space areas are cleaned with a mixture of state staff and contract staff. Division 3 (D-3) is responsible for the cleaning and oversight of these preservation space areas. All oversight/supervision of these areas is managed by state supervision.

The training and quality of workmanship is extremely critical of all employees assigned to the State Capitol. The OCC will provide training that is specific to the preservation space in terms of floor care and maintenance and proper maintenance of all surfaces. In the best interest of the Capitol Preservation Program, it is extremely important to have minimal turn-over of employees.

D. TECHNICAL REQUIREMENTS

NOTE: ASSEMBLE AND SUBMIT ALL PROPOSALS WITH THIS NOTE CLEARLY UNDERSTOOD. The following frequencies for cleaning tasks have been established from past experience in maintaining Nebraska State Capitol. Meeting the expectations and requirements outlined below will be monitored and inspected daily. The work required is generally specified on a periodic basis in the "Work Schedule." However, in undertaking this service, the contractor recognizes that some area of the building will receive more traffic and soil than others and agrees to perform all necessary services on a schedule which will maintain a uniform high level of cleanliness throughout all the areas. Work required on an "as needed" basis shall be performed where and when necessary or as requested by the OCC Supervisor.

E. CUSTOMER SATISFACTION SURVEY MEASUREMENT

The contractor shall develop and implement a process of measurement in the area of customer satisfaction. A customer satisfaction survey shall have the minimum categories of; Excellent, Good, Fair, and Poor. Final survey content shall be approved by the owner and shall be randomly distributed to a minimum of 10 employees per month throughout the Capitol by the Contractor. The survey results shall then be compiled by the contractor and made available to the owner on a monthly basis. The contractor has the option to perform on-line surveys to the employees of the Capitol and share the results with the OCC. In response to this Request for Proposal, the bidder must provide copies of similar survey results from at least two other accounts they regularly clean of a facility approximately 100,000 square feet or greater.

The minimum D- 2 workforce hours specified in this contract are based on the OCC's experience in maintaining minimum acceptable levels of cleanliness in adaptive reuse areas. If the contractor demonstrates quality work meeting or exceeding the standards specified herein, an application to the owner for a reduction in minimum hours may be considered. The contractor must maintain a ninety (90) percent customer satisfaction rating of good or better for at least six months to be considered for a D- 2 workforce hour reduction. If the contractor maintains a uniform high level of cleanliness throughout the building and meets or exceeds the customer satisfaction requirements, the State will not expect a reduction in charges for D- 2. The provision of hour reduction does not apply to D- 3 workforce hours for preservation areas of the Capitol.

F. DAYS AND HOURS OF WORK

Days and Hours the Capitol is open to the Public

Monday - Friday: 8 a.m. to 5 p.m.

Saturday/Holidays: 10 a.m. to 5 p.m.

Sunday: 1 to 5 p.m.

Tours Available on the Hour (Except at Noon)

Open every day except Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, and New Year's Day.

Cleaning services specified in D-2 and D-3 shall be provided five (5) days a week Monday through Friday (excluding State Holidays). All work, with the exception of the D-3 Matron, shall be accomplished between the hours of 4:15 p.m. and 1:30 a.m. The work completed by the D-3 Matron shall be accomplished between the hours of 8:00 a.m. and 5:00 p.m.

A representative of the contractor shall be available during daytime hours to meet with a designated Office of the Capitol Commission representative to discuss contract performance or other issues needing attention.

1. D-2

A MINIMUM of Forty (40) workforce hours per night is required to meet the cleaning standards outlined in D-2 General Performance Requirements. This does include the hours of the D-2 working supervisor.

2. D-3

A MINIMUM of Thirty Two (32) workforce hours, Twenty Four (24) workforce hours per night and Eight (8) workforce hours per day are required to meet the cleaning standards outlined in D-3 Specific Preservation Space Performance Requirements.

Due to the restroom requirements, OCC requests the D-3 day matron position be filled by a female to be the most efficient in OCC's operations. In regards to the restrooms, the D-3 matron will only be responsible for the women's restrooms.

With the large amount of hard surface floor, OCC requires at least one person on D-3 evening shift to have a minimum of 5 years' experience in hard surface floor care. Bidder shall submit resume as defined in Section V.A.5.i (Summary of Bidder's Proposed Personnel/Management Approach)

G. EMPLOYEES AND SUPERVISION

The contractor shall employ only trained qualified people, as the contractor deems necessary to perform the work, and they shall remain the contractor's employees subject to the contractor's direction at all times. However, the Contractor shall require the employees to comply with instructions that pertain to conduct and building regulations. The contractor shall have a responsible, capable supervisor in the building at all times while their employees are on duty. The State Capitol Building has several confidential areas that require daytime cleaning. These areas will be identified by the building manager. The State shall make sole approval of employees scheduled to work in these confidential areas within the building. The contractor shall provide the State with the names of all the employees who will be performing work under this contract and provide the employees with proper identification so that the employees may be identified at the time of entry into the building and during all working hours. The State reserves the right to approve or disapprove any of the Contractor's employees assigned to the building. Under no circumstances will the Contractor's employees be allowed to use the phones, copiers or other office machines in any office area.

All employees assigned or having access to the Nebraska State Capitol must request a Criminal History Report in writing from the Criminal Identification Division (CID) at: Nebraska State Patrol, 3800 NW 12th Street-Suite A, Lincoln, NE 68521, (phone # 402-479-4971). The criminal history request form may be downloaded from www.statepatrol.nebraska.gov.

This report will be submitted to the OCC Manager for review. After review, the contractor will be notified in writing if the employee has clearance. This process should be started at least ten (10) working days prior to employee access. The cost of the report 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 that have passed the Criminal History Check for use as replacement staff in the case of absences.

While each individual worker's background will be assessed with discretion and objectivity, some arrests and/or convictions for certain offenses will be grounds for immediate disqualification from the special access to the above facilities. Those offenses include, but are not limited to: Weapons offenses, acts of or threats of violence or bodily harm, theft, robbery, larceny, burglary, recent custodial arrests, active arrest warrants and/or recent controlled substance violations. All decisions regarding results of the background checks will be final. The OCC also reserves the right to alter or restrict access once it has been granted if new information is obtained that would support such changes. If a prospective employee does not pass the check, further explanation or details on an individual not granted access to a location must be obtained from the specific individual.

H. FACILITY SECURITY

The contractor must complete an Access Card Authorization Form and apply for a building access badge for each employee. The employee is to report to the State Patrol Capitol Security Office Room 1405 for photo and badge. The badge will not be activated without a

criminal background check report. The badge is to be displayed on the employee in plain view at all times when in the Capitol. Under no circumstances are the contractor's employees to allow others access into the building. The contractor shall check the building for any visitors and escort them out of the building. Lost or stolen badges are to be reported to the Capitol Manager and/or NSP Capitol Security immediately. The Contractor is responsible for obtaining a replacement access badge: Replacement fee is \$15.00. Replacement badges can be obtained at the NSP Capitol Security Office Room 1405.

I. TRASH AND RECYCLING COLLECTION

Trash pickup and Recycling barrels will be provided by the OCC for D-3. D-2 shall provide an adequate number of 44 gallon Rubbermaid Brute or equivalent containers on dollies for their trash collection. The OCC will provide trash/garbage dumpsters which are located in the basement near the south dock. All trash shall be collected throughout the building and dumped into the dumpsters each night. This area shall be swept on a daily basis. D-3 staff is responsible for recycling collection throughout the Capitol. The majority of collection is accomplished on the day routes.

J. LOST AND FOUND

The Contractor shall insure that all articles found by the contractor's employees while performing duties under this contract are turned into the Nebraska State Patrol Capitol Security office Room 1405.

K. DAMAGED AND BROKEN ITEMS

Any articles broken or damaged during cleaning operations shall be reported to the OCC Manager. The Contractor shall then be directed to repair or replace the broken or damaged 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.

NOTE: The Nebraska State Capitol is a historic building of national importance. Extreme care must be exercised in the cleaning or handling of the many office furnishings, building details and finishes that are original to the Capitol. If any items should be damaged by the Contractor, the Office of the Capitol Commission will establish the value of the item and the cost of repairing or replacing the damaged item. Such amount shall be reimbursed by the contractor.

L. SCHEDULED CLEANING

All cleaning required on a monthly, quarterly, semiannual and annual schedule must be scheduled with the OCC Manager within sixty (60) days after the contract has been awarded with the exception of interior window washing. Interior window washing shall be completed on an annual basis scheduled with the Capitol manager. (Exterior window washing is not part of this contract.)

M. SUPPLIES AND EQUIPMENT

1. D-2 Equipment and Supplies Provided by Contractor

Movement of all supplies and equipment from the receiving area (basement south dock) will be the contractor's responsibility. The Contractor shall be required to furnish the following equipment and supplies. This should be viewed as a MINIMUM requirement.

a. WINDOW CLEANER

- b. WASTE COLLECTORS (44 gallon Rubbermaid Brute or equivalent)
- c. DUST MOPS (no treated or oiled mops)
- d. MICRO-FIBER TOWELS, RAGS, ETC.
- e. SANITARY NAPKINS,
- f. WET MOPS
- g. TOILET PAPER - 2 Ply Gen Pack Toilet Paper Toilet Tissue, 500 Sheets per Roll, 96 Rolls per Case
- h. NEAT SEATS (Sanitor neat seat # 3350 dispenser)
- i. BROOMS
- j. GERMICIDAL CLEANERS
- k. VACUUM CLEANERS (both upright w/beater bar & tank style)
- l. BOWL CLEANERS
- m. FRAGRANCE CASSETTES are Rubbermaid. Dispenser #4EU59
- n. MOP-BUCKETS
- o. TRASH LINERS (20% recycled 100% post-consumer waste)

NOTE: All cleaning equipment, cleaners, waxes, etc., must be approved by OCC prior to use. After contract award the Contractor must furnish a list of all manufacturers' products to be used under this contract for OCC approval. Safety data sheets (SDS) must also be submitted after the contract is awarded and prior to the work beginning.

The current sanitary napkin dispensers will become the responsibility of the contractor. However, they will remain the property of the State of Nebraska. All filling, collection and repair services will be the contractor's responsibility. The revenue obtained from the sales shall remain with the contractor. Any changes made to the existing dispensers will be at the approval of the OCC Manager. And, any changes made will remain with the Capitol at the conclusion of this contract.

- 2. **All D-3 Equipment and Supplies Provided by OCC**
All equipment and supplies for D-3 are provided by OCC

N. ESTIMATED QUANTITIES

All estimates are an approximation of annual usage. Other supply/chemical quantities are not available for the State Capitol. Bidder will be responsible for preparing the proposals based on their estimates.

- 1. 240 cases of 2 Ply Gen Pack Toilet Paper Toilet Tissue, 500 Sheets per Roll, 96 Rolls per Case
- 2. 200 fragrance cassettes
- 3. 25 cases of neat seats
- 4. 24 cases of hand soap
- 5. 80 cases of liners of various sizes

O. ENTRYWAY MATS

The Contractor shall supply new mats as shown in the schedule below:
#118 NoTrax/ArrowTrax or "Heritage " rib mat as manufactured by Superior Manufacturing Group, Inc., 5655 W. 73rd , Chicago, IL 60638. Mats shall be new rubber backed and edged, fiber faced pile (color selected by OCC) walk off mats shall be furnished and maintained by the contractor year round. Duplicate sets of mats shall be rotated at least monthly, or more frequently when wet or inclement weather dictates. Between monthly rotations, the mat shall be extracted nightly either by vacuuming or wet extraction. At the end of the contract period

the mats become the property of the OCC. The following entrances shall be matted with the number and size of mats as indicated:

1. First floor
 - a. North - Heritage 1 - 3' x 11'- 6" 1 - 6' x 13'- 6" 1 - 6' x 12'
 - b. East - NoTrax 3 - 6' x 14'
 - c. South - NoTrax 2 - 6' x 14' and 2 - 6' x 7'
 - d. West - NoTrax 3 - 6' x 14'
2. Second floor
 - a. North - Heritage - 3' x 6'

P. BUILDING QUANTITIES

Number of people - approximately 1000 (60% male, 40% female)

Number of restrooms - 39 containing approximately 253 cleanable fixtures.

Restroom Soap Dispensers are 40oz in Men's and 60oz in Women's restrooms

Congestion - average to heavy

Stair wells -10 (9 from basement up. 1- tower stair well from 3rd to 14th floors)

Elevators - 6

Cleanable Square Footage - approximately 260,000

Approximately 60% carpet

Approximately 40% hard surface

Q. GREEN CLEANING PROGRAM

Approach to the management of environmentally sustainable aspects; the contractor shall implement a Green Cleaning program and furnish all necessary materials, equipment and supplies to satisfactorily execute the custodial services described herein. The contractor shall make careful selection of janitorial cleaning products and equipment to, use products that are packaged ecologically, and considered environmentally beneficial and/or bio-based and/or recycled products that are phosphate free, non-corrosive, non-flammable and fully biodegradable and meet the Green Seal GS-42 requirements. Use concentrated chemicals, with effective dispensing systems to minimize chemical exposure to custodians and other building occupants. Dispensers are also an effective tool to ensure proper dilution, ensuring consistent performance, prevent waste and saves money. Minimize the use of harsh chemicals and the release of irritating fumes. Discourage the unnecessary use of anti-microbial containing soaps, except in certain applications such as food service. For general purpose, bathroom and glass cleaners, the products must meet Green Seal GS-37 standards. Products not covered by Green Seal GS-37 must conform to the California Code of Regulations maximum allowable VOC levels. Refer to the following website for references purposes, www.greenseal.org. If a bidder holds any type of certifications relating to Green Cleaning, state as such in the Technical Approach section. If the organization, or any party named in the bidder's proposal response has obtained green certifications and training, the bidder shall identify the information available to identify such certifications. If no such certifications exist, so declare.

1. Selection of Paper Products
 - a. The contractor shall select paper and paper products (i.e., bathroom tissue and paper towels) with recycled content
 - b. Toilet paper shall be 2 Ply Gen Pack 500 Toilet Paper Toilet Tissue, 500 Sheets per Roll, 96 Rolls per Case or equivalent
 - c. All restrooms have cloth roll towel dispensers and cloth towels which are provided by the State
 - d. Towels are serviced/changed by the contractor.

2. Equipment
 - a. Vacuum cleaners meet the requirements of the Carpet and Rug Institute Green Label Program and are capable of capturing 96% of particulates .3 microns in size and operate with a sound level less than 70db
 - b. Power and maintenance equipment that operate at 70db or less
 - c. Active micro fiber technology used to reduce cleaning chemicals
 - d. Ergonomically designed power equipment
 - e. Equipment has rubber bumpers
3. Procedures and Training

All custodial staff are to be trained on Green Cleaning products, procedures and equipment, both initially for new staff and ongoing for existing staff.

R. SPECIFIC AREA REQUIREMENTS

Areas not to be included in the contract are all mechanical and electrical rooms and all locked storage rooms located in the lower level through the upper floors. The Landmark Store is maintained by the lessee and the D-3 day matron. Specifics may be obtained from the designated building representative. See Capitol floor plans for additional clarification of D-2 and D-3 areas of responsibility.

The following preservation and non-preservation spaces are to be cleaned under D-3 of this contract:

1. Tower floors M1, M2, M3, 4, 5 and areas above 14th floor
2. Restrooms and elevator vestibules on tower floors 6 through 13
3. Vending Room Rm.1424
4. Copy Center Rm. 1421
5. Communications/Security Room 1405 and 1411
6. Cafeteria, Rms. 1418 and 1422

S. ENERGY CONSERVATION

Energy conservation shall be practiced and lights in unoccupied areas turned off.

T. D-2 - CUSTODIAL PERFORMANCE REQUIREMENTS

1. **MINIMUM HOURS FOR CUSTODIAL PERFORMANCE REQUIREMENTS FOR D-2**
 A Minimum of Forty (40) workforce hours per night is required to meet the cleaning standards outlined in D-2 General Performance Requirements. This does include the hours of the D-2 working supervisor.

NOTE: Proposals that include workforce less than this amount will not be considered.

2. **D-2 - WORK SCHEDULE**

The Contractor requirements are the tasks and frequencies of work to be performed by the contractor as listed within the Request for Proposal. The detailed specifications set forth prescribe the performance expectations.

IT IS UNDERSTOOD that all possible contingencies cannot be itemized and scheduled. Extra seasonal traffic and inclement weather can change the frequencies of many of these duties. Therefore, all work will be performed in a professional manner

and done in the best interests of maintaining a clean, presentable building while striving to improve environmental sustainability and human health conditions.

IT IS IMPERATIVE that the Contractor's employees understand the importance of proper cleaning techniques and working in context with the historic furnishings and finishes found throughout the Nebraska State Capitol. Furniture of exceptional quality, purchased for the Capitol in the early 1930s, remains in perpetual service. Likewise, building finishes, i.e., walnut doors and trim, marble floors, and wainscots, decorative hardware, chenille rugs, artwork, etc., are to be cared for in a conscientious manner that also insures their perpetual care and use.

3. D-2 - GENERAL DUTIES AND RESPONSIBILITIES

Keep janitorial closets clean and organized at all times, vacuum cleaners clean and bags dumped daily and all other equipment clean. (Trash carts should be cleaned once a week.)

Report all problems with equipment, broken windows, damaged furniture, bare wires, uncovered electrical outlets and switches, all leaks, spills or stains to contractor supervisory staff immediately. Also report problems observed in unassigned areas including hallways, doors and restrooms.

Safe working operations must be practiced due to others working or touring through the building. The visiting public and employees of the Capitol are exposed to the custodial work on a regular basis and must be treated courteously. The work and its methods will be checked daily. Non-scheduled duties may be assigned nightly or as directed by supervisory staff.

The Governor, Lt. Governor, Judges, and other elected officials and/or their staffs may be present while these services are being provided therefore, the contractor's employees must be courteous and conscientious of these individuals at all times.

4. D-2 - CLEANING SCHEDULE

Proper cleaning of these areas is essential due to the highly visible nature of the areas. This involves two different types of cleaning:

- a. Detail cleaning – Once a week thoroughly cleaning all parts of a room.
- b. Regular cleaning - The daily cleaning that will happen on each nightly shift.

5. D-2 - DETAIL CLEANING

- a. Dust with wand or cloth, all surfaces starting at the top and dusting down to the floor. (This would include ledges, moldings, walls, desks, chairs, tables, file cabinets, windows and blinds.)
- b. Dust mop hard surface floors and then damp mop with an approved neutral cleaner.
- c. Vacuum all carpets using a backpack vacuum for the detail and edging along walls, desks, under tables and desks, and all tight places and an upright vacuum for the rest.
- d. Be sure to move all chairs away from walls and tables when mopping and/or vacuuming.

6. D-2 - REGULAR CLEANING

- a. Dust and vacuum as needed.
- b. Dust mop hard surface floors and damp mop as needed.

- c. A beater brush (upright) vacuum will be used for daily regular cleaning.
- 7. D-2 - (ONCE A WEEK) DETAIL CLEANING OF RESTROOMS**
- a. Wipe down all walls and stalls, working around the room in counterclockwise pattern.
 - b. With a toilet brush and a disinfectant, clean inside and outside of toilet bowl, being sure to clean under the rim and the urinals.
 - c. Damp mop floors, being sure to scrub the floor around the toilets and urinals.
 - d. Wipe clean all fixtures and hardware with a disinfectant cleaner.
 - e. Clean the mirrors.
- 8. D-2 – NIGHTLY CLEANING OF RESTROOMS**
- a. Completely clean toilets and urinals using bowl cleaner and brush.
 - b. Wipe down sinks with disinfectant.
 - c. Damp mop floor as needed.
- 9. D-2S 2 - NIGHTLY DUTIES ON MONDAY, WEDNESDAY, AND FRIDAY SHALL INCLUDE THE FOLLOWING:**
- a. Empty all waste receptacles, damp wipe and change liners as needed.
 - b. Remove trash from building to proper bins located in the south dock area. If the word “TRASH” is not written on boxes or items sitting next to or on top of trash cans or in “designated trash areas” then do not to take it down to the trash dumpster. Do not to remove items from the building and take it home even if it appears to be of no value to the occupant or is designated as “TRASH.”
 - c. Flatten all cardboard boxes before putting them in the cardboard recycling container.
 - d. Spot clean all door and partition glass, glass topped desks and tables to remove smudges and finger prints. (Cleaner shall be applied to cloth then applied to window and tables). Under no circumstances is cleaner to be sprayed directly on to glass.
 - e. Dust all horizontal surfaces, files, table tops, chairs, coat racks, door frames, window sills etc... With a dust cloth and approved cleaning agent, excluding desk tops.
 - f. Clean all sinks in sink closets and assigned slop sinks.
- 10. D-2 - NIGHTLY DUTIES ON TUESDAY, AND THURSDAY SHALL INCLUDE THE FOLLOWING:**
- a. Dust mop all hard surface floors in assigned areas
 - b. Damp mop all hard surface floors to remove all spillage and trackage.
 - c. Dust all horizontal surfaces, files, table tops, chairs, coat racks, door frames, window sills etc... With a dust cloth and approved cleaning agent, excluding desk tops.
 - d. Vacuum traffic areas, spills, etc. As needed.
 - e. All sinks in sink closets and assigned slop sinks.
- 11. D-2 - RESTROOMS WILL RECEIVE THE FOLLOWING CLEANING EACH NIGHT:**
- a. Empty all waste receptacles.
 - b. Damp wipe and change liners for waste receptacles as needed.
 - c. Clean and service all restroom dispensers.
 - d. Thoroughly clean all fixtures and surfaces with an approved germicidal cleaner.
 - e. Spot clean walls, doors, shelves and partitions with an approved germicidal cleaner.

- f. Sweep and thoroughly wet mop all floor areas with an approved cleaner.
12. **D-2 - WEEKLY (ONCE A WEEK) SERVICES WILL INCLUDE THE FOLLOWING:**
 - a. Offices will be detail cleaned.
 - b. Thoroughly vacuum carpeting using an upright beater brush vacuum. Exercise care not to contact doors, walls, furniture and hard surfaces. All carpeting will be edged with the appropriate vacuum.
 - c. Telephones shall be sanitized with an approved cleaner to remove ink stains, hand prints, etc.
 - d. Dust and clean chairs, walls, file cabinets, shelves, desk sides, etc., using caution not to disturb personal effects in the offices.
 - e. Clean all accessible window sills. (Report to the OCC when sills are not accessible).
 - f. All restrooms will be detail cleaned.
 - g. Spot clean all interior window glass up to 96" above floor.
 - h. Scrub waste and recycling receptacles on an as needed basis.
 13. **D-2 - MONTHLY SERVICES WILL INCLUDE THE FOLLOWING:**
 - a. Change fragrance cassettes.
 14. **D-2 - QUARTERLY SERVICES WILL INCLUDE THE FOLLOWING:**
 - a. NONE
 15. **D-2 - SEMI-ANNUAL SERVICES WILL INCLUDE THE FOLLOWING:**
 - a. NONE
 16. **D-2 - ANNUAL SERVICES WILL INCLUDE THE FOLLOWING:**
 - a. Clean both sides of all interior glass up to 96" above floor (including transoms).
 - b. Clean the interior side of exterior windows up to 96" above the floor.

NOTES:

The OCC will be responsible for all exterior glass cleaning and interior glass above 96". A written notice reporting date of completion of all monthly, quarterly, semi-annual and annual cleaning must be mailed or hand delivered to the OCC Manager. The contractor will be asked to visit the site with the OCC representatives to review the quality of services provided, on a periodic basis.

U. D-3 - SPECIFIC PRESERVATION SPACE PERFORMANCE REQUIREMENTS

1. **MINIMUM HOURS FOR PRESERVATION SPACE REQUIREMENTS D-3**
A MINIMUM of Thirty Two (32) workforce hours, Twenty Four (24) workforce hours per night and Eight (8) workforce hours per day are required to meet the cleaning standards outlined in D-3 Specific Preservation Space Performance Requirements. D-3 is a blended staff of contract employees and State employee supervision. Due to the restroom requirements, we request the day matron position be filled by a female to be the most efficient in our operations.

NOTE: Proposals that include workforce less than this amount will not be considered. All tools, equipment, and materials to maintain D-3 areas will be the responsibility of the OCC with the exception of paper products and urinal blocks. All hard surface floor maintenance is D-3 responsibility. This includes auto-scrubbing, mopping, stripping, waxing burnishing etc.

All Carpet shampooing is the responsibility of D-3 staff. All equipment and supplies related to carpet shampooing is the responsibility of the OCC.

2. D-3 - WORK SCHEDULE

The Contractor requirements are the tasks and frequencies of work to be performed by the contractor as listed within the Request for Proposal. The detailed specifications set forth prescribe the performance expectations.

IT IS UNDERSTOOD that all possible contingencies cannot be itemized and scheduled. Extra seasonal traffic and inclement weather can change the frequencies of many of these duties. Therefore, all work will be performed in a professional manner and done in the best interests of maintaining a clean, presentable building while striving to improve environmental sustainability and human health conditions.

IT IS IMPERATIVE that the Contractor's employees understand the importance of proper cleaning techniques and working in context with the historic furnishings and finishes found throughout the Nebraska State Capitol. Furniture of exceptional quality, purchased for the Capitol in the early 1930s, remains in perpetual service. Likewise, building finishes, i.e., walnut doors and trim, marble floors, and wainscots, decorative hardware, chenille rugs, artwork, etc., are to be cared for in a conscientious manner that also insures their perpetual care and use.

3. D-3 - DAY MATRON ROUTE GENERAL NOTES:

Safe working operations must be practiced due to others working or touring through the building. The visiting public and employees of the Capitol are exposed to the custodial work on a regular basis and must be treated courteously. The work and its methods will be checked daily.

The day matron shall wear a clean uniform identifying the name of the employer and present a professional image. A security access/I.D. card will be provided to the contractor and must be worn at all times.

The day matron is required to carry a cellular telephone provided and maintained by the State. The phone shall remain in the custodial office after each shift.

Non-scheduled duties may be assigned daily or as directed by the OCC facilities manager.

All cardboard containers should be flattened before they are put in the cardboard recycling container.

4. D-3 - DAY MATRON CUSTODIAL DUTIES AND TIME SCHEDULE

- a. Custodial duties for Day Matron as assigned by OCC Supervisor
- b. Shift hours are 8:00 am to 5:00 pm.
- c. Check in with OCC Supervisor to confirm attendance.

5. D-3 - NIGHT ROUTES:

D-3 is a blended staff of contract employees and State employee supervision. OCC has in place a modified team cleaning schedule. Custodial employees on D-3 will report to OCC Custodial Supervisor for daily job assignments. The duties will include restroom cleaning, vacuuming, trash removal, recyclable removal, dusting and general cleaning and any other custodial duties required by the occupants.

6. D-3 - GENERAL DUTIES AND RESPONSIBILITIES

Keep janitorial closets clean and organized at all times, vacuum cleaners clean and bags dumped daily and all other equipment clean. (Trash carts should be cleaned once a week.)

Report all problems with equipment, broken windows, damaged furniture, bare wires, uncovered electrical outlets and switches, all leaks, spills or stains to supervisory staff immediately. Also report problems observed in unassigned areas including hallways, doors and restrooms.

Safe working operations must be practiced due to others working or touring through the building. The visiting public and employees of the Capitol are exposed to the custodial work on a regular basis and must be treated courteously. The work and its methods will be checked daily. Non-scheduled duties may be assigned nightly or as directed by supervisory staff.

The Governor, Lt. Governor, Judges, and other elected officials and/or their staffs may be present while these services are being provided therefore, the contractor's employees must be courteous and conscientious of these individuals at all times.

7. D-3 - CLEANING SCHEDULE

Proper cleaning of these areas is essential due to the highly visible nature of the areas. This involves two different types of cleaning:

- a. Detail cleaning – Once a week thoroughly clean all parts of a room.
- b. Regular cleaning - The daily cleaning that will happen on each nightly shift.

8. D-3 - DETAIL CLEANING

- a. As one enters a room, dust with wand or cloth, all surfaces starting at the top and dusting down to the floor. (This would include ledges, moldings, walls, desks, chairs, tables, file cabinets, windows and blinds.)
- b. Dust mop hard surface floors and then damp mop with an approved neutral cleaner.
- c. Vacuum all carpets using a backpack vacuum for the detail and edging along walls, desks, under tables and desks, and all tight places and an upright vacuum for the rest.
- d. Be sure to move all chairs away from walls and tables when mopping and/or vacuuming.

9. D-3 - REGULAR CLEANING

- a. Dust and vacuum as needed.
- b. Dust mop hard surface floors and damp mop as needed. NOTE: Due to the historic nature of some of the rugs and carpets, daily vacuuming will be done with a backpack vacuum. DO NOT use a beater brush vacuum except for detail cleaning. The rooms that this will include are: 2318, 2312, 2310B, 2230, and 2503(East Chamber), 2502 (West Chamber), 2204, 2202 and 2200. All other rooms and areas a beater brush (upright) vacuum can and will be used for daily regular cleaning.

10. D-3 - DETAIL CLEANING OF RESTROOMS (Once a Week)

- a. Wipe down all walls and stalls, working around the room in counterclockwise pattern.

- b. With a toilet brush and a disinfectant, clean inside and outside of toilet bowl, being sure to clean under the rim and the urinals.
- c. Damp mop floors, be sure to scrub the floor around the toilets and urinals.
- d. Wipe clean all fixtures and hardware with an approved disinfectant cleaner.
- e. Clean the mirrors.

11. D-3 - REGULAR CLEANING OF RESTROOMS (Nightly)

- a. Completely clean toilets and urinals using approved bowl cleaner and brush.
- b. Wipe down sinks with disinfectant.
- c. Damp mop floors as needed.

NOTES:

Preservation spaces and suites of offices contain some of the most exotic finishes and furnishings found in the Capitol. Custodial services in these areas demand the greatest care. Review cleaning procedures regularly with custodial supervisory staff.

The State Patrol Capitol Security is in operations 24 hours a day, 7 days a week. Check with dispatchers prior to cleaning this area. The radio communication area has raised access flooring. Use only a damp mop in this area.

V. PROPOSAL INSTRUCTIONS

This section documents the mandatory requirements that must be met by bidders in preparing the Technical and Cost Proposal. Bidders should identify the subdivisions of "Project Description and Scope of Work" clearly in their proposals; failure to do so may result in disqualification. Failure to respond to a specific requirement may be the basis for elimination from consideration during the State's comparative evaluation.

Proposals are due by the date and time shown in the Schedule of Events. Content requirements for the Technical and Cost Proposal are presented separately in the following subdivisions; format and order:

A. TECHNICAL PROPOSAL SUBMISSION

The Technical Proposal shall consist of three (3) sections:

1. "State of Nebraska Request for Proposal For Contractual Services" form, signed in ink;
2. Corporate Overview; and
3. Technical Approach.
 - a. Proposed sustainable activities in Green Cleaning Program;
 - b. Customer satisfaction survey program, and
 - c. Three (3) References (Form D)

4. REQUEST FOR PROPOSAL FORM

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 stated in this Request for Proposal unless otherwise agreed to, and certifies bidder maintains a drug free work place environment.

The Request for Proposal for Contractual Services form must be signed in ink and returned by the stated date and time in order to be considered for an award.

5. CORPORATE OVERVIEW

The Corporate Overview section of the Technical Proposal must consist of the following subdivisions:

a. BIDDER IDENTIFICATION AND INFORMATION

The bidder must provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.

b. FINANCIAL STATEMENTS

The bidder must provide financial statements applicable to the firm. If publicly held, the bidder must provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.

If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, must be submitted in such a manner that

proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm must provide a banking reference.

The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

c. CHANGE OF OWNERSHIP

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the bidder must describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded vendor(s) will require notification to the State.

d. OFFICE LOCATION

The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska must be identified.

e. RELATIONSHIPS WITH THE STATE

The bidder shall describe any dealings with the State over the previous five (5) years. If the organization, its predecessor, or any party named in the bidder's proposal response has contracted with the State, the bidder shall identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.

f. BIDDER'S EMPLOYEE RELATIONS TO STATE

If any party named in the bidder's proposal response is or was an employee of the State within the past twelve (12) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.

If any employee of any agency of the State of Nebraska is employed by the bidder or is a subcontractor to the bidder, as of the due date for proposal submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.

g. CONTRACT PERFORMANCE

If the bidder or any proposed subcontractor has had a contract terminated for default during the past five (5) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default.

It is mandatory that the bidder submit full details of all termination for default experienced during the past five (5) years, including the other party's name,

address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's proposal accordingly. If no such termination for default has been experienced by the bidder in the past five (5) years, so declare.

If at any time during the past five (5) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting party.

h. SUMMARY OF BIDDER'S CORPORATE EXPERIENCE

The bidder shall provide a summary matrix listing the bidder's previous projects similar to this Request for Proposal in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the proposal.

The bidder must address the following:

- i. Provide narrative descriptions to highlight the similarities between the bidder's experience and this Request for Proposal. These descriptions must include:
 - a) The time period of the project;
 - b) The scheduled and actual completion dates;
 - c) The contractor's responsibilities;
 - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and
 - e) Each project description shall identify whether the work was performed as the prime contractor or as a subcontractor. If a bidder performed as the prime contractor, the description must provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
- ii. Contractor and subcontractor(s) experience must be listed separately. Narrative descriptions submitted for subcontractors must be specifically identified as subcontractor projects.
- iii. If the work was performed as a subcontractor, the narrative description shall identify the same information as requested for the contractors above. In addition, subcontractors shall identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

i. SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH

The bidder must present a detailed description of its proposed approach to the management of the project.

The bidder must identify the specific professionals who will work on the State's project if their company is awarded the contract resulting from this Request for

Proposal. The names and titles of the team proposed for assignment to the State project shall be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.

The bidder shall provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder's understanding of the skill mixes required to carry out the requirements of the Request for Proposal in addition to assessing the experience of specific individuals.

Resumes must not be longer than three (3) pages. Resumes shall include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State.

j. SUBCONTRACTORS

If the bidder intends to subcontract any part of its performance hereunder, the bidder must provide:

- i. name, address, and telephone number of the subcontractor(s);
- ii. specific tasks for each subcontractor(s);
- iii. percentage of performance hours intended for each subcontract; and
- iv. total percentage of subcontractor(s) performance hours.

3. TECHNICAL APPROACH

The technical approach section of the Technical Proposal must consist of the following subsections:

- a. Understanding of the project requirements;
- b. Proposed development approach;
- c. Technical considerations;
- d. Detailed project work plan; and
- e. Deliverables and due dates.
- f. Proposed sustainable activities and certifications.

The bidder must present a detailed description of its proposed approach to the management of the Project, including environmentally sustainable aspects of the approach. If the organization, or any party named in the bidder's proposal response has obtained green certifications and training, the bidder shall identify the information available to identify such certifications. If no such certifications exist, so declare.

- g. Customer satisfaction survey program.
The bidder must submit a sample copy of their customer satisfaction survey form and also actual survey results from two accounts of similar size of this contract.
- h. Three (3) References (Form D)

B. COST PROPOSAL REQUIREMENTS

This section describes the requirements to be addressed by bidders in preparing the Cost Proposal. The bidder must submit the Cost Proposal in a section of the proposal that is a separate section or is packaged separately as specified in this RFP from the Technical Proposal section.

The component costs of the fixed price proposal for providing the services set forth in the Request for Proposal must be provided by submitting forms substantially equivalent to those described below.

1. PRICING SUMMARY

This summary shall present the total fixed price to perform all of the requirements of the Request for Proposal. The bidder must include details in the Cost Proposal supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the goods and/or services to be provided, quantities, and timing and unit costs, if applicable.

The State reserves the right to review all aspects of the Cost Proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

2. PRICES

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the bidder, F.O.B. destination named in the Request for Proposal. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

C. PAYMENT SCHEDULE

The payment schedule for the project is tied to specific dates and deliverables. Invoices may be submitted by the contractor on specific dates based on the completion and acceptance of related deliverables. No invoice will be approved unless the associated deliverables have been approved. A percentage of the total contract cost may then be invoiced based on the following schedule.

Submit invoice at the end of each month for Division 2 and Division 3 Services.

Form A

Bidder Contact Sheet

Request for Proposal Number 4915Z1

Form A 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.

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 Conference and Walk Through

Request for Proposal Number 4915Z1

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 State Purchasing Bureau via e-mail (as.materielpurchasing@nebraska.gov), facsimile (402-471-2089), hand delivered or US Mail by the date shown in the Schedule of Events.

Capitol Drawings

Capitol drawings are proprietary information that includes secure locations. Capitol drawings may not be copied, photographed, or duplicated in any manner.

The Capitol drawings will also be available for viewing at the State Purchasing Bureau during normal business hours (8 AM – 5 PM) Monday – Friday, excluding holidays. Bidders may walk in or reserve a time to view the Capitol drawings. The Capitol drawings will be available for viewing at the State Purchasing Bureau until the opening date and time listed in the Schedule of Events. The point of contact to view the Capitol drawings is as follows:

Buyers: Jennifer Crouse/Robert Thompson
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-6500
Facsimile: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

Form C

Cost Proposal

Request for Proposal Number 4915Z1

Division 2 Custodial Performance Requirements			
Base Cost for Custodial Services of Nightly Duties and Scheduled Duties Division 2	Monthly	x 12 =	Annual
Year One (1) Initial Year	\$	x 12 =	\$
Year Two (2) First Renewal	\$	x 12 =	\$
Year Three (3) Second Renewal	\$	x 12 =	\$
Year Four (4) Third Renewal	\$	x 12 =	\$
Year Five (5) Forth Renewal	\$	x 12 =	\$

Division 3 Custodial Performance Requirements			
Base Cost for Custodial Services of Nightly Duties and Scheduled Duties Division 3	Monthly	x 12 =	Annual
Year One (1) Initial Year	\$	x 12 =	\$
Year Two (2) First Renewal	\$	x 12 =	\$
Year Three (3) Second Renewal	\$	x 12 =	\$
Year Four (4) Third Renewal	\$	x 12 =	\$
Year Five (5) Forth Renewal	\$	x 12 =	\$

Unit Price Schedule D-2 and D-3					
Hourly pricing to be used for the purpose of adding special project cleaning as requested by the OCC Manager or for deducting if minimum daily employee hour requirements are not met.	Year One (1)	Year Two (2)	Year Three (3)	Year Four (4)	Year Five (5)
Cost per employee hour	\$	\$	\$	\$	\$

D-2 standard office cleaning cost per square foot to be used to be used for the purpose of adding or reducing areas totaling 2,000 square feet or more.	Year One (1)	Year Two (2)	Year Three (3)	Year Four (4)	Year Five (5)
Cost per square foot	\$	\$	\$	\$	\$

Form D

Experience and References

Request for Proposal Number 4915Z1

Bidders shall have at least five (5) years' experience in regular cleaning of a building no less than 100,000 square feet, and shall include a list of not less than three (3) such buildings now being cleaned.

BUSINESS _____

BUILDING ADDRESS _____

NAME OF FACILITY MANAGER _____

TELEPHONE NUMBER _____

E-MAIL ADRESS: _____

BUSINESS _____

BUILDING ADDRESS _____

NAME OF FACILITY MANAGER _____

TELEPHONE NUMBER _____

E-MAIL ADRESS: _____

BUSINESS _____

BUILDING ADDRESS _____

NAME OF FACILITY MANAGER _____

TELEPHONE NUMBER _____

E-MAIL ADRESS: _____