

**ADDENDUM FOUR**  
**QUESTIONS and ANSWERS**

Date: March 6, 2015  
 To: All Bidders  
 From: Jennifer Crouse/Robert Thompson, Buyers  
 State Purchasing Bureau  
 RE: Addendum for Request for Proposal (RFP) Number 4915Z1  
 to be opened March 16, 2015 at 2:00 p.m. Central Time

**Questions and Answers**

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

QUESTIONS	ANSWERS
1. We would be interested in knowing what the capital is currently paying Service Master monthly for the Custodial services they provide.	Current contract pricing may be viewed by following the link below:  <a href="http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/52238(o4)ren(2)awd.pdf">http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/52238(o4)ren(2)awd.pdf</a>  Note: Review of the deliverables and requirements listed in the Request for Proposal are similar to the current contract but are not exactly the same. Careful review of deliverables and requirements listed in the RFP is advised for all bidders.
2. Page 40, Section I – How many 44 gallon brute barrels will the janitorial contractor be required to provide for the D-2 areas?	For D-2, depending on staffing assignments, the contractor needs to determine their own count of barrels needed. Currently, D-2 uses 8 Brute barrels.

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<p>3. Page 40 – 41, Section M – Can you please provide the manufacturer name and product number of all consumable items currently being provided by the current janitorial contractor (i.e. toilet paper, neat seats, fragrance cassettes, soap, etc.).</p>	<p>The manufacturer name and product number of all consumable items currently being provided by the current janitorial contractor are as follows:</p> <ul style="list-style-type: none"> <li>a. WINDOW CLEANER (ServiceMaster Brand)</li> <li>b. WASTE COLLECTORS (44 gallon Rubbermaid Brute or equivalent)</li> <li>c. DUST MOPS (no treated or oiled mops) (Various sizes 18", 24", 36", 48", 60" 72")</li> <li>d. MICRO-FIBER TOWELS, RAGS, ETC. (Paper towels ecosoft 47000 and Net choice 29310) (Other products Unknown)</li> <li>e. SANITARY NAPKINS (Tampax tampons, Always pads)</li> <li>f. WET MOP (Sizes 28 and 32 oz.)</li> <li>g. TOILET PAPER - 2 Ply Gen Pack Toilet Paper Toilet Tissue, 500 Sheets per Roll, 96 Rolls per Case</li> <li>h. NEAT SEATS (Sanitor neat seat # 3350 dispenser)</li> <li>i. BROOMS (Standard 12")</li> <li>j. GERMICIDAL CLEANERS (Urinal Ade/cs 12 102801 State Industrial Products)</li> <li>k. VACUUM CLEANERS (both upright w/beater bar &amp; tank style) (Unknown)</li> <li>l. BOWL CLEANERS (D2-ServiceMaster Brand)</li> <li>m. FRAGRANCE CASSETTES are Rubbermaid. Dispenser #4EU59 (Deo cinnamon cassettes/cs 6 RM-9C9701 #9C97)</li> <li>n. MOP-BUCKETS (Rubbermaid Plastic)</li> <li>o. TRASH LINERS (20% recycled 100% post-consumer waste) (Unknown)</li> <li>p. Hand Soap manufactured by Betco, Winning hand pink lotion soap or equivalent. Soap must contain coconut oil. (BETCO KC 91300)</li> </ul>

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4. Page 41, Section M – Can you provide the sizes of the three different types of can liners in use?	The sizes of the three different types of trash can liners currently in use are 24x24, 30x36, and 40x48
5. Page 45, Section T, Item 9 – What does D2S represent? Is that different from D2 in any way?	D2S is a typographical error. Heading for Section T.9. is revised to: <b>D-2- NIGHTLY DUTIES ON MONDAY, WEDNESDAY, AND FRIDAY SHALL INCLUDE THE FOLLOWING:</b>
6. Page 46, Section U, Item 1 – For D-3 janitorial services, is the contractor required to provide a <u>fixed</u> total of 24 hours each night, comprised of three full time associates?	D-3 requires a minimum of three (3) full time positions for eight (8) hours each night.
7. Is the entire RFP required to be turned in with our proposal?	No, a copy of the entire RFP is not required to be turned in with the bidder's proposal. Refer to Section II.M. for the mandatory requirement items.
8. Does this RFP require a bid and/or performance bond?	No, the RFP does not require a Bid Bond or Performance Bond.
9. What are the minimum requirements for background checks? Will the state require a copy of said checks?	The background checks shall be Finger Print Based Requests from the Nebraska State Patrol. The OCC Manager will receive a copy of the check from the Nebraska State Patrol. Refer to Section IV.G. for additional information regarding background checks and a link to the State Patrol Website, where the Finger Print Based Requests may be accessed. Also the contractor is required to use the federal E-Verify process described in Section III, BBB
10. Can an upright or backpack vacuum be used as long as each has a beater bar?	Yes, an upright or backpack vacuum may be used as long as each has a beater bar.
11. How many hours is the current janitorial contractor utilizing for D-2 night time services?	The current contractor is meeting or exceeding the minimum hour requirements.
12. How much is a day parking permit for the south parking lot per month?	The current cost of a day parking permit for the south parking lot is \$ 24.00 per month. One parking spot is reserved and available for the awarded contractor at the price stated above.

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<p>13. Does the City of Lincoln shut-off the street parking meters at night?</p>	<p>The City of Lincoln does not monitor and enforce parking meter restrictions after 6:00 PM Monday – Saturday. Note: Parking around the perimeter of the Capitol does not have parking meters.</p>
<p>14. In reference to the required minimum nightly hours, is there a requirement for full time employees or for there to be employees in the building until a certain time.</p>	<p>D-3 requires a minimum of three (3) full time positions for eight (8) hours each night and one (1) full time position for eight (8) hours each day.</p> <p>Daytime is 8:00 AM to 5:00 PM with a 1 hour lunch</p> <p>Nighttime is 4:30 PM to 01:00 AM with a ½ hour lunch</p> <p>D-2 requires a minimum of One (1) full time supervisor for eight (8) hours each night, working 5:00 PM to 1:00 AM. Remaining D-2 staff hours are at the contractor’s choice using full time or part-time or a combination of, as long as the total hours meet or exceed the minimum 40 hours per night.</p>
<p>15. Will the janitorial contractor be allowed to adjust their costs once the new minimum wage rate of \$9.00 per hour goes into effect January 1<sup>st</sup> 2016, or will the first year be fixed no matter what the circumstances?</p>	<p>Per Section III.RR.: Prices quoted on the cost proposal form C shall remain firm for the first year of the contract period.</p>

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