


## II. TERMS AND CONDITIONS

Bidder should read the Terms and Conditions within this section and must initial either "Accept All Terms and Conditions Within Section as Written" or "Exceptions Taken to Terms and Conditions Within Section as Written" in the table below. If exception is not taken to a provision, it is deemed accepted as stated. If the bidder takes any exceptions, they must provide the following within the "Exceptions" field of the table below (Bidder may provide responses in separate attachment if multiple exceptions are taken):

1. The specific clause, including section reference, to which an exception has been taken;
2. An explanation of why the bidder took exception to the clause; and
3. Provide alternative language to the specific clause within the solicitation response.

By signing the solicitation, bidder agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Accept All Terms and Conditions Within Section as Written (Initial)	Exceptions Taken to Terms and Conditions Within Section as Written (Initial)	Exceptions: (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
		

The bidders should submit with their solicitation response any license, user agreement, service level agreement, or similar documents that the bidder wants incorporated in the Contract. The State will not consider incorporation of any document not submitted with the solicitation response as the document will not have been included in the evaluation process. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the Addendum to Contract Award has been negotiated and agreed to, the Addendum to Contract Award shall be interpreted as follows:

1. If only one (1) Party has a particular clause, then that clause shall control,
2. If both Parties have a similar clause, but the clauses do not conflict, the clauses shall be read together,
3. If both Parties have a similar clause, but the clauses conflict, the State's clause shall control.

### A. GENERAL

1. The contract resulting from this Solicitation shall incorporate the following documents:
  - a. Solicitation, including any attachments and addenda;
  - b. Questions and Answers;
  - c. Bidder's properly submitted solicitation response, including any terms and conditions or agreements submitted by the bidder;
  - d. Addendum to Contract Award (if applicable); and
  - e. Amendments to the Contract. (if applicable)

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future 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 the executed Contract with the most recent dated amendment having the highest priority, 2) Executed Contract and any attached Addenda 3) Addendums to the solicitation and any Questions and Answers, 4) the original solicitation document and any Addenda or attachments, and 5) the Vendor's submitted solicitation response, including any terms and conditions or agreements that are accepted by the State.

Unless otherwise specifically agreed to in writing by the State, the State's standard terms and conditions, as executed by the State, shall always control over any terms and conditions or agreements submitted or included by the Vendor.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.

**B. NOTIFICATION**

Bidder and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered personally; electronically, return receipt requested; or mailed, return receipt requested. All notices, requests, or communications shall be deemed effective upon receipt.

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.

**C. BUYER'S REPRESENTATIVE**

The State reserves the right to appoint a Buyer's Representative to manage or assist the Buyer in managing the contract on behalf of the State. The Buyer's Representative will be appointed in writing, and the appointment document will specify the extent of the Buyer's Representative authority and responsibilities. If a Buyer's Representative is appointed, the bidder will be provided a copy of the appointment document and is expected to cooperate accordingly with the Buyer's Representative. The Buyer's Representative has no authority to bind the State to a contract, amendment, addendum, or other change or addition to the contract.

**D. GOVERNING LAW (Nonnegotiable)**

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this agreement must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state, and federal laws, ordinances, rules, orders, and regulations.

**E. BEGINNING OF WORK & SUSPENSION OF SERVICES**

The bidder shall not commence any billable work until a valid contract has been fully executed by the State and the successful Vendor. The Vendor will be notified in writing when work may begin.

The State may, at any time and without advance notice, require the Vendor to suspend any or all performance or deliverables provided under this Contract. In the event of such suspension, the Contract Manager or POC, or their designee, will issue a written order to stop work. The written order will specify which activities are to be immediately suspended and the reason(s) for the suspension. Upon receipt of such order, the Vendor shall immediately comply with its terms and take all necessary steps to mitigate and eliminate the incurrence of costs allocable to the work affected by the order during the period of suspension. The suspended performance or deliverables may only resume when the State provides the Vendor with written notice that such performance or deliverables may resume, in whole or in part.

**F. AMENDMENT**

This Contract may be amended in writing, within scope, upon the agreement of both parties.

**G. CHANGE ORDERS OR SUBSTITUTIONS**

The State and the Vendor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Changes may involve specifications, the quantity of work, or such other items as the State may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Vendor may not claim forfeiture of the contract by reasons of such changes.

The Vendor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Vendor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Vendor's solicitation response, were foreseeable, or result from difficulties with or failure of the Vendor's solicitation response or performance.

No change shall be implemented by the Vendor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is



necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

In the event any good or service is discontinued or replaced upon mutual consent during the contract period or prior to delivery, the State reserves the right to amend the contract to include the alternate product at the same price.

**\*\*\*Vendor will not substitute any item that has been awarded without prior written approval of SPB\*\*\***

**H. RECORD OF VENDOR PERFORMANCE**

The State may document the vendor's performance, which may include, but is not limited to, the customer service provided by the vendor, the ability of the vendor, the skill of the vendor, and any instance(s) of products or services delivered or performed which fail to meet the terms of the purchase order, contract, and/or specifications. In addition to other remedies and options available to the State, the State may issue one or more notices to the vendor outlining any issues the State has regarding the vendor's performance for a specific contract ("Contract Compliance Request"). The State may also document the Vendor's performance in a report, which may or may not be provided to the vendor ("Contract Non-Compliance Notice"). The Vendor shall respond to any Contract Compliance Request or Contract Non-Compliance Notice in accordance with such notice or request. At the sole discretion of the State, such Contract Compliance Requests and Contract Non-Compliance Notices may be placed in the State's records regarding the vendor and may be considered by the State and held against the vendor in any future contract or award opportunity. The record of vendor performance will be considered in any suspension or debarment action.

**I. NOTICE OF POTENTIAL VENDOR BREACH**

If Vendor breaches the contract or anticipates breaching the contract, the Vendor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

**J. BREACH**

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by email, delivery receipt requested; certified mail, return receipt requested; or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time.

The State's failure to make payment shall not be a breach, and the Vendor shall retain all available statutory remedies.

**K. NON-WAIVER OF BREACH**

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

**L. 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 provision held to be invalid or illegal.

**M. INDEMNIFICATION**

**1. GENERAL**

The Vendor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all third party 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 for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Vendor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Vendor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**2. INTELLECTUAL PROPERTY**

The Vendor 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 Vendor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Vendor prompt notice in writing of the claim. The Vendor 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 Vendor has indemnified the State, the Vendor shall, at the Vendor'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 Vendor, and the State may receive the remedies provided under this Solicitation.

**3. PERSONNEL**

The Vendor 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, including subcontractor's and their employees, provided by the Vendor.

**4. SELF-INSURANCE**

The State of Nebraska is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01. If there is a presumed loss under the provisions of this agreement, Vendor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,239.01 to 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Neb. Rev. Stat. § 81-8,294), Tort (Neb. Rev. Stat. § 81-8,209), and Contract Claim Acts (Neb. Rev. Stat. § 81-8,302), as outlined in state law and accepts liability under this agreement only to the extent provided by law.

The Parties acknowledge that Attorney General for the State of Nebraska is required by statute to represent the legal interests of the State, and that any provision of this indemnity clause is subject to the statutory authority of the Attorney General.

**N. ATTORNEY'S FEES**

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other Party prevails.

**O. PERFORMANCE BOND**

The Awarded Bidder will be required to supply a certified check or 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 \$75,000.00. The check or bond will guarantee that the Awarded Bidder will faithfully perform all requirements, terms and conditions of the contract. Failure to comply shall be grounds for forfeiture of the bond as liquidated damages. Amount of forfeiture will be determined by the agency based on loss to the State. The bond will be returned when the contract has been satisfactorily completed as solely determined by the State, after termination or expiration of the contract.

**P. ASSIGNMENT, SALE, OR MERGER**

Either Party may assign the contract upon mutual written agreement of the other Party. Such agreement shall not be unreasonably withheld.

The Vendor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Vendor's business. Vendor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Vendor will remain responsible for performance of the



contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

**Q. CONTRACTING WITH OTHER NEBRASKA POLITICAL SUBDIVISIONS OF THE STATE OR ANOTHER STATE**

The Vendor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. § 81-145(2), to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause. A listing of Nebraska political subdivisions may be found at the website of the Nebraska Auditor of Public Accounts.

The Vendor may, but shall not be required to, allow other states, agencies or divisions of other states, or political subdivisions of other states to use this contract. The terms and conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

**R. FORCE MAJEURE**

Neither Party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected Party ("Force Majeure Event") that was not foreseeable at the time the Contract was executed. The Party so affected shall immediately make a written request for relief to the other Party and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted Party's own employees will not be considered a Force Majeure Event.

**S. CONFIDENTIALITY**

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their 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 by 5 U.S.C. 552a (m)(1), provides that any officer or employee, 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.

**T. EARLY TERMINATION**

The contract may be terminated as follows:

1. The State and the Vendor, by mutual written agreement, may terminate the contract, in whole or in part, at any time.
2. The State, in its sole discretion, may terminate the contract, in whole or in part, for any reason upon thirty (30) calendar day's written notice shall be delivered by email, delivery receipt requested; certified mail, return receipt requested; or in person with proof of delivery to the Vendor. Such termination shall not relieve the Vendor of warranty or other service obligations incurred under the terms of the contract. In the event of termination, the Vendor 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, in whole or in part, immediately for the following reasons:
  - a. if directed to do so by statute,
  - b. Vendor 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 Vendor or of any substantial part of the Vendor'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 Vendor, its employees, officers, directors, or shareholders,
  - e. an involuntary proceeding has been commenced by any Party against the Vendor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Vendor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Vendor has been decreed or adjudged a debtor,
  - f. a voluntary petition has been filed by the Vendor under any of the chapters of Title 11 of the United States Code,
  - g. Vendor intentionally discloses confidential information,
  - h. Vendor has or announces it will discontinue support of the deliverable; and,
  - i. In the event funding is no longer available.

**U. CONTRACT CLOSEOUT**

Upon termination of the contract for any reason the Vendor shall within thirty (30) days, unless stated otherwise herein:

1. Transfer all completed or partially completed deliverables to the State,
2. Transfer ownership and title to all completed or partially completed deliverables to the State,
3. Return to the State all information and data unless the Vendor is permitted to keep the information or data by contract or rule of law. Vendor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Vendor's routine back up procedures,
4. Cooperate with any successor Contactor, person, or entity in the assumption of any or all of the obligations of this contract,
5. Cooperate with any successor Contactor, person, or entity with the transfer of information or data related to this contract,
6. Return or vacate any state owned real or personal property; and,
7. Return all data in a mutually acceptable format and manner.

Nothing in this section should be construed to require the Vendor to surrender intellectual property, real or personal property, or information or data owned by the Vendor for which the State has no legal claim.

**V. AMERICANS WITH DISABILITIES ACT**

Vendor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131–12134), as amended by the ADA Amendments Act of 2008 (ADA Amendments Act) (Pub.L. 110–325, 122 Stat. 3553 (2008)), which prohibits discrimination on the basis of disability by public entities.




### III. VENDOR DUTIES

Bidder should read the Vendor Duties within this section and must initial either "Accept All Terms and Conditions Within Section as Written" or "Exceptions Taken to Vendor Duties Within Section as Written" in the table below. If exception is not taken to a provision, it is deemed accepted as stated. If the bidder takes any exceptions, they must provide the following within the "Exceptions" field of the table below (Bidder may provide responses in separate attachment if multiple exceptions are taken):

1. The specific clause, including section reference, to which an exception has been taken;
2. An explanation of why the bidder took exception to the clause; and
3. Provide alternative language to the specific clause within the solicitation response.

By signing the solicitation, bidder agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Accept All Vendor Duties Within Section as Written (Initial)	Exceptions Taken to Vendor Duties Within Section as Written (Initial)	Exceptions: (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
		

#### A. INDEPENDENT VENDOR / OBLIGATIONS

It is agreed that the Vendor is an independent Vendor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Vendor is solely responsible for fulfilling the contract. The Vendor or the Vendor's representative shall be the sole point of contact regarding all contractual matters.

The Vendor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Vendor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the bidder's solicitation response shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

All personnel assigned by the Vendor to the contract shall be employees of the Vendor or a subcontractor and shall be fully qualified to perform the work required herein. Personnel employed by the Vendor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Vendor or the subcontractor respectively.

With respect to its employees, the Vendor agrees to be solely responsible for the following:

1. Any and all pay, benefits, and employment taxes and/or other payroll withholding,
2. Any and all vehicles used by the Vendor's employees, including all insurance required by state law,
3. Damages incurred by Vendor's employees within the scope of their duties under the contract,
4. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law,
5. Determining the hours to be worked and the duties to be performed by the Vendor's employees; and,
6. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Vendor, its officers, agents, or subcontractors or subcontractor's employees).

If the Vendor intends to utilize any subcontractor, the subcontractor's level of effort, tasks, and time allocation should be clearly defined in the solicitation response. The Vendor shall agree that it will not utilize any subcontractors not specifically included in its solicitation response in the performance of the contract without the prior written authorization of the State. If the Vendor

subcontracts any of the work, the Vendor agrees to pay any and all subcontractors in accordance with the Vendor's agreement with the respective subcontractor(s).

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

Vendor shall insure that the terms and conditions contained in any contract with a subcontractor does not conflict with the terms and conditions of this contract.

The Vendor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

**B. EMPLOYEE WORK ELIGIBILITY STATUS**

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

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

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at <https://das.nebraska.gov/materiel/docs/pdf/Individual%20or%20Sole%20Proprietor%20United%20States%20Attestation%20Form%20English%20and%20Spanish.pdf>
2. The completed United States Attestation Form should be submitted with the Solicitation response.
3. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
4. The Vendor understands and agrees that lawful presence in the United States is required, and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Nonnegotiable)**

The Vendor 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 Vendors of the State of Nebraska, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 to 48-1125). The Vendor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Vendor shall insert a similar provision in all Subcontracts for goods and services to be covered by any contract resulting from this Solicitation.

**D. COOPERATION WITH OTHER VENDORS**

Vendor may be required to work with or in close proximity to other Vendors or individuals that may be working on same or different projects. The Vendor shall agree to cooperate with such other Vendors or individuals and shall not commit or permit any act which may interfere with the performance of work by any other Vendor or individual. Vendor is not required to compromise Vendor's intellectual property or proprietary information unless expressly required to do so by this contract.

**E. DISCOUNTS**

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the solicitation response. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

**F. PRICES**

Prices submitted on the cost sheet, once accepted by the State, shall remain fixed for the first two (2) years of the contract. Any request for a price increase subsequent to the initial two (2) years of the contract shall not exceed three percent (3%) of the previous Contract period. Increases will be cumulative across the remaining periods of the contract. The request for a price increase must be submitted in writing to the State Purchasing Bureau a minimum of 120 days prior to the end of the current contract period. Documentation may be required by the State to support the price increase.

**The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.**

**The State will be given full proportionate benefit of any decreases for the term of the contract.**



**G. PERMITS, REGULATIONS, LAWS**

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Vendor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the execution of the contract. The Vendor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

**H. INSURANCE REQUIREMENTS**

The Vendor shall throughout the term of the contract maintain insurance as specified herein and provide the State with a current Certificate of Insurance/Acord Form (COI) verifying the coverage. The Vendor shall not commence work on the contract until the insurance is in place. If Vendor subcontracts any portion of the Contract the Vendor must, throughout the term of the contract, either:

1. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor,
2. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Vendor has verified that each subcontractor has the required coverage; or,
3. Provide the State with copies of each subcontractor's Certificate of Insurance evidencing the required coverage.

The Vendor shall not allow any Subcontractor to commence work until the Subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Vendor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Vendor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within one (1) years of termination or expiration of the contract, the Vendor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and one (1) years following termination or expiration of the contract.

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

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

**1. WORKERS' COMPENSATION INSURANCE**

The Vendor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the Vendor 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. **The policy shall include a waiver of subrogation in favor of the State. The COI shall contain the mandatory COI subrogation waiver language found hereinafter.** The amounts of such insurance shall not be less than the limits stated hereinafter. For employees working in the State of Nebraska, the policy must be written by an entity authorized by the State of Nebraska Department of Insurance to write Workers' Compensation and Employer's Liability Insurance for Nebraska employees.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

The Vendor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect Vendor 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 Vendor 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 Vendors, Personal Injury, and Contractual Liability coverage. **The policy shall include the State, and others as required by the contract documents, as Additional Insured(s). This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory. The COI shall contain the mandatory COI liability waiver language found hereinafter.** The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned, and Hired vehicles.

<b>REQUIRED INSURANCE COVERAGE</b>	
<b>COMMERCIAL GENERAL LIABILITY</b>	
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000 per occurrence
Bodily Injury/Property Damage	\$1,000,000 per occurrence
Medical Payments	\$10,000 any one person
Damage to Rented Premises (Fire)	\$300,000 each occurrence
Contractual	Included
Independent Vendors	Included
<i>If higher limits are required, the Umbrella/Excess Liability limits are allowed to satisfy the higher limit.</i>	
<b>WORKER'S COMPENSATION</b>	
Employers Liability Limits	\$500K/\$500K/\$500K
Statutory Limits- All States	Statutory - State of Nebraska
Voluntary Compensation	Statutory
<b>COMMERCIAL AUTOMOBILE LIABILITY</b>	
Bodily Injury/Property Damage	\$1,000,000 combined single limit
Include All Owned, Hired & Non-Owned Automobile liability	Included
<b>UMBRELLA/EXCESS LIABILITY</b>	
Over Primary Insurance	\$5,000,000 per occurrence
<b>COMMERCIAL CRIME</b>	
Crime/Employee Dishonesty Including 3rd Party Fidelity	\$1,000,000
<b>MANDATORY COI SUBROGATION WAIVER LANGUAGE</b>	
"Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska."	
<b>MANDATORY COI LIABILITY WAIVER LANGUAGE</b>	
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured."	

**3. EVIDENCE OF COVERAGE**

The Vendor shall furnish the Contract Manager, via email, with a certificate of insurance coverage complying with the above requirements prior to beginning work at:

121776 O5

Administrative Services  
State Purchasing Bureau  
1526 K Street, Suite 130  
Lincoln, NE 68508  
as.materielpurchasing@nebraska.gov

These certificates or the cover sheet shall reference the solicitation 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 Vendor to maintain such insurance, then the Vendor shall be responsible for all reasonable costs properly attributable thereto.

Reasonable notice of cancellation of any required insurance policy must be submitted to the contract manager as listed above when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.



**4. DEVIATIONS**

The insurance requirements are subject to limited negotiation. Negotiation typically includes, but is not necessarily limited to, the correct type of coverage, necessity for Workers' Compensation, and the type of automobile coverage carried by the Vendor.

**I. ANTITRUST**

The Vendor 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.

**J. CONFLICT OF INTEREST**

By submitting a solicitation response, vendor certifies that no relationship exists between the vendor and any person or entity which either is, or gives the appearance of, a conflict of interest related to this solicitation or project.

Vendor further certifies that vendor will not employ any individual known by vendor to have a conflict of interest nor shall vendor take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, vendor shall provide with its solicitation response a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall solicitation response evaluation.

**K. STATE PROPERTY**

The Vendor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Vendor's use during the performance of the contract. The Vendor shall reimburse the State for any loss or damage of such property; normal wear and tear is expected.

**L. SITE RULES AND REGULATIONS**

The Vendor 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 Vendor 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 in writing between the State and the Vendor.

**M. ADVERTISING**

The Vendor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods or services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

**N. DISASTER RECOVERY/BACK UP PLAN**

The Vendor shall have a disaster recovery and back-up plan, of which a copy should be provided upon request to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue delivery of goods and services as specified under the specifications in the contract in the event of a disaster.

**O. DRUG POLICY**

Vendor certifies it maintains a drug free workplace environment to ensure worker safety and workplace integrity. Vendor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**P. WARRANTY**

Despite any clause to the contrary, the Vendor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Agreement. For any breach of this warranty, the Vendor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to the State, or if Vendor is unable to perform the services as warranted, Vendor shall reimburse the State all fees paid to Vendor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

**Q. TIME IS OF THE ESSENCE**


Time is of the essence with respect to Vendor's performance and deliverables pursuant to this Contract.

## IV. PAYMENT

Bidder should read the Payment clauses within this section and must initial either "Accept All Terms and Conditions Within Section as Written" or "Exceptions Taken to Payment clauses Within Section as Written" in the table below. If exception is not taken to a provision, it is deemed accepted as stated. If the bidder takes any exceptions, they must provide the following within the "Exceptions" field of the table below (Bidder may provide responses in separate attachment if multiple exceptions are taken):

1. The specific clause, including section reference, to which an exception has been taken;
2. An explanation of why the bidder took exception to the clause; and
3. Provide alternative language to the specific clause within the solicitation response.

By signing the solicitation, the bidder agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Accept All Payment Clauses Within Section as Written (Initial)	Exceptions Taken to Payment Clauses Within Section as Written (Initial)	Exceptions: (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
		

**A. PROHIBITION AGAINST ADVANCE PAYMENT (Nonnegotiable)**

Pursuant to Neb. Rev. Stat. § 81-2403, "[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency."

**B. TAXES (Nonnegotiable)**

The State is not required to pay taxes and assumes no such liability as a result of this Solicitation. The Vendor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Vendor's equipment which may be installed in a state-owned facility is the responsibility of the Vendor.

**C. INVOICES**

Invoices for payments must be submitted by the Vendor to the agency requesting the services with sufficient detail to support payment. Invoices are to include the resulting contract number from this solicitation for reference. Services completed at State Patrol Headquarters should send invoices to [Jason.Dean@nebraska.gov](mailto:Jason.Dean@nebraska.gov) and [megan.boyer@nebraska.gov](mailto:megan.boyer@nebraska.gov). Services completed at all other locations in this solicitation should be sent to [SBD.LincolnCampusInvoices@nebraska.gov](mailto:SBD.LincolnCampusInvoices@nebraska.gov). The terms and conditions included in the Vendor'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. The State shall have forty-five (45) calendar days to pay after a valid and accurate invoice is received by the State.

**D. 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 Vendor 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.

**E. PAYMENT (Nonnegotiable)**

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. § 81-2403). The State may require the Vendor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Vendor prior to the Effective Date of the contract, and the Vendor hereby waives any claim or cause of action for any such goods or services.



**F. LATE PAYMENT (Nonnegotiable)**

The Vendor may charge the agency responsible for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §§ 81-2401 through 81-2408).

**G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Nonnegotiable)**

The State's obligation to pay amounts due on the Contract for fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Vendor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Vendor 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 Vendor be paid for a loss of anticipated profit.

**H. RIGHT TO AUDIT (First Paragraph is Nonnegotiable)**

The State shall have the right to audit the Vendor's performance of this contract upon a thirty (30) days' written notice. Vendor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. § 84-304 et seq.) The State may audit, and the Vendor shall maintain, the Information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Vendor shall make the Information available to the State at Vendor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Vendor so elects, the Vendor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. Under no circumstance will the Vendor be required to create or maintain documents not kept in the ordinary course of Vendor's business operations, nor will Vendor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to Vendor.

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously disclosed overpayment exceeds one-half of one percent (.5%) of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Vendor, the Vendor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Vendor agrees to correct any material weaknesses or condition found as a result of the audit.

## **V. PROJECT DESCRIPTION AND SCOPE OF WORK**

### **A. PROJECT OVERVIEW**

The State of Nebraska is seeking a vendor to provide Cleaning Services for various Lincoln facilities for the State Building Division and State Patrol. Locations and requirements can be found in Section V.H - Q and in Attachment 1 - Facility Statistics & Cleaning Hours.

### **B. PROJECT ENVIRONMENT**

Various State Office Buildings and State Patrol Headquarters.

### **C. PROJECT REQUIREMENTS**

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 to ensure all work will be performed in a professional manner and in the best interests of always maintaining a clean presentable building.

The State will provide training that is specific to any unique requirements for this request in terms of floor care and maintenance on all surfaces.

The work required is generally specified on a periodic basis in Section V.F. Scope of Work. However, in undertaking this service, the contractor recognizes that some areas 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 for customer satisfaction. A customer satisfaction survey process shall be approved by the State and shall be randomly distributed to employees throughout all locations specified in this scope of work and in any locations that may be added through future amendment of the awarded contract. The results shall then be compiled by the contractor and made available to the State on a monthly basis.

### **D. BUSINESS REQUIREMENTS**

Daytime cleaning services are to be performed between 8:00 am and 5:00 pm during the work week (Monday through Friday) as specified for each facility, unless otherwise indicated.

A supervisory management level representative of the contractor shall be available during daytime hours by phone and, if requested, in person on-site to meet with a designated Building Division representative to discuss contract performance or any issues needing attention.

Nighttime cleaning services are to be performed between 5:00 pm and 1:30 am during the work week (Monday through Friday) as specified for each facility, unless otherwise indicated. Weekend and holiday services may be requested as needed by building management.

### **E. STANDARDS OF WORKMANSHIP AND MATERIAL**

Performance under this contract will be evaluated based on the provisions of this proposal and the best standards of the industry. Performance evaluations made by the building representative will be final.

Special focus will be on the cleanliness, professional appearance, and sanitary conditions of the buildings.

Any deficiencies identified must be corrected within two (2) working days.

The definition of "clean", for the purposes of this proposal, shall mean that any surface is absolutely free of dust, water spots, fingerprints, scum, film, and deposits of any foreign matter. The designated area should be absolutely free of any trash, litter, or other material not an inherent part of the area or its function.

Services will not interfere with normal building activities without the express approval of the building representative in charge of the area.

The Contractor will be responsible for maintaining Occupational Safety and Health Administration (OSHA) approved safety standards for all personnel and work areas as it relates to industry practices. For example, wet floor areas will be appropriately marked with "CAUTION" signs or roped off while working in occupied areas. The Contractor shall comply with all laws, regulations, policies, and procedures.

The Contractor will be responsible for the condition of storage and work areas assigned for Contractor use. All custodial closets must be kept neat and orderly. All soiled and clean mop heads and wiping cloths must be placed in the assigned containers. Equipment not required for use on this contract shall not be stored at these sites.



## F. SCOPE OF WORK

### 1. EMPLOYEES AND SUPERVISION

The Contractor shall employ only trained qualified employees, as necessary to perform the work to be completed. The Contractor shall require employees to comply with instructions that pertain to conduct and building policies. The contractor shall have a responsible, capable supervisor in the building at all times when 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. The contractor shall provide the State with the names of all employees who will be performing work in each facility and the State will provide them with proper identification. The identification must be displayed at all times. At no time are identification cards to be shared with other contractor employees or left unattended.

The State reserves the right to approve or deny any employees of the awarded Contractor that are assigned to each respective location. 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 4600 Innovation Drive Lincoln, Nebraska. This report shall be submitted to the Facilities Manager five working days prior to employee's access. The cost of the report (approximately \$15.50) 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 who have 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.**

### 2. LOST AND FOUND

The Contractor shall ensure that all items found by employees while performing duties at any location under this contract are turned in to the building representative at the respective location or to the security office located on the first floor of the Nebraska State Office Building from 8:00 AM to 5:00 PM, Monday to Friday, 402-471-2400.

### 3. 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 damaged 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. Building representative will determine if damage is due to carelessness or normal wear. The Contractor will not be charged for normal wear.

### 4. SCHEDULED CLEANING

All cleaning required on a monthly, quarterly, semiannual and annual schedule must be completed within sixty (60) days after the contract start date with the exception of exterior window washing and carpet cleaning. Carpet cleaning will be scheduled by a designated building representative in coordination with the contractor.

### 5. EQUIPMENT & CLEANING SUPPLIES

Movement of all supplies and equipment from the receiving area will be the Contractor's responsibility. The Contractor shall be required to furnish their own equipment and supplies. The list below should be viewed as a MINIMUM requirement unless otherwise approved by the State.

- Floor machines
  - Waste Collectors
  - Wet-mops, mop buckets
  - Wet Floor Caution Signs
  - Brooms, Dust-cloths, Dust-mops (no treated or oiled mops)
  - Metal Polish, Furniture Polish
  - Scouring powder
  - Window cleaner
  - Wax Remover
  - Floor pads (coarseness to be approved by Building Division), Floor finish (Johnson Plaza or equivalent)
  - Rags, etc.
  - Vacuum machines (both upright w/beater, bar & tank style), Vacuum Cleaner Bags
  - Extension Cords
- a. All cleaning equipment, waxes, etc., must be approved by the Building Facilities Point of Contact prior to use.
- b. 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.

### 6. EXCLUDED AREAS

Areas excluded are the mechanical and electrical rooms and all locked storage rooms unless otherwise specified.

## **G. WORK TO BE COMPLETED**

The requirements of the detailed specifications and expectations follow by facility.

It shall be 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.

A report/spreadsheet indicating date of completion of all weekly, monthly, quarterly, semiannual and annual cleaning per location shall be provided by the awarded Contractor. The report/spreadsheet shall detail the number of man hours spent cleaning each facility. Those facilities shall be serviced at the minimum level specified and any extra man hours required to clean each facility shall be separately noted by facility. The totals shall then be tabulated for all facilities each month. Extra man hours shall not be billed in excess of the cost provided on the cost sheet for additional duties not specified in the RFP.

The report/spreadsheet must be submitted to a designated Building Division representative at least one week prior to scheduled site visit. A site visit between the awarded contractor and Building Division representatives will occur monthly to review the quality of services provided.

Meeting the requirements outlined below will be monitored and inspected daily. The list of equipment and supplies listed in V.F.5 above, the list of requirements in V.G.1-5 below, and the Special Conditions and Site-Specific Requirements (as noted per facility in V.H-Q below) make up the Monthly Base Cost per facility. Duties to be performed on an "As Needed" basis (outlined in section V.G.6 below), a 'per square footage' cost inclusive of all equipment and supplies (listed in V.F.5 above), and the requirements in V.G.1-5 below shall be listed as 'a la carte items' on the Cost Sheet document. Not adhering to the task frequencies will be grounds for termination of the awarded contract.

### **1. NIGHTLY DUTIES**

Nightly 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 nightly or as needed.
- g. Spot clean all door and partition glass to remove smudges and fingerprints.
- h. Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a dust cloth. **Exclude** employee work desktops.
- 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**

Restrooms and kitchen areas will receive the following cleaning nightly (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.
- g. Vacuum and thoroughly wet mop all Restrooms and Breakrooms with a separate mop head using germicidal cleaner.
- h. Clean and disinfect all counter tops, tabletops, mirrors, chairs, microwaves and refrigerator handles using germicidal cleaner.

### **3. WEEKLY DUTIES**

- a. Clean kick plates, polish brass/stainless steel hardware and handles, doorknobs 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. QUARTERLY DUTIES**

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



**5. 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 and office areas.

**6. ANNUAL DUTIES**

- a. Strip wax and refinish all hard surface floors.

**7. DUTIES TO BE PERFORMED ON AN "AS NEEDED" BASIS**

- a. Spot clean upholstered chairs.
- b. Waxing hard surface floors on an as needed basis or as instructed by the building representative.
- c. Shampoo/extract carpeting on an as needed basis or, as instructed by the building representative.
- d. Work not noted in the RFP as instructed by the building representative.

**8. SAFETY CONSIDERATIONS**

Because of the nature of the facilities, the contractor will be made aware of any known hazardous areas and known hazardous materials present along with safety apparatus available. The contractor 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 building representative of each building.

It will be the contractor's responsibility to make their 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 introduce employee to the building representative and walk the employee through the building showing them the safety materials and precautions necessary to work in this facility. Should an accident occur, the building representative shall be notified immediately

**H. NEBRASKA STATE OFFICE BUILDING (NSOB)**

**1. LOCATION**

301 Centennial Mall South, Lincoln, NE 68508

**2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

**3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

**4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

**a. HOURS-**

Nighttime cleaning services at the Nebraska State Office Building are to be performed between 5:00 PM and 1:30 AM on Tuesdays and Fridays each week.

The USPS space in the NSOB is to be cleaned every Wednesday between the hours of 8:00 AM to 9:00 AM.

**i. Minimum Hours-**

A minimum of 150 staff hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal. An additional 8 hours per evening shift is required for a building supervisor.

**b. SITE SPECIFIC REQUIREMENTS-**

**i. NIGHTLY**

- a) Take all baled cardboard to the dock
- b) Pick up large debris. Break down all cardboard boxes and place in bin next to the baler.
- c) Handle any custodial related emergencies that may arise during working hours.

**ii. WEEKLY**

- a) Cleaning of the Mother's Rooms on every floor
- b) Provide cleaning of the USPS in the morning every Wednesday while USPS staff are onsite.

**iii. QUARTERLY**

- a) Clean all metal walls as needed. (History shows this requires ten (10) man-hours per week.)

**iv. ANNUALLY**

- a) Strip wax and refinish all hard surface floors, where specified.

**v. USPS**

- a) Remove all trash from wastebins

- b) Sweep, mop and vacuum all office area
- c) Dust all surface areas

**I. TRANSPORTATION SERVICE BUREAU (TSB)**

**1. LOCATION**

1400 "M" Street, Lincoln, NE 68508

**2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

**3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

**4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS-**

**a. HOURS-**

Nighttime cleaning services at the Transportation Service Bureau are to be performed between 5:00 PM and 1:30 AM on Tuesdays and Fridays each week.

**i. Minimum Hours-**

A Minimum of 5 hours per night (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. SITE SPECIFIC REQUIREMENTS-**

**i. WEEKLY**

- a) Clean the Mother's Room

**ii. QUARTERLY**

- a) Clean all metal walls as needed. (History shows this requires ten (10) man-hours per week.)

**iv. ANNUALLY**

- a) Strip wax and refinish all hard surface floors



**J. EXECUTIVE BUILDING (CHIEF STANDING BEAR JUSTICE ADMINISTRATIVE BUILDING)**

**1. LOCATION**

521 South 14th Street, Lincoln, NE 68509

**2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

**3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

**4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

**a. HOURS-**

Nighttime cleaning services at the Executive Building are to be performed between 5:00 PM and 1:30 AM on Tuesdays and Fridays each week.

**b. SITE SPECIFIC REQUIREMENTS-**

**i. NIGHTLY**

**a) Elevators**

- 1). Vacuum floor covering as needed.
- 2). Spot clean panels, buttons, light lenses, etc.

**b) Lobby**

- 1). Dust mop
- 2). Spot clean interior glass
- 3). Vacuum mats and carpeted areas

**c) All Floors**

- 1). Spot clean all spills, smudges, etc.in the Kitchenettes/vending area, tables, counter tops.
- 2). Clean and polish sinks.
- 3). Inspect all areas and report problems to Manager.

**d) Restrooms**

- 1). Polish mirrors, faucets, flush valves, and dispensers

**ii. WEEKLY**

- a) Spot clean carpet for spills, gum, tar, etc. or as needed
- b) Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
- c) Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
- d) Sweep and mop stairwells
- e) Cleaning of Mother's Room

**iii. MONTHLY**

- a) Edge all carpet in individual offices and hallways
- b) Vacuum window blinds
- c) Clean elevator tracks
- d) Clean lobby window, inside and outside surfaces
- e) Sweep breezeways, where accessible, on each floor

**iv. SEMI-ANNUAL**

- a) Shampoo Carpet in all offices and halls, or more often as weather and traffic requires.

**v. ANNUALLY**

- a) Strip and wax all hard surface floors except restrooms, where specified.

## K. 501 BUILDING

### 1. LOCATION

501 South 14th Street, Lincoln, NE 68509

### 2. EQUIPMENT

All equipment and supplies listed under V.F.5 apply to this building.

### 3. BASIC DUTIES

All duties listed under V.F. Scope of Work apply to this building.

### 4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS-

#### a. HOURS-

Cleaning services at the 501 Building are to be performed between 5:00 PM and 1:30 AM, Day Porter 9:00 AM through 1:00 PM Monday through Friday each week.

#### i. Minimum Hours-

A minimum of 32 hours per day (averaged over 30 days) is required to meet the custodial performance requirements outlined in this proposal.

#### b. SITE SPECIFIC REQUIREMENTS-

##### i. NIGHTLY

##### a) Elevators

- 1). Vacuum floor covering as needed.
- 2). Spot clean panels, buttons, light lenses, etc.

##### b) Lobby

- 1). Dust and mop
- 2). Spot clean interior glass
- 3). Vacuum floor covering as need

##### c) All Floors

Spot-clean all spills, smudges, etc. in the kitchenettes/vending area, tables, counter tops.

##### d) Restrooms

Polish mirrors, faucets, flush valves, and dispensers

##### ii. Day Porter

- 1). Cleaning all restrooms
- 2). Cleaning all walk through areas
- 3). Providing trash removal

##### iii. FOUR (4) NIGHTS PER WEEK

- a) Collect trash from desks/ cubical areas and transport to dumpster.
- b) Clean and re-stock all restrooms.
- c) Spot vacuum carpet.
- d) Dust and mop all hard surface floors.
- e) Wet mop restroom floors with bleach solution.

##### iv. ONE (1) DAY PER WEEK DURING AN EIGHT (8) HOUR SHIFT

- a) Stock restrooms.
- b) Clean break rooms including wiping down hard surfaces and emptying trash.
- c) Dust and mop all hard surface floors.
- d) Dust mop data center – MUST BE ESCORTED BY OCIO STAFF

##### v. MONTHLY

- a) Dust all blinds.
- b) Buff high traffic hard surfaces.
- c) Clean all vertical surfaces including heat vents, interior glass, walls with dust build up, and door jams.
- d) Sweep and damp mop stairwells (strip and wax if required by management).

##### vi. QUARTERLY

- a) Wash all waste and recycling containers larger than 30 gallons.
- b) Thoroughly clean hard surface floors and mats including bathrooms and areas under the hand dryers.

##### vii. ANNUAL

- a) Extract carpeted office areas and conference rooms.
- b) Surface clean/vacuum all building diffusers and air vents.
- c) Clean all light fixtures (vacuum dust first and wipe lenses after).
- d) Strip and wax all hard surface floors except restrooms, where specified.



**L. 1526 BUILDING (First Nebraska Administration Building)**

**1. LOCATION**

1526 K Street, Lincoln, NE 68508

**2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

**3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

**4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

**a. HOURS-**

Cleaning services at the 1526 Building are to be performed between 5:00 PM and 1:30 AM Monday & Thursday each week.

**b. SITE SPECIFIC REQUIREMENTS-**

**i. NIGHTLY**

- a) Elevators
  - 1). Vacuum floor covering as needed.
  - 2). Spot clean panels, buttons, light lenses, etc.
- b) Lobby
  - 1). Dust mop
  - 2). Spot clean interior glass
  - 3). Vacuum mats and carpeted areas
- c) All Floors
  - 1). Spot clean all spills, smudges, etc. in the Kitchenettes/vending area, tables, counter tops.
  - 2). Clean and polish sinks.
  - 3). Inspect all areas and report problems to Manager
- d) Restrooms
  - 1) Polish mirrors, faucets, flush valves, and dispensers

**ii. WEEKLY**

- a) Spot clean carpet for spills, gum, tar, etc. or as needed
- b) Dust all lower surfaces (chair legs, table legs, baseboards, etc.)
- c) Dust all horizontal surfaces (window ledges, picture frames, file cabinets, etc.)
- d) Sweep and mop stairwells
- e) Cleaning of the Mother's Room

**iii. MONTHLY**

- a) Edge all carpet in individual offices and hallways
- b) Vacuum window blinds
- c) Clean elevator tracks
- d) Clean lobby window, inside and outside surfaces
- e) Sweep breezeways, where accessible, on each floor

**iv. SEMI-ANNUAL**

- a) Shampoo Carpet in all offices and halls, or more often as weather and traffic requires

**v. ANNUALLY**

- a) Strip and wax all hard surface lobby floors, or more often as traffic requires. **Do not** wax lower-level break area.

## **M. FERGUSON CENTER**

### **1. LOCATION**

700 South 16th Street, Lincoln, NE 68508

### **2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

### **3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

### **4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

#### **a. HOURS-**

Cleaning services at the Ferguson Center are to be performed between 5:00 PM and 1:30 AM Tuesday and Friday each week.

#### **b. SITE SPECIFIC REQUIREMENTS-**

##### **i. TWICE WEEKLY**

- a) Sweep and mop all hard surface areas
- b) Vacuum all soft surfaces
- c) Sanitize, mop floors, clean fixtures in restrooms
- d) Clean Kitchen and countertops
- e) Supply and keep stocked paper and soaps from central stores

##### **ii. ANNUALLY**

- a) Shampoo carpet



## N. NEBRASKA STATE LABORATORY

### 1. LOCATION

3701 South 14th Street, Lincoln, NE 68502

### 2. EQUIPMENT

All equipment and supplies listed under V.F.5 apply to this building.

### 3. BASIC DUTIES

All duties listed under V.F. Scope of Work apply to this building.

### 4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS

#### a. HOURS-

Cleaning services at the Nebraska State Laboratory are to be performed between 5:00 PM and 1:30 AM Monday through Friday.

#### i. 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.

#### ii. Adjusted Hours of Work

- The Health Laboratory shall not be entered prior to 5:00 p.m.
- The entire Agriculture area shall not be entered prior to 5:30 p.m. except for Room 116 & 125.

#### iii. 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 5:00 p.m. and 1:30 a.m.
- The following labs or rooms must be cleaned between 4:00 p.m. – 5:00p.m. and only with the lab personnel present to discuss their cleaning concerns for that day:
  - a) Health Rooms 004 & 024
  - b) Agriculture Mail Room 006
  - c) Agriculture Residue Rooms 116-125 (April through October only) before 5:00 pm

#### b. SITE SPECIFIC REQUIREMENTS-

##### i. NIGHTLY

- a) Empty all waste receptacles and change liners in all laboratories and break rooms (As needed in all other locations.)
- b) Damp mop hard surface floors and anti-fatigue mats to remove spillage or tread.
- c) Damp mop hard surface floors in rooms 024 and 038 nightly.

##### ii. WEEKLY

- a) Dust all horizontal surfaces, files, tabletops, chairs, wearing apparel racks, etc., with a treated dust cloth. **(Exclude desktops)**. 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.)

##### iii. MONTHLY

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

##### iv. QUARTERLY

- a) Dust all ventilating air ducts.
- b) 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.

##### v. ANNUALLY

- a) Strip wax and refinish all hard surface floors

#### c. 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 their 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 Facility Manager and the Department of Administrative Services (DAS) Security department shall be notified immediately at 402-471-2400.

**d. ENTRYWAY MATS**

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

**i. First floor**

- a) Front Entrance – One (1) 4' x 8'
- b) East Entrance N. – One (1) 3' x 6'
- c) East Entrance S. – One (1) 3' x 5'

**ii. Lower Level**

- a) Dock – One (1) 3' x 8'

**O. SURPLUS PROPERTY**

**1. LOCATION**

5001 S. 14th Street, Lincoln, NE 68512

**2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building.

**3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

**4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

**a. HOURS-**

Cleaning services at Surplus Property are to be performed between 2:00 PM and 4:00 PM Monday and Thursday each week.

**b. SITE SPECIFIC REQUIREMENTS-**

**i. TWICE WEEKLY**

- a) Restroom Cleaning including mopping all tiled floor
- b) Empty Trash
- c) Vacuum office area
- d) Wipe down break area and sink area
- e) Wipe down drinking fountain
- f) Carpet cleaning as needed
- g) Window cleaning Office area only



## **P. WHITEHALL CAMPUS**

### **1. LOCATION**

2320 North 57th Street, Lincoln, NE 68507

### **2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to these buildings.

### **3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to these buildings.

### **4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

#### **a. SITE SPECIFIC REQUIREMENTS-**

##### **i. COTTAGE 1 – 5800 Leighton Ave.**

Daytime cleaning services at Cottage 1 on the Whitehall Campus are to be performed between 8:00 AM and 2:00 PM Tuesday and Friday as specified.

##### **a) BI-WEEKLY (TUESDAY & FRIDAY)**

- 1). Sweep all hard surface areas
- 2). Vacuum all soft surfaces
- 3). Dust
- 4). Sanitize, Mop floors, Clean Fixtures in restrooms
- 5). Clean Kitchen break rooms and countertops
- 6). Supply and keep stocked paper and soaps

##### **b) QUARTERLY**

- 1). Clean Carpet

##### **c) SEMIANNUALLY**

- 1). Clean all exterior glass including window ledges
- 2). Empty Kitchen/Break Room cupboards and scrub out. Occupants will put items back.

##### **b) ANNUALLY**

- 1). Strip/Wax hard surfaces

##### **ii. COTTAGE 2 – 5801 Walker Ave.**

Daytime cleaning services at Cottage 2 on the Whitehall Campus are to be performed between 8:00 AM and 2:00 PM Tuesday and Friday as specified.

##### **a) BI-WEEKLY (TUESDAY & FRIDAY)**

- 1). Sweep all hard surface areas
- 2). Vacuum all soft surfaces
- 3). Dust
- 4). Sanitize, mop floors, clean fixtures in restrooms
- 5). Clean Kitchen break rooms and countertops
- 6). Supply and keep stocked paper and soaps

##### **b) QUARTERLY**

- 1). Clean Carpet

##### **c) SEMIANNUALLY**

- 1). Clean all exterior glass including window ledges
- 2). Empty Kitchen/Break Room cupboards and scrub out. Occupants will put items back.

##### **d) ANNUALLY**

- 1). Strip/Wax hard surfaces

##### **iii. COTTAGE 3 – 2345 N 60<sup>th</sup> St.**

Nighttime cleaning services at Cottage 3 on the Whitehall Campus are to be performed between 9:00 PM and 1:30 AM during the work week (Monday through Friday) as specified.

##### **a) NIGHTLY**

- 1). Vacuum and dust DHHS Classroom (M-F)
- 2). Vacuum and dust Phone Interviewers area after 9PM weekdays or before 9AM Monday.
- 3). Vacuum kitchen
- 4). Sanitize, mop floors, clean fixtures in restrooms
- 5). Clean kitchen/breakrooms and countertops
- 6). Supply and keep stocked paper and soaps
- 7). Remove trash

##### **b) WEEKLY**

- 1). Vacuum and dust Basement Meeting Room

- 2). Remove trash
- 3). Sweep Furnace Room
- c) **QUARTERLY**
  - 1). Clean carpets
- d) **SEMIANNUALLY**
  - 1). Clean all exterior glass, including window ledges
- e) **ANNUALLY**
  - 1). Strip/wax hard surfaces
- iv. **COTTAGE 4 – 2311 N 60<sup>th</sup> St.**

Nighttime cleaning services at Cottage 4 on the Whitehall Campus are to be performed between 9:00 PM and 1:30 AM during the work week (Monday through Friday) as specified.

  - a) **NIGHTLY**
    - 1). Sanitize, mop floors, clean fixtures in restrooms
    - 2). Vacuum, dust and remove trash from Morton School area after 5PM or as negotiated
    - 3). Vacuum, dust and remove trash from DHHS Classroom area
    - 4). Supply and keep soaps and paper goods stocked
  - b) **TWICE WEEKLY (TUESDAY & FRIDAY)**
    - 1). Supply and keep stocked soaps and paper goods
    - 2). Sanitize, mop floors, clean fixtures in restrooms
    - 3). Remove trash from Morton School area and Basement Office area
  - c) **WEEKLY**
    - 1). Vacuum and dust basement meeting room
    - 2). Clean kitchen/breakrooms and countertops
    - 3). Sweep furnace room
  - d) **SEMIANNUALLY**
    - 1). Clean all exterior glass including window ledges
    - 2). Clean carpets in Morton School and DHHS Classroom areas
  - e) **ANNUALLY**
    - 1). Strip/wax basement office area
    - 2). Strip/wax hard surfaces in Morton School area
- v. **COTTAGE 5 – 5845 Huntington Ave.**

Nighttime cleaning services at Cottage 5 on the Whitehall Campus are to be performed between 5:00 PM and 1:30 AM Tuesdays and Fridays as specified

  - a) **TWICE WEEKLY (TUESDAY & FRIDAY)**
    - 1). Sweep all hard surface areas
    - 2). Vacuum all soft surfaces
    - 3). Dust
    - 4). Sanitize, mop floors, clean fixtures in restrooms
    - 5). Clean Kitchen breakrooms and countertops
    - 6). Supply and keep stocked paper and soaps
  - b) **QUARTERLY**
    - 1). Clean Carpet
  - c) **SEMIANNUALLY**
    - 1). Clean all exterior glass including window ledges
    - 2). Empty Kitchen/Breakroom cupboards and scrub out. Occupants will put items back.
  - d) **ANNUALLY**
    - 1). Strip/Wax hard surfaces
- vi. **COTTAGE 6 – 5819 Huntington Ave.**

Daytime cleaning services at Cottage 6 on the Whitehall Campus are to be performed between 8:00 AM and 2:00 PM on Tuesdays and Fridays as specified.

  - a) **TWICE WEEKLY (TUESDAY & FRIDAY)**
    - 1). Sweep all hard surface areas
    - 2). Vacuum all soft surfaces
    - 3). Dust
    - 4). Sanitize, mop floors, clean fixtures in restrooms
    - 5). Clean Kitchen breakrooms and countertops
    - 6). Supply and keep stocked paper and soaps



**b) QUARTERLY**

- 1). Clean Carpet

**c) SEMIANNUALLY**

- 1). Clean all exterior glass including window ledges
- 2). Empty kitchen/breakroom cupboards and scrub out. Occupants will put items back.

**b) ANNUALLY**

- 1). Strip/Wax hard surfaces

**vii. COTTAGE 7 – 5800 Walker Ave.**

Nighttime cleaning services at Cottage 7 on the Whitehall Campus are to be performed between 5:00 PM and 1:30 AM during the work week (Monday through Friday) as specified.

**a) BI-WEEKLY (TUESDAY & FRIDAY)**

- 1). Sweep all hard surface areas
- 2). Vacuum all soft surfaces
- 3). Dust
- 4). Sanitize, mop floors, clean fixtures in restrooms
- 5). Clean Kitchen breakrooms and countertops
- 6). Supply and keep stocked paper and soaps

**b) QUARTERLY**

- 1). Clean Carpet

**c) SEMIANNUALLY**

- 1). Clean all exterior glass
- 2). Empty Kitchen/Breakroom out. Occupants will put items back.

**b) ANNUALLY**

- 1). Strip/Wax hard surfaces

**viii. WHITEHALL MANSION – 5903 Walker Ave.**

Daytime cleaning services at the Whitehall Mansion on Whitehall Campus are to be performed between 8:00 AM and 5:00 PM once a month on Mondays as specified.

**a) MONTHLY**

- 1). Sweep all hard surface areas
- 2). Dust
- 3). Remove all trash

**ix. MAINTENANCE SHOPS – 2401 N 60<sup>th</sup> St.**

Daytime cleaning services at the Maintenance Shops on Whitehall Campus are to be performed between 8:00 AM and 5:00 PM Tuesdays and Fridays as specified

**a) TWICE WEEKLY(TUESDAY & FRIDAY)**

- 1). Sweep designated hard surface areas
- 2). Sanitize, mop floors, clean fixtures in restrooms

**x. STAFF TRAINING ACADEMY – 2320 N 57<sup>th</sup> St.**

Nighttime cleaning services at the Staff Training Academy on Whitehall Campus are to be performed between 5:00 PM and 1:30 AM during the work week (Monday through Friday) as specified.

**a) NIGHTLY**

- 1). Sweep all hard surface areas in DCS Training Area
- 2). Vacuum all soft surfaces in DCS Training Area
- 3). Dust in DCS training area
- 4). Sanitize, mop floors, clean fixtures in restrooms in DCS Training Area
- 5). Clean/Kitchen breakrooms and countertops
- 6). Supply and keep stocked paper and soaps
- 7). Trash Removal in DCS Training Area

**b) WEEKLY**

Sweep new gym entry and gym

**c) QUARTERLY**

- 1). Scrub gym
- 2). Vacuum and dust Administrative Services Space
- 3). Sanitize, mop floors, clean fixtures in Administrative Services restroom

**d) SEMIANNUALLY**

- 1). Clean all exterior glass including window ledges
- 2). Clean carpet in Administrative Services Space
- 3). Clean carpets in DCS Training Area

**e) ANNUALLY**

- 1). Strip/wax hard surfaces in DCS Training Area

**xi. TAB (TRAINING ADMINISTRATION BUILDING) – 5900 Walker Ave.**

Nighttime cleaning services the Training Administration Building on Whitehall Campus are to be performed between 5:00 PM and 1:30 AM during the work week (Monday through Friday) as specified

**a) NIGHTLY**

- 1). Sweep all hard surface areas
- 2). Vacuum all soft surfaces
- 3). Dust
- 4). Sanitize, mop floors, clean fixtures in restrooms
- 5). Clean Kitchen breakrooms and countertops
- 6). Supply and keep stocked paper and soaps
- 7). Remove trash

**b) SEMIANNUALLY**

- 1). Clean all exterior glass including window ledges
- 2). Clean Carpets



## **Q. NEBRASKA STATE PATROL HEADQUARTERS**

### **1. LOCATION**

4600 Innovation Drive Lincoln, NE 68521

### **2. EQUIPMENT**

All equipment and supplies listed under V.F.5 apply to this building with the addition of 4' X 6' Entry Floor Mats

### **3. BASIC DUTIES**

All duties listed under V.F. Scope of Work apply to this building.

### **4. SPECIAL CONDITIONS AND SITE-SPECIFIC REQUIREMENTS**

#### **a. HOURS-**

Nighttime cleaning services at the Nebraska State Patrol State Headquarters building are to be performed between 5:00 PM and 1:30 AM during the work week (Monday through Friday) as specified.

A supervisory management level representative of the contractor shall be available during daytime hours by phone and in person on site if requested to meet with a designated Nebraska State Patrol representative to discuss contract performance or other issues needing attention.

#### **b. SITE SPECIFIC REQUIREMENTS-**

Crime Laboratory will provide a safety orientation with a form indicating this has been completed. Before beginning work, each employee shall be introduced to the building representative. Should an accident occur, the building representative shall be notified immediately at 402-471-4545.

#### **i. NIGHTLY**

- a) Empty all waste receptacles and change liners, as needed.
- b) Remove trash from building to proper bins.
- c) Dust-mop all hard surface floor areas.
- d) Damp mop hard surface floor areas.
- e) Spot clean and/or vacuum carpets nightly, as needed.
- f) Clean all door and partition glass.
- g) Dust all horizontal surfaces (windowsills, files, tables, chairs, racks, etc.) excluding desktops.
- h) Clean and sanitize all drinking fountains.
- i) Clean both sides of entryway glass.
- j) Clean entry matting.
- k) Clean janitorial closets/rooms and sinks.
- l) Clean and disinfect all showers and lockers with germicidal cleaner.

#### **ii. DAILY RESTROOMS and BREAK ROOM areas**

- a) Empty all waste receptacles and change liners, as needed.
- b) Clean and service all restroom dispensers.
- c) Thoroughly clean all fixtures with germicidal cleaner.
- d) Thoroughly clean walls, doors, shelves and partitions with germicidal cleaner.
- e) Sweep and thoroughly wet mop all floor areas with germicidal cleaner.

#### **iii. MONTHLY CLEANING**

- a) Dust all venetian blinds.

#### **iv. SEMI-ANNUAL SERVICES**

- a) Clean all exterior glass.
- b) Clean all building diffusers and air vents.

#### **v. ON REQUEST / AS NEEDED**

- a) Because this work is done during work hours there will be some days in which some tasks cannot be done because of meetings, locked rooms, phone calls and unusual activity. Contracted employees 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 to be altered, or a task be added.
- b) Entryway mats (4' X 6') provided by contractor will be rotated and cleaned regularly (monthly or more often as needed due to inclement weather). Mat locations: (4) four, 4' X 6' mats located in front lobby in front of front doors, (2) two, 4' X 6' mats located in front of each door at employee entrance 1, (1) one, 4' X 6' mat at employee entrance 2, (1) one, 4' X 6' mat at employee entrance 3.

## **R. DELIVERABLES**

Cleaning of facilities per the "Scope of Work" and all a la carte items as identified within the request for proposal and cost sheet.

## CONTRACTUAL AGREEMENT FORM

### BIDDER MUST COMPLETE THE FOLLOWING

By signing this Contractual Agreement Form, the bidder guarantees compliance with the provisions stated in this solicitation and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder is not owned by the Chinese Communist Party.

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

AW NEBRASKA VENDOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Vendor. "Nebraska Vendor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation. All vendors who are not a Nebraska Vendor are considered Foreign Vendors under Neb. Rev Stat § 73-603 (c).

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

\_\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. § 71-8611 and wish to have preference considered in the award of this contract.

### THIS FORM MUST BE SIGNED MANUALLY IN INK OR BY DOCUSIGN

COMPANY:	Andori, Inc. dba Andori Cleaning Solutions
ADDRESS:	320 SW 25 <sup>th</sup> St. Ste. 6 Lincoln, NE 68522
PHONE:	*320-290-5803 or 402-300-3181
EMAIL:	andoricleaning@gmail.com
BIDDER NAME & TITLE:	Annie Wilhite, Co-Owner
SIGNATURE:	Annie Wilhite
DATE:	7/10/25

### VENDOR COMMUNICATION WITH THE STATE CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

NAME:	Same as above
TITLE:	
PHONE:	
EMAIL:	



RFP 121766 O5  
Cleaning Services – Various Lincoln Facilities

Bidder Name: Andori, Inc. dba Andori Cleaning Solutions

Location	Address	Square Footage (Daytime)	Square Footage (Evening)	Initial Term Base Monthly Cost
NSOB (Section V.H.)	301 Centennial Mall South	1,412	364,387	\$ 45,673.00
TSBC (Section V.I.)	1400 M Street	none	12,210	\$ 2,652.00
Executive (Section V.J.)	521 South 14th Street	none	21,420	\$ 1,473.00
501 (Section V.K.)	501 South 14th Street	18,910	29,765	\$ 23,573.00
1526-FNAB (Section V.L.)	1526 K Street	none	80,807	\$ 7,072.00 or 14,560.00 *
Ferguson (Section V.M.)	700 South 16th Street	none	6,105	\$ 884.00
State Health Lab (Section V.N.)	3701 South 14th Street	none	29,429	\$ 8,840.00
Surplus Property (Section V.O.)	5001 S. 14th street	1,493	None	\$ 589.00
Whitehall (Section V.P.)	2320 North 57th Street	35,390	57,820	\$ 9,503.00
NEBRASKA STATE PATROL HEADQUARTERS (Section V.Q.)	4600 Innovation Drive Lincoln, NE 68521	none	84,000	\$ 17,680.00

\* Regarding 1526-FNAB: Price of \$7,072/mo based on 24 hours per evening.  
Price of \$14,560/mo based on 48 hours per evening. Two different documents listed 24 versus 48 hours per evening.

A La Carte Items:

Cost per chair for chair cleaning (RFP Section V.G.6.a)

\$ 0.75

Cost per square foot for waxing hard surface floors (RFP Section V.G.6.b)

\$ 0.36

Cost per square foot for extracting/shampooing carpet (RFP Section V.G.6.c)

\$ 0.18

Hourly rate for performing work not noted in RFP (RFP Section V.G.6.d)

\$ 34.00

Cost per square foot for Additional Facility (RFP Section V.G.1 – 5)

Cleaning 2 days per week monthly cost per square foot.

\$ 0.12

Cleaning 5 days per week monthly cost per square foot

\$ 0.18