STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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

CONTRACT NUMBER
41989 O4

PAGE	ORDER DATE
1 of 7	05/21/14
BUSINESS UNIT	BUYER
9000	JENNIFER CROUSE (AS)

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

THE CONTRACT PERIOD IS:

FEBRUARY 01, 2014 THROUGH JANUARY 31, 2015

THIS SERVICE CONTRACT HAS BEEN AMENDED PER THE FOLLOWING INFORMATION:

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to supply and deliver Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska as per the attached specifications for a one (1) year period from date of award. The State reserves the right to extend the period of this contract beyond the termination date when mutally agreeable to the vendor and the State of Nebraska.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: <http://www.das.state.ne.us/accounting/forms/achenrol.pdf>
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 mean the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Responsibility Act of 1996, 8 U.S.C. 1324a, known as E-Verify Program, or an equivalent federal program designed by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.
The contractor, by signature to the Request For Proposal, 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.
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/lb403/attestation_form.pdf>
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 require 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.

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

5-21-14 Crouse PK 5/23/14

BUYER

5/23/14

MATERIEL ADMINISTRATOR

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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; 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 Requests for Proposal are opened they become the property of the State of Nebraska and will not be returned.

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 III and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied by the contractor' s bid response.

Vendor Contact: Bruce Setlik
Phone: 402-733-114 ext. 123
Fax: 402-733-5385
E-Mail: bsetlik@midwestinc.net

THIS IS THE SECOND (2) RENEWAL OF THE CONTRACT AS AMENDED. (11/21/13 ld)

AMENDMENT FOUR (4) AS ATTACHED. (05/21/2014 ked)

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	NEBRASKA STATE OFFICE BULDING (NSOB) BASE COST	12.0000	MO	15,830.0000	189,960.00

Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to shipping dock.
b. Transporting large recycling bins that are full to the loading dock.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

12	TRANSPORTATION SERVICE	12.0000	MO	556.0000	6,672.00

BUYER INITIALS

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VENDOR NUMBER: 500051

CONTRACT NUMBER
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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	BUREAU (TSB) BASE COST Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.				
24	THE EXECUTIVE BUILDING (EXE BLDG) BASE COST Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Executive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	12.0000	MO	1,232.0000	14,784.00
38	501 BUILDING (501 BLDG) BASE COST Evening: Monday, Tuesday, Thursday, and Friday Daytime: Wednesday	12.0000	MO	4,801.1900	57,614.28
58	NEBRASKA STATE LABORATORY (NSL) BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost NSL dust all blinds Venetian Blinds Monthly Duty NSL strip, polish or buff high traffic hard surfaces as need Sq/Ft Cost: $0.15 Monthly Duty NSL clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build-up, door jams, etc.	12.0000	MO	2,606.9200	31,283.04

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VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Monthly Duty				
	NSL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	NSL shampoo/extract/bonnet carpeted office areas Sq/Ft Cost: $0.10 Quarterly Duty				
	NSL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Quarterly Duty				
	NSL thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff Quarterly Duty				
	NSL clean all exterior glass Semi-Annual Duty				
	NSL clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed Semi-Annual Duty				
	NSL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-annual Duty				
	NSL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	NSL clean all light fixtures (wash both sides of lenses and dry wipe tubes) (approx. 300) Annual Duty				
71	NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost	12.0000	MO	1,286.0000	15,432.00
	NSPCL dust all blinds Venetian blinds Monthly Duty				
	NSPCL strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15				

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Monthly Duty				
	NSPCL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Monthly Duty				
	NSPCL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	NSPCL shampo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	NSPCL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Quarterly Duty				
	NSPCL clean all exterior glass Semi-Annual Duty				
	NSPCL clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	NSPCL clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	NSPCL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Annual Duty				
82	WHITE HALL CAMPUS BASE COST	12.0000	MO	4,409.4700	52,913.64
	Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost				
	WHC dust all blinds Venetian blinds Monthly Duty				
	WHC strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	WHC wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	WHC shampoo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	WHC clean all exterior glass Semi-Annual Duty				
	WHC clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	WHC surface clean/vacuum building diffusers and air vents (not to include vent hoods) Semi-Annual Duty				
	WHC strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-Annual Duty				
	WHC shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	WHC clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
83	501 BLDG DUST ALL BLINDS VENETIAN BLINDS MONTHLY DUTY	12.0000	MO	166.0100	1,992.12
84	501 BLDG STRIP, POLISH, OR BUFF HIGH TRAFFIC HARD SURFACES AS NEEDED	12.0000	MO	704.3500	8,452.20
85	501 BLDG WASH ALL WASTE AND RECYCLING RECEPTACLES LARGER THAN 30 GALLONS QUARTERLY DUTY	4.0000	MO	15.8100	63.24
86	501 BLDG SHAMPOO/EXTRACT/ BONNET CARPETED CORRIDORS QUARTERLY DUTY	4.0000	MO	399.9900	1,599.96
87	501 BLDG STRIP WAX AND REFINISH ALL HARD SURFACE FLOORS QUARTERLY DUTY	4.0000	MO	1,408.6900	5,634.76
88	501 BLDG CLEAN ALL INTERIOR GLASS SEMI-ANNUAL DUTY	2.0000	MO	332.0100	664.02

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
89	501 BLDG CLEAN/VACUUM ALL DIFFUSERS AND VENTS (APPROX. 200) SEMI-ANNUAL DUTY	2.0000	MO	79.0500	158.10
90	501 BLDG SHAMPOO/EXTRACT/ BONNET CARPET IN ALL OFFICES AND HALLS SEMI-ANNUAL DUTY	2.0000	MO	399.9900	799.98
91	501 BLDG CLEAN ALL LIGHT FIXTURES ANNUAL DUTY	1.0000	MO	158.1000	158.10
	Total Order				**388,181.44**

BUYER INITIALS

AMENDMENT FOUR
41989 O4
Custodial Services for the Nebraska State Office Building, Transportation Services Bureau, The Executive Building, 501 Building, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory, and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for the State of Nebraska
Between
The State of Nebraska and Midwest Maintenance Company Inc

This Amendment (the "Amendment") is made by the State of Nebraska and Midwest Maintenance Company Inc., parties to Contract 41989 O4 (the "Contract"), and upon mutual agreement and other valuable consideration the parties agree to and hereby amend the contract as follows:

1. Line 38 of the contract is hereby replaced and superseded in its entirety with the following:

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
38	501 BUILDING (501 Bldg Base Cost) Evening: Monday, Tuesday, Thursday, and Friday Daytime: Wednesday	12	MO	4801.19	57,614.28

2. Lines 83 through 91 are hereby added to the Contract per Attachment A, attached hereto.

41989 O4 Attachment A

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
83	501 Bldg dust all blinds Venetian blinds monthly duty	12	MO	166.01	1,992.12
84	501 Bldg strip, polish, or buff high traffic hard surfaces as needed	12	MO	704.35	8,452.20
85	501 Bldg wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty	4	MO	15.81	63.24
86	501 Bldg shampoo/extract/bonnet carpeted corridors Quarterly Duty	4	MO	399.99	1599.96
87	501 Bldg strip wax and refinish all hard surface floors Quarterly Duty	4	MO	1,408.69	5,634.76
88	501 Bldg clean all interior glass Semi-Annual Duty	2	MO	332.01	664.02
89	501 Bldg clean/vacuum all diffusers and vents (approx. 200) Semi-Annual Duty	2	MO	79.05	158.10
90	501 Bldg shampoo/extract/bonnet carpet in all offices and halls Semi-Annual Duty	2	MO	399.99	799.98
91	501 Bldg clean all light fixtures Annual Duty	1	MO	158.10	158.10

This amendment and any attachments hereto will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

State of Nebraska	Contractor: Midwest Maintenance Company Inc
By:	By: Bruce J Setlik
Name: Bo Botelho	Name: Bruce J Setlik
Title: Materiel Administrator	Title: Sales Director
Date: 6/23/14	Date: 5-14-14

STATE OF NEBRASKA SERVICE CONTRACT AWARD

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BUSINESS UNIT	BUYER
9000	PETER KROLL (AS)

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

CONTRACT NUMBER
41989 O4

AN AWARD HAS BEEN MADE TO THE VENDOR/CONTRACTOR NAMED ABOVE FOR THE SERVICES AS LISTED BELOW FOR THE PERIOD:

FEBRUARY 01, 2014 THROUGH JANUARY 31, 2015

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to supply and deliver Custodial Service for the Nebraska State Office Bulding, Transportation Service Bureau, The Executive Building, 501 Building, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska as per the attached specifications for a one (1) year period from date of award. The State reserves the right to extend the period of this contract beyond the termination date when mutually agreeable to the vendor and the State of Nebraska.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

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 mean the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Responsibility Act of 1996, 8 U.S.C. 1324a, known as E-Verify Program, or an equivalent federal program designed by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The contractor, by signature to the Request For Proposal, 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.

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/lb403/attestation_form.pdf
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 require 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.

The contract resulting from the Invitation to Bid shall incorporate the following documents:

Peter Kroll 12/2/13
BUYER RK 12/2/13
12-5-13
MATERIEL ADMINISTRATOR

R43500|NSK0002 100416

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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; 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 Requests For Proposal are opened they become the property of the State of Nebraska and will not be returned.

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 III and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied by the contractor' s bid response.

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THIS IS THE SECOND RENEWAL OF THE CONTRACT AS AMENDED. (11/21/13 ld)

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	NEBRASKA STATE OFFICE BULDING (NSOB) BASE COST	12.0000	MO	15,830.0000	189,960.00

Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to shipping dock.
b. Transporting large recycling bins that are full to the loading dock.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

12	TRANSPORTATION SERVICE BUREAU (TSB) BASE COST	12.0000	MO	556.0000	6,672.00

Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.				
24	THE EXECUTIVE BUILDING (EXE BLDG) BASE COST Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Executive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	12.0000	MO	1,232.0000	14,784.00
38	501 BUILDING (501 BLDG) BASE COST Effective 06/01/10, Midwest Maintenance will provide 17 custodian hours on Tuesday and Thursday evenings in the 501 Building. The monthly price will be $2,932.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	12.0000	MO	2,932.0000	35,184.00
58	NEBRASKA STATE LABORATORY (NSL) BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost NSL dust all blinds Venetian Blinds Monthly Duty NSL strip, polish or buff high traffic hard surfaces as need Sq/Ft Cost: $0.15 Monthly Duty	12.0000	MO	2,606.9200	31,283.04

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41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	NSL clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build-up, door jams, etc. Monthly Duty NSL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty NSL shampoo/extract/bonnet carpeted office areas Sq/Ft Cost: $0.10 Quarterly Duty NSL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Quarterly Duty NSL thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff Quarterly Duty NSL clean all exterior glass Semi-Annual Duty NSL clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed Semi-Annual Duty NSL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-annual Duty NSL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty NSL clean all light fixtures (wash both sides of lenses and dry wipe tubes) (approx. 300) Annual Duty				
71	NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost NSPCL dust all blinds Venetian blinds Monthly Duty	12.0000	MO	1,286.0000	15,432.00

PK
BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AWARD

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Telephone: (402) 471-2401
Fax: (402) 471-2089

PAGE	ORDER DATE
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BUSINESS UNIT	BUYER
9000	PETER KROLL (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	NSPCL strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	NSPCL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Monthly Duty				
	NSPCL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	NSPCL shampo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	NSPCL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Quarterly Duty				
	NSPCL clean all exterior glass Semi-Annual Duty				
	NSPCL clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	NSPCL clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	NSPCL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Annual Duty				
82	WHITE HALL CAMPUS BASE COST	12.0000	MO	4,409.4700	52,913.64
	Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost				
	WHC dust all blinds Venetian blinds Monthly Duty				
	WHC strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	WHC wash all waste and recycling receptacles larger than 30 gallons				

PK
BUYER INITIALS

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BUSINESS UNIT	BUYER
9000	PETER KROLL (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Quarterly Duty				
	WHC shampoo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	WHC clean all exterior glass Semi-Annual Duty				
	WHC clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	WHC surface clean/vacuum building diffusers and air vents (not to include vent hoods) Semi-Annual Duty				
	WHC strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-Annual Duty				
	WHC shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	WHC clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	Total Order				**346,228.68**

PK
BUYER INITIALS

R42500|HSK0002 100416

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

CONTRACT NUMBER
41989 O4

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

THE CONTRACT PERIOD IS:

FEBRUARY 1, 2013 THROUGH JANUARY 31, 2014

THIS SERVICE CONTRACT HAS BEEN AMENDED PER THE FOLLOWING INFORMATION:

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for a period effective February 1, 2013 through January 31, 2014 with the option to renew in one (1), one (1) year period as mutually agreed upon by all parties.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

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

If the Contractor is an individual or sole proprietorship, the following applies:
1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us.
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 require 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.

The contract shall incorporate the following previously submitted documents:
1. Contract Award;
2. Any Contract Amendments, in order of significance;
3. Any Request for Proposal Addenda and/or Amendments to include Questions and Answers;
4. The original RFP document;
5. The signed Request for Proposal form; and

2-28-13
BUYER
2-25-13
MATERIEL ADMINISTRATOR

R43500|NISH0003 100416

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
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CONTRACT NUMBER
41989 O4

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

6. The Contractor's Proposal.

Vendor Contact: Bruce Setlik
Phone: 402-733-1114 ext. 123
Fax: 402-733-5385
E-Mail: bsetlik@midwestinc.net

THIS IS THE FIRST RENEWAL OF THE CONTRACT as amended. 01/29/13 bl

AMENDMENT THREE (3) AS ATTACHED. (02.28.13/ckelly)

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	NEBRASKA STATE OFFICE BUILDING (NSOB) BASE COST	12.0000	MO	15,830.0000	189,960.00

Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to shipping dock.
b. Transporting large recycling bins that are full to the loading dock.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

12	TRANSPORTATION SERVICE BUREAU (TSB) BASE COST	12.0000	MO	556.0000	6,672.00

Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

24	THE EXECUTIVE BUILDING (EXE BLDG) BASE COST	12.0000	MO	1,232.0000	14,784.00

Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Executive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
38	501 BUILDING (501 BLDG) BASE COST Effective 06/01/10, Midwest Maintenance will provide 17 custodian hours on Tuesday and Thursday evenings in the 501 Building. The monthly price will be $2,932.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	12.0000	MO	2,932.0000	35,184.00
58	NEBRASKA STATE LABORATORY (NSL) BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost NSL dust all blinds Venetian Blinds Monthly Duty NSL strip, polish or buff high traffic hard surfaces as need Sq/Ft Cost: $0.15 Monthly Duty NSL clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build-up, door jams, etc. Monthly Duty NSL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty NSL shampoo/extract/bonnet carpeted office areas Sq/Ft Cost: $0.10 Quarterly Duty NSL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Quarterly Duty NSL thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff Quarterly Duty NSL clean all exterior glass Semi-Annual Duty	12.0000	MO	2,606.9200	31,283.04

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	NSL clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed Semi-Annual Duty NSL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-annual Duty NSL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty NSL clean all light fixtures (wash both sides of lenses and dry wipe tubes) (approx. 300) Annual Duty				
71	NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost NSPCL dust all blinds Venetian blinds Monthly Duty NSPCL strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty NSPCL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Monthly Duty NSPCL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty NSPCL shampo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty NSPCL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Quarterly Duty NSPCL clean all exterior glass Semi-Annual Duty	12.0000	MO	1,286.0000	15,432.00

BUYER INITIALS

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CONTRACT NUMBER
41989 O4

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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	NSPCL clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	NSPCL clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	NSPCL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Annual Duty				
82	WHITE HALL CAMPUS BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost	12.0000	MO	4,409.4700	52,913.64
	WHC dust all blinds Venetian blinds Monthly Duty				
	WHC strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	WHC wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	WHC shampoo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	WHC clean all exterior glass Semi-Annual Duty				
	WHC clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	WHC surface clean/vacuum building diffusers and air vents (not to include vent hoods) Semi-Annual Duty				
	WHC strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-Annual Duty				
	WHC shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Telephone: (402) 471-2401
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CONTRACT NUMBER
41989 O4

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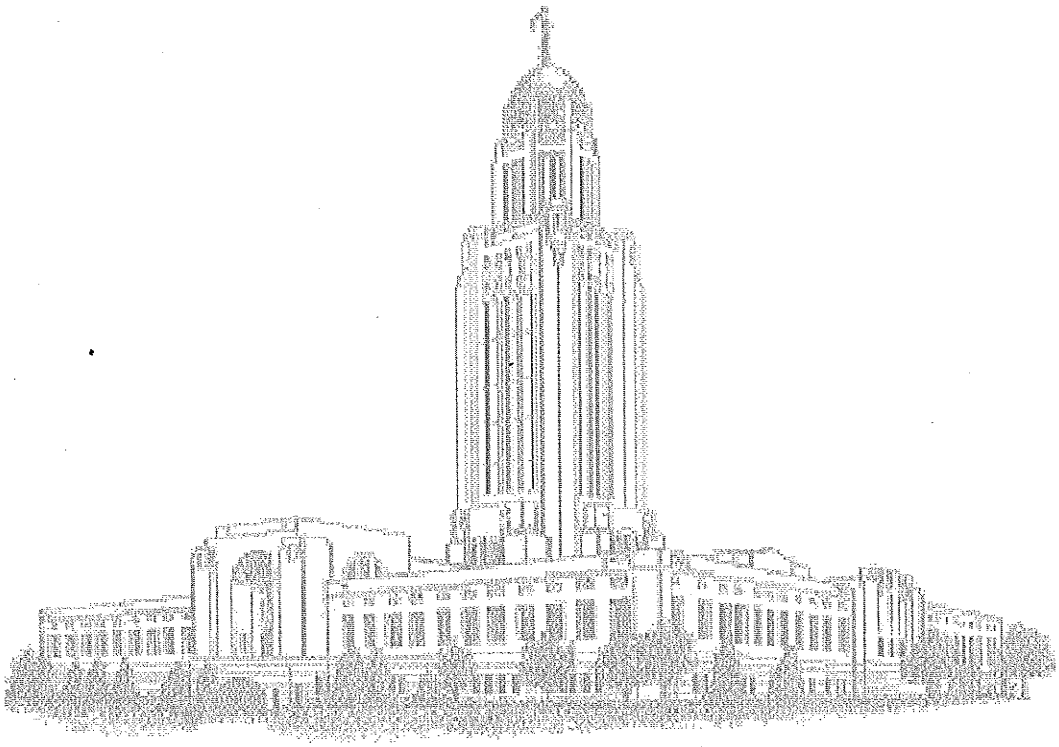
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	WHC clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	Total Order				**346,228.68**



BUYER INITIALS

R43500|NISH0003 100416

AMENDMENT THREE
Contract 41989 O4
Custodial Services for the Nebraska State Office Building, Transportation Services Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory, and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for the State of Nebraska
Between
The State of Nebraska and Midwest Maintenance Company Inc.

This Amendment (the "Amendment") is made by the State of Nebraska and Midwest Maintenance Company Inc., parties to Contract 41989 O4 (the "Contract"), and upon mutual agreement and other valuable consideration the parties agree to and hereby amend the contract as follows:

1. Line 49 of the contract is removed in its entirety.
2. Contract description is amended as follows: Custodial Services for the Nebraska State Office Building, Transportation Services Bureau, The Executive Building, 501 Building, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory, and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for the State of Nebraska
3. Vendor contact information is hereby amended as follows:
   Vendor Contact: Bruce Setlik
   Phone: 402-733-1114 ext. 123
   Fax: 402-733-5385
   bsetlik@midwestinc.net

This amendment will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

State of Nebraska	Contractor: Midwest Maintenance Inc.
By:	By: Bruce J. Setlik
Name: Bo Botelho	Name: Bruce J. Setlik
Title: Materiel Administrator	Title: Sales Director
Date: 2-20-13	Date: 2-15-13

STATE OF NEBRASKA SERVICE CONTRACT AWARD

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

CONTRACT NUMBER
41989 O4

AN AWARD HAS BEEN MADE TO THE VENDOR/CONTRACTOR NAMED ABOVE FOR THE SERVICES AS LISTED BELOW FOR THE PERIOD:

FEBRUARY 1, 2013 THROUGH JANUARY 31, 2014

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for a period effective February 1, 2013 through January 31, 2014 with the option to renew in one (1), one (1) year period as mutually agreed upon by all parties.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

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

If the Contractor is an individual or sole proprietorship, the following applies:
1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us.
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 require 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.

The contract shall incorporate the following previously submitted documents:
1. Contract Award;
2. Any Contract Amendments, in order of significance;
3. Any Request for Proposal Addenda and/or Amendments to include Questions and Answers;
4. The original RFP document;
5. The signed Request for Proposal form; and
6. The Contractor's Proposal.

2.25.13
BUYER
KS 2-25-13
2-25-13
MATERIEL ADMINISTRATOR

R43500|NISK0002 100416

STATE OF NEBRASKA SERVICE CONTRACT AWARD

State Purchasing Bureau
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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Vendor Contact: Deborah Poe
Phone: 402-733-1114 ext. 110
Fax: 402-733-5385

THIS IS THE FIRST RENEWAL OF THE CONTRACT as amended. 01/29/13 bl

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	NEBRASKA STATE OFFICE BUILDING (NSOB) BASE COST	12.0000	MO	15,830.0000	189,960.00

Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to shipping dock.
b. Transporting large recycling bins that are full to the loading dock.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

12	TRANSPORTATION SERVICE BUREAU (TSB) BASE COST	12.0000	MO	556.0000	6,672.00

Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

24	THE EXECUTIVE BUILDING (EXE BLDG) BASE COST	12.0000	MO	1,232.0000	14,784.00

Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Executive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

38	501 BUILDING (501 BLDG) BASE COST	12.0000	MO	2,932.0000	35,184.00

Effective 06/01/10, Midwest Maintenance will provide 17 custodian hours on Tuesday and Thursday evenings in the 501 Building. The monthly price will be $2,932.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.				
49	RECORDS MANAGEMENT (K STREET) BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning) $0.8282 Sq/Ft Cost $22.141 Daily Cleaning Cost $5,491.04 Annual Cost	12.0000	MO	457.5900	5,491.08
58	NEBRASKA STATE LABORATORY (NSL) BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost	12.0000	MO	2,606.9200	31,283.04

NSL dust all blinds
Venetian Blinds
Monthly Duty

NSL strip, polish or buff high traffic hard surfaces as need
Sq/Ft Cost: $0.15
Monthly Duty

NSL clean all vertical surfaces, especially around heat vents, including interior glass.
This includes walls with dust build-up, door jams, etc.
Monthly Duty

NSL wash all waste and recycling receptacles larger than 30 gallons
Quarterly Duty

NSL shampoo/extract/bonnet carpeted office areas
Sq/Ft Cost: $0.10
Quarterly Duty

NSL surface clean/vacuum all building diffusers and air vents (not to include vent hoods)
Quarterly Duty

NSL thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff
Quarterly Duty

NSL clean all exterior glass

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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Semi-Annual Duty				
	NSL clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed Semi-Annual Duty				
	NSL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-annual Duty				
	NSL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	NSL clean all light fixtures (wash both sides of lenses and dry wipe tubes) (approx. 300) Annual Duty				
71	NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost	12.0000	MO	1,286.0000	15,432.00
	NSPCL dust all blinds Venetian blinds Monthly Duty				
	NSPCL strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	NSPCL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Monthly Duty				
	NSPCL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	NSPCL shampo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	NSPCL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Quarterly Duty				
	NSPCL clean all exterior glass				

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AWARD

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Telephone: (402) 471-2401
Fax: (402) 471-2089

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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Semi-Annual Duty				
	NSPCL clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	NSPCL clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	NSPCL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Annual Duty				
82	WHITE HALL CAMPUS BASE COST Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost	12.0000	MO	4,409.4700	52,913.64
	WHC dust all blinds Venetian blinds Monthly Duty				
	WHC strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	WHC wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	WHC shampoo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	WHC clean all exterior glass Semi-Annual Duty				
	WHC clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	WHC surface clean/vacuum building diffusers and air vents (not to include vent hoods) Semi-Annual Duty				
	WHC strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-Annual Duty				
	WHC shampoo/extract/bonnet carpeted conference rooms				

BUYER INITIALS

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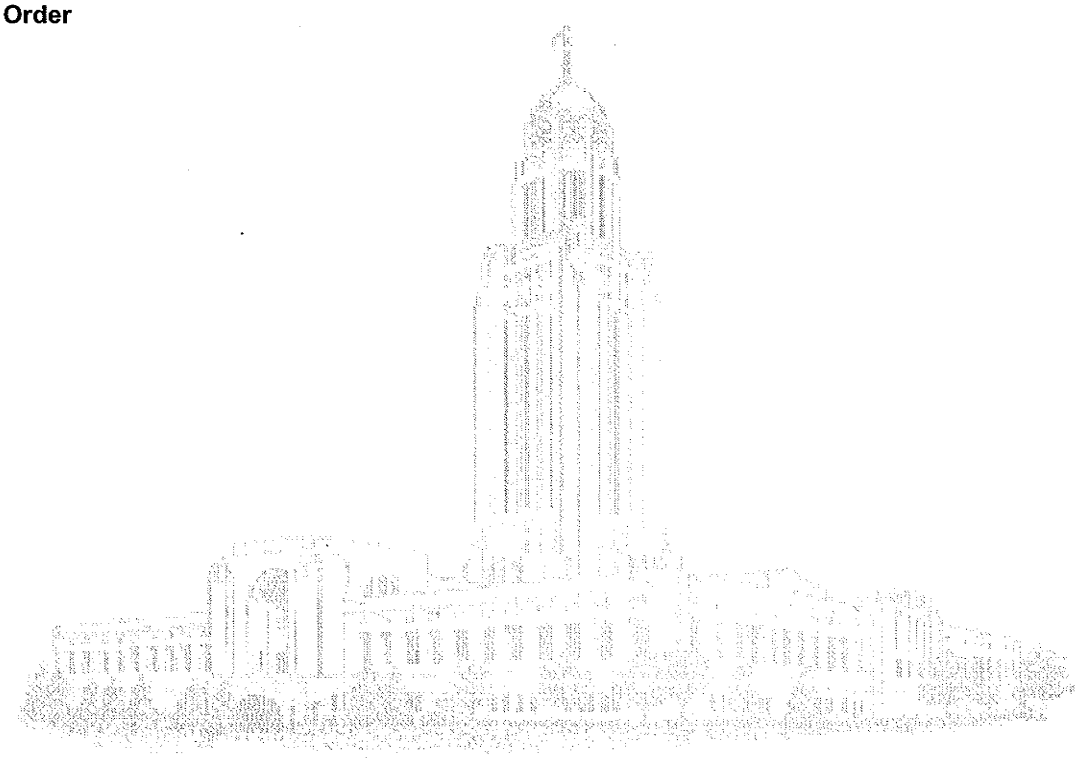
VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Sq/Ft Cost: $0.10 Semi-Annual Duty				
	WHC clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	Total Order				**351,719.76**



BUYER INITIALS

R43590|NSK0002 100416

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
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P.O. Box 94847
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CONTRACT NUMBER
41989 O4

PAGE	ORDER DATE
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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

THE CONTRACT PERIOD IS:

FEBRUARY 1, 2010 THROUGH JANUARY 31, 2013

THIS SERVICE CONTRACT HAS BEEN AMENDED PER THE FOLLOWING INFORMATION:

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for a period effective February 1, 2010 through January 31, 2013 with the option to renew in two (2), one (1) year periods as mutually agreed upon by all parties.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

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

If the Contractor is an individual or sole proprietorship, the following applies:
1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us.
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 require 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.

The contract shall incorporate the following previously submitted documents:
1. Contract Award;
2. Any Contract Amendments, in order of significance;
3. Any Request for Proposal Addenda and/or Amendments to include Questions and Answers;

5.23.12
BUYER
BB/RK 06/01/12
MATERIEL ADMINISTRATOR

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

4. The original RFP document;
5. The signed Request for Proposal form; and
6. The Contractor's Proposal.

Vendor Contact: Deborah Poe
Phone: 402-733-1114 ext. 110
Fax: 402-733-5385

AMENDMENT ONE (1): Contract is hereby amended to reduce service hours costs to lines 1, 12, 24 and 38. Contract is also amended to remove lines 2-11, 13-23, 25-37, 39-48, 50-57, 59-70, 72-81and 83-95. (05/27/10 djg)

AMENDMENT TWO (2): Contract is amended to include services from lines 59-70 into line 58; included services from lines 72-81 into line 71; services for lines 83-93 into line 82 and provide a single monthly price. Price for line 58 includes monthly price reduction of $55.72. Line 71 includes monthly price reduction of $35.00 and line 82 includes a monthly price reduction of $55.83. Price reduction is due to change in paper stocking requirements. The vendor is no longer required to stock disposable paper products for lines 58, 71 and 82. (05/22/12 djg)

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Nebraska State Office Building (NSOB) Base Cost Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to shipping dock. b. Transporting large recycling bins that are full to the loading dock. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	36.0000	MO	15,830.0000	569,880.00
12	Transportation Service Bureau (TSB) Base Cost Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	36.0000	MO	556.0000	20,016.00
24	The Executive Building (Exe Bldg) Base Cost Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Exefcutive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms.	36.0000	MO	1,232.0000	44,352.00

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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VENDOR NUMBER: 500051

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41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	c. Spot vacuuming of carpet. d. Dust mop hard surface floors.				
38	501 Building (501 Bldg) Base Cost Effective 06/01/10, Midwest Maintenance will provide 17 custodian hours on Tuesday and Thursday evenings in the 501 Building. The monthly price will be $2,932.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.	36.0000	MO	2,932.0000	105,552.00
49	Records Management (K Street) Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning) $0.8282 Sq/Ft Cost $22.141 Daily Cleaning Cost $5,491.04 Annual Cost	38.0000	MO	457.5900	17,388.42
58	Nebraska State Laboratory (NSL) Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost NSL dust all blinds Venetian Blinds Monthly Duty NSL strip, polish or buff high traffic hard surfaces as need Sq/Ft Cost: $0.15 Monthly Duty NSL clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build-up, door jams, etc. Monthly Duty NSL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty NSL shampo/extract/bonnet carpeted office areas Sq/Ft Cost: $0.10 Quarterly Duty NSL surface clean/vacuum all building diffusers and air vents (not to include vent hoods)	36.0000	MO	2,606.9200	93,849.12

BUYER INITIALS

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9000	ROBERT THOMPSON (AS)

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	Quarterly Duty				
	NSL thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff Quarterly Duty				
	NSL clean all exterior glass Semi-Annual Duty				
	NSL clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed Semi-Annual Duty				
	NSL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-annual Duty				
	NSL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	NSL clean all light fixtures (wash both sides of lenses and dry wipe tubes) (approx. 300) Annual Duty				
71	Nebraska State Patrol Criminalistics Laboratory (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost	36.0000	MO	1,286.0000	46,296.00
	NSPCL dust all blinds Venetian blinds Monthly Duty				
	NSPCL strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	NSPCL surface clean/vacuum all building diffusers and air vents (not to include vent hoods) Monthly Duty				
	NSPCL wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	NSPCL shampo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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9000	ROBERT THOMPSON (AS)

VENDOR NUMBER: 500051

CONTRACT NUMBER
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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	NSPCL strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Quarterly Duty				
	NSPCL clean all exterior glass Semi-Annual Duty				
	NSPCL clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	NSPCL clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	NSPCL shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Annual Duty				
82	White Hall Campus Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost	36.0000	MO	4,409.4700	158,740.92
	WHC dust all blinds Venetian blinds Monthly Duty				
	WHC strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 Monthly Duty				
	WHC wash all waste and recycling receptacles larger than 30 gallons Quarterly Duty				
	WHC shampoo/extract/bonnet carpeted corridors Sq/Ft Cost: $0.10 Quarterly Duty				
	WHC clean all exterior glass Semi-Annual Duty				
	WHC clean all interior glass (not identified for cleaning more often) Semi-Annual basis or more often as needed				
	WHC surface clean/vacuum building diffusers and air vents (not to include vent hoods) Semi-Annual Duty				

RC
BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
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Lincoln, Nebraska 68509-4847
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VENDOR NUMBER: 500051

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41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	WHC strip wax and refinish all hard surface floors Sq/Ft Cost: $0.15 Semi-Annual Duty				
	WHC shampoo/extract/bonnet carpeted conference rooms Sq/Ft Cost: $0.10 Semi-Annual Duty				
	WHC clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) Annual Duty				
	Total Order				**1,056,074.46**

BUYER INITIALS

R43500|NISH0003 100416

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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9000	ROBERT THOMPSON

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NEBRASKA 68107-3426

THE CONTRACT PERIOD IS:

FEBRUARY 1, 2010 THROUGH JANUARY 31, 2013

THIS SERVICE CONTRACT HAS BEEN AMENDED PER THE FOLLOWING INFORMATION:

THIS CONTRACT IS NOT AN EXCLUSIVE CONTACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM THE OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original Contract/Bid Document 41989 O4

Contract to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for a period effective February 1, 2010 through January 31, 2013 with the option to renew in two (2), one (1) year periods as mutually agreed upon by all parties.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

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

If the Contractor is an individual or sole proprietorship, the following applies:
1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us.
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 require 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.

The contract shall incorporate the following previously submitted documents:
1. Contract Award;
2. Any Contract Amendments, in order of significance;
3. Any Request for Proposal Addenda and/or Amendments to include Questions and Answers;
4. The original RFP document;
5. The signed Request for Proposal form; and

BUYER

MATERIEL ADMINISTRATOR

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

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41989 O4

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BUSINESS UNIT	BUYER
9000	ROBERT THOMPSON

VENDOR NUMBER: 500051

6. The Contractor's Proposal.

Vendor Contact: Bruce J. Setlik, Sales Manager
Phone: 402-733-1114
Fax: 402-733-5385

AMENDMENT ONE (1): Contract is hereby amended to reduce service hours costs to lines 1, 12, 24 and 38. Contract is also amended to remove lines 2-11, 13-23, 25-37, 39-48, 50-57, 59-70, 72-81and 83-95. (05/27/10 djg)

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Nebraska State Office Building (NSOB) Base Cost	36.0000	MO	15,830.0000	569,880.00

Effective 06/01/2010, Midwest Maintenance will provide 83 custodian hours and 8 lead custodian hours on Tuesday and Thursday evenings in the Nebraska State Office Building (NSOB). The monthly price will be $15,830. The statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to shipping dock.
b. Transporting large recycling bins that are full to the loading dock.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

12	Transportation Service Bureau (TSB) Base Cost	36.0000	MO	556.0000	20,016.00

Effective 06/01/10, Midwest Maintenance will provide 5 custodian hours on Tuesday and Thursday evenings in the Transportation Service Bureau (TSB). The monthly price will be $556.00 Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

24	The Executive Building (Exe Bldg) Base Cost	36.0000	MO	1,232.0000	44,352.00

Effective 06/01/10, Midwest Maintenance will provide 7.5 custodian hours on Tuesday and Thursday evenings in the Exefcutive Building. The monthly price will be $1,232.00 Day Porter service will be discontinued. Paper products and soap will no longer be provided and the statement of work for this facility is revised to:

a. Collecting trash from desks/cubical areas and transport to dumpster.
b. Cleaning and restocking of restrooms.
c. Spot vacuuming of carpet.
d. Dust mop hard surface floors.

38	501 Building (501 Bldg) Base Cost	36.0000	MO	2,932.0000	105,552.00

Effective 06/01/10, Midwest Maintenance will provide 17 custodian hours on Tuesday and Thursday evenings in the 501 Building. The monthly price will be $2,932.00 Day Porter service will be discontinued. Paper products

RS
BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AMENDMENT

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
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9000	ROBERT THOMPSON

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
	and soap will no longer be provided and the statement of work for this facility is revised to: a. Collecting trash from desks/cubical areas and transport to dumpster. b. Cleaning and restocking of restrooms. c. Spot vacuuming of carpet. d. Dust mop hard surface floors.				
49	Records Management (K Street) Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning) $0.8282 Sq/Ft Cost $22.141 Daily Cleaning Cost $5,491.04 Annual Cost	36.0000	MO	457.5900	16,473.24
58	Nebraska State Laboratory (NSL) Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning) $0.4836 Sq/Ft Cost $68.263 Daily Cleaning Cost $16,929.27 Annual Cost	36.0000	MO	1,410.7700	50,787.72
71	Nebraska State Patrol Criminalistics Laboratory (NSPCL) Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning) $0.4640 Sq/Ft Cost $24.8888 Daily Cleaning Cost $6,172.43 Annual Cost	36.0000	MO	514.3700	18,517.32
82	White Hall Campus Base Cost Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning) $0.3505 Sq/Ft Cost $98.9434 Daily Cleaning Cost $24,537.97 Annual Cost	36.0000	MO	2,044.8300	73,613.88
	Total Order				**899,192.16**

BUYER INITIALS

STATE OF NEBRASKA SERVICE CONTRACT AWARD

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65040100	ROBERT THOMPSON

CONTRACT NUMBER
41989 O4

VENDOR NUMBER: 500051

VENDOR ADDRESS:

MIDWEST MAINTENANCE COMPANY INC
2901 Q ST
OMAHA NE 68107-3426

AN AWARD HAS BEEN MADE TO THE VENDOR/CONTRACTOR NAMED ABOVE FOR THE SERVICES AS LISTED BELOW FOR THE PERIOD:

FEBRUARY 01, 2010 THROUGH JANUARY 31, 2013

THIS CONTRACT IS NOT AN EXCLUSIVE CONTRACT TO FURNISH THE SERVICES SHOWN BELOW, AND DOES NOT PRECLUDE THE PURCHASE OF SIMILAR SERVICES FROM OTHER SOURCES.

THE STATE RESERVES THE RIGHT TO EXTEND THE PERIOD OF THIS CONTRACT BEYOND THE TERMINATION DATE WHEN MUTUALLY AGREEABLE TO THE VENDOR/CONTRACTOR AND THE STATE OF NEBRASKA.

Original/Bid Document 3129 Z1

Contract to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus to the State of Nebraska, Department of Administrative Services, Building Division, for a period effective February 1, 2010 through January 31, 2013 with the option to renew in two (2), one (1) year periods as mutually agreed upon by all parties.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: http://www.das.state.ne.us/accounting/forms/achenrol.pdf

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system mean 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 Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies:
1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us.
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 require 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.

The contract shall incorporate the following previously submitted documents:
1. Contract Award;
2. Any Contract Amendments, in order of significance;
3. Any Request for Proposal Addenda and/or Amendments to include Questions and Answers;
4. The original RFP document;
5. The signed Request for Proposal form; and
6. The Contractor's Proposal.

BUYER

MATERIEL ADMINISTRATOR

STATE OF NEBRASKA SERVICE CONTRACT AWARD

State Purchasing Bureau
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65040100	ROBERT THOMPSON

VENDOR NUMBER: 500051

CONTRACT NUMBER
41989 O4

Line	Description	Qty	Unit of Measure	Unit Price	Extended Price

Vendor Contact: Bruce J. Setlik, Sales Manager
Phone: 402-733-1114
Fax: 402-733-5385

Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
1	Nebraska State Office Building (NSOB) Base Cost	36	MO	25,690.8500	924,870.60

Base cost for Evening Nightly and Evening Weekly custodial services and scheduled duties.
(325,000/sq/ft for 248 days of cleaning)

$0.9486 Sq/Ft Cost

$1,243.1058 Nightly Cleaning Cost

$308,290.25 Annual Cost

2	NSOB dust all blinds Venetian blinds monthly duty	36	MO	940.9100	33,872.76
3	NSOB strip, polish, buff high traffic hard surfaces as needed monthly duty	36	MO	6,573.9100	236,660.76

Sq/Ft Cost: $0.15

4	NSOB wash all waste & recycling receptacles larger than 30 gallons quarterly duty	12	MO	84.0100	1,008.12
5	NSOB shampoo/extract/bonnet carpeted high traffic corridors quarterly duty	12	MO	3,733.3300	44,799.96

Sq/Ft Cost: $0.10

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
6	NSOB strip wax & refinish hard surface floors quarterly duty	12	MO	9,900.0000	118,800.00

Sq/Ft Cost: $0.15

7	NSOB clean all exterior glass semi-annual duty	6	MO	3,500.0000	21,000.00
8	NSOB clean all interior glass semi-annual duty	6	MO	1,890.2300	11,341.38

(not identified for cleaning more often) on a semi-annual basis or more often as needed

9	NSOB surface clean/vacuum all building diffusers & air	6	MO	1,344.1600	8,064.96

vents (approx. 4,800)

semi-annual duty

10	NSOB shampoo carpeted conference rooms	6	MO	1,866.6700	11,200.02

Sq/Ft Cost: $0.10

semi-annual duty

11	NSOB clean all light fixtures annual duty	3	MO	4,351.7200	13,055.16

(wash reflectors, both sides of lenses and dry wipe tubes) (approx. 8,000)

12	Transportation Service Bureau (TSB) Base Cost	36	MO	609.3600	21,936.96

Base cost for Evening Nightly and Evening Weekly custodial services and scheduled duties. (16,000/sq/ft for 248 days of cleaning)

$0.4570 Sq/Ft Cost

$29.485 Nightly Cleaning Cost

$7,312.34 Annual Cost

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
13	TSB base cost for daytime daily & daytime weekly duties	36	MO	424.4900	15,281.64

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties (4,000 sq/ft for 248 days of cleaning)

$1.27346 Sq/Ft Cost

$20.5397 Daily Cleaning Cost

$5,093.87 Annual Cost

14	TSB dust all blinds Venetian blinds monthly duty	36	MO	9.3000	334.80
15	TSB dry clean fabric blinds monthly duty	36	MO	18.6000	669.60
16	TSB strip, polish or buff high traffic hard surfaces as needed	36	MO	156.5200	5,634.72

Sq/Ft Cost: $0.15

monthly duty

17	TSB wash all waste & recycling receptacles larger than 30 gallons	12	MO	9.3000	111.60

quarterly duty

18	TSB shampoo/extract/bonnet carpeted high traffic corridors	12	MO	200.0000	2,400.00

quarterly duty

Sq/Ft Cost: $0.10

19	TSB clean all exterior glass	6	MO	18.6000	111.60

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
	semi-annual duty				
20	TSB clean all interior glass	6	MO	18.6000	111.60
	semi-annual duty				

(not identified for cleaning more often) on a semi-annual basis or more often as needed

21	TSB shampoo/extract/bonnet	6	MO	200.0000	1,200.00
	carpeted conference rooms				

Sq/Ft Cost: $0.10

semi-annual duty

22	TSB strip wax & refinish all	6	MO	313.0500	1,878.30
	hard surface floors				

Sq/Ft Cost: $0.15

semi-annual duty

23	TSB clean all light fixtures	3	MO	120.9000	362.70
	annual duty				

(wash reflectors, both sides of lenses and dry wipe tubes) (approx. 350)

Sq/Ft Cost: N/A

24	The Executive Building	36	MO	842.8200	30,341.52
	(Exe Bldg) Base Cost				

Base cost for Evening Nightly and Evening Weekly custodial services and scheduled duties. (27,000/sq/ft for 248 days of cleaning)

$0.374587 Sq/Ft Cost

$40.7816 Nightly Cleaning Cost

$10,113.85 Annual Cost

25	Exe Bldg dust all blinds	36	MO	288.3000	10,378.80
	Venetian blinds				

monthly duty

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
26	Exe Bldg strip, polish or buff high traffic hard surface surfaces as needed monthly duty Sq/Ft Cost: $0.15	36	MO	547.8300	19,721.88
27	Exe Bldg edge clear all carpet in individual offices & hallways monthly duty	36	MO	18.6000	669.60
28	Exe Bldg vacuum all upholstered chair seats monthly duty	36	MO	18.6000	669.60
29	Exe Bldg sweep East exterior breezeways where accessible, on each floor monthly duty	36	MO	18.6000	669.60
30	Exe Bldg wash all waste & recycling receptacles larger than 30 gallons quarterly duty	12	MO	46.5000	558.00
31	Exe Bldg shampoo/extract/ bonnet carpeted corridors quarterly duty Sq/Ft Cost: $0.10	12	MO	220.0000	2,640.00
32	Exe Bldg clean all exterior glass semi-annual duty	6	MO	960.0000	5,760.00

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
33	Exe Bldg clean all interior glass semi-annual duty	6	MO	576.6000	3,459.60

(not identified for cleaning more often) on a semi-annual basis or more often as needed

34	Exe Bldg suface clean/vacuum all building diffusers & air	6	MO	93.0000	558.00

vents (approx. 200)

semi-annual duty

35	Exe Bldg shampoo/extract/ bonnet carpet in all offices &	6	MO	1,333.3300	7,999.98

halls

Sq/Ft Cost: $0.10

semi-annual duty

36	Exe Bldg strip wax & refinish all hard surface floors	6	MO	1,095.6500	6,573.90

Sq/Ft Cost: $0.15

semi-annual duty

37	Exe Bldg clean all light	3	MO	376.6600	1,129.98

fixtures (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 600)

annual duty

38	501 Building (501 Bldg) Base Cost	36	MO	4,801.1900	172,842.84

Base cost for Evening Nightly and Evening Weekly custodial services and scheduled duties.
(75,000/sq/ft for 248 days of cleaning)

$0.76819 Sq/Ft Cost

$232.315 Nightly Cleaning Cost

$57,614.25 Annual Cost

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
	Base Cost for Daytime Daily and Daytime Weekly custodial services and scheduled duties. (12,000 sq/ft for 248 days of cleaning)				
	$0.7936 Sq/Ft Cost				
	$38.40 Daily Cleaning Cost				
	$9,523.25 Annual Cost				
39	501 Bldg dust all blinds Venetian blinds monthly duty	36	MO	166.0100	5,976.36
40	501 Bldg strip, polish or buff high traffic hard surfaces as needed Sq/Ft Cost: $0.15 monthly duty	36	MO	704.3500	25,356.60
41	501 Bldg wash all waste & recycling receptacles larger than 30 gallons quarterly duty	12	MO	15.8100	189.72
42	501 Bldg shampoo/extract/ bonnet carpeted corridors Sq/Ft Cost: $0.10 quarterly duty	12	MO	399.9900	4,799.88
43	501 Bldg strip wax & refinish all hard surface floors Sq/Ft Cost: $0.15 quarterly duty	12	MO	1,408.6900	16,904.28
44	501 Bldg clean all exterior glass semi-annual duty	6	MO	650.0000	3,900.00

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
45	501 Bldg clean all interior glass semi-annual duty	6	MO	332.0100	1,992.06

(not identified for cleaning more often) on a semi-annual basis or more often as needed

46	501 Bldg surface clean/vacuum all building diffusers & air	6	MO	79.0500	474.30

vents (approx. 200)

semi-annual duty

47	501 Bldg shampoo/extract/ bonnet carpet in all offices &	6	MO	399.9900	2,399.94

halls

Sq/Ft Cost: $0.10

semi-annual duty

48	501 Bldg clean all light fixtures	3	MO	158.1000	474.30

(wash reflectors, both sides of lenses and dry wipe tubes) (approx. 500)

annual duty

49	Records Management (K Street) Base Cost	36	MO	457.5900	16,473.24

Base cost for Daily and Weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning)

$0.8282 Sq/Ft Cost

$22.141 Daily Cleaning Cost

$5,491.04 Annual Cost

50	K Street dust all binds Venetian blinds monthly duty	36	MO	38.4400	1,383.84
51	K Street strip, polish or buff high traffic hard	36	MO	186.0000	6,696.00

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
surfaces as needed					
Sq/Ft Cost: $0.15					
monthly duty					
52	K Street wash all waste & recycling receptacles larger	12	MO	9.6100	115.32
than 30 gallons					
quarterly duty					
53	K Street clean all interior glass	6	MO	9.6100	57.66
(not identified for cleaning more often) on a semi-annual basis or more often as needed					
semi-annual duty					
54	K Street surface clean/vacuum all building diffusers & air	6	MO	28.8300	172.98
vents					
semi-annual duty					
55	K Street shampoo/extract/ bonnet carpeted conference	6	MO	33.3300	199.98
rooms					
Sq/Ft Cost: $0.10					
semi-annual duty					
56	K Street strip wax & refinish all hard surface floors	6	MO	744.0000	4,464.00
Sq/Ft Cost: $0.15					
semi-annual duty					
57	K Street clean all light fixtures	3	MO	81.6900	245.07

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
	(wash reflectors, both sides of lenses and dry wipe tubes)				
	annual duties				
58	Nebraska State Laboratory (NSL) Base Cost	36	MO	1,410.7700	50,787.72
	Base cost for Daily and Weekly custodial services and scheduled duties. (35,000/sq/ft for 248 days of cleaning)				
	$0.4836 Sq/Ft Cost				
	$68.263 Daily Cleaning Cost				
	$16,929.27 Annual Cost				
59	NSL dust all binds Venetian blinds monthly duty	36	MO	70.0600	2,522.16
60	NSL strip, polish or buff high traffice hard surfaces as	36	MO	219.2900	7,894.44
	needed				
	Sq/Ft Cost: $0.15				
	monthly duty				
61	NSL clean all vertical surfaces	36	MO	219.2900	7,894.44
	especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc.				
	monthly duty				
62	NSL wash all waste & recycling receptacles larger	12	MO	8.7600	105.12
	than 30 gallons				
	quaterly duties				
63	NSL shampoo/extract/bonnet carpeted office areas	12	MO	133.3300	1,599.96

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
Sq/Ft Cost: $0.10					
quarterly duty					
64	NSL surface clean/vacuum all building diffusers & air	12	MO	43.7900	525.48
vents (not to include vent hoods)					
quarterly duties					
65	NSL thoroughly clean hard surfaced floors & anti-fatigue	12	MO	35.0300	420.36
mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff.					
quarterly duty					
66	NSL clean all exterior glass semi-annual duty	6	MO	640.0000	3,840.00
67	NSL clean all interior glass	6	MO	157.6400	945.84
(not identified for cleaning more often) on a semi-annual basis or more often as needed					
semi-annual duty					
68	NSL strip wax & refinish all hard surface floors	6	MO	2,999.0200	17,994.12
Sq/Ft Cost: $0.15					
semi-annual duty					
69	NSL shampoo/extract/bonnet carpeted conference rooms	6	MO	133.3300	799.98
Sq/Ft Cost: $0.10					
semi-annual duty					
70	NSL clean all light fixtures	3	MO	175.1500	525.45
(wash both sides of lenses and dry wipe tubes) (approx. 300)					

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
annual duty					
71	Nebraska State Patrol	36	MO	514.3700	18,517.32
	Criminalistics Laboratory				

(NSPCL)

Base cost for Daily and Weekly custodial services and scheduled duties. (13,300/sq/ft for 248 days of cleaning)

$0.4640 Sq/Ft Cost

$24.8888 Daily Cleaning Cost

$6,172.43 Annual Cost

72	NSPCL dust all blinds	36	MO	11.1600	401.76
	Venetian blinds monthly duty				
73	NSPCL strip, polish or buff	36	MO	391.2900	14,086.44
	high traffic hard surfaces as				

as needed

Sq/Ft Cost: $0.15

monthly duty

74	NSPCL surface clean/vacuum	36	MO	44.6400	1,607.04
	all building diffusers & air				

vents (not to include vent hoods)

monthly duty

75	NSPCL wash all waste &	12	MO	11.1600	133.92
	recycling receptacles larger				

than 30 gallons

quarterly duty

76	NSPCL shampoo/extract/bonnet	12	MO	133.3200	1,599.84
	carpeted corridors				

Sq/Ft Cost: $0.10

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
quarterly duty					
77	NSPCL strip wax & refinish all hard surface floors	12	MO	828.2600	9,939.12
Sq/Ft Cost: $0.15					
quarterly duty					
78	NSPCL clean all exterior glass semi-annual duty	6	MO	22.3200	133.92
79	NSPCL clean all interior glass	6	MO	22.3200	133.92
(not identified for cleaning more often) on a semi-annual basis or more often as needed					
80	NSPCL clean all light fixtures	3	MO	200.8800	602.64
(wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)					
annual duty					
81	NSPCL shampoo/extract/bonnet carpeted conference rooms	3	MO	133.3200	399.96
Sq/Ft Cost: $0.10					
annual duty					
82	White Hall Campus Base Cost	36	MO	2,044.8300	73,613.88
Base cost for Daily and Weekly custodial services and scheduled duties. (70,000/sq/ft for 248 days of cleaning)					
$0.3505 Sq/Ft Cost					
$98.9434 Daily Cleaning Cost					
$24,537.97 Annual Cost					
83	WHC dust all blinds Venetian blinds monthly duty	36	MO	279.0000	10,044.00
84	WHC strip, polish or buff high	36	MO	841.3000	30,286.80

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Line	Description	Qty	Unit of Measure	Unit Price	Extended Price
	carpeted conference rooms				
Sq/Ft Cost: $0.10					
semi-annual duty					
92	WHC clean all light fixtures	3	MO	124.0000	372.00
(wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)					
annual duty					
93	Misc Services	5000	$	1.0000	5,000.00
See attached Unit Price Schedule					
94	Exe Bldg base cost for daytime	36	MO	546.3500	19,668.60
	daily & daytime weekly duties				
Base Cost for Daytime Daily and Daytime Weekly custodial services and scheduled duties. (8,000 sq/ft for 248 days of cleaning)					
$0.8195 Sq/Ft Cost					
$26.4364 Daily Cleaning Cost					
$6,556.25 Annual Cost					
95	501 Bldg base cost for daytime	36	MO	793.6000	28,569.60
	daily & daytime weekly duties				
Base Cost for Daytime Daily and Daytime Weekly custodial services and scheduled duties. (12,000 sq/ft for 248 days of cleaning)					
$0.7936 Sq/Ft Cost					
$38.40 Daily Cleaning Cost					
$9,523.25 Annual Cost					
	Total Order				**2,188,355.84**

BUYER INITIALS

UNIT PRICE SCHEDULES

Cost per employee hour **$ 17.80 ;** to be used for the purpose of extra cleaning as requested by the Facilities Manager or for deducting if minimum daily employee hours are not met.

If this proposal is accepted, We/I will begin work on February 1, 2010

Company: **Midwest Maintenance Company, Inc.**

Name and Title: **Bruce J. Setlik, Sales Manager**

Signature: Bruce J. Setlik

Address: **2901 Q. Street, Omaha, NE 68107**

Telephone Number: **(402) 733-1114**

Fax Number: **(402) 733-5385**

E-mail Address: **bsetlik@midwestinc.net**

Cost per square foot **$ 1.1976 ;** to be used for the purpose of adding or deleting areas totaling 3,000 square feet or more. This cost excludes basement concrete floors. (Quote price per square foot per year.)

Cost per square foot **$ .15 ;** to be used for the purpose of increasing the frequency of hard surface floor maintenance. May also be used as a penalty for non-compliance of the terms stated in the contract.

Cost per square foot **$ .10 ;** to be used for the purpose of increasing the frequency of carpet shampooing as requested by the Facilities Manager.

Cost per cleaning **$ Cost for each below** ; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

> Please supply a cost per cleaning to be used for the purpose of increasing frequency of exterior Windo Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility). This slos excludes the reference to the Capito which was referenced in error. There is NO requirement to clean any part of the Capitol in this RFP.

First Floor Exterior Glass Cleaning per occurrence:

- **Nebraska State Office Building = $583.33**
- **Transportation Service Bureau = $ 25.00**
- **501 Building = $165.00**
- **Executive Building = $240.00**
- **Nebraska State Lab = $160.00**
- **Nebraska State Patrol Crime Lab = $25.00**
- **Whitehall Campus = $ 763.33**

Cost per cleaning **$ See ATTACHMENT 1 for detail**; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.

Because the cost for Exterior Window Cleaning is being requested for each Facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well..

If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: **Midwest Maintenance Company, Inc.**

Name and Title: **Bruce J. Setlik, Sales Manager**

Signature: Bruce J. Setlik

Address: **2901 Q. Street, Omaha, NE 68107**

Telephone Number: **(402) 733-1114**

Fax Number: **(402) 733-5385**

E-mail Address: **bsetlik@midwestinc.net**

Request for Proposal Number 3129 Z1
Contract Number 41989 O4
Proposal Opening: December 18, 2009

In accordance with Nebraska Revised Statutes §84.712.05(3), the following material(s) has not been included due to it being marked proprietary.

Midwest Maintenance Company, Inc.
1. None

In accordance with Federal U.S. Copyright Law Title 17 U.S.C. Section 101 et seq., Title 18 U.S.C. 2319, the following material(s) has not been included due to them being copyrighted.

Midwest Maintenance Company, Inc.
1. None

Special Savings for Our New Clients!

As one of our newest partners, providing you proactive services for the upcoming cold and flu season is our focus.

With Fall fast approaching, our Touchpoint Cleaning package is critical during this time of year when possible outbreaks, such as colds and influenza, are at their peak. We can help you maintain a clean and healthy facility for your staff to minimize your employee illnesses and related absences as well as sustain productivity for clients.

TAKE CONTROL OF COLD AND FLU SEASON!

Please take advantage of our Touchpoint Cleaning package at a savings of **20 percent**. Call Bruce at 402.733.1114 ext. 123 or Mike at ext. 110 today.

Make sure to visit our Web site at www.midwestinc.net/services for a complete list of our other value-added services!

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Touchpoint Cleaning Package

Protect your clients, employees and visitors during cold and flu season! Call today!

ASK AB
OUR 6-M
PACKAG

Work Spaces

Keep your employees healthy this year by detail cleaning these areas:

- Desktops
- Phone Mouthpieces
- Drawer Handles
- Arm Rests
- Door Handles
- Push Plates
- Light Switches

Public Traffic Areas

Protect your clients, employees and visitors from the spread of viruses and bacteria in these common areas:

- Handrails
- Elevator Push Buttons
- Door Handles
- Arm Rests
- Drinking Fountains
- Push Plates
- Light Switches

20% DISCOUNT

Call Bruce at 402.733.1114 ext. 123 or Mike at ext. 110 today to start saving!

GREEN SEAL

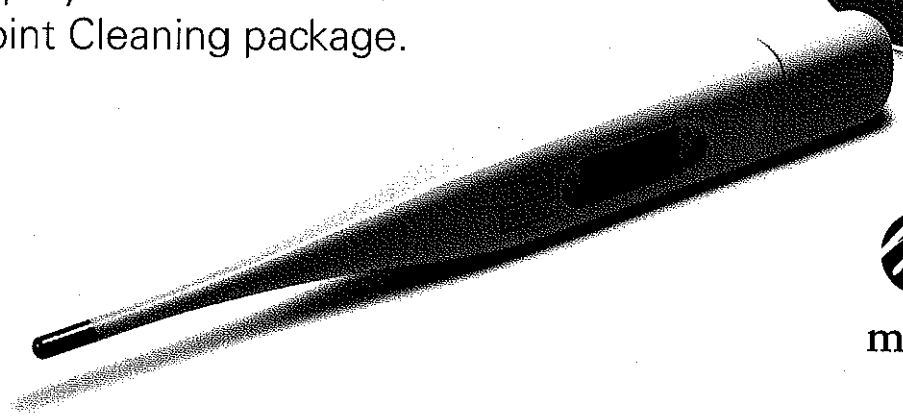
Midwest Maintenance endeavors to use environmer
friendly cleaning products and chemicals in your facilit

TPC DM_NC 10_

Take Control of Cold and Flu Season!

Protect your clients, employees and visitors
with our 14-point Touchpoint Cleaning package.

SPECIAL SAVINGS FOR OUR NEW CLIENTS!



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Call Bruce at 402.733.1114 ext. 123 or Mike at ext. 110 today to start saving!

midwest
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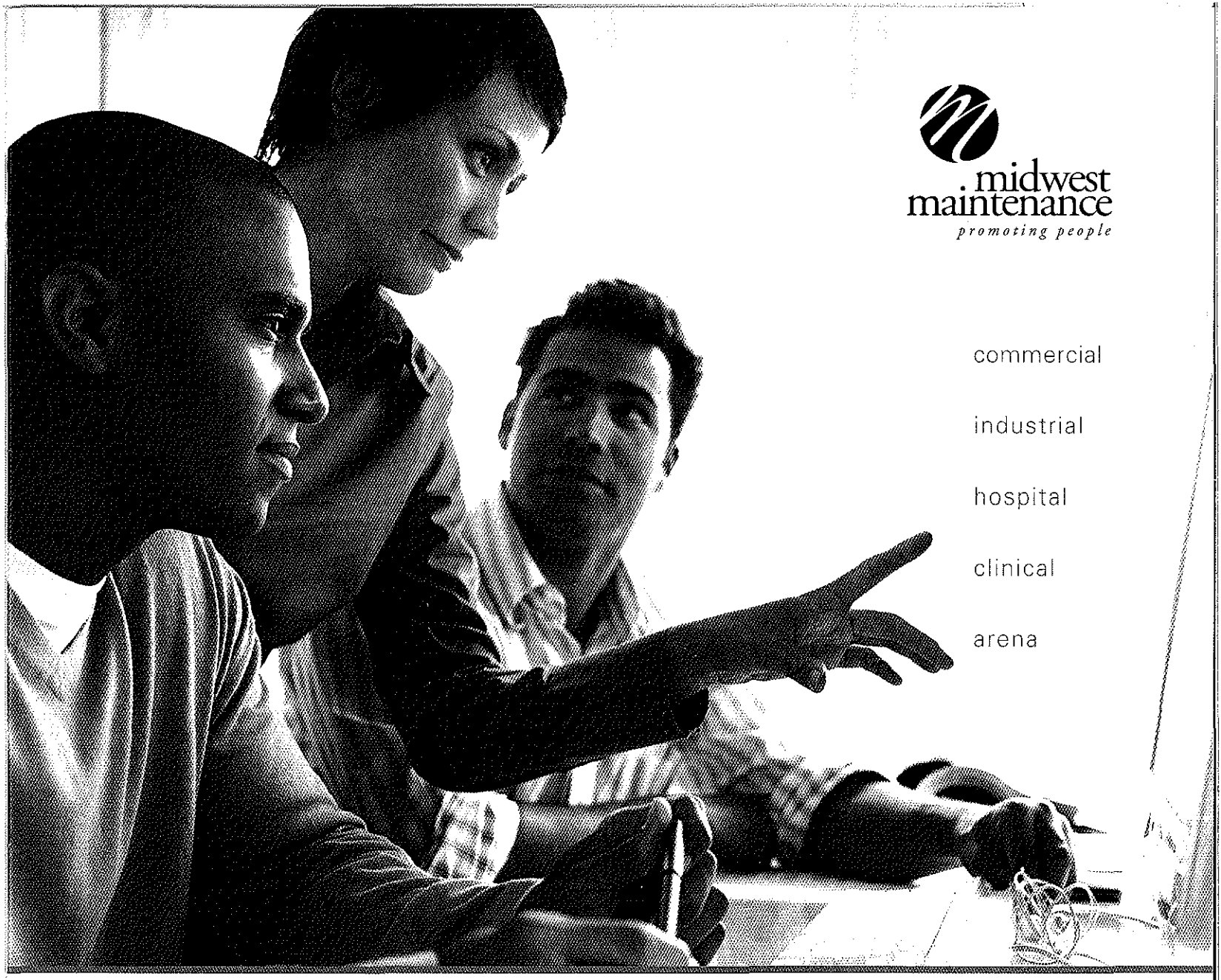
promoting people



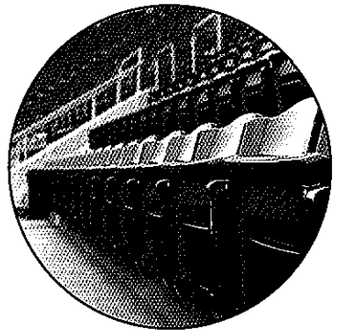
Professional janitorial and environmental services tailored to your business.

As a full-service company, we take charge of your building service needs to let you focus on your core business. Our wide range of services lets you choose the support you need at an affordable and predictable cost.

Midwest Maintenance. They handle all of our at our facility and they involve themselves in Although Midwest Maintenance is located in 00 percent by our side here in Grand Island."

Shane J., Plant Engineer Manager, Case IH

services



Midwest Maintenance Is Your Building Services Partner

Working with you, we will design a quality, individually tailored service program to fully and efficiently meet your specific needs. As part of a fully bonded and insured company, our skilled team of expertly trained professionals will perform at the highest degree of standards to ensure your satisfaction.

Commercial and Industrial Services

With more than 40 years of experience in servicing commercial offices and industrial centers, Midwest Maintenance consistently achieves the highest levels of customer satisfaction in the industry. Our hard-working teams of well-managed employees have all received extensive training in specific trade methods and procedures for commercial and industrial cleaning. Many of our teams work after hours or "behind the scenes" of your daily routine – to ensure that your office building or production facility is properly prepared for each day's tasks. All of our crews are dedicated to providing spotlessly clean and environmentally healthy work areas to increase your company's productivity and general appearance on a daily basis.
Our services include:

- Office Cleaning
- 24/7 Production Cleaning
- Warehouse Cleaning
- Nuclear and Coal Plant Cleaning

Arena and Event Services

Midwest Maintenance is comprised of highly knowledgeable employees who are able to completely transform any event in your arena or event center. Our team of well-trained professionals offer more than 20 years of hands-on experience in maintaining a wide variety of venues. Quick turnaround capability, meticulous attention to detail, careful budgeting and outstanding customer skills allow our team to clean your facility at a vastly superior level of efficiency than other services in the industry.
Our arena and event services include:

- Office Cleaning
- Event/Post Clean-Up
- Day Porter Service

Healthcare Environmental Services

Midwest Healthcare Environmental Services (MHES) is the dedicated division of the Midwest Maintenance family of services that is specifically tailored to the healthcare industry. Serving clinics, medical centers and hospitals is our sole focus. Accordingly, our highly qualified employees are specifically trained to meet every need that may arise. Each must undergo a series of extensive background, drug and tuberculosis tests. They then complete specified healthcare industry training which includes green clean processes, bloodborne pathogens, pandemic preparation, biohazards, HIPAA regulations, operating and emergency room cleaning, patient room cleaning and isolation area cleaning. All of our employees must meet these requirements in order to work in facilities which are home to patients of all ages and in all stages of healing.

Our healthcare environmental services include:

- Office Cleaning
- Hospital Cleaning
- Clinical Cleaning
- Senior Living Center Cleaning

Value-added Services

We have a wide range of value-added services available to meet all of your facility's needs.

- Day Porter Service
- Hard Floor Maintenance
- Carpet Cleaning
- Partition Cleaning
- Upholstery Cleaning
- Construction Clean-Up
- Snow Removal
- Emergency Clean-Up
- Biohazard/Bloodborne Pathogens
- Touchpoint Cleaning
- Waste Management
- Recycle Programs
- Pest Control
- Plant Care
- Forklift Operations
- Shipping Dock Assistance
- Heating, Ventilation and Air Conditioning (HVAC) Filter Maintenance
- Grounds Maintenance
- Paint
- Drywall

We offer your company more than 40 years in the building services industry. We enjoy a long-standing reputation with our clients in setting the standard of excellence. We are entrusted with more than 8,000,000 square feet in facilities like yours each and every day.

"Creighton University Medical Center has successfully partnered with Midwest Healthcare Environmental Services for more than five years. MHES instills high quality standards in their employees and the environmental services they provide which are needed in the healthcare industry. We are very pleased to call MHES our partner."

Carol M., Associate Administrator/Facility Administrator, Creighton University Medical Center, Tenant Health

your assurance

Industry Experts at Your Facility

Our team strives to offer you the best service available by providing an atmosphere of excellence in your facility. Our operations team conducts regular three-tiered inspections in each of the facilities that we serve and immediately seeks to proactively resolve any potential areas of concern. All employees must go through an extensive training period in which they receive instruction for:

- Four-week Employee Training Program
- Cleaning Procedures and Systems
- Company Policies
- Customer Relations
- Occupational Safety Health Administration Standards
- Chemical and Equipment Use
- Basic Safety and Security Rules
- ESL Classes (Optional)

Our Certifications

- Building Service Contractor Association International
- National Service Alliance
- Great Plains Minority Supplier Development Council
- Small Business Administration Certified Minority Supplier
- Greater Omaha Chamber of Commerce

BSCAI

NSA
National Service Alliance

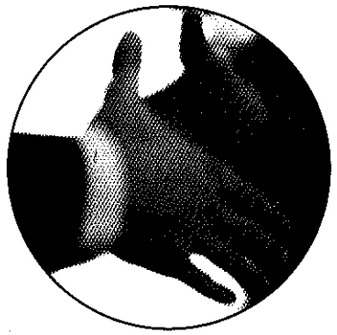
Healthier buildings mean healthier bottom lines.

Midwest Maintenance is a proactive company with experienced staff to meet your facility's needs. We promote healthy environments for our clients, unprecedented opportunities for our employees and continued support for our community.

ıble partner and an invested service provider.
lt upon integrity. Integrity at all levels of the
Jamie's management's leadership and vision.
services to meet our needs. Their commitment
ws stronger each year."

Carl C., Facility Operations Manager, First National Bank

team



Visionary Leadership

With more than 40 years in the industry, Midwest Maintenance is one of Nebraska's largest minority-owned and female-owned building service contractors. We are pleased to have experienced major success and growth through visionary leadership and progressive professionalism over the past ten years. The development of our "Promoting People" credo has been the stronghold of our success. With our growth we developed a benefits package unprecedented in the industry, providing employees with an array of benefits and programs to support their success. Additionally, we have developed a full continuum of services to better care for our clients' needs resulting in more productive work atmospheres. All of this is due to the combined experience, vision, expertise and planning of our leaders:

Jamie Gutierrez, President and Owner
Margie Richardson, Executive Vice President
Tom Reyes, Vice President

Jamie Gutierrez joined Midwest Maintenance as operations manager in 1989, advancing to president in 1995 and owner in 1997. She doubled the company's size in four years and has begun an active business strategy to more than double the size by 2010. Jamie credits her parents, Paul and Alice Gutierrez – who started the business cleaning buildings themselves in 1965, with providing a strong base of family support and hard work. Literally growing up in the company, Jamie developed a respect for the industry and those who work in it. Company and personal success proves that a young Mexican American woman can operate a flourishing business in an industry with few females in top management.

Margie Richardson joined the company as a part-time evening custodian in 1988. After earning her associates degree in Civil Engineering, Margie worked her way up through the company. Over the years, she advanced from supervisor to director of operations and sales, eventually earning her place on the executive team and a promotion to vice president.

By 1997, Margie became the leading example of "Promoting People," the guiding principle that she, Jamie and Tom would come to adopt and actively integrate into the company. With the growth that occurred over the next ten years, during which Margie actively focused on sales and client retention, her role has evolved to executive vice president. With 20 years of experience, Margie's knowledge of the industry is unparalleled.

Tom Reyes, a longtime friend of Paul and Alice Gutierrez and South Omaha community leader, came to the company in 1996. After a successful career with a large communications corporation, Tom chose to join the smaller, locally owned Midwest Maintenance to assist in its growth. Joining the company as the accountant, Tom advanced to senior accountant and now serves as vice president. He has managed the development of technology integration and facilities procurement over the last ten years. With more than 33 years of accounting experience and a respected military history, Tom brought his sense of detail to complement Jamie's visionary goals and Margie's strategic plan.

Promoting People

"Promoting People" is a concept that we have developed over the past ten years in order to provide growth possibilities for our employees. The goal is to:

- Empower employees to be promoted within the company
- Create programs to motivate and empower our employees
- Establish skilled leaders for our company and community

We welcome the challenge of training an entry-level employee who can advance into a management position or developing a management-level employee to take on a new position as the company grows. By developing our own employees for promotion, we provide a better service to all our customers by design. Happy, well-rounded and knowledgeable employees are naturally more successful. Their success is our success. And yours.

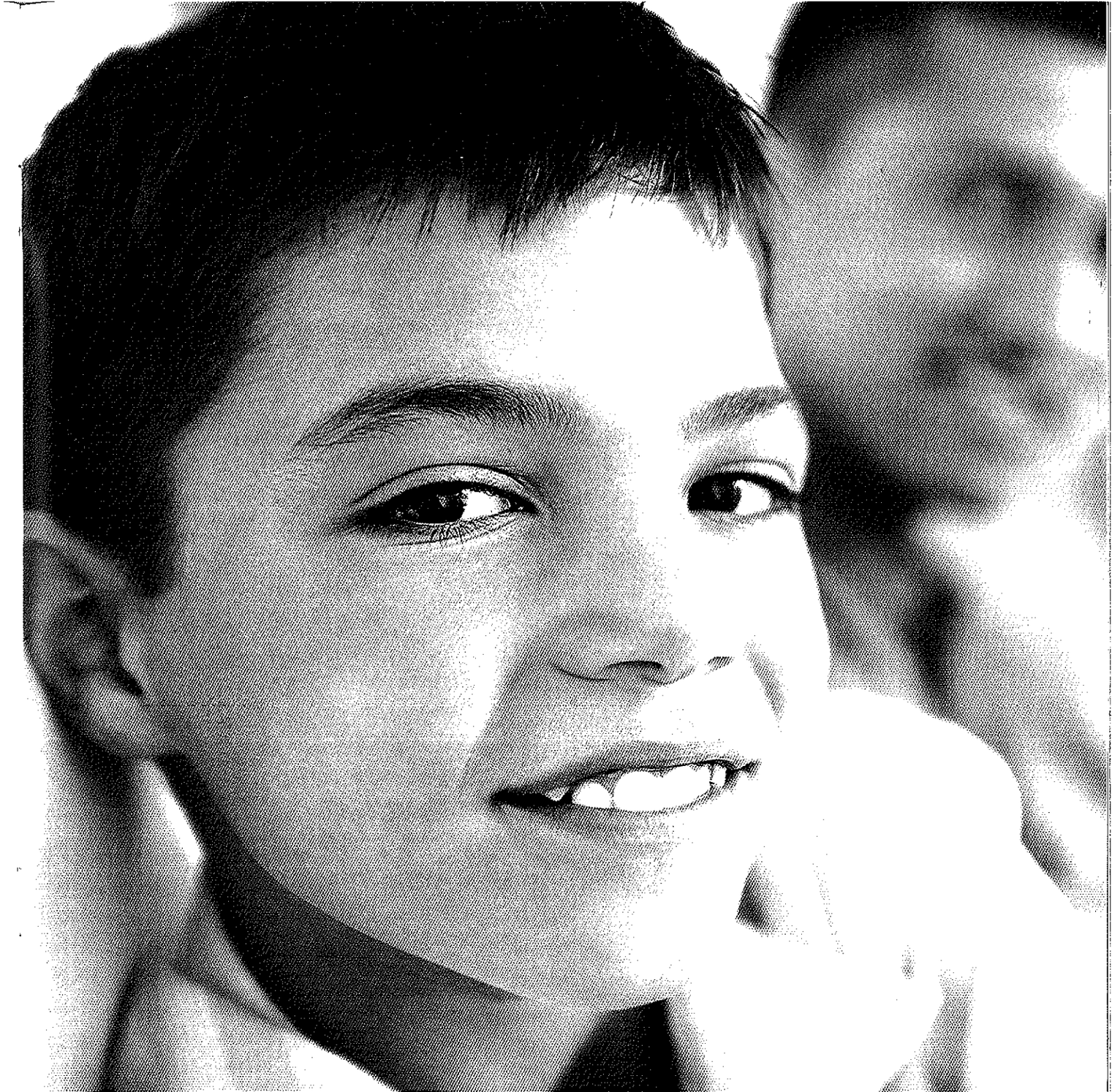
We are committed to providing the best service and the best employees in the industry.

Being a leader in the community is the cornerstone of maintaining a successful business. We respect and support our community partners who provide services which enhance society, develop leaders and aid those in need.

nnual campaigns, Midwest Maintenance employees provided h more than 300 hours and nearly $60,000 of support. With a Midwest Maintenance educates and motivates its team to support Maintenance is a reliable community partner and supporter."

Andrew K., Division Director-Campaign, United Way of the Midlands

community



Committed to Community

Since our inception, Midwest Maintenance has enthusiastically afforded respect and support for those in the community who provide services which enhance society, develop leaders and aid those in need.

Jamie is on the boards of United Way of the Midlands, Girls Inc., the Latino Catholic Scholarship Fund and is a councillor with the Knights of Ak-Sar-Ben. She is also a member of the BSCAI Government Affairs Council. Employees are active in various agency events and have raised an average of $10,000 annually for United Way of the Midlands annual campaign since 2001.

Through volunteer time and financial support, Midwest Maintenance supports several nonprofit agencies each year. In addition, our employees give their time and financial support to several agencies and community activities throughout the year. Some of the agencies we support are:

- Big Brothers Big Sisters
- College of St. Mary
- Daniel J. Gross Catholic High School
- Girls Inc.
- Latino Catholic Scholarship Fund
- Latinas Unidas
- Leukemia & Lymphoma Society
- LIVE Leadership Camp
- March of Dimes
- Open Door Mission
- St. Peter Claver Cristo Rey Catholic High School
- Sunshine Foundation
- United Way of the Midlands
- YMCA
- YWCA

Our Mission and Vision

We are dedicated to improving the quality of your daily life.

By creating a cleaner, healthier work place for you and your employees, Midwest Maintenance can provide you with the best environment for promoting productivity. We will do this through proven procedures and technologies that are innovative, economical and efficient. And, importantly, we will accomplish this by continuing to partner with vendors and suppliers that are equally devoted to improving upon the equipment, chemicals and methods that we use.

All designed to improve your life today. And to help promote your success in the future.

In addition, we also strive to create the healthiest and most productive work atmosphere for our own employees. Through exclusive training and educational programs specially designed to inspire and reward their productivity and growth, we will endeavor to develop and promote our best from within.

And, as a compassionate member of the larger world around us, Midwest Maintenance vows to actively support productive agencies and programs throughout the community that result in positive change for generations to come.

This is who we are.

This is what we do.

midwest maintenance
promoting people

value-added services

midwest maintenance
promoting people

Midwest Maintenance offers your business a comprehensive line of value-added services tailored to your needs.

Take advantage of value-added services specifically designed to be a proactive part of your facility's maintenance.

ASK ABOUT OUR BUNDLED SERVICES SAVINGS PACKAGE!

GREEN SEAL

Midwest Maintenance endeavors to use environmentally friendly cleaning products and chemicals in your facility.

Recycle Programs

We offer a diverse package of recycling options to our partners. Our commitment is to reduce our environmental impact while providing effective and efficient services to our clients.

Waste Management

Our team organizes and manages a plethora of waste management services ranging from financial institution "save waste" to daily perishables. Understanding your level of confidentiality is our job and our qualified staff is equipped to meet your requirements.

Touchpoint Cleaning

Touchpoint cleaning is critical throughout the year when possible outbreaks, such as influenza and colds, are at their peak. Our staff cleans and disinfects desktops, phones, stairway handrails, elevator push buttons, door handles and other common surfaces where germs reside. We can help you maintain a clean and healthy facility for your staff to minimize employee illnesses and related absences as well as sustain productivity for clients.

Emergency Clean-Up

In the event of a flood, fire or any other incident resulting in unexpected building damage, we have a knowledgeable team that can tend to your immediate and urgent needs. We help you through the process and confirm that your building returns to normal.

Biohazard/Blood Borne Pathogens

To ensure the safety and security of your facility and the people in it, all of our employees are trained to handle biohazard and blood borne pathogen emergencies. We process these situations with care to guarantee that all materials are disposed of responsibly.

Construction Clean-Up

We offer construction clean-up programs for current or one-time clients to restore your facility after any tenant improvement, expansion or new construction projects. Our capable team guides you through the process to meet your construction clean-up needs and deadlines.

Day Porter Service

Our experienced and reliable day porters provide immediate customer care for high-traffic areas in your facility. Ensuring that your lobbies, restrooms and break areas are well-maintained for your employee's and customer's use is vital to the aesthetic of your facility.

Carpet Cleaning

Our expertise in carpet cleaning involves innovative and high-quality equipment for cleaning a broad range of carpeted surfaces. We use trained and experienced personnel to care for your carpeted areas.

Hard Floor Maintenance

We have more than 30 years experience cleaning, protecting and maintaining a wide variety of floors, including VCT and ceramic tile. All contracts are developed for regular or optional floor maintenance scheduling.

GlossTEK™

Floor care maintenance with the Earth in mind. This offers you the opportunity to help your business while helping the environment. GlossTek™ eliminates the need to burnish, strip or scrub and recoat floors. Its superior abrasion resistance maintains a high gloss level for up to 18 months with regular cleaning.

Access Floor Cleaning

Your computer room's raised flooring needs consistent cleaning to prevent any damage to your technology.

Dust and particles that accumulate underneath computers and servers can be harmful to your system. We will carefully pull each floor panel and detail clean your computer room flooring.

Light Fixture Cleaning

Regular maintenance is essential to ensure that your facility receives the desired quantity and quality of light, as well as energy efficiency, from your lighting systems. Periodic maintenance can produce a range of benefits, including a brighter and cleaner workplace, a higher level of security and enhanced productivity.

Window Cleaning

Our qualified personnel utilize a variety of industry-proven methods for window washing in commercial, medical and production facilities. We also offer consultations on difficult and hard-to-reach windows.

Upholstery Cleaning

Our specialty crews have years of experience in cleaning upholstery on business furniture. Eliminating any dust, dirt and stains from your furnishings provides a polished, professional look and keeps your investment in quality condition for years.

Partition Cleaning

Your employees deserve clean, healthy and appealing surroundings in which to work. Eliminating soil and grime from partitions of all types is one of our specialties.

Executive Office Cleaning

Executive office chairs and desks need regular conditioning to maintain their quality. Our team will provide leather and wood conditioning, detail cleaning of your desk drawers and disinfect your desktop. All to ensure that your office and furniture continue to look and feel like new.

Snow Removal

Our snow removal crews are fully trained in all machinery and safety requirements to provide you with the most efficient and timely clean up possible. Our staff starts early to clean your sidewalks and pathways to ensure your employees and customers can reach your facility safely.

Pest Control

All types of weather situations and external circumstances can draw outside nuisances to invade your facility and we are prepared to rid your property of pests such as insects and rodents. Our pest control specialists provide year-round attention.

Plant Care

We tend to your natural and artificial plant care needs with an assortment of services. Our knowledgeable team prides itself in the delicate day-to-day care of your assorted foliage.

Forklift Operations

Our trained team members specialize in safely and efficiently handling forklift equipment in your facility. Keeping your facility organized and hazard free is essential to your operations profitability.

Shipping Dock Assistance

Qualified monitors are available for your shipping docks and receiving areas for special projects or year-round assistance. Our employees receive additional training to fulfill such requirements and obligations for each of our partners.

Heating Ventilation and Air Conditioning (HVAC) Filter Maintenance

Our crews of specialty service employees are specifically trained in all guidelines for air conditioning filter replacement and maintenance. We take pleasure in enhancing the air quality of your facility for your employees and visitors.

Grounds Maintenance

Create a lasting impression at your facility with our convenient, reliable grounds maintenance service. From lawn care to debris removal, our trained professionals attend to your needs and schedule.

midwest maintenance
promoting people

2901 Q Street
Omaha, NE 68107
p: 402.733.1114
f: 402.733.5385

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

RETURN TO:
State Purchasing Bureau
301 Centennial Mall South, 1st Fl
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-2401
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 3129Z1	**November 23, 2009**
OPENING DATE AND TIME	PROCUREMENT CONTACT
December ~~28~~ 16, 2009 2:00 p.m. Central Time	**Robert Thompson & Mary Lanning**

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau, is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

Written questions are due no later than December ~~10~~ 03, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

A Pre-Proposal Conference and site visit with mandatory attendance will be held on December ~~11~~ 04, 2009 at ~~10:00 a.m.~~ 1:00 p.m. at the ~~State Purchasing Bureau~~, Nebraska State Office Building, 301 Centennial Mall South, Conference Room "F", Lower Level, Lincoln, NE 68508.

Bidder should submit one (1) original and five (5) copies of the entire proposal. In the event of any inconsistencies among the proposals, the language contained in the original proposal shall govern. Proposals must be submitted by the proposal due date and time.
PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

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

BIDDER MUST COMPLETE THE FOLLOWING

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

FIRM: **Midwest Maintenance Company, Inc.**

COMPLETE ADDRESS: **2901 Q Street, Omaha, NE 68107**

TELEPHONE NUMBER: **402-733-1114** FAX NUMBER: **402-733-5385**

SIGNATURE: Bruce J. Setlik, 12-16-09

TYPED NAME & TITLE OF SIGNER: **Bruce J. Setlik, Sales Manager**

ADDENDUM FOUR

DATE: December 16, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
6	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	~~12/16/2009~~ 12/18/2009 2:00 PM Central Time
7	Review for conformance of mandatory requirements	~~12/16/2009~~ 12/18/2009
8	Evaluation period	~~12/17/2010~~ 12/18/2009
9	"Oral Interviews/Presentations and/or Demonstrations" (if required)	TBD
10	Post "Letter of Intent to Contract" to Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/23/09
11	Contract award	12/31/09
12	Contractor start date	2/1/2010

The RFP is hereby amended to clarify the following language from page 69-70 of the RFP.

The following paragraph is from page 69 of the RFP as it appears on the website.
Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

This paragraph is provided for clarification.

Please supply a cost per cleaning to be used for the purpose of increasing frequency of Exterior Window Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility). This also excludes the reference to the Capitol which was referenced in error. There is NO requirement to clean any part of the Capitol in this RFP.

The following paragraph is from page 70 of the RFP as it appears on the website.
Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

This paragraph is provided for clarification.

Because the cost for Exterior Window Cleaning is being requested for each facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well.

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

ADDENDUM THREE

DATE: December 14, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
6.	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	~~12/16/2009~~ 12/18/2009 2:00 PM Central Time

The RFP is hereby amended to clarify the following language from page 69-70 of the RFP.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

Please supply a cost per cleaning to be used for the purpose of increasing frequency of Exterior Window Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility).

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

Because the cost for Exterior Window Cleaning is being requested for each facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well.

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

ADDENDUM TWO

DATE: December 9, 2009

TO: All Vendors

FROM: Robert Thompson, Buyer
State Purchasing Bureau

RE: Questions and Answers for RFP Number 3129Z1
to be opened December 16, 2009, 2 PM Central Time

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.

QUESTIONS	ANSWERS
1. What is the current or previous annual contracting value?	Answered with Excel spreadsheet named Attachment 2
2. The rfp asks for can liners that are 20% recyclable and 100% post consumer waste. Shouldn't it be 20% post consumer waste and 100% recyclable?	Can Liners should have 20% post consumer waste and be 100% recyclable.
3. prebid conference: December 04, 2009 What time of the prebid confernce will be started?	Answered with Addendum 1.
4. Could you provide a simple list of required minimum man hours broken down by building and by day/evening please? There appear to be some contradictory listings of required man hours.	Answered with Excel spreadsheet named Attachment 2
5. Is a contractor performing janitorial services for you now or is this service provided by state employees (in-house)?	Janitorial services are currently being provided by a contractor, no State employees provide cleaning services in Lincoln.

QUESTIONS	ANSWERS
6. On page 55, under grand total cleanable square feet it states: a. "All buildings in this contract - approximately 75,000 square feet – evening b. All buildings in this contract - approximately 75,000 square feet - daytime". Is that statement true?	Answered with Excel spreadsheet named Attachment 2
7. On the pricing break down it asks for cost per occurrence prices for several items. If I give a base price for nightly cleaning would it be assumed the base price already included those items or is separate from those items? If the base price is assumed to include those extra items – like floor refinishing, blinds etc.. and the items are removed will the nightly required hours be lowered?	Pricing should assume that the cost-per-occurrence items will be performed as the request has outlined in the daily/evening/ and special duties for each building. The State desires to know the a-la-carte values of the outlined services as a part of your proposal. The contractor may submit a request for reduction in hours pursuant to Section IV; U, but should not anticipate the State desires to do this at this time.
8. On the pricing sheets there is a large difference in square footage between the daytime daily cleaning and evening daily cleaning (for example NSOB - 325,000 sq. feet evening daily and weekly sq. footage - 85,000 sq. feet daytime daily and daytime weekly). Is the additional square footage not going to be cleaned if a switch is made to day cleaning?	The current "evening daily cleaning" outlined at each facility will remain a custodial duty. The "daytime daily cleaning" at the NSOB, TSBC, Executive Building and the 501 Building represents common area maintenance while "evening daily cleaning" is generally tenant occupied space. The State is not requesting proposals reflecting an entirely daytime cleaning schedule due to the public nature of the facilities.
9. Performance bond: Is there a specific wording the bond must have in order to meet with State requirements? Our bond company was asking the question.	Section III.DD of RFP
10. The solicitation mentions maps of the buildings. We did not see any maps attached to the solicitation. Will they be provided at the meeting or will they be attached to an amendment?	Maps were handed out at the mandatory RFP Pre-bid meeting.
11. In the RFP it lists floor mats required to be purchased by vendor. It also mentions rotating the mats every month. Does this mean we will be required to purchase two sets of mats at the onset of the contract?	The winning contractor will be required to have two sets of mats at the onset of the contract.

QUESTIONS	ANSWERS
12. What is the current annual contracting value of the contract?	Answered with Excel spreadsheet named Attachment 2
13. Does the janitorial office in the lower level of 301 Centennial Mall South building have internet access and a phone line? If not, can we add at our expense?	The janitorial office located in the lower level of the NSOB does not have internet access. Internet access can be added at the contractors expense.
14. Can we install hook ups for a washer and dryer, at our expense, in the lower level of 301 Centennial Mall South Building where the janitorial equipment is stored?	It may be possible to have washer and dryer hook ups installed at another nearby facility, but this will not be possible at the Nebraska State Office Building.
15. Who is the subcontractor for the windows for each of the buildings in this RFP?	Roy's Window Service is the subcontractor for window cleaning.
16. On page 32 you call for 3.5 hrs of evening service as well as 8 hrs day service for the records management facility. Is this a typo, there doesn't seem to be the need for that.	Day service will need to be provided for the facility, but can be provided by staff at one of the other facilities on a part-time basis.
17. Pg 24 & 25 H. Please clarify, is it the intent of the State that in the NSOB, TSB, Executive & 501 buildings that the night time janitorial crew is not responsible for restocking the restrooms other than the paper towels?	Restocking of the NSOB, TSB, Executive and 501 building restrooms will be the responsibility of the Daytime daily cleaning crew.
18. Are there a minimum number of required hours for the Executive building night time cleaning crew?	There is no specified minimum hours stated at the Executive Building. Please provide a proposal based on the number of hours your company determines the facility needs.
19. Pg 32, 4,a.ii. The spec calls for 8 hours per day minimum but there is no reference to day cleaning any where. Was this an error?	This section lists the requirements for the proposal. This is clarified with excel spreadsheet named Attachment 2.
20. Is bi-weekly, two times per week service or every other week service?	Bi-weekly would mean twice during a week.
21. Pg 39, C. there are references to services provided every day. Does this mean 7 days per week?	Yes. The Cottage is occupied and operated seven (7) days a week.
22. Pg 42, i.i, a) Please define designated areas to be sweep. Do you have the square footage?	Answered with Excel spreadsheet named Attachment 2

QUESTIONS	ANSWERS
23. Pg 43, 2, f.; The spec calls for hard surfaced floors and restrooms to be thoroughly wet mopped during business hours. Is the State aware that this will drastically increase the likely hood of a slip and fall incident?	It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
24. With regard to the restrooms, can they be shut down during cleaning?	Restrooms can be temporarily shut down for cleaning during the day provided that they do not remain out of service longer than one hour.
25. Pg 44 3, b. `The State is requesting the hard surfaced floors be buffed and waxed during business hours. Is this correct?	The State is requesting the hard surfaced floors be buffed and waxed during business hours in specified areas. It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
26. Pg 44, 5, b & 6 d., The State is requesting carpet cleaning services in work corridors during business hours. Is this correct? If so, this will create a slip and fall hazard as occupants walk from wet carpet onto the hard surfaced floors in the lobbies.	The State is requesting carpet cleaning services during business hours in specified areas. It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
27. Is the Rodgers Building still part of this RFP? There is no reference to it in the specs.	The Rogers Building is not a part of this RFP

QUESTIONS	ANSWERS
28. On the pricing pages you are asking that the bids for the day cleaning and the night cleaning be separated. During the prebid meeting there was a lot of confusion about how to structure the pricing. At one point it was stated to include 100% of the daily and periodical work while another time it was stated to exclude the periodical work costs and only include the daily tasks. Can you please clarify how you want us the structure the pricing on pages 64 through 71? It would be our preference to include all tasks, inclusive of periodical work, in this RFP broken down by day cleaning and night cleaning. The costs listed for the monthly, Quarterly, Semiannual & Annual would be listed if the State wanted to reduce the requirements of the contractor at a later date.	Pricing should assume that the cost-per-occurrence items will be performed as the request has outlined in the daily/evening/ and special duties for each building. The State desires to know the a-la-carte values of the outlined services as a part of your proposal. Please provide a proposal based on the duties outlined in each section, and provide separate costs where requested. You are being requested to provide costs outlined in Attachment 1 as a separate product independent of your building-by-building proposal. Your bid for daily and weekly custodial services and scheduled duties should be made without respect to monthly, quarterly, semi-annual and annual duties. The monthly, quarterly, semi-annual and annual duties are to be bid a-la-carte as outlined in Attachement 1.
29. Whitehall, cottage 1, pg39, h) spec calls for carpet cleaning on Mon & Thursday. Is this correct? Seems very excessive.	The carpet in Cottage 1 is to be cleaned on Monday and Thursday as stated in the RFP. Some of the State's facilities have unique requirements due to the quantity and type of occupants served.

ADDENDUM ONE

DATE: November 30, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
3.	Mandatory Pre-Proposal Conference and site visit Location: Nebraska State Office Building ~~State Purchasing Bureau~~ 301 Centennial Mall South, ~~Mall Level~~ Conference Room "F", Lower Level Lincoln, NE 68508	12/04/09 1:00 PM until 5:00 PM

The following corrections have been made to the header page of the RFP:

1. The Opening Date has been corrected to read December 16, 2009.
2. A Pre-Proposal Conference and site visit with mandatory attendance will be held on December ~~11~~ 04, 2009 at ~~10:00 a.m.~~ 1:00 p.m. at the ~~State Purchasing Bureau~~, Nebraska State Office Building, 301 Centennial Mall South, Conference Room "F", Lower Level, Lincoln, NE 68508.
3. Written questions are due no later than December ~~10~~ 03, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

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

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

RETURN TO:
State Purchasing Bureau
301 Centennial Mall South, 1st Fl
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-2401
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 3129Z1	**November 23, 2009**
OPENING DATE AND TIME	PROCUREMENT CONTACT
December ~~28~~ 16, 2009 2:00 p.m. Central Time	**Robert Thompson & Mary Lanning**

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau, is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

Written questions are due no later than December ~~10~~ 03, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

A Pre-Proposal Conference and site visit with mandatory attendance will be held on December ~~11~~ 04, 2009 at ~~10:00 a.m.~~ 1:00 p.m. at the ~~State Purchasing Bureau~~, Nebraska State Office Building, 301 Centennial Mall South, Conference Room "F", Lower Level, Lincoln, NE 68508.

Bidder should submit one (1) original and five (5) copies of the entire proposal. In the event of any inconsistencies among the proposals, the language contained in the original proposal shall govern. Proposals must be submitted by the proposal due date and time.

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

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

BIDDER MUST COMPLETE THE FOLLOWING

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

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

State of Nebraska (State Purchasing Bureau)

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

RETURN TO:
State Purchasing Bureau
301 Centennial Mall South, 1st Fl
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-2401
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 3129Z1	**November 23, 2009**
OPENING DATE AND TIME	PROCUREMENT CONTACT
December 28, 2009 2:00 p.m. Central Time	**Robert Thompson & Mary Lanning**

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau, is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

Written questions are due no later than December 10, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

A Pre-Proposal Conference and site visit with mandatory attendance will be held on December 11, 2009 at 10:00 a.m. at the State Purchasing Bureau, Nebraska State Office Building, 301 Centennial Mall South, Lincoln, NE 68508.

Bidder should submit one (1) original and five (5) copies of the entire proposal. In the event of any inconsistencies among the proposals, the language contained in the original proposal shall govern. Proposals must be submitted by the proposal due date and time.

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

1. Sealed proposals must be received in State Purchasing by the date and time of proposal opening indicated above. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.
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3. It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address is as follows: http://www.das.state.ne.us/materiel/purchasing/
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid or in the final contract.

BIDDER MUST COMPLETE THE FOLLOWING

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

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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GLOSSARY OF TERMS

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

Addendum: Something added or deleted.

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

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

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

Amendment: Written correction or alteration.

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

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

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

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

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

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

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

Business Day: Any weekday, excepting public holidays.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mandatory: Required, compulsory or obligatory.

May: Denotes discretion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Should: Indicates an expectation.

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

Solicitation Document: Request for Proposal.

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

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

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

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

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

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

Vendor: An actual or potential contractor; a contractor.

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

I. SCOPE OF THE REQUEST FOR PROPOSAL

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

A contract resulting from this Request for Proposal will be issued for a period of three (3) years effective February 1, 2010 through January 31, 2013, with the option to renew for two (2) additional one (1) year periods as mutually agreed upon by all parties.

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

A. SCHEDULE OF EVENTS

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

	ACTIVITY	DATE/TIME
1.	Release Request for Proposal	11/23/2009
2.	Last day to submit written questions	12/03/2009
3.	Mandatory Pre-Proposal Conference and site visit Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	12/04/2009
4.	Last day to submit written questions after Pre-Proposal Conference	12/07/2009
5.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/09/2009
6.	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	12/16/2009 2:00 PM Central Time
7.	Review for conformance of mandatory requirements	12/16/2009
8.	Evaluation period	12/17/2010
9.	"Oral Interviews/Presentations and/or Demonstrations" (if required)	TBD
10.	Post "Letter of Intent to Contract" to Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/23/09
11.	Contract award	12/31/09
12.	Contractor start date	2/1/2010

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: Robert Thompson/Mary Lanning
Agency: State Purchasing Bureau
Address: 301 Centennial Mall South, Mall Level
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-2401
Facsimile: 402-471-2089
E-Mail: matpurch.dasmat@nebraska.gov

B. GENERAL INFORMATION

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

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

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

C. COMMUNICATION WITH STATE STAFF

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

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

The following exceptions to these restrictions are permitted:

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

3. state staff and/or contractor staff present at the Pre-Proposal 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 3129Z1; Custodial Services Questions". It is preferred that questions be sent via e-mail to matpurch.dasmat@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 Robert Thompson or Mary Lanning, showing the total number of pages transmitted, and clearly marked "RFP Number 3129Z1; Custodial Services Questions".

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

E. PRE-PROPOSAL CONFERENCE

A pre-proposal conference and site visit will be held on the date, time and location shown in the Schedule of Events. Attendance at the pre-proposal conference and site visit 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://www.das.state.ne.us/materiel/purchasing/rfp.htm on or before the date shown in the Schedule of Events. Verbal responses provided during the pre-proposal meeting shall not be binding on the State of Nebraska.

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, clearly identified as such, and five (5) copies of the entire proposal should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. Proposals must be submitted by the proposal due date and time. A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. All proprietary information the bidder wishes the State to withhold must be submitted in accordance with the instructions outlined in Section III, Proprietary Information. Proposal responses should include the completed Form A, Bidder Contact Sheet. Proposals must reference the request for proposal number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear 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, 402-471-2401 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.

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 after the proposal opening. Vendors may also contact the State to schedule an appointment for viewing proposals after the opening date.

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. Executive Summary;
2. 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;

3. Technical Approach; and
4. Cost Proposal.

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://www.das.state.ne.us/materiel/purchasing/rfp.htm 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 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.

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. signed Request For Proposal For Contractual Services form;
2. Executive Summary;
3. Corporate Overview;
4. Technical Approach; and
5. Cost Proposal.

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

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 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 indentifying the term or condition by subsection, (2) including an explanation for the bidder's inability to comply with such term or condition which includes a statement recommending terms and conditions the bidder would find acceptable. Rejection in whole or in part of the Terms and Conditions may be cause for rejection of a bidder's proposal.

A. GENERAL

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

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

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

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

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

B. 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, and at its discretion, may withdraw or amend the Request for Proposal at any time. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State. The Request for Proposal does not commit the State to award a contract. If, in the opinion of the State, revisions or amendments will require substantive changes in proposals, the due date may be extended.

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

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

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

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

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

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

D. PERMITS, REGULATIONS, LAWS

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

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

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

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

1. **WORKERS' COMPENSATION INSURANCE**

The contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contactors' 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 an Additional Insured. This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered excess and non-contributory. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned and Hired vehicles.

3. **INSURANCE COVERAGE AMOUNTS REQUIRED**

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

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

b. **COMMERCIAL GENERAL LIABILITY**

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

c. **COMMERCIAL AUTOMOBILE LIABILITY**

Bodily Injury/Property Damage	$1,000,000 combined single limit

d. **UMBRELLA/EXCESS LIABILITY**
Over Primary Insurance $1,000,000 per occurrence

4. **EVIDENCE OF COVERAGE**
The contractor should furnish the State, with their proposal response, a certificate of insurance coverage complying with the above requirements, which State Purchasing will submit to Administrative Services, Risk Management Division, 521 S. 14th Street, Suite 104, Lincoln, NE 68508 (facsimile 402-471-2800). These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration and amounts and types of coverage afforded. If the State is damaged by the failure of the contractor to maintain such insurance, then the contractor shall be responsible for all reasonable costs properly attributable thereto.

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

G. COOPERATION WITH OTHER CONTRACTORS

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

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

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

If the contractor intends to utilize any subcontractors' services, the subcontractors' level of effort, tasks and time allocation must be clearly defined in the contractor's proposal. The contractor shall agree that it will not utilize any subcontractors not specifically included in its

proposal, in the performance of the contract, without the prior written authorization of the State. Following execution of the contract, the contractor shall proceed diligently with all services and shall perform such services with qualified personnel in accordance with the contract.

J. CONTRACTOR PERSONNEL

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

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

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

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

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

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

K. STATE OF NEBRASKA PERSONNEL RECRUITMENT PROHIBITION

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

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

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

N. ERRORS AND OMISSIONS

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

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

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

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

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

S. GOVERNING LAW

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

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

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

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

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

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

1. Except as otherwise expressly specified herein, all notices, requests or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth above, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) days following deposit in the mail.

2. Whenever the contractor encounters any difficulty which is delaying or threatens to delay its timely performance under the contract, the contractor shall immediately give notice thereof in writing to the State reciting all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery schedule or be construed as a waiver by the State of any of its rights or remedies to which it is entitled by law or equity or pursuant to the provisions of the contract. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery schedule because of such delay.

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

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

Y. EARLY TERMINATION

The contract may be terminated as follows:

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 reduce or terminate the contract for any reason upon 30 days written notice to the contractor. Such termination shall not relieve the contractor of warranty or other service obligations incurred under the terms of the contract. In the event of cancellation the contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.

3. The State may terminate the contract immediately for the following reasons:

   a. if directed to do so by statute;
   b. contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
   c. a trustee or receiver of the contractor or of any substantial part of the contractor's assets has been appointed by a court;
   d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its contractor, its employees, officers, directors or shareholders;
   e. an involuntary proceeding has been commenced by any party against the contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) days; or (ii) the contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the contractor has been decreed or adjudged a debtor;
   f. a voluntary petition has been filed by the contractor under any of the chapters of Title 11 of the United States Code;
   g. contractor intentionally discloses confidential information;
   h. contractor has or announces it will discontinue support of the deliverable;
   i. second or subsequent documented "vendor performance report" form deemed acceptable by the State Purchasing Bureau.

Z. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS

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

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

BB. ASSURANCES BEFORE BREACH

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

CC. PENALTY

In the event that the contractor fails to perform any substantial obligation under the contract, the State may withhold all monies due and payable to the contractor, without penalty, until such failure is cured or otherwise adjudicated. Failure to meet the dates stipulated in the contract for the deliverables may result in an assessment of penalty due the State based on the unit price schedule in the proposal.

DD. PERFORMANCE BOND

The selected contractor will be required to supply a certified check or a bond executed by a corporation authorized to contract surety in the State of Nebraska, payable to the State of Nebraska, which shall be valid for the life of the contract to include any renewal and/or extension periods. The amount of the certified check or bond must be 100,000.00. The check or bond will guarantee that the selected contractor will faithfully perform all requirements, terms and conditions of the contract. Failure to comply shall be grounds for forfeiture of the check or bond as liquidated damages. Amount of forfeiture will be determined by the agency based on loss to the State. The bond or certified check will be returned when the service has been satisfactorily completed as solely determined by the State, after termination or expiration of the contract.

EE. FORCE MAJEURE

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

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

GG. PAYMENT

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

Invoices for payments must be submitted by the contractor to the agency requesting the services with sufficient detail to support payment. 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. AUDIT REQUIREMENTS

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

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

JJ. TAXES

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

KK. INSPECTION AND APPROVAL

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

LL. CHANGES IN SCOPE/CHANGE ORDERS

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

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

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

MM. SEVERABILITY

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

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

Data contained in the proposal and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the proposal. If the bidder wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the bidder wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the proposal. The separate package must be clearly marked PROPRIETARY on the outside of the package. Bidders may not mark their entire Request for Proposal as proprietary. Bidder's cost proposals may not be marked as

proprietary information. Failure of the bidder to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other bidders and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, bidders submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

PP. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING

By submission of this proposal, the bidder certifies, that he or she is the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

QQ. PRICES

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

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

Contractor also represents and warrants that all prices set forth in the contract and all prices in addition, which the contractor may charge under the terms of the contract, do not and will not violate any existing federal, state or municipal law or regulations concerning price discrimination and/or price fixing. Contractor agrees to hold the State

harmless from any such violation. Prices quoted shall not be subject to increase throughout the contract period unless specifically allowed by these specifications.

RR. BEST AND FINAL OFFER

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.

SS. ETHICS IN PUBLIC CONTRACTING

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

Bidders shall be prohibited from utilizing the services of lobbyists, attorneys, political activists, or consultants to secure the contract. It is the intent of this provision to assure that the prohibition of state contact during the procurement process is not subverted through the use of lobbyists, attorneys, political activists, or consultants. It is the intent of the State that the process of evaluation of proposals and award of the contract be completed without external influence. It is not the intent of this section to prohibit bidders from seeking professional advice, for example consulting legal counsel, regarding terms and conditions of this Request for Proposal or the format or content of their proposal.

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

TT. INDEMNIFICATION

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.

UU. NEBRASKA TECHNOLOGY ACCESS STANDARDS

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

VV. ANTITRUST

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.

WW. DISASTER RECOVERY/BACK UP PLAN

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.

XX. TIME IS OF THE ESSENCE

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.

YY. RECYCLING

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

ZZ. DRUG POLICY

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.

AAA. NEW EMPLOYEE WORK ELIGIBILITY STATUS

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

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

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

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.

IV. PROJECT DESCRIPTION AND SCOPE OF WORK

A. ADMONITION TO BIDDERS

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.

Pricing must be firm for the first year of the contract. If adjustments are necessary at the end of this period, a request for increase must be submitted in writing to the State Purchasing Bureau at least 90 days prior to the end of the first year period accompanied by supporting documentation indicating percentage of increase. The supporting documentation which may include invoices, must clearly establish the increase is for all customers, not to the State of Nebraska alone.

B. EXTENT OF WORK

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 at all times.

The owner will provide training that is specific to any unique requirements for this request in terms of floor care and maintenance of all surfaces. In the best interest of the State, it is extremely important to have minimal turn-over of employees. If the owner determines the turn-over rate is excessive and additional employees need to be trained, the State reserves the right to bill the contractor at a rate of $50.00/hour for additional training by State staff.

The contractor shall furnish all necessary materials, equipment and supplies (janitorial) to satisfactorily execute the complete custodial services described herein.

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 listed on an "as needed" basis shall be performed where and when necessary or as requested by the building manager.

The contractor shall develop and implement a process of measurement in the area of customer satisfaction. A customer satisfaction survey process shall be approved by the owner and shall be randomly distributed to employees throughout the Nebraska State Office Building, Transportation Service Bureau, Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory, and Whitehall Campus by the Contractor. The results shall then be compiled by the contractor and provided to the owner on a monthly basis.

The minimum workforce hours specified in this contract are based on the owner's experience in maintaining an acceptable level 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 an eighty-five (85) percent customer satisfaction rating to be considered for a workforce hour reduction.

The specified statements are the minimum levels of work and services required in the contracted areas covered under this agreement. They are not intended to be, nor shall they be construed as, the limiting specifications or requirements.

C. DAYS AND HOURS OF WORK

Evening custodial services specified shall be provided five (5) days a week Monday through Friday between the hours of 17:00 and 01:30 (unless otherwise indicated). Weekends and holidays as necessary or required.

Daytime custodial services shall be provided five (5) days a week Monday through Friday between the hours of 05:00 and 17:00 (unless otherwise indicated). These scheduled duties are listed in Division 3 under the building specific requirements.

A supervisory level representative of the contractor shall be available during daytime hours to meet with a designated Building Division representative to discuss contract performance or other issues needing attention.

D. EMPLOYEES AND SUPERVISION

The contractor shall employ only trained qualified people, as he/she deems necessary to perform the work and they shall remain his employees subject to his/her direction at all times. However, the Contractor shall require his/her 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 when his employees are on duty. The buildings included in this request have several confidential areas that may 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 buildings. The contractor shall provide the State with the names of all his/her employees who will be performing work under this contract and provide them with proper identification so that they may be identified at the time of entry into the buildings and during all working hours. The State reserves the right to approve or disapprove any Contractor's employees that are assigned to the buildings and reserves the right to terminate building access at anytime. 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 any state building, whether owned or leased, must obtain a Criminal History Report from the Criminal Identification Unit located in the State Patrol Building located at 1600 NE Hwy 2 Lincoln, NE 68502. This report shall be submitted to the Facilities Manager five working days prior to employees access. The cost of the report (approximately $10.00 shall be paid by the Contractor or the employee. (This requirement also applies to employees called "Floaters"). The contractor shall maintain a pool of employees whom passed the Criminal History Check for use to fill in for absences. No attempt shall be made to handle or read any material in work areas or on desks and counters nor shall any questions be asked on evidence, cases and reports etc.

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 he/she has, or will secure at his/her own expense, all personnel required to perform the services under this agreement. The contractor or other persons engaged in work or services required by the contractor under this agreement shall have no contractual relationship with the State, and shall not be considered employees of the State. All claims on behalf of any person arising out of employment or alleged employment (including without limits 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 limits, tenure rights, medical and hospital care, sick and vacation leave, severance pay and retirement benefits.

E. LOST AND FOUND

The Contractor shall insure that all articles found by his/her employees while performing duties under this contract are turned in to the security office located on the first floor of the Nebraska State Office Building from 08:00 to 17:00, Monday to Friday.

F. DAMAGED AND BROKEN ITEMS

Any articles broken or damaged during cleaning operations shall be reported to the Building Division representative. The Contractor shall then be directed to repair or replace the broken or damage article (s) at their sole 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.

G. SCHEDULED CLEANING

All cleaning required on a monthly, quarterly, semiannual and annual schedule must be completed within sixty (60) days after the contract has been awarded with the exception of exterior window washing and carpet cleaning. Window washing shall be completed as soon as the weather permits. Carpet cleaning will be scheduled by a designated Building Division representative in coordination with the Contractor.

H. EQUIPMENT & SUPPLIES

Movement of all supplies and equipment from the receiving area 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 unless otherwise noted.

Floor Machines
Waste Collectors
Sanitary Napkins*
Wet Mops
Dust Cloths
Metal Polish
Furniture Polish
Hand Soap
Scouring Powder
Neat Seats*
Germicidal Cleaners
Window Cleaner
Dust Mops (no treated or oiled mops)
Bowl Cleaners*
Wax Remover
Mop Buckets
Enzyme Urinal Block/Strainers*
Brooms
Floor Pads (coarseness to be approved by Building Division)
Sanisacs
Trash Liners 20% recycled, 100% Post Consumer Waste
Hand Sanitizer Refill*

Recycle Can Liners (blue) 20% recycled, 100% Post Consumer Waste
Floor Finish (Johnson Plaza or equivalent)
Paper Towels - minimum 40% post consumer waste
Rags, Etc
Toilet Paper* - minimum 20% post consumer waste
Fragrance Cassettes
Vacuum Cleaners (both upright w/beater bar & tank style)

*Not required for evening custodial services for NSOB, TSB Executive and 501 buildings.

NOTES:

1. All cleaning equipment, cleaners, waxes, etc., must be approved by the State Building Division prior to use.

2. The Contractor must furnish a list of all manufacturers' products to be used under this contract for Building Division approval. Material safety data sheets (MSDS) must also be submitted and kept on location where products are stored.

3. Selection of Cleaning Products. The contractor shall make careful selection of janitorial cleaning products and equipment to –

   a. Use products that are packaged ecologically,
   b. Use products and equipment considered environmentally beneficial and/or recycled products that are phosphate free, non-corrosive, non-flammable and fully biodegradable and
   c. Minimize the use of harsh chemicals and the release of irritating fumes.

4. Selection of Paper Products. The contractor shall select paper and paper products (i.e., bathroom tissue and paper towels) with recycled content.

5. The maintenance and filling of the current sanitary napkin dispensers will become the responsibility of the contractor however; the dispensers will remain the property of the Owner. All filling, collection and repair services will be the contractor's responsibility. Any changes made to the existing dispensers will be at the approval of the Owner's Regional Manager. And, any changes made will remain with that building at the conclusion of this contract.

I. EXCLUDED AREAS

Areas included in the Evening Cleaning bid includes office space , most bathrooms and common areas will be bid as Daytime Cleaning Services, both bids will not include mechanical and electrical rooms and all locked storage rooms located in the lower level through the upper floors. See attached maps for a definition of what space constitutes Evening Cleaning Services and Daytime Cleaning Services for bidding. Specifics should be obtained from the Owner's management.

J. WORK TO BE DONE

The Custodial Performance Requirements which are attached and hereby made as part of this contract are the tasks and frequencies of work to be performed by the contractor under this contract. The detailed specifications set forth prescribe the performance expectations of the contract.

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, safe and environmentally sustainable building.

Meeting the expectations and requirements outlined below will be monitored and inspected daily. Not adhering to the task frequencies will be grounds for termination of this contract.

1. **EVENING DUTIES**

Evening cleaning shall include the following (unless otherwise indicated):

- **a.** Empty all exterior ash receptacles and wipe them clean with a damp cloth.
- **b.** Empty all waste receptacles and change liners as needed.
- **c.** Remove trash/recycle from building to proper bins.
- **d.** Dust -mop all hard surface floor areas.
- **e.** Damp-mop hard surface floors to remove dirt and spots.
- **f.** Spot clean and/or spot vacuum carpets evening or as needed.
- **g.** Spot clean all door and partition glass to remove smudges and finger prints.
- **h.** Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a dust cloth. Exclude desk'tops.
- **i.** Clean and sanitize all drinking fountains.
- **j.** Wash and clean inside and out all entryway glass.
- **k.** Clean matting at entrances to building.
- **l.** Clean custodial closets and slop sinks.

2. **RESTROOMS AND KITCHEN AREAS WILL RECEIVE THE FOLLOWING CLEANING EVENING (UNLESS OTHERWISE INDICATED):**

Empty all waste receptacles and replace liners as needed.

- **a.** Empty all recycling receptacles and replace liners as needed.
- **b.** Clean and service all restroom dispensers.
- **c.** Thoroughly clean all fixtures including stainless steel with a germicidal cleaner.
- **d.** Thoroughly clean walls, doors, shelves and partitions with a germicidal cleaner.
- **e.** Sweep and thoroughly wet mop all floor areas with a germicidal cleaner.

3. **WEEKLY DUTIES**
   - **a.** Clean kick plates, polish brass hardware and handles, door knobs and switch plates, including elevators.
   - **b.** Clean and buff all hard surface floors and refinish as needed.
   - **c.** Thoroughly vacuum all carpeting, using upright (beater brush) and detail vacuums.

4. **MONTHLY DUTIES**
   - **a.** Dust all Venetian blinds.
   - **b.** Strip, polish or buff high traffic hard surface areas as needed.

5. QUARTERLY DUTIES
   a. Thoroughly wash all waste and recycling receptacles larger than 30 gallons.
   b. Shampoo carpeted corridors.

6. SEMI-ANNUAL DUTIES
   a. Clean all exterior glass
   b. Clean all interior glass (not otherwise identified for cleaning more often) on a semi-annual basis or more often as needed.
   c. Surface clean all building diffusers and air vents.
   d. Shampoo carpeted conference rooms.
   e. Strip wax and refinish all hard surface floors.

7. ANNUAL DUTIES
   a. Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

8. DUTIES TO BE PERFORMED ON AN "AS NEEDED" BASIS
   a. Spot clean upholstered chairs.
   b. Any of the duties listed above as requested by management.
   c. Shampoo/extract carpeting on an as needed basis or, as instructed by the Nebraska State Building Division personnel.

A written notice reporting date of completion of all weekly, monthly, quarterly, semi-annual and annual cleaning must be mailed or hand delivered to a designated Building Division representative. The contractor will be asked to visit the site with the Building Division representatives to review the quality of services provided, on a monthly basis.

K. NEBRASKA STATE OFFICE BUILDING (NSOB) EVENING CUSTODIAL SERVICES

1. LOCATION
   301 Centennial Mall South, Lincoln, Ne 68508

2. EQUIPMENT
   All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES
   All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

   a. Hours

      i. Minimum Hours – Evening
         As currently proposed, a minimum of 150 staff hours per night (averaged over 30 days) is required to meet the custodial performance requirements for the existing square footage outlined in this proposal. An additional 8 hours per evening is required for a building supervisor regardless of staffing level.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to Attachment # 1 concerning any hours worked.

ii. Minimum Hours - Daily
As currently proposed, a minimum of 16 hours per day (averaged over 30 days) is required to meet the custodial performance requirements for the existing square footage outlined in this proposal. An additional 8 hours per day is required for a building supervisor.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

iii. Additional Duties

a) Evening
1). Separate all cardboard and place in compactor located in lower level storage area.
2). Compact cardboard, bale and place on pallet. Take all baled cardboard to the dock each eveng.
3). Handle any custodial related emergencies that may arise during your working hours.

b) Weekly
1). Clean all metal walls as needed. (History shows this requires 10 man hours per week.)

c) Quarterly
1). Strip wax and refinish all hard surface floors.

5. **OTHER SUPPLIES**
Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their proposals based on their estimates, which may differ from these figures.

a. 16 cases Smoother-N-Soft soap
b. 100 cases paper towels - Minimum 40% post consumer content materials
c. 40 cases 36 X 60 liners - 20% recycled, 100% post consumer content
d. 24 cases 30 X 37 liners - 20% recycled, 100% post consumer content
e. 12 cases 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
f. 8 cases 24 X 24 liners - 20% recycled, 100% post consumer content

L. TRANSPORTATION SERVICE BUREAU (TSB) EVENING CUSTODIAL SERVICES

1. **LOCATION**
1400 "M" Street, Lincoln, NE 68508

2. **EQUIPMENT**
All equipment and supplies listed under "H, Equipment and Supplies" apply to this building.

3. **BASIC DUTIES**
All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item # E.

4. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

a. HOURS

i. Minimum Hours – Evening
A minimum of 5 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

ii. Additional Duties

a) Monthly

iii. Quarterly
a) Strip wax and refinish all hard surface floors.

5. **OTHER SUPPLIES**
Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 2 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
b. 2 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
c. 1 case 24 X 24 liners - 20% recycled, 100% post consumer waste
d. 1 case 31 X 47 blue liners for recycling bins -20% recycled, 100% post
e. consumer content

M. EXECUTIVE BUILDING EVENING CUSTODIAL SERVICES

1. **LOCATION**
521 South 14th Street, Lincoln, NE 68509

2. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

a. **Evening**

i. All Floors
a) Empty all trash/recycle receptacles, and replace liners as needed.
b) Spot clean or vacuum carpeted areas as needed.
c) Dust horizontal surfaces (desks, credenzas, counters, tables etc.) Note: dust only areas that are clear of paper and misc. items. Contractor shall not move items from desk.
d) Spot clean all spills, smudges, etc. in the Kitchenettes/vending area, tables, counter tops,

e) Clean and polish sinks.
f) Inspect all areas and report problems to Manager.

ii. Restrooms
a) Empty trash/recycle receptacles and replace liners as needed.
b) Polish mirrors, faucets, flush valves, and dispensers
c) Clean and sanitize sinks, stools, and urinals
d) Sweep and damp mop floors
e) Wipe off partitions, as needed
f) Check all paper towel and toilet paper dispensers, and replenish, as needed
g) Check and refill soap dispensers, as needed
h) Check and refill sanitary napkin dispensers as needed

b. **Weekly**
i. Spot clean carpet for spills, gum, tar, etc. or as needed
ii. Thoroughly vacuum all carpeted areas
iii. Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
iv. Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
v. Mop and buff hard surface floors, as needed

c. **Monthly**
i. Edge all carpet in individual offices and hallways
ii. Vacuum window blinds
iii. Vacuum all upholstered chair seats
iv. Sweep breezeways, where accessible, on each floor

d. **Semi-Annual**
i. Shampoo Carpet in all offices and halls, or more often as weather and traffic requires
ii. Strip and Wax all hard surface floors, or more often as traffic requires

3. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content

N. 501 BUILDING EVEING CUSTODIAL SERVICES

1. LOCATION
501 South 14th Street, Lincoln, NE 68509

2. **EQUIPMENT**
All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. **BASIC DUTIES**
All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item # E.

4. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

a. Hours

i. Minimum Hours – Evening
A minimum of 24 hours per night (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

ii. Additional Duties
a) Evening
1). Handle any custodial related emergencies that may arise.

iii. Weekly
a) Clean all metal walls as needed. (History shows this requires four (4) hours per week.)

iv. Quarterly
Strip wax and finish all hard surface floors.

5. **OTHER SUPPLIES**
Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 10 cases paper towels - Minimum 40% post consumer content materials
b. 18 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
c. 14 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content

O. **RECORDS MANAGEMENT ("K" STREET)**

1. **LOCATION**
440 South 8th Street, Lincoln, NE 68508

2. **EQUIPMENT**

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes
c. Sanitary Napkins
d. Sanisacs

3. **BASIC DUTIES**

All duties in the "J. Work to be Done" apply to this building except the following list:

a. Evening Services - Item i
b. Weekly Services- Item b
c. Quarterly Services - Item #b
d. Semi-Annual Services - Item #a

4. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

a. **Hours**

i. Minimum Hours – Evening
A minimum of 3.5 hours per night (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment #1" concerning any hours worked.

ii. Minimum Hours – Daily
A minimum of 8 hours per day is required to meet the cleaning standards outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

b. **Additional Duties**

i. Monthly
a) Clean and buff all hard surface floors.

ii. Semi-Annual Services
a) Strip wax and refinish all hard surface floors.
b) Shampoo carpeted corridors three feet and wider.

c. **Supplies**

Approximate monthly quantities are not known for the Records Management. Bidders will be responsible for preparing their proposals based on their estimates.

d. **Excluded Areas**
Exclude the documentation storage areas.

P. NEBRASKA STATE LABORATORY

1. LOCATION
3703 South 14th Street, Lincoln, NE 68502

2. EQUIPMENT
All equipment and supplies listed under "H. Equipment and Supplies" apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes

3. BASIC DUTIES
All duties listed in the "J. Work to be Done" apply to this building.

a. **Special Conditions and Additional Duties**

i. Hours

a) Minimum Hours - Evening
A minimum of 12 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to Attachment # 1" concerning any hours worked.

b) Adjusted Hours of Work
The Department of Health and Human Services Laboratory space shall not be entered prior to 5:00 p.m. The entire Department of Agriculture area shall not be entered prior to 5:30 p.m. Except Room 116 & 125.

c) Minimum Hours – Daily
Custodial services shall be provided five days per week (Monday through Friday), including weekends and holidays as necessary. All work shall be accomplished between the hours of 3:00 p.m. and 11:00 p.m. with the following specifications:

d) The following labs or rooms must be cleaned prior to 5:00 p.m. and only with the lab personnel present to discuss their cleaning concerns for that day.
1). Department of Health and Humans Services, Health Rooms 004 & 024
2). Agriculture Mail Room 006
3). Agriculture Residue Rooms 116-125 (April through October Only) before 5:00 pm

ii. Additional Duties

a) Evening

1). Empty all waste receptacles and change liners in all laboratories and break rooms daily (As needed in all other locations).

2). Damp mop hard surface floors and anti-fatigue mats to remove spillage or tread.

3). Damp mop hard surface floors in Rooms 024 and 038 evening.

b) Weekly

1). Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc with a treated dust cloth (exclude desk tops). Within the laboratories, consult with the individual staff to the extent of work and to develop a schedule (cleaners are not expected to remove articles from work surfaces before dusting; this will be done by the laboratory staff).

c) Monthly

1). Clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc.

d) Quarterly

1). Dust all ventilating air ducts.

2). Thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff.

4. SAFETY CONSIDERATIONS

Because of the nature of the facility, the contractor will be made aware of any known hazardous areas and known hazardous materials present along with safety apparatus available. The contractor's employees must adhere to the State smoking ban in all State owned and leased buildings. The person(s) responsible for making the contractor aware of the above are the director(s) of the laboratory.

It will be the contractor's responsibility to make his/her employees aware of possible known hazardous areas and instruct them in the proper use of safety equipment. Before any employee is allowed to work in the building, the contractor shall walk the employee through the building showing them the safety materials and precautions necessary to work in this facility. Following this walk through, the employee shall sign a form supplied by the State Health Lab Director(s) indicating that safety items have been explained and they have been instructed in what to do should an accident occur. This signed form must be presented to the Director of the State Health Lab, or their designee, prior to the employee beginning their work. Before beginning, each employee shall be introduced to the lab director(s) designees. Should an accident occur the

Department of Administrative Services (DAS) Security department shall be notified immediately at 471-2400.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color and type selected by owner), and walk off mats shall be furnished 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 cleaned evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	Front Entrance	1 - 4' x 8'
	East Entrance N.	1 - 3' x 6'
	East Entrance S.	1 - 3' x 5'
Lower Level	Dock	1 - 3' x 8'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year)
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 1 case Purell hand sanitizer refill

Q. NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY

1. LOCATION

1233 Arapahoe Street, Lincoln, NE 68502

2. EQUIPMENT

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building except the following list:

a. Evening/Daily Services - Item a, b, c, and g
b. Weekly Services - Item b
c. Quarterly Services - Item b
d. Semi-Annual Services - Item c and d
e. As Needed Basis Services - Item a

R. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

1. HOURS

a. **Adjusted Hours of Work**

Custodial services shall be provided five (5) days per week, Monday through Friday. Weekends and holidays as necessary or required. All work shall be accomplished between the hours of 8:00 a.m. and 5:00 p.m.

b. **Minimum Hours – Daily**

A minimum of five (5) hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

2. ADDITIONAL DUTIES

a. **Daily**

i. Empty all waste receptacles and change liners in all laboratories and the break room. Change liners as needed in all other areas. DNA Typing Room emptied separately with a direct trip to the dumpster.
ii. Dust mop all hard surfaced floor areas. Exception – DNA section only on request and some laboratory areas dependent on activity.
iii. Clean all conference and break room tables with a germicidal cleaner.

b. **Bi-Weekly**

Spray clean and buff all hard surfaced flooring in entryway.

c. **Weekly**

i. Wet mop all hard surface floors. In the DNA laboratory areas use a 10% bleach mixture.
ii. Dust all horizontal/vertical surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a treated dust cloth. Exclude Laboratory counter and any desk or counter area which contains work material.

d. **Monthly**

Dust all ventilation air ducts.

e. **Quarterly**

Buff waxed floors (More frequently as needed or requested).

f. Annual
   i. Shampoo carpeted conference rooms.
   ii. Clean light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

3. ON REQUEST

Because this work is done during working hours there will be some days in which some tasks cannot be done because of meeting, locked rooms, phone calls, and unusual activity. They are, to the best of their ability, to work around these obstacles and problems. They may also have to alter their work sequence or we may occasionally request the above schedule be altered or a task be added due to the above for mentioned.

4. SAFETY CONSIDERATIONS

Because of the nature of the facility, the contractor will be made aware of any known hazardous areas and known hazardous materials present along with safety apparatus available. The contractor's employees must adhere to the State smoking ban in all State owned and leased buildings. The person(s) responsible for making the contractor aware of the above are the directors of each laboratory.

It will be the contractor's responsibility to make his/her employees aware of possible known hazard areas and instruct them in the proper use of safety equipment. Before any employee is allowed to work in the building, the contractor shall walk the employee through the building, showing him/her the safety materials and precautions. Following this walk through, the employee shall sign a form supplied by Criminalistics Laboratory Director(s) indicating that safety items have been explained, and that they have been instructed what to do should an accident occur. This signed form must be presented to the Director of the Criminalistics Laboratory, or his/her designee, before the employee begins work. Before beginning work, each employee shall be introduced to the lab director. Should an accident occur, the Department of Administrative Services (DAS) security department shall be notified immediately at 471-2400.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color type selected by Building Division representative), walk off mats shall be furnished 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 evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	East	- 1 - 4' x 6'
	South	- 1 - 4' x 6'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 4 cases towels (per year) - Minimum 40% post consumer content materials
b. 2 cases toilet paper (per year) - Minimum 20% post consumer content materials
c. 1.5 cases 30 x 37 liners - 20% recycled, 100% post consumer waste
d. 1 cases 24 x 24 liners - 20% recycled, 100% post consumer waste
e. 1 cases Sanisacs (Per Year) *Currently being installed
f. 1 cases Sanitary Napkins (per year) *Currently being installed
g. 5 Gallons Smooth-N-Soft Soap (per year)
h. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
i. 1 case Purell hand sanitizer refills

S. WHITEHALL CAMPUS

1. LOCATION

2320 North 57th Street, Lincoln, NE 68507

Unless noted below

a. Daily Duties Include
   i. Spot clean carpets daily when cleaning per schedule
   ii. Clean entry door glass
   iii. Clean stairwells
   iv. Clean laundry rooms, sweep and mop floors; wipe exterior of machines
   v. Clean microwaves, inside & out in the break rooms.

b. Quarterly Duties
   i. Dust all venetian blinds
   ii. Thoroughly wash all waste and recycling receptacles larger than regular desk size.
   iii. Dust duck work in laundry rooms

c. Semi-Annual Duties
   i. Clean all exterior glass
   ii. Clean all interior glass semi-annually or more often as needed
   iii. Clean all building diffusers and air vents
   iv. Thoroughly wash all desk size waste and recycling receptacles

d. Semi-Annual Duties
   i. Clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes

2. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

Other items as requested by Cottage Supervisor

a. **Cottage 1**

   i. Bi-weekly (Monday & Thursday)
      a) Sweep all hard surface areas
      b) Vacuum all soft surfaces

c) Dust
d) Sanitize, Mop floors, Clean Fixtures in rest rooms
e) Clean Kitchen break rooms and countertops
f) Supply and keep stocked paper and soaps
g) Quarterly Strip/Wax hard surfaces
h) Clean Carpet

ii. Semi-Annually
a) Clean all exterior glass including window ledges
b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

b. Cottage 2

i. Bi-weekly (Monday & Thursday)
a) Sweep all hard surface areas
b) Vacuum all soft surfaces
c) Dust
d) Sanitize, mop floors, clean fixtures in rest rooms
e) Clean Kitchen break rooms and countertops
f) Supply and keep stocked paper and soaps

ii. Quarterly
a) Strip/Wax hard surfaces
1). Clean Carpet

iii. Semi-Annually
a) Clean all exterior glass including window ledges
b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

c. Cottage 3

i. Daily (including weekends where noted)
a) Vacuum and dust DHHS Classroom (M-F)
b) Vacuum and dust Phone Interviewers area after 6PM on weekends or 9PM weekdays or before 9AM Monday to Saturday or before noon on Sunday (every day)
c) Vacuum kitchen (every day)
d) Sanitize, mop floors, clean fixtures in rest rooms (every day)
e) Clean kitchen/break rooms and countertops (every day)
f) Supply and keep stocked paper and soaps (every day)
g) Remove trash (every day)

ii. Weekly
a) Vacuum and dust Basement Meeting Room
b) Remove trash
c) Sweep Furnace Room

iii. Quarterly
a) Strip/wax hard surfaces
b) Clean carpets

iv. Semi-Annually
   a) Clean all exterior glass including window ledges

d. Cottage 4

i. Daily
   a) Sanitize, mop floors, clean fixtures in rest rooms
   b) Vacuum, dust and remove trash from Morton School area after 3PM or as negotiated
   c) Vacuum, dust and remove trash from DHHS Classroom area
   d) Supply and keep soaps and paper goods stocked

ii. Bi-Weekly (M, Thurs)
   a) Supply and keep stocked soaps and paper goods
   b) Sanitize, mop floors, clean fixtures in rest rooms
   c) Remove trash from Morton School area and Basement Office area

iii. Weekly
   a) Vacuum and dust Basement Meeting Room
   b) Clean kitchen/break rooms and countertops
   c) Sweep Furnace Room

iv. Quarterly
   a) Strip/wax hard surfaces in Morton School area

v. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Strip/wax basement office area
   c) Clean carpets in Morton School and DHHS Classroom areas

e. Cottage 5

i. Bi-weekly (Monday & Thursday)
   a) Sweep all hard surface areas
   b) Vacuum all soft surfaces
   c) Dust
   d) Sanitize, mop floors, clean fixtures in rest rooms
   e) Clean Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps

ii. Quarterly
   a) Strip/Wax hard surfaces
   b) Clean Carpet

iii. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

f. **Cottage 6**

i. Bi-weekly (Monday & Thursday)
   a) Sweep all hard surface areas
   b) Vacuum all soft surfaces
   c) Dust
   d) Sanitize, mop floors, clean fixtures in rest rooms
   e) Clean Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps

ii. Quarterly
   a) Strip/Wax hard surfaces
   b) Clean Carpet

iii. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Empty kitchen/break room cupboards and scrub out. Occupants will put items back.

g. **Cottage 7**

i. Bi-weekly (Monday & Thursday)
   a) Sweep all hard surface areas
   b) Vacuum all soft surfaces
   c) Dust
   d) Sanitize, mop floors, clean fixtures in rest rooms
   e) Clean Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps

ii. Quarterly
   a) Strip/wax hard surfaces
   b) Clean Carpet

iii. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Empty kitchen/Break room cupboards and scrub out. Occupants will put items back.

h. **Whitehall Mansion**

i. Weekly
   a) Sweep all hard surface areas
   b) Vacuum all soft surfaces
   c) Dust
   d) Sanitize, mop floors, clean fixtures in rest rooms
   e) Clean Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps
   g) Remove all trash

ii. Annually
   a) Strip/wax hard surfaces
   b) Clean Carpet

i. **Maintenance Shops**

i. Weekly
   a) Sweep designated hard surface areas
   b) Sanitize, mop floors, clean fixtures in rest rooms

j. **School**

i. Daily
   a) Sweep all hard surface areas in DCS Training Area
   b) Vacuum all soft surfaces in DCS Training Area
   c) Dust in DCS training area
   d) Sanitize, mop floors, clean fixtures in rest rooms in DCS Training Area
   e) Clean/Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps
   g) Trash Removal in DCS Training Area

ii. Weekly
   a) Sweep new gym entry and gym

iii. Quarterly
   a) Strip/wax all hard surfaces in DCS Areas to a high shine
   b) Scrub gym floors
   c) Vacuum and dust Administrative Services Space
   d) Sanitize, mop floors, clean fixtures in Administrative Services rest rooms

iv. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Clean carpet in Administrative Services Space
   c) Strip/wax hard surfaces in DCS Training Area
   d) Deep clean carpets in DCS Training Area

k. **TAB**

i. Daily
   a) Sweep all hard surface areas
   b) Vacuum all soft surfaces
   c) Dust
   d) Sanitize, mop floors, clean fixtures in rest rooms
   e) Clean Kitchen break rooms and countertops
   f) Supply and keep stocked paper and soaps
   g) Remove trash

ii. Semi-Annually
   a) Clean all exterior glass including window ledges
   b) Clean Carpets.

3. **OTHER SUPPLIES**

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 1 case Purell hand sanitizer refill for School building

T. DAYTIME CLEANING PROPOSAL - PROJECT DESCRIPTION AND SCOPE OF WORK

1. DAILY DUTIES PERFORMED THROUGHOUT BUSINESS HOURS

a. Empty all exterior trash receptacles and wipe them clean with a damp cloth.
b. Empty all waste receptacles in assigned areas and change liners as needed.
c. Remove trash/recycle from building to proper bins.
d. Dust -mop all hard surface floor areas.
e. Damp-mop hard surface floors to remove dirt and spots.
f. Spot clean and/or spot vacuum carpets daily or as needed.
g. Spot clean all entryway, door and partition glass to remove smudges and finger prints.
h. Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a dust cloth. Exclude desk tops.
i. Clean and sanitize all drinking fountains.
j. Wash and clean all entryway glass, inside and out.
k. Clean matting at entrances to building.
l. Clean custodial closets and slop sinks.
m. Clean, check and fill all hand sanitizers.
n. Clean parking garage stairwells including, but not limited to, sweeping and debris removal.

2. RESTROOMS AND KITCHEN AREAS WILL RECEIVE THE FOLLOWING CLEANING DAILY (UNLESS OTHERWISE INDICATED):

a. Empty all waste receptacles and replace liners as needed.
b. Empty all recycling receptacles and replace liners as needed.
c. Clean and service all restroom dispensers.
d. Thoroughly clean all fixtures including stainless steel with a germicidal cleaner.
e. Thoroughly clean walls, doors, shelves and partitions with a germicidal cleaner.
f. Sweep and thoroughly wet mop all floor areas with a germicidal cleaner.

3. WEEKLY DUTIES

a. Clean kick plates, polish brass hardware and handles, door knobs and switch plates, including elevators.
b. Clean and buff all hard surface floors and refinish as needed.
c. Thoroughly vacuum all carpeting, using upright (beater brush) and detail vacuums.
d. Public telephones shall be cleaned with a germicidal cleaner to remove ink stains, hand prints, etc.

4. MONTHLY DUTIES
   a. Dust all Venetian blinds where applicable.
   b. Strip, polish, or buff high traffic hard surface areas as needed.

5. QUARTERLY DUTIES
   a. Thoroughly wash all waste and recycling receptacles larger than regular desk size.
   b. Shampoo carpeted corridors, three feet or wider.

6. SEMI-ANNUAL DUTIES
   a. Thoroughly wash all desk size waste and recycling receptacles (as needed).
   b. Clean all interior glass (not otherwise identified for cleaning more often) on a semi-annual basis or more often as needed.
   c. Clean all building diffusers and air vents.
   d. Shampoo carpeted conference rooms.
   e. Strip wax and refinish all hard surface floors.

7. ANNUAL DUTIES
   a. Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

8. DUTIES TO BE PERFORMED ON AN "AS NEEDED" BASIS
   a. Spot clean upholstered chairs.
   b. Any of the duties listed above as requested by Owner.
   c. Shampoo/extract carpeting on an as needed basis or, as instructed by the Owner's personnel.

A written notice reporting date of completion of all weekly, monthly, quarterly, semi-annual and annual cleaning must be mailed or hand delivered to a designated Owner's representative. The DCS will be asked to visit the site with the Owner's representatives to review the quality of services provided, on a monthly basis.

U. NEBRASKA STATE OFFICE BUILDING (NSOB) DAYTIME CUSTODIAL SERVICES

1. LOCATION
   301 Centennial Mall South, Lincoln, NE 68508

2. EQUIPMENT
   All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building expect Semi-Annual Services.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. HOURS

i. Minimum Hours – Daily
A minimum of 16 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal. An additional 8 hours per day is required for a building supervisor.

b. ADDITIONAL DUTIES

i. Daytime

a) Separate all cardboard and place in compactor located in dock area.
b) Compact cardboard, bale and place on pallet. Take all baled cardboard to the dock.
c) Vacuum mail room.
d) Sweep entire dock and bay area. (Entire dock and bay area include both top and bottom levels of the dock.)
e) Sweep stairways and spot mop as needed.
f) Wipe down handrails in stairways.
g) Sweep and mop stairs and elevators in East and South garages.

ii. Daily
This is a building which requires additional custodial service throughout the daytime hours. The core hours for these services shall be from 5:30 a.m. to 5:30 p.m. five days a week Monday through Friday.

Daytime cleaning shall include the following on an as needed basis except where specified:

NOTE: The goal of the daytime cleaning is to provide a well maintained and adequately stocked facility.

a) Distribute trash and recycling bins throughout each floor prior to 6:30 a.m.
b) Clean Central Mail Room prior to 8:00 a.m.
c) Clean United States Post Office (including all glass).
d) Sweep both dock levels by 7:00 a.m., after sanitation service.
e) Sweep all common areas and restrooms.
f) Re-stock products in all restrooms.
g) Empty all indoor, outdoor and restroom trash/recycle containers and replace liners.
h) Dust mop 1st Floor lobby.
i) Damp mop hard surface floors to remove dirt and spots throughout the building.

j) Pick up large debris. Break down all cardboard boxes and place in bin next to the baler. Bale cardboard when bin is full. Stack all pallets in a place designated by dock staff.
k) Clean marble benches outside of building.
l) Clean all glass in east and west entry ways.
m) Clean all glass in the lobby of each floor.
n) Make adjustments to conference room set ups based on daily schedules provided by the Owner.
o) Handle any custodial related emergencies that may arise.
p) Post Owner approved fliers on billboards throughout building.
q) Check and refill hand sanitizers throughout building.

iii. Weekly
a) Thoroughly damp mop the United States Post Office. (To be done while Post Office staff is present).
b) Clean all metal walls as needed. (History shows this requires 10 man hours per week.)

iv. Monthly
a) Clean vinyl entrance mats and floor area under entry mats.

v. Quarterly
a) Strip wax and refinish all hard surface floors.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color and type selected by Owner) walk off mats shall be furnished 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 evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	East	- 6 - 6' x 12'
	West	- 6 - 6' x 12'
	Dock	- 3 - 3' x 5'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their proposals based on their estimates, which may differ from these figures.

a. 16 cases Smoother-N-Soft soap
b. 16 cases neat seats
c. 30 cases toilet paper - Minimum 20% post consumer content materials
d. 100 cases paper towels - Minimum 40% post consumer content materials
e. 40 cases 36 X 60 liners - 20% recycled, 100% post consumer content
f. 24 cases 30 X 37 liners - 20% recycled, 100% post consumer content
g. 12 cases 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
h. 8 cases 24 X 24 liners - 20% recycled, 100% post consumer content
i. 6 cases Sanisacs
j. 2 cases Purell hand sanitizer refills

V. TRANSPORTATION SERVICE BUREAU (TSB) DAYTIME CUSTODIAL SERVICES

1. **LOCATION**
   1400 "M" Street, Lincoln, NE 68508

2. **EQUIPMENT**
   All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. **BASIC DUTIES**
   All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services – Item #E.

4. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

   a. **Hours**
      i. Minimum Hours – Daily
         A minimum of 2 hours per day required to meet the cleaning standards outlined in this proposal.

   b. **Additional Duties**

      i. Monthly
         a) Clean all metal walls as needed (History shows this requires two (2) man hours per week).
         b) Clean all first floor exterior glass.

      ii. Quarterly
         a) Strip wax and refinish all hard surface floors.

5. **OTHER SUPPLIES**
   Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

   a. 1 case Smoother-N-Soft soap
   b. 1 case neat seats
   c. 2 cases toilet paper - Minimum 20% post consumer content materials
   d. 4 cases paper towels- Minimum 40% post consumer content materials
   e. 2 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
   f. 2 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
   g. 1 case 24 X 24 liners - 20% recycled, 100% post consumer waste
   h. 1 case 31 X 47 blue liners for recycling bins -20% recycled, 100% post
   i. consumer content
   j. ½ case Sanisacs
   k. ½ case Purell hand sanitizer refills

W. EXECUTIVE BUILDING DAYTIME CUSTODIAL SERVICES

1. **LOCATION**
   521 South 14th Street, Lincoln, NE 68509

2. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Daytime

i. Elevators
- a) Vacuum, remove floor covering and wash down as needed.
- b) Spot clean panels, buttons, light lenses etc.

ii. Lobby
- a) Dust mop
- b) Spot clean interior glass
- c) Vacuum Mats and carpeted areas
- d) Clean cigarette butt cans

iii. All Floors
- a) Empty all trash/recycle receptacles, butt cans (outside entrance to building), damp clean, and replace liners as needed.
- b) Spot clean or vacuum carpeted areas as needed.
- c) Dust horizontal surfaces (desks, credenzas, counters, tables etc.) Note: dust only areas that are clear of paper and misc. items. Contractor shall not move items from desk.
- d) Spot clean all spills, smudges, etc. in the Kitchenettes/vending area, tables, counter tops,
- e) Clean and polish sinks.
- f) Inspect all areas and report problems to Manager.

iv. Restrooms
- a) Empty trash/recycle receptacles and replace liners as needed.
- b) Polish mirrors, faucets, flush valves, and dispensers
- c) Clean and sanitize sinks, stools, and urinals
- d) Sweep and damp mop floors
- e) Wipe off partitions, as needed
- f) Check all paper towel and toilet paper dispensers, and replenish, as needed
- g) Check and refill soap dispensers, as needed
- h) Check and refill sanitary napkin dispensers as needed

b. Weekly

i. Spot clean carpet for spills, gum, tar, etc. or as needed
ii. Thoroughly vacuum all carpeted areas
iii. Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
iv. Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
v. Sweep and mop stairwells
vi. Detail scrub mop board and tile on Restroom floors with hard bristle brush and mop clean.
vii. Mop and buff hard surface floors, as needed

c. Monthly

i. Edge all carpet in individual offices and hallways
ii. Vacuum window blinds
iii. Vacuum all upholstered chair seats
iv. Sanitize all public telephones
v. Clean elevator tracks
vi. Clean lobby window, inside and outside surfaces
vii. Sweep breezeways, where accessible, on each floor

d. Semi-Annual

i. Shampoo Carpet in all offices and halls, or more often as weather and traffic requires
ii. Strip and Wax all hard surface floors, or more often as traffic requires

3. **OTHER SUPPLIES**

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year)
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 2 cases Purell hand sanitizer refills

X. 501 BUILDING DAYTIME CUSTODIAL SERVICES

1. **LOCATION**

501 South 14th Street, Lincoln, NE 68509

2. **EQUIPMENT**

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. **BASIC DUTIES**

All duties in the "J. Work to be Done" apply to this building except Semi-Annual Services – Item #E.

4. **SPECIAL CONDITIONS AND ADDITIONAL DUTIES**

a. Hours

i. Minimum Hours – Daily

A minimum of 4 hours per day is required to meet the cleaning standards outlined in this proposal.

b. Additional Duties

i. Daytime

Sweep entire dock and bay area.

NOTE: This is a building which requires additional custodial service throughout the daytime hours. The core hours for these services shall be from 5:30 a.m. to 5:30 p.m. five days a week Monday through Friday.

ii. Daytime

Cleaning shall include the following on an as needed basis except where specified:

NOTE: The goal of the daytime cleaning is to provide a well maintained and adequately stocked facility.

a) Sweep entire dock and bay area
b) Damp mop hard surface floors to remove spillage or tread throughout building.
c) Unlock custodial closet on the 3rd floor, daily by 7:00 a.m.
d) Spot clean restroom and stairway doors.
e) Sweep both lower level and upper level hard surface floors and pick up debris.
f) Empty all exterior ash and trash/recycle receptacles twice a day.
g) Check restrooms on each floor twice a day. Sweep, wet mop, stock supplies (including deodorants) and empty trash and replace liners.
h) First floor receiving area: empty trash and recycling (twice daily), dust mop, wet mop and detail daily.
i) Clean all glass in 1st floor entry way and all elevator lobbies.
j) Vacuum entryway, elevator and elevator lobby carpets daily.
k) Vacuum 2nd floor hallway north to south once a day.
l) Clean the sink, counters, tables, floors and empty trash/ recycling containers in all vending/break areas.
m) Handle any custodial related emergencies that may arise.

iii. Weekly

a) Clean all metal walls as needed.
b) Sweep and wet mop stairwells.
c) Shampoo 1st floor lobby and both passenger elevators. (Seasonally)
d) Power vacuum entire tunnel from this building to Capitol.

iv. Monthly

Dust and wet mop and detail 2nd floor west computer room. (1st Monday of each month)

v. Quarterly
Strip wax and finish all hard surface floors.

5. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 2 cases Smoother-N-Soft soap
b. 2 cases neat seats
c. 4 cases toilet paper - Minimum 20% post consumer content materials
d. 20 cases paper towels - Minimum 40% post consumer content materials
e. 18 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
f. 14 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
g. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
h. 1 case Sanisacs
i. 1 case Enzyme Urinal Blocks
j. 1 case Purell hand sanitizer refills

Y. FACILITY STATISTICS

1. NEBRASKA STATE OFFICE BUILDING

Number of people - approximately 2600
People who walk in on a daily average - 1000
Number of restrooms - 15
Congestion - average to heavy
Stair wells - 9 (5 in NSOB, 4 in parking garage)
Elevators - 11 total (7 in NSOB, 4 in parking garage)
Cleanable Square Footage - approximately 325,000 evening
Cleanable Square Footage - approximately 85,000 daytime
Approximately 85% carpet
Approximately 15% hard surface

2. TRANSPORTATION SERVICE BUREAU

Number of people - approximately 100
People who walk in on a daily average - 200
Number of restrooms - 5
Congestion - average to heavy
Stair Wells - 3
Elevators - 1
Cleanable Square Footage - approximately 16,000 evening
Cleanable Square Footage - approximately 4,000 daytime
Approximately 90% carpet
Approximately 10% other hard surfaces

3. EXECUTIVE BUILDING

Number of people – 100
Number of restrooms-10
People who walk in on a daily average- 200
Congestion- average
Stair wells- 2
Elevators- 1
Cleanable Square Footage - approximately 27,000 evening
Cleanable Square Footage - approximately 8,000 daytime

Approximately 75% carpet
Approximately 25% hard surface

4. 501 BUILDING

Number of people - approximately 300
People who walk in on a daily average - 200
Number of restrooms - 12
Congestion - average to heavy
Stair Wells - 3
Elevators - 3
Cleanable Square Footage - approximately 75,000 evening
Cleanable Square Footage - approximately 12,000 daytime
Approximately 80% carpet
Approximately 20% other hard surfaces

5. GRAND TOTAL CLEANABLE SQUARE FOOTAGE

All buildings in this contract - approximately 75,000 square feet - evening
All buildings in this contract - approximately 75,000 square feet - daytime

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:

A. TECHNICAL PROPOSAL

The Technical Proposal shall consist of four (4) sections:

1. SIGNED "State of Nebraska Request For Proposal For Contractual Services" form;
2. Executive Summary;
3. Corporate Overview; and
4. Technical Approach.

1. 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 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.

2. EXECUTIVE SUMMARY

The Executive Summary shall condense and highlight the contents of the solution being proposed by the bidder in such a way as to provide the Evaluation Committee with a broad understanding of the Contractor's Technical Proposal.

Bidders must present their understanding of the problems being addressed by implementing a new system, the objectives and intended results of the project, and the scope of work. Bidders shall summarize how their Technical Proposal meets the requirements of the Request for Proposal, and why they are best qualified to perform the work required herein.

3. 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, whether the name and form of organization has changed since first organized, and Federal Employer Identification Number and/or Social Security Number.

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. Bidder must provide narrative descriptions to highlight the similarities between their 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.

4. 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.

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.

Invoice Date: _____ Deliverable(s):_____
Monthly: _____ Custodial Services: _____

Form A

Bidder Contact Sheet

Request for Proposal Number 3029Z1

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:	

ATTACHMENT 1

Request for Proposal for Contractual Services

(to be completed and returned with the RFP response)

There is the potential for the addition of other State occupied facilities within the city of Lincoln to this contract and the State reserves the right to increase or decrease the total square footage cleaned. Any changes to the square footage being cleaned for existing facilities will be calculated at the quoted Evening or Daytime rates. The addition of any previously un-contracted office space in a facility not identified in this RFP for general Evening or Daytime cleaning can be added at the average square foot rate quoted below for 1, 2 & 3. Any changes in square footage will be effective immediately and prorated monthly.

Work will be performed in strict accordance with the provisions, specifications and performance requirements set forth in this bid document:

GENERAL PERFORMANCE REQUIREMENTS

1. Nebraska State Office Building (NSOB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (325,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (85,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted high traffic corridors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Surface Clean/vacuum all building diffusers and air vents (approx. 4800) — Cost per Occurrence $_____

Shampoo carpeted conference rooms — Cost per Occurrence $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and

dry wipe tubes) (approx. 8000) Cost per Occurrence $_____

2. Transportation Service Bureau (TSB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (16,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (4,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds Cost per Occurrence $_____

Dry clean fabric blinds Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted high traffic corridors Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 350) Cost per Occurrence $_____

Sq/Ft Cost $_____

3. The Executive Building

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (27,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (8,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Edge clear all carpet in individual offices and hallways	Cost per Occurrence	$_____
Vacuum all upholstered chair seats	Cost per Occurrence	$_____
Sweep East exterior breezeways, where accessible, on each floor	Cost per Occurrence	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____
Surface Clean/vacuum all building diffusers and air vents (approx. 200)	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpet in all offices and halls	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 600)	Cost per Occurrence	$_____

4. 501 Building (501)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (75,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (12,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted corridors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Surface Clean/vacuum all building diffusers and air vents (approx. 200) — Cost per Occurrence $_____

Shampoo/extract/bonnet carpet in all offices and halls — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 500) — Cost per Occurrence $_____

5. Records Management ("K" Street)

Base Cost for daily and weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Semi-Annual Duties

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Surface Clean/vacuum all building diffusers and air vents — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) — Cost per Occurrence $_____

6. Nebraska State Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (35,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc. — Cost per Occurrence $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted office areas
Cost per Occurrence $_____
Sq/Ft Cost $_____

Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods) — Cost per Occurrence $_____

Thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff. — Cost per Occurrence $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 300) — Cost per Occurrence $_____

7. Nebraska State Patrol Criminalistics Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (13,300 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods) — Cost per Occurrence $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted corridors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

8. WhiteHall Campus

Base Cost for daily and weekly custodial services and scheduled duties. (70,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted corridors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods) — Cost per Occurrence $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200) — Cost per Occurrence $_____

_____

TOTAL ANNUAL COST

UNIT PRICE SCHEDULES

Cost per employee hour $_____; to be used for the purpose of extra cleaning as requested by the Facilities Manager or for deducting if minimum daily employee hours are not met.

If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: _____

Name and Title: _____

Signature: _____

Address: _____

Telephone Number: (_____) _____

Fax Number: (_____) _____

E-mail Address: _____

Cost per square foot $_____; to be used for the purpose of adding or deleting areas totaling 3,000 square feet or more. This cost excludes basement concrete floors. (Quote price per square foot per year.)

Cost per square foot $_____; to be used for the purpose of increasing the frequency of hard surface floor maintenance. May also be used as a penalty for non-compliance of the terms stated in the contract.

Cost per square foot $_____; to be used for the purpose of increasing the frequency of carpet shampooing as requested by the Facilities Manager.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: _____

Name and Title: _____

Signature: _____

Address: _____

Telephone Number: (_____) _____

Fax Number: (_____) _____

E-mail Address: _____

Attachment 2

State of Nebraska Materiel Division
Cleaning Services RFP 3129 Z1

Nebraska State Office Building (NSOB)

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	17,568	16,736	34,304
First Floor	29,659	41,599	71,258
Second Floor	5,531	60,147	65,678
Third Floor	5,242	62,688	67,930
Fourth Floor	5,210	63,429	68,639
Fifth Floor	6,249	56,942	63,191
Sixth Floor	5,708	62,846	68,554
Total	75,167	364,387	439,554
Minimum Daily Man Hours	16	150	166
Supervisory Daily Man Hours	8	8	16

Annualization of current montly cost $ 562,539.60

Transportation Service Bureau Center (TSBC)

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	2,491	4,964	7,455
First Floor	3,661	7,246	10,907
Second Floor	565	-	565
Third Floor	430	-	430
Total	7,147	12,210	19,357
Minimum Daily Man Hours	2	5	7

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 17,728.20

The Executive Building

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	2,149	-	2,149
First Floor	2,149	2,533	4,682
Second Floor	958	4,690	5,648
Third Floor	687	4,984	5,671
Fourth Floor	686	4,937	5,623
Fifth Floor	1,301	4,276	5,577
Total	7,930	21,420	29,350

Minimum Daily Man Hours have not been specified

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 39,557.70

Attachment 2

The 501 Building

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	8,453	5,608	14,061
First Floor	4,756	-	4,756
Second Floor	2,365	3,972	6,337
Third Floor	1,751	10,092	11,843
Fourth Floor	1,585	10,093	11,678
Total	18,910	29,765	48,675

Minimum Daily Man Hours	4	24	28

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 99,023.40

Records Management ("K" Street)

Cleaning Square Footage	Daytime	Evening	Combined
Third Floor	-	8,388	8,388
Total	-	8,388	8,388

Minimum Daily Man Hours	-	3.5	3.5

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 10,332.00

Nebraska State Laboratory

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	-	13,325	13,325
First Floor	-	16,104	16,104
Total	-	29,429	29,429

Minimum Daily Man Hours	-	12	12

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 39,450.60

Nebraska State Patrol Criminalistics Laboratory

Cleaning Square Footage	Daytime	Evening	Combined
First Floor	13,032	-	13,032
Total	13,032	-	13,032

Minimum Daily Man Hours	5	-	5

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 15,460.20

Attachment 2

Whitehall Campus

Gross Square Footage	Daytime	Evening	Combined
Cottage 1	-	4,757	4,757
Cottage 2	-	4,757	4,757
Cottage 3	-	4,757	4,757
Cottage 4	-	4,757	4,757
Cottage 5	-	4,757	4,757
Cottage 6	-	4,757	4,757
Cottage 7	-	2,629	2,629
Whitehall Mansion	-	12,909	12,909
Maintenance Shops	-	8,210	8,210
School	-	30,775	30,775
TAB	-	10,145	10,145
Total	-	93,210	93,210
approximate Cleaning Square Footage		70,000	70,000

Minimum Daily Man Hours have not been specified
Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 51,972.00

Total Square Foot 680,995

Total annualization of current montly costs $ 836,063.70

State of Nebraska
Attendance Sheet
Pre-Proposal Meeting

Date: December 04, 2009, 1:00 PM Central Time

Project: RFP# 3129 Z1 Custodial Services

Please Print Legibly

	Name	Company/Firm Representing	Complete Address (Street, City, State, Zip)	Phone/Fax	E-mail Address
1	Zia Hossain	lincoln Janitorial Service cleanMax	603 Van Dorn Lincoln NE. 68502	402 475-8000 402 475-8001	cleanmax@windstream.net
2	~~Construction Building Services~~				
3	DAVID SCHUMAN	CORNERSTONE BUILDING SERVICE	631 SALIDA WAY A3 AURORA, CO 80011	303/340-4827 303/340-4845	dschuman@cornerstonebldgsvcs.com
4	JACQUES BOSSAERS	HEARTLAND COMMERCIAL CLEANING	14917, LAFAYETTE PLZ OMAHA NE	402-493-0996 402-498-8589	jbossaers@cox.net
5	JASON GURNEY	JANI-KING	10834 OLD MILL RD #4 OMAHA, NE 68154	402-932-0522 402-932-0504	OMAHASALES@JANIKINGOMAHA.COM
6	Haley Hong	OJS System	P.O. Box 2797 Acworth, GA 30102	770-975-9343 770-975-9387	Qcm@ojsystems.com
7	Bruce Setlik	Midwest Maintenance	2901 Q Street Omaha NE 68107	402-733-1114 402-733-5385	Bsetlik@midwestinc.net
8	HERMAN BROWN	Goodwill Industries	1111 S 41st St Omaha, NE 68105	4029512923 4023413061	hbrown@goodwillomaha.org
9	Melissa Pagitt	Goodwill Industries	1111 S. 41st Omaha NE 68105	402-312-9234 FAX 341-3061	mpagitt@goodwillomaha.org
10	Jim Simmonds	FBG Service Corp.	407 S. 27th Ave Omaha	402-595-5010	jsimmonds@fbgservices.com

Revised 10/01/08

State of Nebraska
Attendance Sheet
Pre-Proposal Meeting

Date: December 04, 2009, 1:00 PM Central Time

Project: RFP# 3129 Z1 Custodial Services

Please Print Legibly

	Name	Company/Firm Representing	Complete Address (Street, City, State, Zip)	Phone/Fax	E-mail Address
11	Rhonda Hester	FBG Service Corp	5820 Colter Lincoln Ne	402 467-1108	rhester@fbgservices.com
12	Guy S. Roberge	FBG Service Corp	5820 Colter Lincoln	402-467-1108 402-467-4216	groberge@fbgservice.com
13	Jon Paolini	ServiceMaster PBM	2626 'O' st	476-2194 476-2327	jpaolini@smpbm.com
14	Godfrey Gilgeevic	X-TRA of Lincoln FLEEN INC	238 S. 19TH STR.	438-2857	XTKINC@LIVE.com
15					
16					
17					
18					
19					
20					

Revised 10/01/08

Executive Summary

(RFP Number 3129Z1 Custodial Service for the Nebraska State Office Building , Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.)

Midwest Maintenance. based in Omaha, Nebraska is very interested in partnering with the State of Nebraska to clean the Nebraska State Office Building, Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus. Midwest Maintenance has been in the commercial and industrial cleaning business for 44 years. We are experiencing one of our strongest years on financial record during one of the worst recessions in 50 years.

Midwest Maintenance. currently employs more than 400 employees in the janitorial business in the state of Nebraska and Iowa. The Midlands Business Journal's Book of Lists reports Midwest Maintenance as the largest janitorial company in Omaha. We are also listed as the largest minority owned business in Omaha and the second largest female owned business in Omaha. While maintaining a solid presence in Omaha, you will also find us very active in Grand Island, Nebraska.

Client satisfaction is achieved through a commitment to quality service. Quality checking and tracking systems are in place and can be verified by our clients.

Midwest Maintenance provides service to approximately 9,000,000 square feet on a daily basis. This operation is supported by Microsoft's Dynamic Great Plains software along with Management Information Technology Corporation's timekeeping and attendance system.

Midwest Maintenance develops partnerships through implementation of on-going cost savings programs and packages. We have assumed management of recycling, waste, pest control and filter maintenance with existing partners. Our goal is to be considered a partners within our clients' businesses rather than a vendor. We have developed a transition plan that includes our home office staff on-site before and after the launch of the contract. We are a flexible organization that is open and willing to modify services to meet your ever-changing business needs.

We recognize the need for you to review the pricing detail for each of your facilities and customize a cleaning program that will maintain quality standards while working within a limited state budget. We have been work closely with a number of our existing clients to develop acceptable alternatives to limited and restrictive budgets.

Corporate Overview

a. Bidder Identification Information

Midwest Maintenance Company, Incorporated
2901 Q Street
Omaha, NE 68107

Midwest Maintenance is a corporation in the state of Nebraska. We have been in business since 1965 and incorporated since 1965. We are licensed to sell services and goods in both Nebraska and Iowa. The name and form of organization has not changed since it was first organized.

b. Financial Statements
See attachment immediately following this document.

c. Change of Ownership
Midwest Maintenance does not anticipate any change in ownership in the twelve (12) months following the proposal due date. We also understand should any change of ownership occur, Midwest Maintenance is required to inform the State.

d. Office Location
Midwest Maintenance's office is located at 2901 Q Street, Omaha, Nebraska, 68107.

e. Relationship with the State
Midwest Maintenance currently provides services to:
Nebraska Department of Roads
Cynthia Jelinek, Maintenance Superintendent
District 4
3305 W. Old Potash Highway
PO Box 1488
Grand Island, NE 68802-1488
Office: 308.385.6263
Cell: 308.390.0174
Email: cjelinek@dor.state.ne.us

This is the only State contract that we have held over the past five (5) years.

f. Bidder's Employee Relations to State
No party named in our response has had an employee relationship to the State within the past twelve (12) months.
No employee of any agency of the State of Nebraska is employed or subcontracts with Midwest Maintenance as of the due date for the proposal submission.

g. Contract Performance
In the past five (5) years, Midwest Maintenance was terminated from one (1) contract with Omaha Public Power District at their Fort Calhoun nuclear power plant. The reason for the termination was due to staffing issues that resulted from the extensive high-security background process required in combination with timeframe to receive clearance on approved employees. Midwest Maintenance communicated with OPPD throughout the process and vice versa. Additionally, Midwest Maintenance continues to serve OPPD as a vendor at their Jones Plaza and North Omaha locations. We have been a long-time provider to OPPD and value our partnership with them.
You may contact the following:
OPPD Energy Plaza
Jean Sayles-Jacobson
444 S. 16th Street Mall
Omaha, NE 68102
402.636.3640

h. Summary of Bidder's Corporate Experience
   i. Current contracts that Midwest Maintenance provides services for are:
      Case IH
      a) Services started: 07/22/2007
      b) Scheduled completion: 07/31/2012
      c) Actual completion: N/A
      d) Mike Nord is our contact. He can be reached at:
         Office: 308-390-3128. Fax 308-389-5812.
         Email address is Micheal.nord@cnh.com

e) Midwest Maintenance performs the work as the prime contractor for this facility which includes office space, production facility floors, warehouse space and forklift services. Since the beginning of the contract, we have increased our services to meet the needs of our client as their business has grown. We provide day porter services, restroom cleaning, cafeteria and break area cleaning, office cleaning, locker and exercise rooms, visitor center, stairwell cleaning, forklift services and hallway cleaning services for three (3) shifts.

   Our partnership with Case IH is similar to the partnership proposed with the State because of our potential to grow into additional State facilities, our ability to adjust our services to specific locations and our ability to efficiently manage a contract from greater distances. Based on the types of facilities included in this proposal, Midwest Maintenance is able to meet the needs in each due to our many years of experience in office, production and warehouse facilities. Additionally, this facility is similar in size to the State facilities. We clean over 600,000 square feet at Case IH.

   The scheduled and actual budget for this facility is $434,880.00 per year.

Creighton University Medical Center

a) Services started: 06/01/2002
b) Scheduled completion: 03/31/2010
c) Actual completion: N/A
d) Carol McCormick is our contact. She can be reached at:
   Office: (402) 449-4812. Fax (402) 449-5062.
   Email address is: Carol.McCormick@tenethealth.com
e) Midwest Maintenance performs the work as the prime contractor for this facility which includes office space, patient rooms, clinics, break rooms, cafeteria space, medical space and hallways. This is a 24-hour facility and is one of the two (2) trauma hospitals in Omaha. We are able to meet the high security background requirements for our employees through our applicant screening process.

   CUMC is similar in size, background requirements and management needs as the State proposal. This facility has high traffic volume on a regular basis, has demanding expectations and requires quick response. The Midwest Maintenance team is able to meet the challenges of such an environment with skilled leaders in management and trusted field employees.

The scheduled and actual budget for this facility is $1,736,287.00 per year.

First Data Resources

a) Services started: 05/01/2006
b) Scheduled completion: 03/31/2009
c) Actual completion: We are still providing service for this contract as part of contract renewal and change of ownership processes.
d) Lynn Jester is our contact. He can be reached at:
Office: (707) 916-3337. Fax: (770)618-6052.
Email address is: lynn.jester@am.jll.com
e) Midwest Maintenance performs the work as the prime contractor for this facility which includes multiple locations in Omaha, Nebraska. We provide day porter services, restroom-cleaning, cafeteria and break area-cleaning, office cleaning, secure area and production area cleaning, stairwell cleaning and hallway cleaning services 24-hours throughout the several locations.
Our FDR contract is similar to the State proposal because of size, multiple locations, management needs as well as security requirements.
The scheduled and actual budget for this facility is $1,113,468.00 per year.

ii. Midwest Maintenance will only use one subcontractor to fulfill the requirements set forth in this RFP. This subcontractor is Fisher Building Services, Inc. They will only be used for exterior window cleaning on the facilities with more than one story of glass. They are the current subcontractor used to clean the exterior glass on the Nebraska State Office building listed in this RFP. Fisher Building Services has been in business since 1988 and cleans the exterior glass for U.S. Bank, Sharp Building and the Lincoln Community Foundation all in Lincoln, Nebraska. Fisher Building Services also cleans the exterior glass for First National Bank, Mutual of Omaha and the University of Nebraska Medical Center in Omaha, Nebraska.

iii. Not applicable

i. Summary of Bidder's Proposed Personnel/Management Approach

Midwest Maintenance will use a combination of main office staff in Omaha as well as an on-site project manager. Please refer to the organization chart of the management staff of Midwest Maintenance.

Marge Richardson will be the Executive Vice President assigned to this project. Marge has been with Midwest since 1988. She has an associates degree in Civil Engineering and has held positions from entry-level to Executive Vice President in her 20-year tenor with Midwest. Monica Greer reports to Marge. Monica Greer is the Director of Operations that will be assigned to this project. Monica offices in Omaha but makes regular site visits to monitor the project manager for this project. Jose Diaz reports to Monica and will be the project manager assigned to this project. His resume has also been included with this response. Jose has project management experience with Gallup Organization and OPPD's coal-fired Power Plant. Jose's references are listed on his resume. Please use corporate experience references above for both Marge and Monica.

j. Subcontractors

Midwest Maintenance intends to subcontract with the following company:

i. Fisher Building Services Incorporated
5716 S. 27th Street
Omaha, NE 68107
(402) 397-3931

ii. Fisher will clean the exterior windows only for the following buildings:
   a. NSOB
   b. Executive Building
   c. 501 Building
   d. Nebraska State Laboratory
   e. Whitehall School and Whitehall Mansion

iii. As the only subcontractor, Fisher will complete .005% of the performance hours.

iv. Total percentage of subcontractor performance hours is .005%.

McGladrey & Pullen
Certified Public Accountants

Midwest Maintenance Company, Inc.

Financial Report (With Accountant's Review Report Thereon)
March 31, 2009 and 2008

McGladrey & Pullen LLP serves clients' global business needs through its membership in
RSM International (an affiliation of separate and independent legal entities).

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McGladrey & Pullen

Certified Public Accountants

Independent Accountant's Review Report

Board of Directors and Stockholders
Midwest Maintenance Company, Inc.
Omaha, Nebraska

We have reviewed the accompanying balance sheets of Midwest Maintenance Company, Inc. (the Company) as of March 31, 2009 and 2008, and the related statements of operations and retained earnings and cash flows for the years then ended, and the supplemental schedules listed in the Table of Contents, in accordance with Statements of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of management.

A review consists primarily of inquiries of Company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements and supplementary schedules in order for them to be in conformity with generally accepted accounting principles.

The Company has excluded from the accompanying financial statements the consolidation of the assets, liabilities and results of operations of variable interest entities ("VIE") as disclosed in Note 10. Under Financial Accounting Standards Board (FASB) Interpretation No. 46, (modified FIN 46-R) *Consolidation of Variable Interest Entities an Interpretation of ARB No. 51* (FIN 46), the Company is required to consolidate the assets, liabilities and results of operations of its VIE if, as the variable interest holder, the Company absorbs a majority of the expected losses of the VIE, receives the majority of the expected returns, or both. Had the Company consolidated the assets, liabilities and results of operations of the VIE, the total assets would be increased by $303,681, net income would decrease by $30,561 and equity interest in consolidated subsidiary would be $12,952 for the year ended March 31, 2009.

McGladrey & Pullen, LLP

Omaha, Nebraska
June 22, 2009

McGladrey & Pullen LLP serves clients' global business needs through its membership in RSM International (an affiliation of separate and independent legal entities).

Midwest Maintenance Company, Inc.

Balance Sheets
March 31, 2009 and 2008

Assets	**2009**	2008
Current Assets		
Cash	**$ -**	$ -
Trade accounts receivable, net allowance for doubtful accounts of $5,351 and $29,500, respectively	**583,018**	784,200
Related party receivable	**264,350**	220,356
Inventories	**11,299**	12,707
Prepaid expenses	**28,715**	64,769
Total current assets	**887,382**	1,082,032
Property and Equipment, net	**520,114**	575,816
Other Assets		
Cash surrender value of life insurance	**56,912**	56,912
Bond deposit	**-**	-
Deferred tax asset	**30,142**	21,165
Total other assets	**87,054**	78,077
Total assets	**$ 1,494,550**	$ 1,735,925

See Notes to Financial Statements.

Midwest Maintenance Company, Inc.

Balance Sheets
March 31, 2009 and 2008

Liabilities and Stockholder's Equity	**2009**	2008
Current Liabilities		
Book overdraft	**$ 386,328**	$ 598,930
Revolving line of credit	**-**	50,000
Current portion of note payable, former stockholder	**38,225**	35,560
Accounts payable, trade	**55,909**	12,535
Accrued compensation and payroll taxes	**400,849**	380,193
Income taxes payable	**1,492**	1,270
Other accrued expenses	**7,346**	5,145
Total current liabilities	**890,149**	1,083,633
Long-Term Liabilities		
Note payable, former stockholder, less current portion	**137,013**	175,238
Deferred income taxes	**13,516**	5,396
Total long-term liabilities	**150,529**	180,634
Total liabilities	**1,040,678**	1,264,267
Stockholder's Equity		
Common stock, $10 par value, 18 shares authorized, issued and outstanding	**180**	180
Retained earnings	**453,692**	471,478
Total stockholder's equity	**453,872**	471,658
Total liabilities and stockholder's equity	**$ 1,494,550**	$ 1,735,925

See Notes to Financial Statements.

Midwest Maintenance Company, Inc.

Statements of Operations and Retained Earnings
For the Years Ended March 31, 2009 and 2008

		2009		2008
Revenue	$	**9,895,456**	$	10,058,074
Cost of sales		**7,281,209**		7,789,873
Gross profit		**2,614,247**		2,268,201
General and administrative expenses		**2,591,979**		2,272,708
Earnings from operations		**22,268**		(4,507)
Other income and (expense)				
Interest expense		**(15,663)**		(23,485)
Other income		**(24,315)**		8,919
Total other income and expense		**(39,978)**		(14,566)
Earnings before provision for income taxes		**(17,710)**		(19,073)
Income taxes benefit (expense)		**(76)**		5,138
Net income (loss)		**(17,786)**		(13,935)
Retained earnings				
Beginning of year		**471,478**		485,413
End of year	$	**453,692**	$	471,478

See Notes to Financial Statements.

Midwest Maintenance Company, Inc.

Statements of Cash Flows
For the Years Ended March 31, 2009 and 2008

	2009	2008
Cash Flows from Operating Activities		
Net income (loss)	$ (17,786)	$ (13,935)
Adjustments to reconcile net income (loss) to net cash provided by operating activities:		
Depreciation and amortization	151,485	118,316
Deferred income taxes	(857)	(5,754)
Bond deposit refund (paid)	-	10,000
Changes in current assets and current liabilities		
(Increase) decrease in trade accounts receivable	201,182	(234,582)
Increase in related party receivable	(43,994)	(161,828)
Decrease in inventories	1,408	11,776
(Increase) decrease in prepaid expenses	36,054	(29,984)
Increase (decrease) in trade accounts payable	43,374	(18,729)
Decrease in related party payable	-	-
Increase (decrease) in accrued compensation and payroll taxes	20,656	(132,239)
Increase (decrease) in income taxes payable	222	(9,004)
Increase (decrease) in other accrued expenses	2,201	(19,074)
Net cash from operating activities	393,945	(485,037)
Cash Flows from Investing Activities		
Purchase of property and equipment	(95,783)	(168,102)
(Increase) in cash surrender value of life insurance	-	(10,603)
Net cash from investing activities	(95,783)	(178,705)
Cash Flows from Financing Activities		
Repayments of revolving bank line of credit	(50,000)	(50,000)
Repayments of long-term debt	(35,560)	(33,032)
Net cash from financing activities	(85,560)	(83,032)
Net decrease in cash and cash equivalents	212,602	(746,774)
Cash, beginning of year	(598,930)	147,844
Cash, end of year	$ (386,328)	$ (598,930)
Supplemental Disclosure of Cash Flow Information		
Interest paid	$ 15,663	$ 23,485

See Notes to Financial Statements.

Note 1. Nature of Business and Summary of Significant Accounting Policies

Nature of business: Midwest Maintenance Company, Inc. (the Company) is a Nebraska corporation conducting maintenance and janitorial services in eastern Nebraska.

Accounting estimates: Preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. It is reasonably possible these estimates may change in the near term and the change may be material.

Cash equivalents: For purposes of the statements of cash flows, the Company considers all investments with an original maturity of three months or less when purchased to be cash equivalents.

Accounts receivable: Accounts receivable consist primarily of amounts due to the Company from its normal business activities. An allowance for doubtful accounts is maintained to reflect the expected uncollectibility of accounts receivable based on past collection history and specific risks identified in the portfolio.

Financial instruments subject to credit risk: The Company has two types of financial instruments that are subject to certain credit risks. The Company maintains a bank account in which the balance sometimes exceeds federally insured limits. The Company's trade accounts receivable are also subject to credit risk.

Inventories: Inventories are stated at the lower of average cost or market using the first-in, first-out (FIFO) method and consist primarily of materials and supplies.

Property and equipment: Property and equipment are recorded at cost. Expenditures for additions and betterments are capitalized; expenditures for maintenance and repairs are charged to expense as incurred. The costs of disposed assets and the related accumulated depreciation are eliminated from the accounts in the year of disposal. Gains or losses from property disposals are recognized in the year of disposal.

Depreciation is computed using both straight-line and accelerated methods over the following estimated useful lives:

Furniture and fixtures	5-10 years
Office and computer equipment	3-5 years
Vehicles	5
Leasehold improvements	5
Service equipment	5

Note 1. Nature of Business and Summary of Significant Policies (Continued)

Income taxes: Income taxes are accounted for under the asset and liability method. Deferred tax assets and liabilities are recognized for the future tax consequences attributable to differences between the financial statement carrying amounts of existing assets and liabilities and their respective tax bases. Deferred tax assets and liabilities are measured using enacted tax rates expected to apply to taxable income in the years in which those temporary differences are expected to be recovered or settled. Deferred tax assets are reduced by a valuation allowance when, in the opinion of management, it is more likely than not some portion or all of the deferred tax assets will not be realized. The effect on deferred tax assets and liabilities of a change in tax rates is recognized in income in the period that includes the enactment date.

Note 2. Major Customers

Sales to major customers exceeding 10% of the total sales were as follows:

	2009	2008
Number of major customers	**4**	3
Percentage of sales	**57%**	48%
Percentage of trade accounts receivable at March 31	**69%**	48%

Note 3. Financing Arrangements

The Company has a $100,000 revolving line of credit, with a local financial institution, which bears interest (payable monthly) at .25% over the bank's index rate (5.75% at March 31, 2009). This line of credit is collateralized by all assets of the Company and the personal guarantee of the Company's stockholder. At March 31, 2009 and 2008 $0 and $50,000 was outstanding under this line.

Note 4. Note Payable, Former Stockholder

The Company has an unsecured note payable to the former stockholder in the original amount of $500,000. Principal payments are payable in monthly installments of $4,139 including interest at 7.25%, beginning May 1999 through May 2013.

The aggregate maturities of note payable and related party payables for the year ending after March 31, 2009 are as follows:

2010	$	38,225
2011		41,091
2012		44,171
2013		47,481
Thereafter		4,270
	$	175,238

Note 5. Income Taxes

Components of provision for income tax expense are as follows:

	2009	2008
Current Deferred Tax Assets (Liabilities)		
Work Opportunity Credits	$ 13,357	$ 15,235
Bad Debts	1,076	5,930
	14,433	21,165
Long-term deferred tax assets (Liabilities)		
Fixed assets	(13,515)	(18,662)
Intangible assets	-	-
Contribution carryover	15,709	13,266
	2,194	(5,396)
Net deferred tax asset	$ 16,627	$ 15,769
Current tax expense (benefit)		
Federal	-	-
State	933	616
Deferred tax benefit		
Federal	(857)	(5,754)
	$ 76	$ (5,138)

Note 6. Commitments

Operating leases: The Company has entered into operating leases for equipment and office space. Under the office space lease, the Company is also responsible for their pro-rata share of real estate taxes, special assessments, insurance and other operating costs. Rent expense for the years ending March 31, 2009 and 2008 were $115,393 and $113,589, respectively. The future minimum lease payments under non-cancelable operating leases for the years ending March 31, 2009 are as follows:

Year Ending March 31	
2010	$ 48,000
2011	48,000
2012	48,000
2013	48,000
Thereafter	108,000
	$ 300,000

Note 6. Commitments (Continued)

Legal proceedings: The Company is party to legal proceedings arising in the ordinary course of its business. In the opinion of management and its legal counsel, disposition of these matters will not materially affect the Company's financial position or results of operations.

Note 7. Retirement Plan

The Company maintains a 401(k) Profit Sharing Plan for employees who meet certain eligibility requirements. Employees may defer a portion of their salary and the employer makes contributions to the plan matching 100% of the amount contributed by participants up to a maximum of 3% of their annual wages and 50% of the amount contributed by participants up to a maximum of 5% of their annual wages. Employer contributions expensed under the plan were $34,726 and $24,736 for the years ending March 31, 2009 and March 31, 2008, respectively.

Note 8. Related Party Transactions

The Company has operating leases for land and commercial property (see Note 6) with Midwest Maintenance Realty, LLC, an affiliated company partially owned by the Company's stockholder. The Company incurred $51,092 and $49,288 in rent expense on these leases for the years ending March 31, 2009 and March 31, 2008, respectively.

The Company has an operating lease for the Company's building with the Company's former stockholder. The Company incurred approximately $64,301 in rent expense on this lease for the years ending March 31, 2009 and March 31, 2008. The Company also has a note payable with the former stockholder (see Note 4).

Note 9. Property and Equipment

Property and equipment at March 31, 2009 and 2008, consists of the following:

		2009		2008
Furniture and fixtures	$	**146,595**	$	146,595
Office and computer equipment		**238,220**		143,525
Vehicles		**175,312**		175,312
Leasehold improvements		**347,087**		347,087
Service equipment		**278,587**		277,499
Total cost		**1,185,801**		1,090,018
Less accumulated depreciation		**(665,687)**		(514,202)
Net book value	$	**520,114**	$	575,816

Note 10. Explanation of Departure from Generally Accepted Accounting Principles

The Company has excluded from the accompanying financial statements the consolidation of the assets, liabilities and results of operations of variable interest entities ("VIE"). Under Financial Accounting Standards Board (FASB) Interpretation No. 46, (modified Fin 46-R) *Consolidation of Variable Interest Entities an Interpretation of ARB No. 51* (FIN 46), the Company is required to consolidate the assets, liabilities and results of operations of its VIE if, as the variable interest holder, the Company absorbs a majority of the expected losses of the VIE, receives the majority of the expected returns, or both.

The Company has determined that Midwest Maintenance Realty, LLC (the Affiliate), owned by the majority shareholder of the Company, should be consolidated as a VIE of the Company. The Affiliate leases all of its assets to the Company (the lessee) to be utilized in operations. All of the Affiliates income activity is with the Company. The Company has the ability to exert its influence on the lessee to require the lessee to protect the Affiliate from incurring losses on the leased property and, thus, is the primary beneficiary in this relationship. FIN 46-R requires consolidation if an entity or its related parties, the Affiliate in this case, is the primary beneficiary in such a relationship.

Had the Company consolidated the assets, liabilities and results of operations of the VIE, the total assets would be increased by $303,681 net income would increase by $30,561 and equity interest in consolidated subsidiary would be $12,952 for the year ended March 31, 2009.

Note 11. New Accounting Pronouncements

In September 2006, the FASB issued Statement no. 157, *Fair Value Measurement* (SFAS 157). While this Statement does not require new fair value measurements, it provides guidance on applying fair value and expands the required disclosures. FAS 157 is effective January 1, 2008 for financial assets and financial liabilities within its scope. In February 2008, the FASB issued FASB Staff Position No. FAS 157-2, *Effective Date of FASB Statement No. 157* (FSP FAS 157-2), which defers the effective date of FAS 157 for all non-financial assets and non-financial liabilities, except those that are recognized or disclosed at fair value in the financial statements on a recurring basis (at least annually), for fiscal years beginning after November 15, 2008 and interim periods within those fiscal years for items within the scope of FSP FAS 157-2.. The Company has no investments, therefore FAS 157 is not applicable.

In February 2007, the FASB issued Statement No. 159, *The Fair Value Option for Financial Assets and Financial Liabilities* (FAS 159). This Statement, which expands fair value measurement, permits entities to choose to measure many financial instruments and certain other items at fair value. The Company implemented SFAS 159 on January 1, 2008. The Company has no financial assets or financial liabilities for which FAS 159 would be applicable.

In December 2007, the FASB issued FAS No. 141 (R) *Business Combinations* (FAS 141(R)). FAS 141(R) changes several underlying principles in applying the purchase method of accounting. Among the significant changes, FAS 141(R) requires a redefining of the measurement date of a business combination, expensing direct transaction costs as incurred, capitalizing in-process research and development costs as an intangible asset and recording a liability for contingent consideration at the measurement date with subsequent remeasurements recorded in the results of operations. FAS 141(R) also requires that costs for business restructuring and exit activities related to the acquired company will be included in the post-combination financial results of operations and also provides new guidance for

Note 11. New Accounting Pronouncements (Continued)

the recognition and measurement of contingent assets and liabilities in a business combination. In addition, FAS 141(R) requires several new disclosures, including the reasons for the business combination, the factors that contribute to the recognition of goodwill, the amount of acquisition related third-party expenses incurred, the nature and amount of contingent consideration, and a discussion of pre-existing relationships between the parties. FAS 141(R) is effective as of January 1, 2009. The company has no business combinations that would be applicable to FAS 141(R).

In December 2007, the FASB issued FAS No. 160, *Non-controlling Interests in Consolidated Financial Statements,* an Amendment of ARB No. 51, (FAS 160). FAS 160 establishes accounting and reporting standards for the non-controlling interest in a subsidiary and for the deconsolidation of a subsidiary. FAS 160 requires non-controlling interests in subsidiaries initially to be measured at fair value and classified as a separate component of equity. FAS 160 also requires a new presentation on the face of the consolidated financial statements to separately report the amounts attributable to controlling and non-controlling interests. FAS 160 is effective as of January 1, 2009. The company does not expect FAS No. 160 to have an impact on the consolidated financial statements as it does not hold any non-controlling interests.

In April 2008, the FASB issued FASB Staff Position No. FAS 142-3, *Determination of the Useful Life of Intangible Assets* (FSP No. FAS 142-3). FSP No. FAS 142-3 requires companies estimating the useful life of a recognized intangible asset to consider their historical experience in renewing or extending similar arrangements or, in the absence of historical experience, to consider assumptions that market participants would use about renewal or extension as adjusted for FAS No. 142's, *Goodwill and Other Intangible Assets,* entity-specific factors. FSP No. FAS 142-3 is effective for fiscal years beginning after December 15, 2008. The Company only has one intangible asset that has been fully amortized. This standard is not applicable to The Company.

In May 2008, the FASB issued Statement No. 162, *The Hierarchy of Generally Accepted Accounting Principles* (FAS 162). This Standard identified the sources of accounting principles and the framework for selecting the principles to be used in the preparation of financial statements of non-governmental entities that are presented in conformity with generally accepted accounting principles. FAS 162 directs the hierarchy to the entity, rather than the independent auditors, as the entity is responsible for selecting accounting principles for financial statements that are presented in conformity with generally accepted accounting principles. FAS 162 is effective November 15, 2008 and did not have an impact on The Company's financial statements.

Midwest Maintenance Company, Inc.

Schedule of Cost of Sales
For the Years Ended March 31, 2009 and 2008

		2009		2008
Direct labor	$	**5,402,743**	$	5,537,669
Supervision		**657,869**		829,766
Payroll taxes		**471,596**		530,736
Supplies		**339,139**		392,321
Equipment expense/repairs		**177,987**		220,118
Workers compensation and employee health insurance		**150,040**		160,258
Depreciation		**38,783**		32,912
Vehicle expense		**18,394**		27,041
Communication expense		**17,137**		21,690
Personnel expense		**4,462**		23,943
Sales Tax		**-**		-
Uniforms and badges		**795**		9,999
Freight		**-**		1,022
Miscellaneous		**2,264**		2,398
Total cost of sales	$	**7,281,209**	$	7,789,873

See accompanying Accountant's Review Report.

Midwest Maintenance Company, Inc.

Schedules of General and Administrative Expenses
For the Years Ended March 31, 2009 and 2008

	2009	2008
Salaries and wages	$ 1,848,212	$ 1,597,651
Insurance	86,355	100,024
Rent	115,393	113,589
Depreciation	112,702	85,404
Taxes	93,132	86,416
Advertising and promotion	26,762	21,332
Pension	34,726	24,736
Computer expense	58,845	35,408
Professional fees	60,154	45,822
Bad debts	-	4,528
Repairs and maintenance	11,307	15,258
Telephone	12,694	17,571
Utilities	16,345	15,426
Employee benefits	22,980	26,574
Amortization	-	-
Travel	14,282	7,593
Vehicle	8,754	10,167
Dues and subscriptions	14,564	19,068
Meals and entertainment	3,817	3,438
Bank charges	5,907	3,321
Donations	20,631	12,971
Training	7,897	12,323
Customer appreciation	2,123	1,711
Office Supplies	14,397	12,377
Total general and administrative expenses	$ 2,591,979	$ 2,272,708

See accompanying Accountant's Review Report.

PAGES REMOVED

DUE TO

PROPRIETARY

AND

CONFIDENTIAL

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 08/11/2008

PRODUCER
Aon Risk Services Central, Inc.
fka Aon Risk Services, Inc. of Nebraska
Insurance Services CA License #0E16975
11213 Davenport
Suite 201
Omaha NE 68154 USA
PHONE-(402) 697-1400 FAX-(402) 697-0017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Midwest Maintenance Company
2901-2903 "Q" Street
Omaha NE 681070000 USA

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Hartford Casualty Insurance Co	29424
INSURER B:	Hartford Ins Co of the Midwest	37478
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

SIR May Apply

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LIMITS SHOWN ARE AS REQUESTED

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM\DD\YY)	POLICY EXPIRATION DATE(MM\DD\YY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC	91UUNGU3667	01/01/08	01/01/09	EACH OCCURRENCE	$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurence)	$300,000
						MED EXP (Any one person)	$10,000
						PERSONAL & ADV INJURY	$1,000,000
						GENERAL AGGREGATE	$1,000,000
						PRODUCTS - COMP/OP AGG	$2,000,000
A		AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON OWNED AUTOS	91UUNGU3667	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY: EA ACC	
						AGG	
A		EXCESS /UMBRELLA LIABILITY [X] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [X] RETENTION $10,000	91RHUZQ6643 Umbrella	01/01/08	01/01/09	EACH OCCURRENCE	$5,000,000
						AGGREGATE	$5,000,000
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	91WEPN2382	01/01/08	01/01/09	[X] WC STATUTORY LIMITS [ ] OTHER	
						E.L. EACH ACCIDENT	$500,000
						E.L. DISEASE-EA EMPLOYEE	$500,000
						E.L. DISEASE-POLICY LIMIT	$500,000
		OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
RE: Evidence of Coverage

CERTIFICATE HOLDER

Midwest Maintenance Company
2901-2903 "Q" Street
Omaha NE 68107 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Aon Risk Services Central Inc.

Holder Identifier :

Certificate No : 570030052305

GPMSDC
Great Plains Minority Supplier Development Council, Inc

Great Plains Minority Supplier Development Council, Inc.

THIS CERTIFIES THAT

MIDWEST MAINTENANCE COMPANY, INC.

Has met the requirements for certification as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc.® (NMSDC®) and as adopted by the Great Plains Minority Supplier Development Council, Inc.

****NAICS Code(s): 561720 ; 561740 ; 561790**

****Description of their product/services as defined by the North American Industry Classification System (NAICS)**

10/19/2009	OM435
Issued Date	*Certificate Number*
12/18/2010	
Expiration Date	*President, GPMSDC*

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: http://www.nmsdc.org.

NMSDC

An affiliate of the National Minority Supplier Development Council, Inc.® (NMSDC®)

4. TECHNICAL APPROACH

A. understanding of the project requirements;

Midwest Maintenance has completely read and understands the work specifications outlined in the custodial service solicitation number 3129Z1. We have been in the janitorial business since 1964 and we are currently cleaning approximately nine million square feet a day/night in Nebraska. We have experience with similar requirements with our following customers:

1. Creighton Medical Center – 1,000,000 square feet cleanable
2. Gallup Organization – 300,000 square feet cleanable
3. Union Pacific Railroad – 1,200,000 square feet cleanable
4. Cox Communications – 200,000 square feet cleanable
5. Qwest Center Omaha – 1,400,000 square feet cleanable

*The above is a partial list of our clients.

B. proposed development approach;

This proposal was developed as a joint effort by Margie Richardson, Executive Vice President and Bruce Setlik, Sales Manager of Midwest Maintenance. Marge has over 20 years of janitorial experience with Midwest Maintenance. This proposal was developed with the application of practical experience as well as use of production rate guidelines set by the janitorial industry. The square footage, statement of work, frequencies and quality standards were all considered in the development of this proposal.

C. technical considerations;

Time standards set by the janitorial industry for cleaning commercial office facilities were used to validate the minimum hour requirements set forth in the RFP. Midwest has experience with all of the requirements set forth in the statement of work except for the exterior window cleaning of three or more story facilities. Midwest intends to use Fishers Building Maintenance for the exterior window cleaning of each facility listed in this RFP with the exception of the TSB, State Patrol Criminalistics Laboratory, Nebraska State Laboratory and the one-story facilities on the Whitehall Campus. No other subcontractors will be used to fulfill the cleaning requirements.

D. detailed project work plan;

Please refer to the work schedules for each facility outlining the number of custodians, start and stop times and numbers of hours worked on each shift. These schedules will also display a total hours worked for each location.

E. **deliverables and due dates;**

Once a new account is awarded, account information is turned over to Operations.

A checklist for start up is created.

Operations assigns a Manager and in turn receive customer information, specs, keys, etc.

Week 1:	Director of Operations meets with Warehouse Manager to order equipment and supplies and set delivery day for start up. Human Resource is notified of new contract, start date and qualifications required for employees. Hiring of new employees Starts immediately. Orientation and training will begin upon hire to prepare employees for account.
Week 2:	Director of Operations, Operations Manager, and Account Manager Will meet with Customer for introduction and follow up on any information and or questions needed for account.
Week 3:	Prior to start date all hired employees will meet with Operations team for information and procedure for start date. Schedules are delivered to new employees

Day of start up, employees are trained on the facility by Midwest Maintenance staff and managers.

Both the manager and quality control manager monitor accounts to insure quality.

Director of Operations will visit to the facility and communicates daily with manager to discuss account.

Operations Manager is involved on a daily basis and does random visits to facility to ensure quality.

Quality Control Manager will conduct inspections and follow up on facility.

New Employees Hiring Procedure & Training Program

At Midwest Maintenance, our constant endeavor is to improve standards that are the benchmark of the company. It is through this consistency that our standards of cleaning remain of the highest quality possible. We believe that training has a direct effect on our customer and employee satisfaction; therefore, it is important that our new employees are trained thoroughly.

Applicants go through an interviewing and screening process prior to employment to ensure that they are qualified for the position. Based on the results of this process, they are hired and attend our Training Program.

The Training Program consists of five phases:

1. Initial Orientation and Training
2. Additional on-the-job Training
3. On-site Supervised Practice
4. Safety Follow Up Training
5. Final Evaluation

Phase 1:

The initial orientation and training program consists of two main components:

1. Company Orientation (i.e., history, mission and vision statement, goals, policies, employee responsibilities, expectations)
2. Skills Training which will teach them essential work related tasks and procedures such as:

a. Chemicals and Equipment
b. Hazmat and Hazcom
c. Standard Security Measures
d. Restrooms and Reception Areas
e. General Cleaning
f. Spot Cleaning
g. Janitor Closets and OSHA
h. Damage Control and Personal Property
i. Customer Service
j. Specifications and Time Management
k. Employee Safety Handbook

i. The safety handbook consists of:

1. Employee Safety Responsibilities
2. Employee Safety Rules
3. Safety Coordinator Responsibilities
4. Safety Committee Responsibilities
5. Client Visits
6. Reporting Injuries
7. Emergency Action Plan
8. Emergency Contact Information
9. Fire Prevention Plan and Electrical Safety
10. Return To Work Program
11. Hazard Communication
12. Office Safety and Security
13. Considerations Following A Serious Industrial Accident
14. Bloodborne Pathogens
15. Vehicle Use Policy

16. Employee Acknowledgement Form

The Safety Policy of Midwest Maintenance is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available for all employees (use and reference). These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

Phase 2:

The additional on-the-job training provides specific information related to each facility and will be conducted by the account managers/supervisor.

Phase 3:

The on-site supervised practice will be observed over the course of six to eight weeks by the account manager/supervisor. The employee will receive feedback or additional training based on his/her performance.

Phase 4:

The trainer specialist/manager of the facility conducts a new safety topic each month with the employee of each facility. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal is to constantly improve safety awareness and to prevent accidents and injuries.
Midwest Maintenance is firmly committed to the safety of its employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

Phase 5:

A final evaluation will be conducted after 90 days of employment to ensure the employee is meeting the company standards. Based on this evaluation reports, the employee will receive either the Employee Training Program Certification or additional training.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Midwest Maintenance.

Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where training and safety are concerned.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

Each employee goes through Midwest Maintenance Orientation upon hiring.

Our supervisory personnel are responsible for the instruction of personnel under their jurisdiction.

Training addresses:

- Cleaning Methods
- Proper Use Of New Equipments
- Safe Work Methods
- Corrective Measures
- Accident Prevention
- Chemicals and Equipments
- Changes In Company Policies
- Customer Service
- Follow Up on Hazmat and Hazard Communication Training
  With collaboration of Metropolitan Community College, we offer our employees and their families the following classes throughout the year:
- ESL (English as Second Language)
- Keyboarding
- Customer Service
- Computer skills
- Telephone Techniques

Quality Control Program

Our Quality Control Program and Process that we have developed and tested to execute the highest standards in the industry. We employ a quality control inspector on staff full-time to monitor these standards. We will employ these resources to develop the survey required to monitor the cleaning quality maintained with each facility. A sample survey form has been included.

• The quality control inspector tours the facility unannounced and does an audit of the facility's cleanliness on a regular basis.

• These inspections are based on a graded percentage rate formula of the facility to ensure quality.

• Quality control inspection sheets are formulated by area, specifications and location. The facility percentage grade is calculated by taking the average percentages of each individual area to calculating the overall total percentage for the facility.

• Inspection sheets are dated, logged and filed in our operations quality control logbook.

• After the quality control inspector evaluates the facility, the report is turned in immediately to the manager, operations director and operations manager for review and documentation.

• The manager reviews reports for any deficiencies and implements an action plan, which is to be executed within 24 hours of the inspection.

- The quality control inspector will do a follow-up inspection to ensure that all areas have reached Midwest Maintenance standard of quality.

- The follow-up inspections are logged and resubmitted to account manager and operations department at Midwest Maintenance.

- The operations manager works in tandem with the manager of account maintain consistent levels of high-quality services at each account.

midwest maintenance

NEBRASKA STATE OFFICE BUILDING

Total Hours = 910

SCHEDULE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Lead 8 Hours	OFF	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	OFF
(2) Day Porter 8 Hours	OFF	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	8:00 am 4:30 pm	OFF
Night Lead 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
(18) Custodians 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
Custodian 6 Hours	OFF	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

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TRANSPORTATION SERVICE BUREAU

Total Hours = 35

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Porter 2 Hours	OFF	8:00 am 10:00 am	8:00 am 10:00 am	8:00 am 10:00 am	8:00 am 10:00 am	8:00 am 10:00 am	OFF
Custodian 5 Hours	OFF	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

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EXECUTIVE BUILDING

Total Hours = 60

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Porter 2 Hours	OFF	2:00 pm 4:00 pm	2:00 pm 4:00 pm	2:00 pm 4:00 pm	2:00 pm 4:00 pm	2:00 pm 4:00 pm	OFF
Custodian 5 Hours	OFF	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	OFF
Custodian 5 Hours	OFF	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

midwest maintenance

501 BUILDING

Total Hours = 140

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Porter 4 Hours	OFF	10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	OFF
Custodian 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
Custodian 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
Custodian 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

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RECORDS MANAGEMENT

Total Hours = 17.5

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Custodian 3.5 Hours	OFF	5:00 pm 8:30 pm	5:00 pm 8:30 pm	5:00 pm 8:30 pm	5:00 pm 8:30 pm	5:00 pm 8:30 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

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NEBRASKA STATE LABORATORY

Total Hours = 60

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Custodian 6 Hours	OFF	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	OFF
Custodian 6 Hours	OFF	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	5:00 pm 11:00 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

midwest maintenance

NEBRASKA STATE PATROL
CRIMINALISTICS LABORATORY

Total Hours = 25

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Custodian 5 Hours	OFF	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

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WHITEHALL CAMPUS

Total Hours = 92.50

SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Custodian 8 Hours	OFF	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	5:00 pm 1:30 am	OFF
Custodian 5 Hours	OFF	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	5:00 pm 10:00 pm	OFF
Custodian 5.5 Hours	OFF	5:00 pm 10:30 pm	5:00 pm 10:30 pm	5:00 pm 10:30 pm	5:00 pm 10:30 pm	5:00 pm 10:30 pm	OFF
PROJECT MANAGER HOURS VARY ON CALL 24/7							

Day Lead or Day Porter

Swing Custodian

Graveyard Custodian

Thank You In Advance for Providing Your Opinion!

If you have any questions or need any assistance please call 449.4468 or email Deborah L. Williams, Director of EVS at DeborahL1.Williams@tenethealth.com

1. Cleanliness of Clinical Areas:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

2. Courtesy Shown by Housekeeping Staff to Customers (i.e. staff, physicians):

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

3. Availability of Paper towels, Toilet paper, Hand soap etc.:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

4. Overall Cleanliness of the Hospital:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

Suggestions or Concerns:

_____

_____

_____

Thank You In Advance for Providing Your Opinion!

If you have any questions or need any assistance please call 449.4468 or email Deborah L. Williams, Director of EVS at DeborahL1.Williams@tenethealth.com

1. Cleanliness of Clinical Areas:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

2. Courtesy Shown by Housekeeping Staff to Customers (i.e. staff, physicians):

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

3. Availability of Paper towels, Toilet paper, Hand soap etc.:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

4. Overall Cleanliness of the Hospital:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

Suggestions or Concerns:

_____

_____

_____

Thank You In Advance for Providing Your Opinion!

If you have any questions or need any assistance please call 449.4468 or email Deborah L. Williams, Director of EVS at DeborahL1.Williams@tenethealth.com

1. Cleanliness of Clinical Areas:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

2. Courtesy Shown by Housekeeping Staff to Customers (i.e. staff, physicians):

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

3. Availability of Paper towels, Toilet paper, Hand soap etc.:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

4. Overall Cleanliness of the Hospital:

   ❑ Excellent ❑ Good ❑ Fair ❑ Poor ❑ Don't Know

Suggestions or Concerns:

_____

_____

_____

Pre-Employment Presentation Process

Applicants who come to the office seeking employment will be given an application form and told that "we do not have any positions available at this time but please call us around a specific time (which will be given to the receptionist) in order to register for a pre-hire presentation". They will be told to present their application upon the Pre-Hire Presentation.

Midwest Maintenance conducts Pre-Hire Presentations twice a month; one in Spanish and one in English. There will be 40 seats available per presentation. Once this number is reached, the extra applicants will be asked to call us back to sign in for another presentation. The schedule for these presentations will be made based on positions available and company necessity.

The applicants will be told to contact us at a certain time frame in order to put their names on the sign in sheet for the next presentation. The applicants will be able to register by phone or in person a week before the actual presenting date.

To control the number of attendance, a sign in sheet will be typed after the applicants register for it. This sheet will determine who had already registered to attend the presentation and who did not.

This presentation is considered to be a pre-qualification for employment.

This process will reduce time spent on screening applicants, inputting information in the system, losing track of information and some applications. It will also eliminate extra time consuming steps such as sorting the applications and calling the applicants.

Form A

Bidder Contact Sheet

Request for Proposal Number 3029Z1

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:	Midwest Maintenance Company, Inc.
Bidder Address:	2901 Q Street Omaha, NE 68107
Contact Person & Title:	Bruce Setlik, Sales Manager
E-mail Address:	bsetlik@midwestinc.net
Telephone Number (Office):	402-733-1114
Telephone Number (Cellular):	402-672-7823
Fax Number:	402-733-5385

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:	Midwest Maintenance Company, Inc.
Bidder Address:	2901 Q Street Omaha, NE 68107
Contact Person & Title:	Bruce Setlik, Sales Manager
E-mail Address:	bsetlik@midwestinc.net
Telephone Number (Office):	402-733-1114
Telephone Number (Cellular):	402-672-7823
Fax Number:	402-733-5385

ATTACHMENT 1

Request for Proposal for Contractual Services

(to be completed and returned with the RFP response)

There is the potential for the addition of other State occupied facilities within the city of Lincoln to this contract and the State reserves the right to increase or decrease the total square footage cleaned. Any changes to the square footage being cleaned for existing facilities will be calculated at the quoted Evening or Daytime rates. The addition of any previously un-contracted office space in a facility not identified in this RFP for general Evening or Daytime cleaning can be added at the average square foot rate quoted below for 1, 2 & 3. Any changes in square footage will be effective immediately and prorated monthly.

Work will be performed in strict accordance with the provisions, specifications and performance requirements set forth in this bid document:

GENERAL PERFORMANCE REQUIREMENTS

1. Nebraska State Office Building (NSOB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (325,000 sq/ft for 248 days of cleaning)

$ 308,290.25	$ .9486	$ 1,243.1058
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (85,000 sq/ft for 248 days of cleaning)

$ 88,976.64	$ 1.046784	$ 358.7767
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $ 940.91

Strip, polish or buff high traffic hard surfaces as needed
Cost per Occurrence $ 6,573.91
Sq/Ft Cost $ .15

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $ 84.01

Shampoo/extract/bonnet carpeted high traffic corridors
Cost per Occurrence $ 3,733.33
Sq/Ft Cost $ .10

Strip wax and refinish all hard surface floors
Cost per Occurrence $ 9,900.00
Sq/Ft Cost $ .15

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $ 3,500

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $ 1,890.23

Surface Clean/vacuum all building diffusers and air vents (approx. 4800) — Cost per Occurrence $ 1,344.16

Shampoo carpeted conference rooms
Cost per Occurrence $ 1,866.67
Sq/Ft Cost $ .10

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 8000) — Cost per Occurrence $ 4,351.72

2. Transportation Service Bureau (TSB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (16,000 sq/ft for 248 days of cleaning)

$ 7,312.34	$ .4570	$ 29.485
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (4,000 sq/ft for 248 days of cleaning)

$ 5,093.87	$ 1.27346	$ 20.5397
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$ 9.30
Dry clean fabric blinds	Cost per Occurrence	$ 18.60
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$ 156.52
	Sq/Ft Cost	$ .15

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$ 9.30
Shampoo/extract/bonnet carpeted high traffic corridors	Cost per Occurrence	$ 200.00
	Sq/Ft Cost	$ .10

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$ 18.60
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$ 18.60
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$ 200.00
	Sq/Ft Cost	$ .10
Strip wax and refinish all hard surface floors	Cost per Occurrence	$ 313.05
	Sq/Ft Cost	$ .15

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 350)	Cost per Occurrence	$ 120.90
	Sq/Ft Cost	$ NA

3. The Executive Building

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (27,000 sq/ft for 248 days of cleaning)

$ 10,113.85	$ .374587	$ 40.7816
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (8,000 sq/ft for 248 days of cleaning)

$ 6,556.25	$ .8195	$ 26.4364
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$ 288.30
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$ 547.83
	Sq/Ft Cost	$ .15
Edge clear all carpet in individual offices and hallways	Cost per Occurrence	$ 18.60
Vacuum all upholstered chair seats	Cost per Occurrence	$ 18.60
Sweep East exterior breezeways, where accessible, on each floor	Cost per Occurrence	$$ 18.60

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$ 46.50
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$ 220.00
	Sq/Ft Cost	$ .10

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$ 960.00
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$ 576.60
Surface Clean/vacuum all building diffusers and air vents (approx. 200)	Cost per Occurrence	$ 93.00
Shampoo/extract/bonnet carpet in all offices and halls	Cost per Occurrence	$ 1,333.33
	Sq/Ft Cost	$ .10
Strip wax and refinish all hard surface floors	Cost per Occurrence	$ 1,095.65
	Sq/Ft Cost	$ .15

Annual Duties

Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes) (approx. 600)	Cost per Occurrence	$ 376.66

4. 501 Building (501)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (75,000 sq/ft for 248 days of cleaning)

$ 57,614.25	$ .76819	$ 232.315
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (12,000 sq/ft for 248 days of cleaning)

$ 9,523.25	$ .7936	$ 38.40
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$ 166.01
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$ 704.35
	Sq/Ft Cost	$ .15

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$ 15.81
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$ 399.99
	Sq/Ft Cost	$ .10
Strip wax and refinish all hard surface floors	Cost per Occurrence	$ 1,408.69
	Sq/Ft Cost	$ .15

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$ 650.00
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$ 332.01
Surface Clean/vacuum all building diffusers and air vents (approx. 200)	Cost per Occurrence	$ 79.05
Shampoo/extract/bonnet carpet in all offices and halls	Cost per Occurrence	$ 399.99
	Sq/Ft Cost	$ .10

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 500)	Cost per Occurrence	$ 158.10

1. Records Management ("K" Street)

Base Cost for daily and weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning)

$ 5,491.04	$ .8282	$ 22.141
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$ 38.44
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$ 186.00
	Sq/Ft Cost	$ .15

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$ 9.61

Semi-Annual Duties

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$ 9.61
Surface Clean/vacuum all building diffusers and air vents	Cost per Occurrence	$ 28.83
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$ 33.33
	Sq/Ft Cost	$ .10
Strip wax and refinish all hard surface floors	Cost per Occurrence	$ 744.00
	Sq/Ft Cost	$ .15

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes)	Cost per Occurrence	$ 81.69

6. Nebraska State Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (35,000 sq/ft for 248 days of cleaning)

$ 16,929.27	$ .4836	$ 68.263
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence **$ 70.06**

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence **$ 219.29**; Sq/Ft Cost **$ .15**

Clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc. — Cost per Occurrence **$ 219.29**

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence **$ 8.76**

Shampoo/extract/bonnet carpeted office areas — Cost per Occurrence **$ 133.33**; Sq/Ft Cost **$ .10**

Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods) — Cost per Occurrence **$ 43.79**

Thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff. — Cost per Occurrence **$ 35.03**

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence **$ 640.00**

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence **$ 157.64**

Strip wax and refinish all hard surface floors — Cost per Occurrence **$ 2,999.02**; Sq/Ft Cost **$ .15**

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence **$ 133.33**; Sq/Ft Cost **$ .10**

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 300) — Cost per Occurrence **$ 175.15**

7. Nebraska State Patrol Criminalistics Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (13,300 sq/ft for 248 days of cleaning)

$ 6,172.43	$ .4640	$ 24.8888
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$ 11.16
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$ 391.29
	Sq/Ft Cost	$ .15
Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods)	Cost per Occurrence	$ 44.64

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$ 11.16
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$ 133.32
	Sq/Ft Cost	$ .10
Strip wax and refinish all hard surface floors	Cost per Occurrence	$ 828.26
	Sq/Ft Cost	$ .15

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$ 22.32
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$ 22.32

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)	Cost per Occurrence	$ 200.88
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$ 133.32
	Sq/Ft Cost	$ .10

8. WhiteHall Campus

Base Cost for daily and weekly custodial services and scheduled duties. (70,000 sq/ft for 248 days of cleaning)

$ 24,537.97	**$ .3505**	**$ 98.9434**
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	**$ 279.00**
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	**$ 841.30**
	Sq/Ft Cost	**$ .15**

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	**$ 31.00**
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	**$ 133.33**
	Sq/Ft Cost	**$ .10**

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	**$ 1655.00**
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	**$ 155.00**
Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods)	Cost per Occurrence	**$ 217.00**
Strip wax and refinish all hard surface floors	Cost per Occurrence	**$ 5250.00**
	Sq/Ft Cost	**$ .15**
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$ **133.33**
	Sq/Ft Cost	**$ .10**

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)	Cost per Occurrence	**$ 124.00**

$ 819,203.79
TOTAL ANNUAL COST

UNIT PRICE SCHEDULES

Cost per employee hour **$ 17.80 ;** to be used for the purpose of extra cleaning as requested by the Facilities Manager or for deducting if minimum daily employee hours are not met.

If this proposal is accepted, We/I will begin work on February 1, 2010

Company: **Midwest Maintenance Company, Inc.**

Name and Title: **Bruce J. Setlik, Sales Manager**

Signature: Bruce J. Setlik

Address: **2901 Q. Street, Omaha, NE 68107**

Telephone Number: **(402) 733-1114**

Fax Number: **(402) 733-5385**

E-mail Address: **bsetlik@midwestinc.net**

Cost per square foot **$ 1.1976 ;** to be used for the purpose of adding or deleting areas totaling 3,000 square feet or more. This cost excludes basement concrete floors. (Quote price per square foot per year.)

Cost per square foot **$ .15 ;** to be used for the purpose of increasing the frequency of hard surface floor maintenance. May also be used as a penalty for non-compliance of the terms stated in the contract.

Cost per square foot **$ .10 ;** to be used for the purpose of increasing the frequency of carpet shampooing as requested by the Facilities Manager.

Cost per cleaning **$ Cost for each below** ; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

Please supply a cost per cleaning to be used for the purpose of increasing frequency of exterior Windo Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility). This slos excludes the reference to the Capito which was referenced in error. There is NO requirement to clean any part of the Capitol in this RFP.

First Floor Exterior Glass Cleaning per occurrence:

- **Nebraska State Office Building = $583.33**
- **Transportation Service Bureau = $ 25.00**
- **501 Building = $165.00**
- **Executive Building = $240.00**
- **Nebraska State Lab = $160.00**
- **Nebraska State Patrol Crime Lab = $25.00**
- **Whitehall Campus = $ 763.33**

Cost per cleaning **$ See ATTACHMENT 1 for detail**; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.

Because the cost for Exterior Window Cleaning is being requested for each Facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well..

If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: **Midwest Maintenance Company, Inc.**

Name and Title: **Bruce J. Setlik, Sales Manager**

Signature: Bruce J. Setlik

Address: **2901 Q. Street, Omaha, NE 68107**

Telephone Number: **(402) 733-1114**

Fax Number: **(402) 733-5385**

E-mail Address: **bsetlik@midwestinc.net**

NEBRASKA
Administrative Services
Dave Heineman, Governor

Carlos Castillo, Jr.
Director

ADDENDUM SIX

DATE: December 31, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
11	Contract award	~~12/31/09~~ **To Be Determined**
12	Contractor start date	2/1/2010

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

ADDENDUM FIVE

DATE: December 23, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
10	Post "Letter of Intent to Contract" to Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	~~12/23/09~~ **To Be Determined**
11	Contract award	12/31/09
12	Contractor start date	2/1/2010

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

ADDENDUM FOUR

DATE: December 16, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
6	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	~~12/16/2009~~ **12/18/2009** 2:00 PM Central Time
7	Review for conformance of mandatory requirements	~~12/16/2009~~ **12/18/2009**
8	Evaluation period	~~12/17/2010~~ **12/18/2009**
9	"Oral Interviews/Presentations and/or Demonstrations" (if required)	TBD
10	Post "Letter of Intent to Contract" to Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/23/09
11	Contract award	12/31/09
12	Contractor start date	2/1/2010

The RFP is hereby amended to clarify the following language from page 69-70 of the RFP.

The following paragraph is from page 69 of the RFP as it appears on the website.
Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

This paragraph is provided for clarification.

Please supply a cost per cleaning to be used for the purpose of increasing frequency of Exterior Window Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility). This also excludes the reference to the Capitol which was referenced in error. There is NO requirement to clean any part of the Capitol in this RFP.

The following paragraph is from page 70 of the RFP as it appears on the website.
Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

This paragraph is provided for clarification.

Because the cost for Exterior Window Cleaning is being requested for each facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well.

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

ADDENDUM THREE

DATE: December 14, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
6.	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	~~12/16/2009~~ **12/18/2009** 2:00 PM Central Time

The RFP is hereby amended to clarify the following language from page 69-70 of the RFP.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

Please supply a cost per cleaning to be used for the purpose of increasing frequency of Exterior Window Cleaning of the first floor/base of each facility/location as requested by the Facility Manager. This cost is being requested for each location with the exception of the Records Management ("K" Street) facility).

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

> Because the cost for Exterior Window Cleaning is being requested for each facility/location in ATTACHMENT 1, there is no need to repeat this information in the UNIT PRICE SCHEDULE section for each facility/location as well.

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

ADDENDUM TWO

DATE: December 9, 2009

TO: All Vendors

FROM: Robert Thompson, Buyer
State Purchasing Bureau

RE: Questions and Answers for RFP Number 3129Z1
to be opened December 16, 2009, 2 PM Central Time

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.

QUESTIONS	ANSWERS
1. What is the current or previous annual contracting value?	Answered with Excel spreadsheet named Attachment 2
2. The rfp asks for can liners that are 20% recyclable and 100% post consumer waste. Shouldn't it be 20% post consumer waste and 100% recyclable?	Can Liners should have 20% post consumer waste and be 100% recyclable.
3. prebid conference: December 04, 2009 What time of the prebid confernce will be started?	Answered with Addendum 1.
4. Could you provide a simple list of required minimum man hours broken down by building and by day/evening please? There appear to be some contradictory listings of required man hours.	Answered with Excel spreadsheet named Attachment 2
5. Is a contractor performing janitorial services for you now or is this service provided by state employees (in-house)?	Janitorial services are currently being provided by a contractor, no State employees provide cleaning services in Lincoln.

QUESTIONS	ANSWERS
6. On page 55, under grand total cleanable square feet it states: a. "All buildings in this contract - approximately 75,000 square feet – evening b. All buildings in this contract - approximately 75,000 square feet - daytime". Is that statement true?	Answered with Excel spreadsheet named Attachment 2
7. On the pricing break down it asks for cost per occurrence prices for several items. If I give a base price for nightly cleaning would it be assumed the base price already included those items or is separate from those items? If the base price is assumed to include those extra items – like floor refinishing, blinds etc.. and the items are removed will the nightly required hours be lowered?	Pricing should assume that the cost-per-occurrence items will be performed as the request has outlined in the daily/evening/ and special duties for each building. The State desires to know the a-la-carte values of the outlined services as a part of your proposal. The contractor may submit a request for reduction in hours pursuant to Section IV; U, but should not anticipate the State desires to do this at this time.
8. On the pricing sheets there is a large difference in square footage between the daytime daily cleaning and evening daily cleaning (for example NSOB - 325,000 sq. feet evening daily and weekly sq. footage - 85,000 sq. feet daytime daily and daytime weekly). Is the additional square footage not going to be cleaned if a switch is made to day cleaning?	The current “evening daily cleaning” outlined at each facility will remain a custodial duty. The “daytime daily cleaning” at the NSOB, TSBC, Executive Building and the 501 Building represents common area maintenance while “evening daily cleaning” is generally tenant occupied space. The State is not requesting proposals reflecting an entirely daytime cleaning schedule due to the public nature of the facilities.
9. Performance bond: Is there a specific wording the bond must have in order to meet with State requirements? Our bond company was asking the question.	Section III.DD of RFP
10. The solicitation mentions maps of the buildings. We did not see any maps attached to the solicitation. Will they be provided at the meeting or will they be attached to an amendment?	Maps were handed out at the mandatory RFP Pre-bid meeting.
11. In the RFP it lists floor mats required to be purchased by vendor. It also mentions rotating the mats every month. Does this mean we will be required to purchase two sets of mats at the onset of the contract?	The winning contractor will be required to have two sets of mats at the onset of the contract.

QUESTIONS	ANSWERS
12. What is the current annual contracting value of the contract?	Answered with Excel spreadsheet named Attachment 2
13. Does the janitorial office in the lower level of 301 Centennial Mall South building have internet access and a phone line? If not, can we add at our expense?	The janitorial office located in the lower level of the NSOB does not have internet access. Internet access can be added at the contractors expense.
14. Can we install hook ups for a washer and dryer, at our expense, in the lower level of 301 Centennial Mall South Building where the janitorial equipment is stored?	It may be possible to have washer and dryer hook ups installed at another nearby facility, but this will not be possible at the Nebraska State Office Building.
15. Who is the subcontractor for the windows for each of the buildings in this RFP?	Roy's Window Service is the subcontractor for window cleaning.
16. On page 32 you call for 3.5 hrs of evening service as well as 8 hrs day service for the records management facility. Is this a typo, there doesn't seem to be the need for that.	Day service will need to be provided for the facility, but can be provided by staff at one of the other facilities on a part-time basis.
17. Pg 24 & 25 H. Please clarify, is it the intent of the State that in the NSOB, TSB, Executive & 501 buildings that the night time janitorial crew is not responsible for restocking the restrooms other than the paper towels?	Restocking of the NSOB, TSB, Executive and 501 building restrooms will be the responsibility of the Daytime daily cleaning crew.
18. Are there a minimum number of required hours for the Executive building night time cleaning crew?	There is no specified minimum hours stated at the Executive Building. Please provide a proposal based on the number of hours your company determines the facility needs.
19. Pg 32, 4,a.ii. The spec calls for 8 hours per day minimum but there is no reference to day cleaning any where. Was this an error?	This section lists the requirements for the proposal. This is clarified with excel spreadsheet named Attachment 2.
20. Is bi-weekly, two times per week service or every other week service?	Bi-weekly would mean twice during a week.
21. Pg 39, C. there are references to services provided every day. Does this mean 7 days per week?	Yes. The Cottage is occupied and operated seven (7) days a week.
22. Pg 42, i.i, a) Please define designated areas to be sweep. Do you have the square footage?	Answered with Excel spreadsheet named Attachment 2

QUESTIONS	ANSWERS
23. Pg 43, 2, f.; The spec calls for hard surfaced floors and restrooms to be thoroughly wet mopped during business hours. Is the State aware that this will drastically increase the likely hood of a slip and fall incident?	It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
24. With regard to the restrooms, can they be shut down during cleaning?	Restrooms can be temporarily shut down for cleaning during the day provided that they do not remain out of service longer than one hour.
25. Pg 44 3, b. `The State is requesting the hard surfaced floors be buffed and waxed during business hours. Is this correct?	The State is requesting the hard surfaced floors be buffed and waxed during business hours in specified areas. It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
26. Pg 44, 5, b & 6 d., The State is requesting carpet cleaning services in work corridors during business hours. Is this correct? If so, this will create a slip and fall hazard as occupants walk from wet carpet onto the hard surfaced floors in the lobbies.	The State is requesting carpet cleaning services during business hours in specified areas. It shall be the contractor's responsibility to ensure employees are adequately trained in cleaning methods required. Additional training can be provided by the State at your cost. Refer to section IV; U for additional information.
27. Is the Rodgers Building still part of this RFP? There is no reference to it in the specs.	The Rogers Building is not a part of this RFP

QUESTIONS	ANSWERS
28. On the pricing pages you are asking that the bids for the day cleaning and the night cleaning be separated. During the prebid meeting there was a lot of confusion about how to structure the pricing. At one point it was stated to include 100% of the daily and periodical work while another time it was stated to exclude the periodical work costs and only include the daily tasks. Can you please clarify how you want us the structure the pricing on pages 64 through 71? It would be our preference to include all tasks, inclusive of periodical work, in this RFP broken down by day cleaning and night cleaning. The costs listed for the monthly, Quarterly, Semiannual & Annual would be listed if the State wanted to reduce the requirements of the contractor at a later date.	Pricing should assume that the cost-per-occurrence items will be performed as the request has outlined in the daily/evening/ and special duties for each building. The State desires to know the a-la-carte values of the outlined services as a part of your proposal. Please provide a proposal based on the duties outlined in each section, and provide separate costs where requested. You are being requested to provide costs outlined in Attachment 1 as a separate product independent of your building-by-building proposal. Your bid for daily and weekly custodial services and scheduled duties should be made without respect to monthly, quarterly, semi-annual and annual duties. The monthly, quarterly, semi-annual and annual duties are to be bid a-la-carte as outlined in Attachement 1.
29. Whitehall, cottage 1, pg39, h) spec calls for carpet cleaning on Mon & Thursday. Is this correct? Seems very excessive.	The carpet in Cottage 1 is to be cleaned on Monday and Thursday as stated in the RFP. Some of the State's facilities have unique requirements due to the quantity and type of occupants served.

NEBRASKA
Administrative Services
Dave Heineman, Governor

Carlos Castillo, Jr.
Director

ADDENDUM ONE

DATE: November 30, 2009

TO: All Vendors

FROM: Robert Thompson/Mary Lanning, Buyers
State Purchasing Bureau

RE: RFP Number 3129Z1

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
3.	Mandatory Pre-Proposal Conference and site visit Location: Nebraska State Office Building ~~State Purchasing Bureau~~ 301 Centennial Mall South, ~~Mall Level~~ **Conference Room "F", Lower Level** Lincoln, NE 68508	12/04/09 **1:00 PM until 5:00 PM**

The following corrections have been made to the header page of the RFP:

1. The Opening Date has been corrected to read December 16, 2009.
2. A Pre-Proposal Conference and site visit with mandatory attendance will be held on December ~~11~~ **04,** 2009 at ~~10:00 a.m.~~ **1:00 p.m.** at the ~~State Purchasing Bureau~~, Nebraska State Office Building, 301 Centennial Mall South, **Conference Room "F", Lower Level**, Lincoln, NE 68508.
3. Written questions are due no later than December ~~10~~ **03**, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

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

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

RETURN TO:
State Purchasing Bureau
301 Centennial Mall South, 1st Fl
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-2401
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 3129Z1	**November 23, 2009**
OPENING DATE AND TIME	PROCUREMENT CONTACT
December ~~28~~ 16, 2009 2:00 p.m. Central Time	**Robert Thompson & Mary Lanning**

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau, is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, the Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

Written questions are due no later than December ~~10~~ **03**, 2009, and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

A Pre-Proposal Conference and site visit with mandatory attendance will be held on December ~~11~~ **04,** 2009 at ~~10:00 a.m.~~ **1:00 p.m.** at the ~~State Purchasing Bureau~~, Nebraska State Office Building, 301 Centennial Mall South, **Conference Room "F", Lower Level**, Lincoln, NE 68508.

Bidder should submit one (1) original and five (5) copies of the entire proposal. In the event of any inconsistencies among the proposals, the language contained in the original proposal shall govern. Proposals must be submitted by the proposal due date and time.

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

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

BIDDER MUST COMPLETE THE FOLLOWING

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

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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GLOSSARY OF TERMS

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

Addendum: Something added or deleted.

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

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

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

Amendment: Written correction or alteration.

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

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

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

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

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

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

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

Business Day: Any weekday, excepting public holidays.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mandatory: Required, compulsory or obligatory.

May: Denotes discretion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Should: Indicates an expectation.

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

Solicitation Document: Request for Proposal.

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

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

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

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

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

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

Vendor: An actual or potential contractor; a contractor.

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

I. SCOPE OF THE REQUEST FOR PROPOSAL

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Proposal, RFP Number 3129Z1 for the purpose of selecting a qualified contractor to provide Custodial Service for the Nebraska State Office Building, Transportation Service Bureau, The Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory and the Whitehall Campus.

A contract resulting from this Request for Proposal will be issued for a period of three (3) years effective February 1, 2010 through January 31, 2013, with the option to renew for two (2) additional one (1) year periods as mutually agreed upon by all parties.

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

A. SCHEDULE OF EVENTS

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

	ACTIVITY	DATE/TIME
1.	Release Request for Proposal	11/23/2009
2.	Last day to submit written questions	12/03/2009
3.	Mandatory Pre-Proposal Conference and site visit Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	12/04/2009
4.	Last day to submit written questions after Pre-Proposal Conference	12/07/2009
5.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/09/2009
6.	Proposal opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	12/16/2009 2:00 PM Central Time
7.	Review for conformance of mandatory requirements	12/16/2009
8.	Evaluation period	12/17/2010
9.	"Oral Interviews/Presentations and/or Demonstrations" (if required)	TBD
10.	Post "Letter of Intent to Contract" to Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	12/23/09
11.	Contract award	12/31/09
12.	Contractor start date	2/1/2010

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: Robert Thompson/Mary Lanning
Agency: State Purchasing Bureau
Address: 301 Centennial Mall South, Mall Level
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-2401
Facsimile: 402-471-2089
E-Mail: matpurch.dasmat@nebraska.gov

B. GENERAL INFORMATION

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

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

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

C. COMMUNICATION WITH STATE STAFF

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

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

The following exceptions to these restrictions are permitted:

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

3. state staff and/or contractor staff present at the Pre-Proposal 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 3129Z1; Custodial Services Questions". It is preferred that questions be sent via e-mail to matpurch.dasmat@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 Robert Thompson or Mary Lanning, showing the total number of pages transmitted, and clearly marked "RFP Number 3129Z1; Custodial Services Questions".

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

E. PRE-PROPOSAL CONFERENCE

A pre-proposal conference and site visit will be held on the date, time and location shown in the Schedule of Events. Attendance at the pre-proposal conference and site visit 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://www.das.state.ne.us/materiel/purchasing/rfp.htm on or before the date shown in the Schedule of Events. Verbal responses provided during the pre-proposal meeting shall not be binding on the State of Nebraska.

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, clearly identified as such, and five (5) copies of the entire proposal should be submitted. The copy marked “original” shall take precedence over any other copies, should there be a discrepancy. Proposals must be submitted by the proposal due date and time. A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. All proprietary information the bidder wishes the State to withhold must be submitted in accordance with the instructions outlined in Section III, Proprietary Information. Proposal responses should include the completed Form A, Bidder Contact Sheet. Proposals must reference the request for proposal number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked “ORIGINAL DOCUMENTS”. Please note that the address label should appear 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, 402-471-2401 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.

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 after the proposal opening. Vendors may also contact the State to schedule an appointment for viewing proposals after the opening date.

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. Executive Summary;
2. 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;

3. Technical Approach; and
4. Cost Proposal.

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://www.das.state.ne.us/materiel/purchasing/rfp.htm 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 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.

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. signed Request For Proposal For Contractual Services form;
2. Executive Summary;
3. Corporate Overview;
4. Technical Approach; and
5. Cost Proposal.

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

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 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 indentifying the term or condition by subsection, (2) including an explanation for the bidder's inability to comply with such term or condition which includes a statement recommending terms and conditions the bidder would find acceptable. Rejection in whole or in part of the Terms and Conditions may be cause for rejection of a bidder's proposal.

A. GENERAL

_____
Accept
& Initial

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

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

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

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

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

B. AWARD

_____
Accept
& Initial

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

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

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

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

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

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

_____ Accept & Initial

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

D. PERMITS, REGULATIONS, LAWS

_____ Accept & Initial

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

E. OWNERSHIP OF INFORMATION AND DATA

_____ Accept & Initial

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

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

F. INSURANCE REQUIREMENTS

_____ Accept & Initial

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

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

1. WORKERS' COMPENSATION INSURANCE

The contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contactors' 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 an Additional Insured. This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered excess and non-contributory. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned and Hired vehicles.

3. INSURANCE COVERAGE AMOUNTS REQUIRED

a. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

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

b. COMMERCIAL GENERAL LIABILITY

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

c. COMMERCIAL AUTOMOBILE LIABILITY

Bodily Injury/Property Damage	$1,000,000 combined single limit

d. UMBRELLA/EXCESS LIABILITY

Over Primary Insurance $1,000,000 per occurrence

4. EVIDENCE OF COVERAGE

The contractor should furnish the State, with their proposal response, a certificate of insurance coverage complying with the above requirements, which State Purchasing will submit to Administrative Services, Risk Management Division, 521 S. 14th Street, Suite 104, Lincoln, NE 68508 (facsimile 402-471-2800). These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration and amounts and types of coverage afforded. If the State is damaged by the failure of the contractor to maintain such insurance, then the contractor shall be responsible for all reasonable costs properly attributable thereto.

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

G. COOPERATION WITH OTHER CONTRACTORS

_____ Accept & Initial

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

1. The State reserves the right to award the contract jointly between two or more potential contractors, if such an arrangement is in the best interest of the State.

2. The contractor shall agree to cooperate with such other contractors, and shall not commit or permit any act which may interfere with the performance of work by any other contractor.

H. INDEPENDENT CONTRACTOR

_____ Accept & Initial

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

All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination against the contractor, its officers or its agents) shall in no way be the responsibility of the State. The contractor will hold the State harmless from any and all such claims. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits from the State including without limit, tenure rights, medical and hospital care, sick and vacation leave, severance pay or retirement benefits.

I. CONTRACTOR RESPONSIBILITY

_____ Accept & Initial

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

If the contractor intends to utilize any subcontractors' services, the subcontractors' level of effort, tasks and time allocation must be clearly defined in the contractor's proposal. The contractor shall agree that it will not utilize any subcontractors not specifically included in its

proposal, in the performance of the contract, without the prior written authorization of the State. Following execution of the contract, the contractor shall proceed diligently with all services and shall perform such services with qualified personnel in accordance with the contract.

J. CONTRACTOR PERSONNEL

Accept & Initial

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

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

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

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

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

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

K. STATE OF NEBRASKA PERSONNEL RECRUITMENT PROHIBITION

Accept & Initial

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

L. CONFLICT OF INTEREST

Accept & Initial

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

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

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

M. PROPOSAL PREPARATION COSTS

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

_____ Accept & Initial

N. ERRORS AND OMISSIONS

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.

_____ Accept & Initial

O. BEGINNING OF WORK

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.

_____ Accept & Initial

P. ASSIGNMENT BY THE STATE

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.

_____ Accept & Initial

Q. ASSIGNMENT BY THE CONTRACTOR

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.

_____ Accept & Initial

R. DEVIATIONS FROM THE REQUEST FOR PROPOSAL

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

_____ Accept & Initial

S. GOVERNING LAW

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.

_____ Accept & Initial

T. ATTORNEY'S FEES

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.

_____ Accept & Initial

U. ADVERTISING

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.

_____ Accept & Initial

V. STATE PROPERTY

Accept & Initial

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

W. SITE RULES AND REGULATIONS

Accept & Initial

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

X. NOTIFICATION

Accept & Initial

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

1. Except as otherwise expressly specified herein, all notices, requests or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth above, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) days following deposit in the mail.

2. Whenever the contractor encounters any difficulty which is delaying or threatens to delay its timely performance under the contract, the contractor shall immediately give notice thereof in writing to the State reciting all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery schedule or be construed as a waiver by the State of any of its rights or remedies to which it is entitled by law or equity or pursuant to the provisions of the contract. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery schedule because of such delay.

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

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

Y. EARLY TERMINATION

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Accept & Initial

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 reduce or terminate the contract for any reason upon 30 days written notice to the contractor. Such termination shall not relieve the contractor of warranty or other service obligations incurred under the terms of the contract. In the event of cancellation the contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.

3. The State may terminate the contract immediately for the following reasons:

- **a.** if directed to do so by statute;
- **b.** contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
- **c.** a trustee or receiver of the contractor or of any substantial part of the contractor's assets has been appointed by a court;
- **d.** fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its contractor, its employees, officers, directors or shareholders;
- **e.** an involuntary proceeding has been commenced by any party against the contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) days; or (ii) the contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the contractor has been decreed or adjudged a debtor;
- **f.** a voluntary petition has been filed by the contractor under any of the chapters of Title 11 of the United States Code;
- **g.** contractor intentionally discloses confidential information;
- **h.** contractor has or announces it will discontinue support of the deliverable;
- **i.** second or subsequent documented "vendor performance report" form deemed acceptable by the State Purchasing Bureau.

Z. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS

_____
Accept & Initial

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

AA. BREACH BY CONTRACTOR

_____ Accept & Initial

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

BB. ASSURANCES BEFORE BREACH

_____ Accept & Initial

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

CC. PENALTY

_____ Accept & Initial

In the event that the contractor fails to perform any substantial obligation under the contract, the State may withhold all monies due and payable to the contractor, without penalty, until such failure is cured or otherwise adjudicated. Failure to meet the dates stipulated in the contract for the deliverables may result in an assessment of penalty due the State based on the unit price schedule in the proposal.

DD. PERFORMANCE BOND

_____ Accept & Initial

The selected contractor will be required to supply a certified check or a bond executed by a corporation authorized to contract surety in the State of Nebraska, payable to the State of Nebraska, which shall be valid for the life of the contract to include any renewal and/or extension periods. The amount of the certified check or bond must be 100,000.00. The check or bond will guarantee that the selected contractor will faithfully perform all requirements, terms and conditions of the contract. Failure to comply shall be grounds for forfeiture of the check or bond as liquidated damages. Amount of forfeiture will be determined by the agency based on loss to the State. The bond or certified check will be returned when the service has been satisfactorily completed as solely determined by the State, after termination or expiration of the contract.

EE. FORCE MAJEURE

_____ Accept & Initial

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

FF. PROHIBITION AGAINST ADVANCE PAYMENT

Accept & Initial

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

GG. PAYMENT

Accept & Initial

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

HH. INVOICES

Accept & Initial

Invoices for payments must be submitted by the contractor to the agency requesting the services with sufficient detail to support payment. 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. AUDIT REQUIREMENTS

Accept & Initial

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

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

JJ. TAXES

Accept & Initial

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

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

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

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

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

MM. SEVERABILITY

Accept & Initial

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

NN. CONFIDENTIALITY

Accept & Initial

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

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

OO. PROPRIETARY INFORMATION

Accept & Initial

Data contained in the proposal and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the proposal. If the bidder wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the bidder wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the proposal. The separate package must be clearly marked PROPRIETARY on the outside of the package. Bidders may not mark their entire Request for Proposal as proprietary. Bidder's cost proposals may not be marked as

proprietary information. Failure of the bidder to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other bidders and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, bidders submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

PP. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING

_____ Accept & Initial

By submission of this proposal, the bidder certifies, that he or she is the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

QQ. PRICES

_____ Accept & Initial

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

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

Contractor also represents and warrants that all prices set forth in the contract and all prices in addition, which the contractor may charge under the terms of the contract, do not and will not violate any existing federal, state or municipal law or regulations concerning price discrimination and/or price fixing. Contractor agrees to hold the State

harmless from any such violation. Prices quoted shall not be subject to increase throughout the contract period unless specifically allowed by these specifications.

RR. BEST AND FINAL OFFER

_____ Accept & Initial

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

SS. ETHICS IN PUBLIC CONTRACTING

_____ Accept & Initial

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

Bidders shall be prohibited from utilizing the services of lobbyists, attorneys, political activists, or consultants to secure the contract. It is the intent of this provision to assure that the prohibition of state contact during the procurement process is not subverted through the use of lobbyists, attorneys, political activists, or consultants. It is the intent of the State that the process of evaluation of proposals and award of the contract be completed without external influence. It is not the intent of this section to prohibit bidders from seeking professional advice, for example consulting legal counsel, regarding terms and conditions of this Request for Proposal or the format or content of their proposal.

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

TT. INDEMNIFICATION

_____ Accept & Initial

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.

UU. NEBRASKA TECHNOLOGY ACCESS STANDARDS

_____ Accept & Initial

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

VV. ANTITRUST

_____ Accept & Initial

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

WW. DISASTER RECOVERY/BACK UP PLAN

_____ Accept & Initial

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

XX. TIME IS OF THE ESSENCE

_____ Accept & Initial

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

YY. RECYCLING

_____ Accept & Initial

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

ZZ. DRUG POLICY

_____ Accept & Initial

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

AAA. NEW EMPLOYEE WORK ELIGIBILITY STATUS

_____ Accept & Initial

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

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

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

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.

IV. PROJECT DESCRIPTION AND SCOPE OF WORK

A. ADMONITION TO BIDDERS

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.

Pricing must be firm for the first year of the contract. If adjustments are necessary at the end of this period, a request for increase must be submitted in writing to the State Purchasing Bureau at least 90 days prior to the end of the first year period accompanied by supporting documentation indicating percentage of increase. The supporting documentation which may include invoices, must clearly establish the increase is for all customers, not to the State of Nebraska alone.

B. EXTENT OF WORK

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 at all times.

The owner will provide training that is specific to any unique requirements for this request in terms of floor care and maintenance of all surfaces. In the best interest of the State, it is extremely important to have minimal turn-over of employees. If the owner determines the turn-over rate is excessive and additional employees need to be trained, the State reserves the right to bill the contractor at a rate of $50.00/hour for additional training by State staff.

The contractor shall furnish all necessary materials, equipment and supplies (janitorial) to satisfactorily execute the complete custodial services described herein.

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 listed on an “as needed” basis shall be performed where and when necessary or as requested by the building manager.

The contractor shall develop and implement a process of measurement in the area of customer satisfaction. A customer satisfaction survey process shall be approved by the owner and shall be randomly distributed to employees throughout the Nebraska State Office Building, Transportation Service Bureau, Executive Building, 501 Building, Records Management, Nebraska State Laboratory, Nebraska State Patrol Criminalistics Laboratory, and Whitehall Campus by the Contractor. The results shall then be compiled by the contractor and provided to the owner on a monthly basis.

The minimum workforce hours specified in this contract are based on the owner’s experience in maintaining an acceptable level 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 an eighty-five (85) percent customer satisfaction rating to be considered for a workforce hour reduction.

The specified statements are the minimum levels of work and services required in the contracted areas covered under this agreement. They are not intended to be, nor shall they be construed as, the limiting specifications or requirements.

C. DAYS AND HOURS OF WORK

Evening custodial services specified shall be provided five (5) days a week Monday through Friday between the hours of 17:00 and 01:30 (unless otherwise indicated). Weekends and holidays as necessary or required.

Daytime custodial services shall be provided five (5) days a week Monday through Friday between the hours of 05:00 and 17:00 (unless otherwise indicated). These scheduled duties are listed in Division 3 under the building specific requirements.

A supervisory level representative of the contractor shall be available during daytime hours to meet with a designated Building Division representative to discuss contract performance or other issues needing attention.

D. EMPLOYEES AND SUPERVISION

The contractor shall employ only trained qualified people, as he/she deems necessary to perform the work and they shall remain his employees subject to his/her direction at all times. However, the Contractor shall require his/her 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 when his employees are on duty. The buildings included in this request have several confidential areas that may 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 buildings. The contractor shall provide the State with the names of all his/her employees who will be performing work under this contract and provide them with proper identification so that they may be identified at the time of entry into the buildings and during all working hours. The State reserves the right to approve or disapprove any Contractor's employees that are assigned to the buildings and reserves the right to terminate building access at anytime. 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 any state building, whether owned or leased, must obtain a Criminal History Report from the Criminal Identification Unit located in the State Patrol Building located at 1600 NE Hwy 2 Lincoln, NE 68502. This report shall be submitted to the Facilities Manager five working days prior to employees access. The cost of the report (approximately $10.00 shall be paid by the Contractor or the employee. (This requirement also applies to employees called "Floaters"). The contractor shall maintain a pool of employees whom passed the Criminal History Check for use to fill in for absences. No attempt shall be made to handle or read any material in work areas or on desks and counters nor shall any questions be asked on evidence, cases and reports etc.

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 he/she has, or will secure at his/her own expense, all personnel required to perform the services under this agreement. The contractor or other persons engaged in work or services required by the contractor under this agreement shall have no contractual relationship with the State, and shall not be considered employees of the State. All claims on behalf of any person arising out of employment or alleged employment (including without limits 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 limits, tenure rights, medical and hospital care, sick and vacation leave, severance pay and retirement benefits.

E. LOST AND FOUND

The Contractor shall insure that all articles found by his/her employees while performing duties under this contract are turned in to the security office located on the first floor of the Nebraska State Office Building from 08:00 to 17:00, Monday to Friday.

F. DAMAGED AND BROKEN ITEMS

Any articles broken or damaged during cleaning operations shall be reported to the Building Division representative. The Contractor shall then be directed to repair or replace the broken or damage article (s) at their sole 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.

G. SCHEDULED CLEANING

All cleaning required on a monthly, quarterly, semiannual and annual schedule must be completed within sixty (60) days after the contract has been awarded with the exception of exterior window washing and carpet cleaning. Window washing shall be completed as soon as the weather permits. Carpet cleaning will be scheduled by a designated Building Division representative in coordination with the Contractor.

H. EQUIPMENT & SUPPLIES

Movement of all supplies and equipment from the receiving area 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 unless otherwise noted.

Floor Machines
Waste Collectors
Sanitary Napkins*
Wet Mops
Dust Cloths
Metal Polish
Furniture Polish
Hand Soap
Scouring Powder
Neat Seats*
Germicidal Cleaners
Window Cleaner
Dust Mops (no treated or oiled mops)
Bowl Cleaners*
Wax Remover
Mop Buckets
Enzyme Urinal Block/Strainers*
Brooms
Floor Pads (coarseness to be approved by Building Division)
Sanisacs
Trash Liners 20% recycled, 100% Post Consumer Waste
Hand Sanitizer Refill*

Recycle Can Liners (blue) 20% recycled, 100% Post Consumer Waste
Floor Finish (Johnson Plaza or equivalent)
Paper Towels - minimum 40% post consumer waste
Rags, Etc
Toilet Paper* - minimum 20% post consumer waste
Fragrance Cassettes
Vacuum Cleaners (both upright w/beater bar & tank style)

*Not required for evening custodial services for NSOB, TSB Executive and 501 buildings.

NOTES:

1. All cleaning equipment, cleaners, waxes, etc., must be approved by the State Building Division prior to use.

2. The Contractor must furnish a list of all manufacturers' products to be used under this contract for Building Division approval. Material safety data sheets (MSDS) must also be submitted and kept on location where products are stored.

3. Selection of Cleaning Products. The contractor shall make careful selection of janitorial cleaning products and equipment to –

- **a.** Use products that are packaged ecologically,
- **b.** Use products and equipment considered environmentally beneficial and/or recycled products that are phosphate free, non-corrosive, non-flammable and fully biodegradable and
- **c.** Minimize the use of harsh chemicals and the release of irritating fumes.

4. Selection of Paper Products. The contractor shall select paper and paper products (i.e., bathroom tissue and paper towels) with recycled content.

5. The maintenance and filling of the current sanitary napkin dispensers will become the responsibility of the contractor however; the dispensers will remain the property of the Owner. All filling, collection and repair services will be the contractor's responsibility. Any changes made to the existing dispensers will be at the approval of the Owner's Regional Manager. And, any changes made will remain with that building at the conclusion of this contract.

I. EXCLUDED AREAS

Areas included in the Evening Cleaning bid includes office space , most bathrooms and common areas will be bid as Daytime Cleaning Services, both bids will not include mechanical and electrical rooms and all locked storage rooms located in the lower level through the upper floors. See attached maps for a definition of what space constitutes Evening Cleaning Services and Daytime Cleaning Services for bidding. Specifics should be obtained from the Owner's management.

J. WORK TO BE DONE

The Custodial Performance Requirements which are attached and hereby made as part of this contract are the tasks and frequencies of work to be performed by the contractor under this contract. The detailed specifications set forth prescribe the performance expectations of the contract.

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, safe and environmentally sustainable building.

Meeting the expectations and requirements outlined below will be monitored and inspected daily. Not adhering to the task frequencies will be grounds for termination of this contract.

1. EVENING DUTIES

Evening cleaning shall include the following (unless otherwise indicated):

a. Empty all exterior ash receptacles and wipe them clean with a damp cloth.
b. Empty all waste receptacles and change liners as needed.
c. Remove trash/recycle from building to proper bins.
d. Dust -mop all hard surface floor areas.
e. Damp-mop hard surface floors to remove dirt and spots.
f. Spot clean and/or spot vacuum carpets evening or as needed.
g. Spot clean all door and partition glass to remove smudges and finger prints.
h. Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a dust cloth. Exclude desk tops.
i. Clean and sanitize all drinking fountains.
j. Wash and clean inside and out all entryway glass.
k. Clean matting at entrances to building.
l. Clean custodial closets and slop sinks.

2. RESTROOMS AND KITCHEN AREAS WILL RECEIVE THE FOLLOWING CLEANING EVENING (UNLESS OTHERWISE INDICATED):

Empty all waste receptacles and replace liners as needed.

a. Empty all recycling receptacles and replace liners as needed.
b. Clean and service all restroom dispensers.
c. Thoroughly clean all fixtures including stainless steel with a germicidal cleaner.
d. Thoroughly clean walls, doors, shelves and partitions with a germicidal cleaner.
e. Sweep and thoroughly wet mop all floor areas with a germicidal cleaner.

3. WEEKLY DUTIES

a. Clean kick plates, polish brass hardware and handles, door knobs and switch plates, including elevators.
b. Clean and buff all hard surface floors and refinish as needed.
c. Thoroughly vacuum all carpeting, using upright (beater brush) and detail vacuums.

4. MONTHLY DUTIES

a. Dust all Venetian blinds.
b. Strip, polish or buff high traffic hard surface areas as needed.

5. QUARTERLY DUTIES

a. Thoroughly wash all waste and recycling receptacles larger than 30 gallons.

b. Shampoo carpeted corridors.

6. SEMI-ANNUAL DUTIES

a. Clean all exterior glass

b. Clean all interior glass (not otherwise identified for cleaning more often) on a semi-annual basis or more often as needed.

c. Surface clean all building diffusers and air vents.

d. Shampoo carpeted conference rooms.

e. Strip wax and refinish all hard surface floors.

7. ANNUAL DUTIES

a. Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

8. DUTIES TO BE PERFORMED ON AN "AS NEEDED" BASIS

a. Spot clean upholstered chairs.

b. Any of the duties listed above as requested by management.

c. Shampoo/extract carpeting on an as needed basis or, as instructed by the Nebraska State Building Division personnel.

A written notice reporting date of completion of all weekly, monthly, quarterly, semi-annual and annual cleaning must be mailed or hand delivered to a designated Building Division representative. The contractor will be asked to visit the site with the Building Division representatives to review the quality of services provided, on a monthly basis.

K. NEBRASKA STATE OFFICE BUILDING (NSOB) EVENING CUSTODIAL SERVICES

1. LOCATION

301 Centennial Mall South, Lincoln, Ne 68508

2. EQUIPMENT

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Hours

i. Minimum Hours – Evening

As currently proposed, a minimum of 150 staff hours per night (averaged over 30 days) is required to meet the custodial performance requirements for the existing square footage outlined in this proposal. An additional 8 hours per evening is required for a building supervisor regardless of staffing level.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to Attachment # 1 concerning any hours worked.

ii. Minimum Hours - Daily
As currently proposed, a minimum of 16 hours per day (averaged over 30 days) is required to meet the custodial performance requirements for the existing square footage outlined in this proposal. An additional 8 hours per day is required for a building supervisor.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

iii. Additional Duties

a) Evening
- **1).** Separate all cardboard and place in compactor located in lower level storage area.
- **2).** Compact cardboard, bale and place on pallet. Take all baled cardboard to the dock each eveng.
- **3).** Handle any custodial related emergencies that may arise during your working hours.

b) Weekly
- **1).** Clean all metal walls as needed. (History shows this requires 10 man hours per week.)

c) Quarterly
- **1).** Strip wax and refinish all hard surface floors.

5. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their proposals based on their estimates, which may differ from these figures.

- **a.** 16 cases Smoother-N-Soft soap
- **b.** 100 cases paper towels - Minimum 40% post consumer content materials
- **c.** 40 cases 36 X 60 liners - 20% recycled, 100% post consumer content
- **d.** 24 cases 30 X 37 liners - 20% recycled, 100% post consumer content
- **e.** 12 cases 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
- **f.** 8 cases 24 X 24 liners - 20% recycled, 100% post consumer content

L. TRANSPORTATION SERVICE BUREAU (TSB) EVENING CUSTODIAL SERVICES

1. LOCATION

1400 "M" Street, Lincoln, NE 68508

2. EQUIPMENT

All equipment and supplies listed under "H, Equipment and Supplies" apply to this building.

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item # E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. HOURS

i. Minimum Hours – Evening

A minimum of 5 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

ii. Additional Duties

a) Monthly

iii. Quarterly

a) Strip wax and refinish all hard surface floors.

5. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 2 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
b. 2 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
c. 1 case 24 X 24 liners - 20% recycled, 100% post consumer waste
d. 1 case 31 X 47 blue liners for recycling bins -20% recycled, 100% post
e. consumer content

M. EXECUTIVE BUILDING EVENING CUSTODIAL SERVICES

1. LOCATION

521 South 14th Street, Lincoln, NE 68509

2. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Evening

i. All Floors

a) Empty all trash/recycle receptacles, and replace liners as needed.

b) Spot clean or vacuum carpeted areas as needed.

c) Dust horizontal surfaces (desks, credenzas, counters, tables etc.) Note: dust only areas that are clear of paper and misc. items. Contractor shall not move items from desk.

d) Spot clean all spills, smudges, etc. in the Kitchenettes/vending area, tables, counter tops,

e) Clean and polish sinks.
f) Inspect all areas and report problems to Manager.

ii. Restrooms
a) Empty trash/recycle receptacles and replace liners as needed.
b) Polish mirrors, faucets, flush valves, and dispensers
c) Clean and sanitize sinks, stools, and urinals
d) Sweep and damp mop floors
e) Wipe off partitions, as needed
f) Check all paper towel and toilet paper dispensers, and replenish, as needed
g) Check and refill soap dispensers, as needed
h) Check and refill sanitary napkin dispensers as needed

b. Weekly
i. Spot clean carpet for spills, gum, tar, etc. or as needed
ii. Thoroughly vacuum all carpeted areas
iii. Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
iv. Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
v. Mop and buff hard surface floors, as needed

c. Monthly
i. Edge all carpet in individual offices and hallways
ii. Vacuum window blinds
iii. Vacuum all upholstered chair seats
iv. Sweep breezeways, where accessible, on each floor

d. Semi-Annual
i. Shampoo Carpet in all offices and halls, or more often as weather and traffic requires
ii. Strip and Wax all hard surface floors, or more often as traffic requires

3. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content

N. 501 BUILDING EVEING CUSTODIAL SERVICES

1. LOCATION
501 South 14th Street, Lincoln, NE 68509

2. EQUIPMENT

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services - Item # E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Hours

i. Minimum Hours – Evening

A minimum of 24 hours per night (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

ii. Additional Duties

a) Evening

1). Handle any custodial related emergencies that may arise.

iii. Weekly

a) Clean all metal walls as needed. (History shows this requires four (4) hours per week.)

iv. Quarterly

Strip wax and finish all hard surface floors.

5. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 10 cases paper towels - Minimum 40% post consumer content materials
b. 18 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
c. 14 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content

O. RECORDS MANAGEMENT ("K" STREET)

1. LOCATION

440 South 8th Street, Lincoln, NE 68508

2. EQUIPMENT

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes
c. Sanitary Napkins
d. Sanisacs

3. BASIC DUTIES

All duties in the "J. Work to be Done" apply to this building except the following list:

a. Evening Services - Item i
b. Weekly Services- Item b
c. Quarterly Services - Item #b
d. Semi-Annual Services - Item #a

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Hours

i. Minimum Hours – Evening
A minimum of 3.5 hours per night (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment #1" concerning any hours worked.

ii. Minimum Hours – Daily
A minimum of 8 hours per day is required to meet the cleaning standards outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

b. Additional Duties

i. Monthly
a) Clean and buff all hard surface floors.

ii. Semi-Annual Services
a) Strip wax and refinish all hard surface floors.
b) Shampoo carpeted corridors three feet and wider.

c. Supplies

Approximate monthly quantities are not known for the Records Management. Bidders will be responsible for preparing their proposals based on their estimates.

d. Excluded Areas
Exclude the documentation storage areas.

P. NEBRASKA STATE LABORATORY

1. LOCATION
3703 South 14th Street, Lincoln, NE 68502

2. EQUIPMENT
All equipment and supplies listed under "H. Equipment and Supplies" apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes

3. BASIC DUTIES
All duties listed in the "J. Work to be Done" apply to this building.

a. Special Conditions and Additional Duties

i. Hours

a) Minimum Hours - Evening
A minimum of 12 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to Attachment # 1" concerning any hours worked.

b) Adjusted Hours of Work
The Department of Health and Human Services Laboratory space shall not be entered prior to 5:00 p.m. The entire Department of Agriculture area shall not be entered prior to 5:30 p.m. Except Room 116 & 125.

c) Minimum Hours – Daily
Custodial services shall be provided five days per week (Monday through Friday), including weekends and holidays as necessary. All work shall be accomplished between the hours of 3:00 p.m. and 11:00 p.m. with the following specifications:

d) The following labs or rooms must be cleaned prior to 5:00 p.m. and only with the lab personnel present to discuss their cleaning concerns for that day.
1). Department of Health and Humans Services, Health Rooms 004 & 024
2). Agriculture Mail Room 006
3). Agriculture Residue Rooms 116-125 (April through October Only) before 5:00 pm

ii. Additional Duties

a) Evening

1). Empty all waste receptacles and change liners in all laboratories and break rooms daily (As needed in all other locations).

2). Damp mop hard surface floors and anti-fatigue mats to remove spillage or tread.

3). Damp mop hard surface floors in Rooms 024 and 038 evening.

b) Weekly

1). Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc with a treated dust cloth (exclude desk tops). Within the laboratories, consult with the individual staff to the extent of work and to develop a schedule (cleaners are not expected to remove articles from work surfaces before dusting; this will be done by the laboratory staff).

c) Monthly

1). Clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc.

d) Quarterly

1). Dust all ventilating air ducts.

2). Thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff.

4. SAFETY CONSIDERATIONS

Because of the nature of the facility, the contractor will be made aware of any known hazardous areas and known hazardous materials present along with safety apparatus available. The contractor's employees must adhere to the State smoking ban in all State owned and leased buildings. The person(s) responsible for making the contractor aware of the above are the director(s) of the laboratory.

It will be the contractor's responsibility to make his/her employees aware of possible known hazardous areas and instruct them in the proper use of safety equipment. Before any employee is allowed to work in the building, the contractor shall walk the employee through the building showing them the safety materials and precautions necessary to work in this facility. Following this walk through, the employee shall sign a form supplied by the State Health Lab Director(s) indicating that safety items have been explained and they have been instructed in what to do should an accident occur. This signed form must be presented to the Director of the State Health Lab, or their designee, prior to the employee beginning their work. Before beginning, each employee shall be introduced to the lab director(s) designees. Should an accident occur the

Department of Administrative Services (DAS) Security department shall be notified immediately at 471-2400.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color and type selected by owner), and walk off mats shall be furnished 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 cleaned evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	Front Entrance	1 - 4' x 8'
	East Entrance N.	1 - 3' x 6'
	East Entrance S.	1 - 3' x 5'
Lower Level	Dock	1 - 3' x 8'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year)
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 1 case Purell hand sanitizer refill

Q. NEBRASKA STATE PATROL CRIMINALISTICS LABORATORY

1. LOCATION
1233 Arapahoe Street, Lincoln, NE 68502

2. EQUIPMENT
All equipment and supplies listed under “H. Equipment and Supplies” apply to this building except the following list:

a. Neat Seats
b. Fragrance Cassettes

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building except the following list:

a. Evening/Daily Services - Item a, b, c, and g
b. Weekly Services - Item b
c. Quarterly Services - Item b
d. Semi-Annual Services - Item c and d
e. As Needed Basis Services - Item a

R. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

1. HOURS

a. Adjusted Hours of Work

Custodial services shall be provided five (5) days per week, Monday through Friday. Weekends and holidays as necessary or required. All work shall be accomplished between the hours of 8:00 a.m. and 5:00 p.m.

b. Minimum Hours – Daily

A minimum of five (5) hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

NOTE: Proposals that include workforce hours less than this amount will not be considered. Please refer to "Attachment # 1" concerning any hours worked.

2. ADDITIONAL DUTIES

a. Daily

i. Empty all waste receptacles and change liners in all laboratories and the break room. Change liners as needed in all other areas. DNA Typing Room emptied separately with a direct trip to the dumpster.
ii. Dust mop all hard surfaced floor areas. Exception – DNA section only on request and some laboratory areas dependent on activity.
iii. Clean all conference and break room tables with a germicidal cleaner.

b. Bi-Weekly

Spray clean and buff all hard surfaced flooring in entryway.

c. Weekly

i. Wet mop all hard surface floors. In the DNA laboratory areas use a 10% bleach mixture.
ii. Dust all horizontal/vertical surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a treated dust cloth. Exclude Laboratory counter and any desk or counter area which contains work material.

d. Monthly

Dust all ventilation air ducts.

e. Quarterly

Buff waxed floors (More frequently as needed or requested).

f. Annual

i. Shampoo carpeted conference rooms.

ii. Clean light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

3. ON REQUEST

Because this work is done during working hours there will be some days in which some tasks cannot be done because of meeting, locked rooms, phone calls, and unusual activity. They are, to the best of their ability, to work around these obstacles and problems. They may also have to alter their work sequence or we may occasionally request the above schedule be altered or a task be added due to the above for mentioned.

4. SAFETY CONSIDERATIONS

Because of the nature of the facility, the contractor will be made aware of any known hazardous areas and known hazardous materials present along with safety apparatus available. The contractor's employees must adhere to the State smoking ban in all State owned and leased buildings. The person(s) responsible for making the contractor aware of the above are the directors of each laboratory.

It will be the contractor's responsibility to make his/her employees aware of possible known hazard areas and instruct them in the proper use of safety equipment. Before any employee is allowed to work in the building, the contractor shall walk the employee through the building, showing him/her the safety materials and precautions. Following this walk through, the employee shall sign a form supplied by Criminalistics Laboratory Director(s) indicating that safety items have been explained, and that they have been instructed what to do should an accident occur. This signed form must be presented to the Director of the Criminalistics Laboratory, or his/her designee, before the employee begins work. Before beginning work, each employee shall be introduced to the lab director. Should an accident occur, the Department of Administrative Services (DAS) security department shall be notified immediately at 471-2400.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color type selected by Building Division representative), walk off mats shall be furnished 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 evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	East	- 1 - 4' x 6'
	South	- 1 - 4' x 6'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 4 cases towels (per year) - Minimum 40% post consumer content materials
b. 2 cases toilet paper (per year) - Minimum 20% post consumer content materials
c. 1.5 cases 30 x 37 liners - 20% recycled, 100% post consumer waste
d. 1 cases 24 x 24 liners - 20% recycled, 100% post consumer waste
e. 1 cases Sanisacs (Per Year) *Currently being installed
f. 1 cases Sanitary Napkins (per year) *Currently being installed
g. 5 Gallons Smooth-N-Soft Soap (per year)
h. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
i. 1 case Purell hand sanitizer refills

S. WHITEHALL CAMPUS

1. LOCATION

2320 North 57th Street, Lincoln, NE 68507

Unless noted below

a. Daily Duties Include
- **i.** Spot clean carpets daily when cleaning per schedule
- **ii.** Clean entry door glass
- **iii.** Clean stairwells
- **iv.** Clean laundry rooms, sweep and mop floors; wipe exterior of machines
- **v.** Clean microwaves, inside & out in the break rooms.

b. Quarterly Duties
- **i.** Dust all venetian blinds
- **ii.** Thoroughly wash all waste and recycling receptacles larger than regular desk size.
- **iii.** Dust duck work in laundry rooms

c. Semi-Annual Duties
- **i.** Clean all exterior glass
- **ii.** Clean all interior glass semi-annually or more often as needed
- **iii.** Clean all building diffusers and air vents
- **iv.** Thoroughly wash all desk size waste and recycling receptacles

d. Semi-Annual Duties
- **i.** Clean all light fixtures (wash reflectors, both sides of lenses and dry wipe tubes

2. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

Other items as requested by Cottage Supervisor

a. Cottage 1

i. Bi-weekly (Monday & Thursday)
- **a)** Sweep all hard surface areas
- **b)** Vacuum all soft surfaces

c) Dust
d) Sanitize, Mop floors, Clean Fixtures in rest rooms
e) Clean Kitchen break rooms and countertops
f) Supply and keep stocked paper and soaps
g) Quarterly Strip/Wax hard surfaces
h) Clean Carpet

ii. Semi-Annually
a) Clean all exterior glass including window ledges
b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

b. Cottage 2

i. Bi-weekly (Monday & Thursday)
a) Sweep all hard surface areas
b) Vacuum all soft surfaces
c) Dust
d) Sanitize, mop floors, clean fixtures in rest rooms
e) Clean Kitchen break rooms and countertops
f) Supply and keep stocked paper and soaps

ii. Quarterly
a) Strip/Wax hard surfaces
1). Clean Carpet

iii. Semi-Annually
a) Clean all exterior glass including window ledges
b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

c. Cottage 3

i. Daily (including weekends where noted)
a) Vacuum and dust DHHS Classroom (M-F)
b) Vacuum and dust Phone Interviewers area after 6PM on weekends or 9PM weekdays or before 9AM Monday to Saturday or before noon on Sunday (every day)
c) Vacuum kitchen (every day)
d) Sanitize, mop floors, clean fixtures in rest rooms (every day)
e) Clean kitchen/break rooms and countertops (every day)
f) Supply and keep stocked paper and soaps (every day)
g) Remove trash (every day)

ii. Weekly
a) Vacuum and dust Basement Meeting Room
b) Remove trash
c) Sweep Furnace Room

iii. Quarterly
a) Strip/wax hard surfaces
b) Clean carpets

iv. Semi-Annually

a) Clean all exterior glass including window ledges

d. Cottage 4

i. Daily

a) Sanitize, mop floors, clean fixtures in rest rooms

b) Vacuum, dust and remove trash from Morton School area after 3PM or as negotiated

c) Vacuum, dust and remove trash from DHHS Classroom area

d) Supply and keep soaps and paper goods stocked

ii. Bi-Weekly (M, Thurs)

a) Supply and keep stocked soaps and paper goods

b) Sanitize, mop floors, clean fixtures in rest rooms

c) Remove trash from Morton School area and Basement Office area

iii. Weekly

a) Vacuum and dust Basement Meeting Room

b) Clean kitchen/break rooms and countertops

c) Sweep Furnace Room

iv. Quarterly

a) Strip/wax hard surfaces in Morton School area

v. Semi-Annually

a) Clean all exterior glass including window ledges

b) Strip/wax basement office area

c) Clean carpets in Morton School and DHHS Classroom areas

e. Cottage 5

i. Bi-weekly (Monday & Thursday)

a) Sweep all hard surface areas

b) Vacuum all soft surfaces

c) Dust

d) Sanitize, mop floors, clean fixtures in rest rooms

e) Clean Kitchen break rooms and countertops

f) Supply and keep stocked paper and soaps

ii. Quarterly

a) Strip/Wax hard surfaces

b) Clean Carpet

iii. Semi-Annually

a) Clean all exterior glass including window ledges

b) Empty Kitchen/Break room cupboards and scrub out. Occupants will put items back.

f. Cottage 6

i. Bi-weekly (Monday & Thursday)
- **a)** Sweep all hard surface areas
- **b)** Vacuum all soft surfaces
- **c)** Dust
- **d)** Sanitize, mop floors, clean fixtures in rest rooms
- **e)** Clean Kitchen break rooms and countertops
- **f)** Supply and keep stocked paper and soaps

ii. Quarterly
- **a)** Strip/Wax hard surfaces
- **b)** Clean Carpet

iii. Semi-Annually
- **a)** Clean all exterior glass including window ledges
- **b)** Empty kitchen/break room cupboards and scrub out. Occupants will put items back.

g. Cottage 7

i. Bi-weekly (Monday & Thursday)
- **a)** Sweep all hard surface areas
- **b)** Vacuum all soft surfaces
- **c)** Dust
- **d)** Sanitize, mop floors, clean fixtures in rest rooms
- **e)** Clean Kitchen break rooms and countertops
- **f)** Supply and keep stocked paper and soaps

ii. Quarterly
- **a)** Strip/wax hard surfaces
- **b)** Clean Carpet

iii. Semi-Annually
- **a)** Clean all exterior glass including window ledges
- **b)** Empty kitchen/Break room cupboards and scrub out. Occupants will put items back.

h. Whitehall Mansion

i. Weekly
- **a)** Sweep all hard surface areas
- **b)** Vacuum all soft surfaces
- **c)** Dust
- **d)** Sanitize, mop floors, clean fixtures in rest rooms
- **e)** Clean Kitchen break rooms and countertops
- **f)** Supply and keep stocked paper and soaps
- **g)** Remove all trash

ii. Annually
- **a)** Strip/wax hard surfaces
- **b)** Clean Carpet

i. Maintenance Shops

i. Weekly
- **a)** Sweep designated hard surface areas
- **b)** Sanitize, mop floors, clean fixtures in rest rooms

j. School

i. Daily
- **a)** Sweep all hard surface areas in DCS Training Area
- **b)** Vacuum all soft surfaces in DCS Training Area
- **c)** Dust in DCS training area
- **d)** Sanitize, mop floors, clean fixtures in rest rooms in DCS Training Area
- **e)** Clean/Kitchen break rooms and countertops
- **f)** Supply and keep stocked paper and soaps
- **g)** Trash Removal in DCS Training Area

ii. Weekly
- **a)** Sweep new gym entry and gym

iii. Quarterly
- **a)** Strip/wax all hard surfaces in DCS Areas to a high shine
- **b)** Scrub gym floors
- **c)** Vacuum and dust Administrative Services Space
- **d)** Sanitize, mop floors, clean fixtures in Administrative Services rest rooms

iv. Semi-Annually
- **a)** Clean all exterior glass including window ledges
- **b)** Clean carpet in Administrative Services Space
- **c)** Strip/wax hard surfaces in DCS Training Area
- **d)** Deep clean carpets in DCS Training Area

k. TAB

i. Daily
- **a)** Sweep all hard surface areas
- **b)** Vacuum all soft surfaces
- **c)** Dust
- **d)** Sanitize, mop floors, clean fixtures in rest rooms
- **e)** Clean Kitchen break rooms and countertops
- **f)** Supply and keep stocked paper and soaps
- **g)** Remove trash

ii. Semi-Annually
- **a)** Clean all exterior glass including window ledges
- **b)** Clean Carpets.

3. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 1 case Purell hand sanitizer refill for School building

T. DAYTIME CLEANING PROPOSAL - PROJECT DESCRIPTION AND SCOPE OF WORK

1. DAILY DUTIES PERFORMED THROUGHOUT BUSINESS HOURS

a. Empty all exterior trash receptacles and wipe them clean with a damp cloth.
b. Empty all waste receptacles in assigned areas and change liners as needed.
c. Remove trash/recycle from building to proper bins.
d. Dust -mop all hard surface floor areas.
e. Damp-mop hard surface floors to remove dirt and spots.
f. Spot clean and/or spot vacuum carpets daily or as needed.
g. Spot clean all entryway, door and partition glass to remove smudges and finger prints.
h. Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a dust cloth. Exclude desk tops.
i. Clean and sanitize all drinking fountains.
j. Wash and clean all entryway glass, inside and out.
k. Clean matting at entrances to building.
l. Clean custodial closets and slop sinks.
m. Clean, check and fill all hand sanitizers.
n. Clean parking garage stairwells including, but not limited to, sweeping and debris removal.

2. RESTROOMS AND KITCHEN AREAS WILL RECEIVE THE FOLLOWING CLEANING DAILY (UNLESS OTHERWISE INDICATED):

a. Empty all waste receptacles and replace liners as needed.
b. Empty all recycling receptacles and replace liners as needed.
c. Clean and service all restroom dispensers.
d. Thoroughly clean all fixtures including stainless steel with a germicidal cleaner.
e. Thoroughly clean walls, doors, shelves and partitions with a germicidal cleaner.
f. Sweep and thoroughly wet mop all floor areas with a germicidal cleaner.

3. WEEKLY DUTIES

a. Clean kick plates, polish brass hardware and handles, door knobs and switch plates, including elevators.

b. Clean and buff all hard surface floors and refinish as needed.

c. Thoroughly vacuum all carpeting, using upright (beater brush) and detail vacuums.

d. Public telephones shall be cleaned with a germicidal cleaner to remove ink stains, hand prints, etc.

4. MONTHLY DUTIES

a. Dust all Venetian blinds where applicable.

b. Strip, polish, or buff high traffic hard surface areas as needed.

5. QUARTERLY DUTIES

a. Thoroughly wash all waste and recycling receptacles larger than regular desk size.

b. Shampoo carpeted corridors, three feet or wider.

6. SEMI-ANNUAL DUTIES

a. Thoroughly wash all desk size waste and recycling receptacles (as needed).

b. Clean all interior glass (not otherwise identified for cleaning more often) on a semi-annual basis or more often as needed.

c. Clean all building diffusers and air vents.

d. Shampoo carpeted conference rooms.

e. Strip wax and refinish all hard surface floors.

7. ANNUAL DUTIES

a. Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes.)

8. DUTIES TO BE PERFORMED ON AN "AS NEEDED" BASIS

a. Spot clean upholstered chairs.

b. Any of the duties listed above as requested by Owner.

c. Shampoo/extract carpeting on an as needed basis or, as instructed by the Owner's personnel.

A written notice reporting date of completion of all weekly, monthly, quarterly, semi-annual and annual cleaning must be mailed or hand delivered to a designated Owner's representative. The DCS will be asked to visit the site with the Owner's representatives to review the quality of services provided, on a monthly basis.

U. NEBRASKA STATE OFFICE BUILDING (NSOB) DAYTIME CUSTODIAL SERVICES

1. LOCATION

301 Centennial Mall South, Lincoln, NE 68508

2. EQUIPMENT

All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES

All duties listed in the "J. Work to be Done" apply to this building expect Semi-Annual Services.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. HOURS

i. Minimum Hours – Daily

A minimum of 16 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal. An additional 8 hours per day is required for a building supervisor.

b. ADDITIONAL DUTIES

i. Daytime

a) Separate all cardboard and place in compactor located in dock area.
b) Compact cardboard, bale and place on pallet. Take all baled cardboard to the dock.
c) Vacuum mail room.
d) Sweep entire dock and bay area. (Entire dock and bay area include both top and bottom levels of the dock.)
e) Sweep stairways and spot mop as needed.
f) Wipe down handrails in stairways.
g) Sweep and mop stairs and elevators in East and South garages.

ii. Daily

This is a building which requires additional custodial service throughout the daytime hours. The core hours for these services shall be from 5:30 a.m. to 5:30 p.m. five days a week Monday through Friday.

Daytime cleaning shall include the following on an as needed basis except where specified:

NOTE: The goal of the daytime cleaning is to provide a well maintained and adequately stocked facility.

a) Distribute trash and recycling bins throughout each floor prior to 6:30 a.m.
b) Clean Central Mail Room prior to 8:00 a.m.
c) Clean United States Post Office (including all glass).
d) Sweep both dock levels by 7:00 a.m., after sanitation service.
e) Sweep all common areas and restrooms.
f) Re-stock products in all restrooms.
g) Empty all indoor, outdoor and restroom trash/recycle containers and replace liners.
h) Dust mop 1st Floor lobby.

i) Damp mop hard surface floors to remove dirt and spots throughout the building.

j) Pick up large debris. Break down all cardboard boxes and place in bin next to the baler. Bale cardboard when bin is full. Stack all pallets in a place designated by dock staff.

k) Clean marble benches outside of building.

l) Clean all glass in east and west entry ways.

m) Clean all glass in the lobby of each floor.

n) Make adjustments to conference room set ups based on daily schedules provided by the Owner.

o) Handle any custodial related emergencies that may arise.

p) Post Owner approved fliers on billboards throughout building.

q) Check and refill hand sanitizers throughout building.

iii. Weekly

a) Thoroughly damp mop the United States Post Office. (To be done while Post Office staff is present).

b) Clean all metal walls as needed. (History shows this requires 10 man hours per week.)

iv. Monthly

a) Clean vinyl entrance mats and floor area under entry mats.

v. Quarterly

a) Strip wax and refinish all hard surface floors.

5. ENTRYWAY MATS

Rubber backed and edged, fiber faced pile (color and type selected by Owner) walk off mats shall be furnished 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 evening either by vacuuming or wet extraction. The following entrances shall be matted with the number and size of mats as indicated:

First floor	East	- 6 - 6' x 12'
	West	- 6 - 6' x 12'
	Dock	- 3 - 3' x 5'

6. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their proposals based on their estimates, which may differ from these figures.

a. 16 cases Smoother-N-Soft soap

b. 16 cases neat seats

c. 30 cases toilet paper - Minimum 20% post consumer content materials

d. 100 cases paper towels - Minimum 40% post consumer content materials

e. 40 cases 36 X 60 liners - 20% recycled, 100% post consumer content

f. 24 cases 30 X 37 liners - 20% recycled, 100% post consumer content

g. 12 cases 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content

h. 8 cases 24 X 24 liners - 20% recycled, 100% post consumer content

i. 6 cases Sanisacs
j. 2 cases Purell hand sanitizer refills

V. TRANSPORTATION SERVICE BUREAU (TSB) DAYTIME CUSTODIAL SERVICES

1. LOCATION
1400 "M" Street, Lincoln, NE 68508

2. EQUIPMENT
All equipment and supplies listed under "H. Equipment and Supplies" apply to this building.

3. BASIC DUTIES
All duties listed in the "J. Work to be Done" apply to this building except Semi-Annual Services – Item #E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Hours

i. Minimum Hours – Daily
A minimum of 2 hours per day required to meet the cleaning standards outlined in this proposal.

b. Additional Duties

i. Monthly
- **a)** Clean all metal walls as needed (History shows this requires two (2) man hours per week).
- **b)** Clean all first floor exterior glass.

ii. Quarterly
- **a)** Strip wax and refinish all hard surface floors.

5. OTHER SUPPLIES
Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 1 case Smoother-N-Soft soap
b. 1 case neat seats
c. 2 cases toilet paper - Minimum 20% post consumer content materials
d. 4 cases paper towels- Minimum 40% post consumer content materials
e. 2 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
f. 2 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
g. 1 case 24 X 24 liners - 20% recycled, 100% post consumer waste
h. 1 case 31 X 47 blue liners for recycling bins -20% recycled, 100% post
i. consumer content
j. ½ case Sanisacs
k. ½ case Purell hand sanitizer refills

W. EXECUTIVE BUILDING DAYTIME CUSTODIAL SERVICES

1. LOCATION

521 South 14th Street, Lincoln, NE 68509

2. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Daytime

i. Elevators

- **a)** Vacuum, remove floor covering and wash down as needed.
- **b)** Spot clean panels, buttons, light lenses etc.

ii. Lobby

- **a)** Dust mop
- **b)** Spot clean interior glass
- **c)** Vacuum Mats and carpeted areas
- **d)** Clean cigarette butt cans

iii. All Floors

- **a)** Empty all trash/recycle receptacles, butt cans (outside entrance to building), damp clean, and replace liners as needed.
- **b)** Spot clean or vacuum carpeted areas as needed.
- **c)** Dust horizontal surfaces (desks, credenzas, counters, tables etc.) Note: dust only areas that are clear of paper and misc. items. Contractor shall not move items from desk.
- **d)** Spot clean all spills, smudges, etc. in the Kitchenettes/vending area, tables, counter tops,
- **e)** Clean and polish sinks.
- **f)** Inspect all areas and report problems to Manager.

iv. Restrooms

- **a)** Empty trash/recycle receptacles and replace liners as needed.
- **b)** Polish mirrors, faucets, flush valves, and dispensers
- **c)** Clean and sanitize sinks, stools, and urinals
- **d)** Sweep and damp mop floors
- **e)** Wipe off partitions, as needed
- **f)** Check all paper towel and toilet paper dispensers, and replenish, as needed
- **g)** Check and refill soap dispensers, as needed
- **h)** Check and refill sanitary napkin dispensers as needed

b. Weekly

- **i.** Spot clean carpet for spills, gum, tar, etc. or as needed
- **ii.** Thoroughly vacuum all carpeted areas
- **iii.** Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
- **iv.** Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
- **v.** Sweep and mop stairwells

vi. Detail scrub mop board and tile on Restroom floors with hard bristle brush and mop clean.
vii. Mop and buff hard surface floors, as needed

c. Monthly

i. Edge all carpet in individual offices and hallways
ii. Vacuum window blinds
iii. Vacuum all upholstered chair seats
iv. Sanitize all public telephones
v. Clean elevator tracks
vi. Clean lobby window, inside and outside surfaces
vii. Sweep breezeways, where accessible, on each floor

d. Semi-Annual

i. Shampoo Carpet in all offices and halls, or more often as weather and traffic requires
ii. Strip and Wax all hard surface floors, or more often as traffic requires

3. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 6 cases towels - Minimum 40% post consumer waste
b. 2 cases toilet paper - Minimum 20% post consumer waste
c. 5 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
d. 5 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
e. 2 cases 24 X 24 liners - 20% recycled, 100% post consumer waste
f. 1 case Sanisacs (per Year)
g. 1 case Sanitary Napkins (per Year)
h. 1 case Smooth-N-Soft Soap
i. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
j. 2 cases Purell hand sanitizer refills

X. 501 BUILDING DAYTIME CUSTODIAL SERVICES

1. LOCATION

501 South 14th Street, Lincoln, NE 68509

2. EQUIPMENT

All equipment and supplies listed under “H. Equipment and Supplies” apply to this building.

3. BASIC DUTIES

All duties in the “J. Work to be Done” apply to this building except Semi-Annual Services – Item #E.

4. SPECIAL CONDITIONS AND ADDITIONAL DUTIES

a. Hours

i. Minimum Hours – Daily
A minimum of 4 hours per day is required to meet the cleaning standards outlined in this proposal.

b. Additional Duties

i. Daytime
Sweep entire dock and bay area.

NOTE: This is a building which requires additional custodial service throughout the daytime hours. The core hours for these services shall be from 5:30 a.m. to 5:30 p.m. five days a week Monday through Friday.

ii. Daytime
Cleaning shall include the following on an as needed basis except where specified:

NOTE: The goal of the daytime cleaning is to provide a well maintained and adequately stocked facility.

a) Sweep entire dock and bay area
b) Damp mop hard surface floors to remove spillage or tread throughout building.
c) Unlock custodial closet on the 3rd floor, daily by 7:00 a.m.
d) Spot clean restroom and stairway doors.
e) Sweep both lower level and upper level hard surface floors and pick up debris.
f) Empty all exterior ash and trash/recycle receptacles twice a day.
g) Check restrooms on each floor twice a day. Sweep, wet mop, stock supplies (including deodorants) and empty trash and replace liners.
h) First floor receiving area: empty trash and recycling (twice daily), dust mop, wet mop and detail daily.
i) Clean all glass in 1st floor entry way and all elevator lobbies.
j) Vacuum entryway, elevator and elevator lobby carpets daily.
k) Vacuum 2nd floor hallway north to south once a day.
l) Clean the sink, counters, tables, floors and empty trash/ recycling containers in all vending/break areas.
m) Handle any custodial related emergencies that may arise.

iii. Weekly

a) Clean all metal walls as needed.
b) Sweep and wet mop stairwells.
c) Shampoo 1st floor lobby and both passenger elevators. (Seasonally)

d) Power vacuum entire tunnel from this building to Capitol.

iv. Monthly
Dust and wet mop and detail 2nd floor west computer room. (1st Monday of each month)

v. Quarterly
Strip wax and finish all hard surface floors.

5. OTHER SUPPLIES

Approximate monthly quantities listed are for information only. Bidders will be responsible for preparing their bids based on their estimates, which may differ from these figures.

a. 2 cases Smoother-N-Soft soap
b. 2 cases neat seats
c. 4 cases toilet paper - Minimum 20% post consumer content materials
d. 20 cases paper towels - Minimum 40% post consumer content materials
e. 18 cases 36 X 60 liners - 20% recycled, 100% post consumer waste
f. 14 cases 30 X 37 liners - 20% recycled, 100% post consumer waste
g. 1 case 31 X 47- Blue Liners for recycling bins-20% recycled, 100% post consumer content
h. 1 case Sanisacs
i. 1 case Enzyme Urinal Blocks
j. 1 case Purell hand sanitizer refills

Y. FACILITY STATISTICS

1. NEBRASKA STATE OFFICE BUILDING

Number of people - approximately 2600
People who walk in on a daily average - 1000
Number of restrooms - 15
Congestion - average to heavy
Stair wells - 9 (5 in NSOB, 4 in parking garage)
Elevators - 11 total (7 in NSOB, 4 in parking garage)
Cleanable Square Footage - approximately 325,000 evening
Cleanable Square Footage - approximately 85,000 daytime
Approximately 85% carpet
Approximately 15% hard surface

2. TRANSPORTATION SERVICE BUREAU

Number of people - approximately 100
People who walk in on a daily average - 200
Number of restrooms - 5
Congestion - average to heavy
Stair Wells - 3
Elevators - 1
Cleanable Square Footage - approximately 16,000 evening

Cleanable Square Footage - approximately 4,000 daytime
Approximately 90% carpet
Approximately 10% other hard surfaces

3. EXECUTIVE BUILDING

Number of people – 100
Number of restrooms-10
People who walk in on a daily average- 200
Congestion- average
Stair wells- 2
Elevators- 1
Cleanable Square Footage - approximately 27,000 evening
Cleanable Square Footage - approximately 8,000 daytime

Approximately 75% carpet
Approximately 25% hard surface

4. 501 BUILDING

Number of people - approximately 300
People who walk in on a daily average - 200
Number of restrooms - 12
Congestion - average to heavy
Stair Wells - 3
Elevators - 3
Cleanable Square Footage - approximately 75,000 evening
Cleanable Square Footage - approximately 12,000 daytime
Approximately 80% carpet
Approximately 20% other hard surfaces

5. GRAND TOTAL CLEANABLE SQUARE FOOTAGE

All buildings in this contract - approximately 75,000 square feet - evening
All buildings in this contract - approximately 75,000 square feet - daytime

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:

A. TECHNICAL PROPOSAL

The Technical Proposal shall consist of four (4) sections:

1. SIGNED "State of Nebraska Request For Proposal For Contractual Services" form;
2. Executive Summary;
3. Corporate Overview; and
4. Technical Approach.

1. 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 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.

2. EXECUTIVE SUMMARY

The Executive Summary shall condense and highlight the contents of the solution being proposed by the bidder in such a way as to provide the Evaluation Committee with a broad understanding of the Contractor's Technical Proposal.

Bidders must present their understanding of the problems being addressed by implementing a new system, the objectives and intended results of the project, and the scope of work. Bidders shall summarize how their Technical Proposal meets the requirements of the Request for Proposal, and why they are best qualified to perform the work required herein.

3. 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, whether the name and form of organization has changed since first organized, and Federal Employer Identification Number and/or Social Security Number.

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. Bidder must provide narrative descriptions to highlight the similarities between their 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.

4. 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.

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.

Invoice Date: _____ Deliverable(s):_____
Monthly: _____ Custodial Services: _____

Form A

Bidder Contact Sheet

Request for Proposal Number 3029Z1

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:	

ATTACHMENT 1

Request for Proposal for Contractual Services

(to be completed and returned with the RFP response)

There is the potential for the addition of other State occupied facilities within the city of Lincoln to this contract and the State reserves the right to increase or decrease the total square footage cleaned. Any changes to the square footage being cleaned for existing facilities will be calculated at the quoted Evening or Daytime rates. The addition of any previously un-contracted office space in a facility not identified in this RFP for general Evening or Daytime cleaning can be added at the average square foot rate quoted below for 1, 2 & 3. Any changes in square footage will be effective immediately and prorated monthly.

Work will be performed in strict accordance with the provisions, specifications and performance requirements set forth in this bid document:

GENERAL PERFORMANCE REQUIREMENTS

1. Nebraska State Office Building (NSOB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (325,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (85,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted high traffic corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____
Surface Clean/vacuum all building diffusers and air vents (approx. 4800)	Cost per Occurrence	$_____
Shampoo carpeted conference rooms	Cost per Occurrence	$_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and

dry wipe tubes) (approx. 8000) Cost per Occurrence $_____

2. Transportation Service Bureau (TSB)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (16,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (4,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds Cost per Occurrence $_____

Dry clean fabric blinds Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted high traffic corridors Cost per Occurrence $_____
Sq/Ft Cost $_____

Semi-Annual Duties

Clean all exterior glass Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 350) Cost per Occurrence $_____

Sq/Ft Cost $_____

3. The Executive Building

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (27,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (8,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Edge clear all carpet in individual offices and hallways	Cost per Occurrence	$_____
Vacuum all upholstered chair seats	Cost per Occurrence	$_____
Sweep East exterior breezeways, where accessible, on each floor	Cost per Occurrence	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____
Surface Clean/vacuum all building diffusers and air vents (approx. 200)	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpet in all offices and halls	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Annual Duties

Clean all light fixtures. (Wash reflectors, both sides of lenses and dry wipe tubes) (approx. 600)	Cost per Occurrence	$_____

4. 501 Building (501)

Base Cost for Evening daily and Evening weekly custodial services and scheduled duties. (75,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Base Cost for Daytime daily and Daytime weekly custodial services and scheduled duties. (12,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____
Surface Clean/vacuum all building diffusers and air vents (approx. 200)	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpet in all offices and halls	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 500)	Cost per Occurrence	$_____

5. Records Management ("K" Street)

Base Cost for daily and weekly custodial services and scheduled duties. (6,630 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Semi-Annual Duties

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Surface Clean/vacuum all building diffusers and air vents — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) — Cost per Occurrence $_____

6. Nebraska State Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (35,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds — Cost per Occurrence $_____

Strip, polish or buff high traffic hard surfaces as needed — Cost per Occurrence $_____
Sq/Ft Cost $_____

Clean all vertical surfaces, especially around heat vents, including interior glass. This includes walls with dust build up, door jams, etc. — Cost per Occurrence $_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons. — Cost per Occurrence $_____

Shampoo/extract/bonnet carpeted office areas
Cost per Occurrence $_____
Sq/Ft Cost $_____

Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods) — Cost per Occurrence $_____

Thoroughly clean hard surfaced floors and anti-fatigue mats (replacing them when dry) in laboratory areas. Notify laboratory staff in advance so movable items can be removed by the laboratory staff. — Cost per Occurrence $_____

Semi-Annual Duties

Clean all exterior glass — Cost per Occurrence $_____

Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed. — Cost per Occurrence $_____

Strip wax and refinish all hard surface floors — Cost per Occurrence $_____
Sq/Ft Cost $_____

Shampoo/extract/bonnet carpeted conference rooms — Cost per Occurrence $_____
Sq/Ft Cost $_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 300) — Cost per Occurrence $_____

7. Nebraska State Patrol Criminalistics Laboratory

Base Cost for daily and weekly custodial services and scheduled duties. (13,300 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods)	Cost per Occurrence	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

8. WhiteHall Campus

Base Cost for daily and weekly custodial services and scheduled duties. (70,000 sq/ft for 248 days of cleaning)

$_____	$_____	$_____
Annual Cost	Sq/Ft Cost	Daily Cleaning Cost

Monthly Duties

Dust all Venetian blinds	Cost per Occurrence	$_____
Strip, polish or buff high traffic hard surfaces as needed	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Quarterly Duties

Thoroughly wash all waste and recycling receptacles larger than 30 gallons.	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted corridors	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Semi-Annual Duties

Clean all exterior glass	Cost per Occurrence	$_____
Clean all interior glass (not identified for cleaning more often) on a semi-annual basis or more often as needed.	Cost per Occurrence	$_____
Surface Clean/vacuum all building diffusers and air vents (not to include vent hoods)	Cost per Occurrence	$_____
Strip wax and refinish all hard surface floors	Cost per Occurrence	$_____
Shampoo/extract/bonnet carpeted conference rooms	Cost per Occurrence	$_____
	Sq/Ft Cost	$_____

Annual Duties

Clean all light fixtures. (wash reflectors, both sides of lenses and dry wipe tubes) (approx. 200)	Cost per Occurrence	$_____

_____

TOTAL ANNUAL COST

UNIT PRICE SCHEDULES

Cost per employee hour $_____; to be used for the purpose of extra cleaning as requested by the Facilities Manager or for deducting if minimum daily employee hours are not met.

If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: _____

Name and Title: _____

Signature: _____

Address: _____

Telephone Number: (_____)_____

Fax Number: (_____)_____

E-mail Address: _____

Cost per square foot $_____; to be used for the purpose of adding or deleting areas totaling 3,000 square feet or more. This cost excludes basement concrete floors. (Quote price per square foot per year.)

Cost per square foot $_____; to be used for the purpose of increasing the frequency of hard surface floor maintenance. May also be used as a penalty for non-compliance of the terms stated in the contract.

Cost per square foot $_____; to be used for the purpose of increasing the frequency of carpet shampooing as requested by the Facilities Manager.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning of Capitol Base as requested by the Facilities Manager.

Cost per cleaning $_____; to be used for the purpose of increasing/decreasing frequency of Exterior Window Cleaning as requested by the Facilities Manager.
If this proposal is accepted,

We/I will begin work on February 1, 2010

Company: _____

Name and Title: _____

Signature: _____

Address: _____

Telephone Number: (_____)_____

Fax Number: (_____)_____

E-mail Address: _____

State of Nebraska Materiel Division
Cleaning Services RFP 3129 Z1

Nebraska State Office Building (NSOB)

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	17,568	16,736	34,304
First Floor	29,659	41,599	71,258
Second Floor	5,531	60,147	65,678
Third Floor	5,242	62,688	67,930
Fourth Floor	5,210	63,429	68,639
Fifth Floor	6,249	56,942	63,191
Sixth Floor	5,708	62,846	68,554
Total	75,167	364,387	439,554
Minimum Daily Man Hours	16	150	166
Supervisory Daily Man Hours	8	8	16

Annualization of current montly cost $ 562,539.60

Transportation Service Bureau Center (TSBC)

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	2,491	4,964	7,455
First Floor	3,661	7,246	10,907
Second Floor	565	-	565
Third Floor	430	-	430
Total	7,147	12,210	19,357
Minimum Daily Man Hours	2	5	7

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 17,728.20

The Executive Building

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	2,149	-	2,149
First Floor	2,149	2,533	4,682
Second Floor	958	4,690	5,648
Third Floor	687	4,984	5,671
Fourth Floor	686	4,937	5,623
Fifth Floor	1,301	4,276	5,577
Total	7,930	21,420	29,350

Minimum Daily Man Hours have not been specified
Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 39,557.70

The 501 Building

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	8,453	5,608	14,061
First Floor	4,756	-	4,756
Second Floor	2,365	3,972	6,337
Third Floor	1,751	10,092	11,843
Fourth Floor	1,585	10,093	11,678
Total	18,910	29,765	48,675

Minimum Daily Man Hours	4	24	28

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 99,023.40

Records Management ("K" Street)

Cleaning Square Footage	Daytime	Evening	Combined
Third Floor	-	8,388	8,388
Total	-	8,388	8,388

Minimum Daily Man Hours	-	3.5	3.5

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 10,332.00

Nebraska State Laboratory

Cleaning Square Footage	Daytime	Evening	Combined
Lower Level	-	13,325	13,325
First Floor	-	16,104	16,104
Total	-	29,429	29,429

Minimum Daily Man Hours	-	12	12

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 39,450.60

Nebraska State Patrol Criminalistics Laboratory

Cleaning Square Footage	Daytime	Evening	Combined
First Floor	13,032	-	13,032
Total	13,032	-	13,032

Minimum Daily Man Hours	5	-	5

Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 15,460.20

Whitehall Campus

Gross Square Footage	Daytime	Evening	Combined
Cottage 1	-	4,757	4,757
Cottage 2	-	4,757	4,757
Cottage 3	-	4,757	4,757
Cottage 4	-	4,757	4,757
Cottage 5	-	4,757	4,757
Cottage 6	-	4,757	4,757
Cottage 7	-	2,629	2,629
Whitehall Mansion	-	12,909	12,909
Maintenance Shops	-	8,210	8,210
School	-	30,775	30,775
TAB	-	10,145	10,145
Total	-	93,210	93,210
approximate Cleaning Square Footage		70,000	70,000

Minimum Daily Man Hours have not been specified
Supervision is provided from the NSOB crew supervisor/manager

Annualization of current montly cost $ 51,972.00

Total Square Foot 680,995

Total annualization of current montly costs $ 836,063.70