

Pete Ricketts, Governor

ADDENDUM TWO QUESTIONS and ANSWERS and CHANGE IN SCOPE

Date: November 6, 2015

To: All Bidders

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

RE: Addendum for Request for Proposal Number RFP 5148Z1
to be opened Tuesday, December 8, 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.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	III. S. Governing Law	14	Can the contract be amended due to any unforeseen local, state or federal mandates that would impact our business?	III.S. Governing Law refers to the law that controls contract enforcement and contract litigation. In regards to any unforeseen local, State, or Federal Mandates; they would apply by operation of law and may require an amendment of the contract.
2.	D. Employees and Supervision	30	Does the State require background checks of employees and if so, what is the process and expectations?	Yes, the State does require a background check for this RFP. See below Change in Scope
3.	IV. D. Employees and Supervision	30	Would the State permit a collaboration with vocational rehabilitation for individuals with any limitations in the facility with their coaches in order to provide services?	Yes, provided contract requirements are met.

4.	H.8 Estimated Quantities	31	What is the current usage of Hand Sanitizer? What kind of dispensers and type of Hand Sanitizer is used?	Free standing battery powered touch-free stands and wall mounted. Commercial brand. Three Purell free standing and two wall mounted touch free battery powered dispensers. Dispensers use 1200ml refill bottle. Usage is approximately five 1200ml bottles per year. NET also has three Gojo soap wall mounted units. This does not include soap dispensers and hand sanitizer in rest rooms.
5.	G. Equipment and Supplies	31	Are green chemicals required?	If performance is not less and cost is not greater, green would be preferred. It is an option, not a requirement.
6.	G. Equipment and Supplies	31	Do we supply the dispensers for hand sanitizer and soap? If not, may we change them?	Dispensers are present, Contractor may change wall mounted dispensers – at no cost to the State. Coordination and approval from building maintenance required to verify no wall damage. Dispensers would become building property.
7.	G. Equipment and Supplies	31	What type of Air freshener do you use? Is it supplied by the State or do we supply that?	Air fresheners are not required. See below Change in Scope.
8.	J.6.f Schedule of Work	32	How high is the interior glass?	Interior glass in the Southwest Entry and Lobby area is 107” at the highest. All other floors are 81” or lower.
9.	K. Building Statistics	32	How often per year have Studio 1 and Studio 2 been requested to be cleaned?	Estimate is 5 to 6 times per year, and is event dependent. Cleaning includes, but is not limited to, picking up trash, sweeping and damp moping.
10.	K. Building Statistics	32	Would a copy of building blue prints and floor plans be available for review?	NETV Floor plans will be available to view directly following Pre-proposal conference Nov 12 th at NET.
11.	K. Building Statistics	32	What is the size of the storage areas?	Storage area is 9’9” x 11’9” in a basement secured room off the east elevator.
12.	K. Building Statistics	32	How many janitors closets are available for our use and storage?	Seven mop bucket areas are available, in addition to the basement storage.

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13.	IV. K. Building Statistics	32	Is this contract contained to one (1) facility? If not, can you please provide all physical addresses?	Yes, the RFP is limited to the following address: 1800 N. 33 rd Lincoln NE.
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Change in Scope

1. **Section IV item G. EQUIPMENT AND SUPPLIES, is hereby removed in its entirety and replaced with the following:**

G. EQUIPMENT AND SUPPLIES

The Contractor shall be required to furnish the following equipment and supplies. This should be viewed as a MINIMUM requirement unless otherwise noted.

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| Buffer | Waste Collectors |
| Dust Cloths | Brooms |
| Dust Mops | Mop Buckets |
| Floor Pads | Vacuum Cleaners |
| Wet Mops | Rags |
| Carpet Cleaner/Extractor | |

The Contractor shall supply the following chemicals and supplies.

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| Sanitary Napkins | Trash Liners various sizes |
| Paper Towels | Toilet Paper |
| Hand Soap | Gojo Soap |
| Hand Sanitizer | Hard Roll Paper Towel for Dispensers |
| Multi-Fold Paper Towels for Dispensers | Germicidal Cleaners |
| Scouring Powder | Bowl Cleaners |
| Enzyme Urinal Block/Strainers | Furniture Polish |
| Window Cleaner | Floor Finish |
| Paper Liners for sanitary receptacles | Vinyl Gloves as Required |

1. **Section IV item D. EMPLOYEES AND SUPERVISION, is hereby removed in its entirety and replaced with the following:**

D. EMPLOYEES AND SUPERVISION

1. The contractor shall employ only trained qualified people, as the Contractor deems necessary to perform the work.
2. The contractor shall have a responsible, capable supervisor on site while the Contractor's employees are on duty.
3. The Contractor shall require the Contractor's employees to comply with instructions that pertain to conduct and building regulations.

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- 4.** The Contractor will submit, prior to beginning work, a roster of employees, including addresses and phone numbers. The Contractor will update roster at least every 60 days, whenever the roster changes, or as requested by NETV.
- 5.** The Contractor or Contractor's employee shall not:
 - a.** Use any office furniture, equipment, televisions, telephones, radios, tape recorders, record players, or any other type of equipment not related directly to their work.
 - b.** Occupy any office, classroom or lobby at any time other than when actually cleaning the area.
 - c.** Invite friends, relatives or other unauthorized person(s) into the building after the building has been secured.
 - d.** Unlock more than one door to any room while cleaning that area.
 - e.** Leave any area of cleaning unlocked upon completion of work.
 - f.** Unlock any interior or exterior doors for anyone unless an emergency exists.
 - g.** Relinquish building keys to anyone other than their own company personnel.
- 6.** All contractor employees will wear identifying uniforms and/or name tags while on duty within the building. Proper identification should include the company and employee name.
- 7.** The NETV will furnish all necessary building keys. Security access/I.D. cards will be provided to the contractor and must be worn at all times. A \$100.00 service charge may be assessed against the Contractor for building keys or access/I.D. cards lost through neglect by the Contractor or Contractor's employees. The Contractor must report lost keys or cards and all inoperative locks and locking mechanisms to the NETV representative immediately.
- 8.** The contractor shall ensure all employees assigned or having access to NET have undergone a criminal history check. Disqualifying criminal history include but are not limited to weapons offenses, acts of or threats of violence or bodily harm, theft, robbery, larceny, burglary, active arrest warrants and/or recent controlled substance violations. Cost of the criminal history is to be borne by the contractor.

This addendum will become part of the proposal and should be acknowledged with the RFP.