

**SOLICITATION ADDENDUM ONE**  
**QUESTIONS AND ANSWERS, REVISED SCHEDULE OF EVENTS,**  
**REVISED SECTION V.L.4.a, REVISED ATTACHMENT 1- FACILITY**  
**STATS CLEANING HOURS, and REVISED COST SHEET**

**SOLICITATION NUMBER: 121776 O5**  
**Cleaning Services for Various Facilities in Lincoln, NE**  
**Opening Date: July 11, 2025**  
**Addendum Effective Date: July 1, 2025**

**Questions and Answers**

Following are the questions submitted and answers provided for the above-mentioned solicitation. The questions and answers are to be considered as part of the solicitation. It is the responsibility of bidders to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.			Can you list exactly what is required in a response other than the cost sheet?	Section I.N 1-4 of the RFP states- "The requirements are as follows: 1. Original Contractual Agreement Form signed manually in ink or by DocuSign; 2. Clarity and responsiveness; 3. Completed Sections II through IV; and 4. Completed Cost Sheet."
2.	Sec V, letter G, number 6,	page 24	6. 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.  Is the above intended to mean this "as needed work" will be additionally compensated by the state to contractor if above scope and requested? Or is contractor to assume it may be requested and will be unpaid?	For any "as-needed" work requested, the contractor will submit an invoice for the applicable items listed in the request.

3.	Schedule of events	Page 2	<p>7/16 intent to award 8/1 Contract start date</p> <p>Given the size of some of the facilities and the fact that all may go to the same contractor. Is there any flexibility on start dates for the different facilities? 15 days isn't much time to prepare for all this start ups.</p>	We can work with the contractor that is awarded this RFP.
4.	Section V, letter L, 1526 building, number 4, letter a. Hours -	Page 28	<p>States - Cleaning services at the 1526 Building are to be performed between 5:00 PM and 1:30 AM Monday through Thursday each week.</p> <p>In the spreadsheet labeled Facility Stats and Cleaning Hours – for 1526 building, 3rd column, Days of Week to clean, it lists Monday and Thursday.</p> <p>Is this facility cleaned Monday and Thursday or Monday thru Thursday?</p>	Monday and Thursday.
5.			<p>On the spreadsheet labeled Facility Stats and Cleaning Hours it lists 1526 K as 80,807 square feet.</p> <p>On the cost sheet Cleaning Services – Various Lincoln facilities it lists 1526 K as 114,998 square feet.</p> <p>Which is correct?</p>	80,807 sq ft of cleanable space. Revised Cost Sheet posted with this addendum.
6.			<p>Would you consider having a scheduled walk through of each of the facilities included in this RFP? It seems near impossible to accurately bid these facilities without completing walk throughs. It also appears to be an unfair advantage to the current cleaners or any other cleaning company that has completed walk throughs of these facilities for any previous RFP bids. Previously, for similar contracts there were mandatory walk throughs prior to submitting the bid.</p>	Please see the revised schedule of events posted with this addendum for details on an added solicitation conference that will start at 9 a.m. Monday July 7 <sup>th</sup> at the NSOB and include walkthroughs of the NSOB, FNAB, and Whitehall.

7.	I.4a.i TSB Hours	25	This section says there is an additional 8 hours required per day for a building supervisor; however, Attachment 1 "Facility Stats & Cleaning Hours" lists an additional 5 hours required per day for a building supervisor. Can you please clarify the number of supervisor hours required per day of cleaning at TSB?	8 hours of Supervision is required. Revised Attachment 1 posted with this addendum.
8.	P.4.a Whitehall Campus Site Specific Requirements	32-35	All but one of the buildings at the Whitehall Campus do not have Minimum Daily Man Hours listed – can we get more information about these facilities or complete walk throughs? Do the cottage restrooms have showers, if so, how many showers are there in each facility? Are the cottages occupied during the required cleaning times?	Cottages 1-6 each have 3 bathrooms. 2 full bathrooms with showers and 1-1/2 bath for staff. C7 has 2 bathrooms but only one on the main floor is used by staff, and the shower is not used. During cleaning times, the cottages are not occupied.  An optional walk through will take place to view these areas per the updated revised schedule of events.
9.			Just to clarify, does each facility purchase and order their own consumable products (Paper Towels, Can Liners, Hand Soap, and Toilet Paper)?	The State will purchase the cleaning supplies and the products for janitorial.
10.	1526 Building – Section V.L.4.A		Section V.L.4.A says service to be performed "Monday through Thursday". However, the matrix summary says Days of the Week to Clean are "Monday & Thursday". Which of these is correct? 2x per week or 4x per week?	Monday and Thursday, 2 times per week cleaning. Revised Section V.L.4.A posted with this addendum.
11.			The matrix summary says 7 hours Minimum Daily Manhours to clean. Section V.L.4 is silent. What are the correct expected hours? If 7 is the answer, why is it such a low number of hours for an 80K square foot building? We would expect it to be somewhere closer to 20 hours per day, but without a scheduled walkthrough it is difficult to ascertain the correct number of hours.	During the day, the State's Detail program cleans the building's common areas, restrooms, trash, cardboard, corridors, break rooms, stairwells, and elevator vestibules.

12.	NSOB Building		<p>This building is specified to be cleaned on Tuesdays &amp; Fridays. However, with such a large building, would it be possible to clean Monday-Friday and split the tasks/areas such that all tasks are completed with the correct frequency over 5-days during the week? Maintaining a 20+ person crew to work just 2 days per week will be problematic for all contractors. A sample schedule might be Tue &amp; Fri (trash/cardboard, office cleaning, restrooms, break rooms) and Mon &amp; Thu (floor work including vacuuming, dust mopping), and Wed (floor buffing, mother's rooms, metal walls, stainless polishing, glass spot cleaning, etc.). The hours spent each week would be the same, but by spreading out the work, any contractor should be able to attract and retain better quality cleaning staff. This is currently the approach we use at the Nebraska State Capitol and works well.</p>	<p>This would be difficult to do, as trash is picked up every morning from the facility and cardboard is on Wednesday and Friday morning pick up.</p> <p>During the day, the State's Detail program cleans the building's common areas, restrooms, trash, cardboard, corridors, break rooms, stairwells, and elevator vestibules.</p> <p>It is not in our budget to go from 2 days of cleaning to 5 days of cleaning.</p>
13.	Whitehall Campus		<p>Neither the text in Section V.P.4 nor the matrix summary page provides Minimum Daily Manhours expected in most of these buildings. Again, since there is no scheduled walkthrough, can you provide any more guidance on minimum hours for this campus?</p>	<p>Man hours have been updated in Attachment 1 for the Cottages, the residents do minimal cleaning in cottages 1, 2, 6, including mopping and light bathroom cleaning. Heavy cleaning is done by contractor.</p>
14.	All Buildings		<p>We find there is no mention in the bid solicitation of who is providing supplies to be restocked such as toilet paper, paper towels, hand soap, can liners, air fresheners, etc. Are these items to be provided by the contractor or by the State?</p>	<p>The State will purchase the cleaning supplies and the products for janitorial.</p>
15.			<p>Will there be site visits for this RFP?</p>	<p>Please see the revised schedule of events for details on an added solicitation conference that will start at 9 a.m. Monday July 7<sup>th</sup> at the NSOB and include walkthroughs of the NSOB, FNAB, and Whitehall.</p>

## Revised Schedule of Events

The Schedule of Events is revised as follows to reflect the addition of an optional solicitation conference to walk through the NSOB, FNAB, and Whitehall campus. An additional Q&A period has also been added for any additional questions that arise from the walkthrough that will be answered by the State via a second addendum. See the added submission link for Post Walk-Through Questions in the revised schedule of events.

Schedule of Events		
ACTIVITY		DATE/TIME
1.	Release solicitation	June 20, 2025
2.	Last day to submit written questions.  ShareFile link for uploading questions: <a href="https://nebraska.sharefile.com/r-r9ea2c449ab60456da3a01b24dbcb1445">https://nebraska.sharefile.com/r-r9ea2c449ab60456da3a01b24dbcb1445</a>	June 29, 2025
3.	State responds to written questions through solicitation "Addendum" to be posted to the Internet at: <a href="http://das.nebraska.gov/materiel/bidopps.html">http://das.nebraska.gov/materiel/bidopps.html</a>	July 1, 2025
4.	Optional site walk throughs of the following locations: NSOB, FNAB, and Whitehall Campus  Walk throughs will start at the NSOB in the main lobby on the first floor 301 Centennial Mall S. Lincoln, NE 68509	July 7, 2025 9:00 AM
5.	Last day submit post site walk through written questions.  ShareFile link for uploading questions: <a href="https://nebraska.sharefile.com/r-r37d1e9d8db1940c1865f7af00c16f8c1">https://nebraska.sharefile.com/r-r37d1e9d8db1940c1865f7af00c16f8c1</a>	July 7, 2025
6.	State responds to post site walk through written questions, through solicitation "Addendum" to be posted to the Internet at: <a href="http://das.nebraska.gov/materiel/bidopps.html">http://das.nebraska.gov/materiel/bidopps.html</a>	July 8, 2025

Schedule of Events		
ACTIVITY		DATE/TIME
<p>Electronic Solicitation Opening – Online Via Webex</p> <p>IT IS THE BIDDER'S RESPONSIBILITY TO UPLOAD ELECTRONIC FILES BY OPENING DATE AND TIME. EXCEPTIONS WILL NOT BE MADE FOR TECHNOLOGY ISSUES.</p> <p>ShareFile Electronic Solicitation Submission Link:  <a href="https://nebraska.sharefile.com/r-r14d674727b98487cbf2ec7d10fb72b6b">https://nebraska.sharefile.com/r-r14d674727b98487cbf2ec7d10fb72b6b</a></p> <p>Join Webex Meeting  <a href="https://sonvideo.webex.com/sonvideo/j.php?MTID=mb1f6a96432e074e4aa8c6b6c73a076d8">https://sonvideo.webex.com/sonvideo/j.php?MTID=mb1f6a96432e074e4aa8c6b6c73a076d8</a></p> <p>Webinar number: 2497 124 8245</p> <p>Webinar password: ZEsPU5wmu53 (93778596 when dialing from a phone or video system)</p> <p>Agenda: 121776 O5 Electronic Bid Opening</p> <p>Join by video system Dial <a href="mailto:24971248245@sonvideo.webex.com">24971248245@sonvideo.webex.com</a></p> <p>You can also dial 173.243.2.68 and enter your webinar number.</p> <p>Join by phone +1-408-418-9388 United States Toll Access code: 2497 124 8245  <a href="#">Global call-in numbers</a></p>		<p>July 11, 2025 2:00 PM Central Time</p>
7.		
8.	Review for conformance to solicitation requirements	July 11 – 14, 2025
9.	Evaluation period	July 14 – 15, 2025
10.	Post “Notification of Intent to Award” to Internet at: <a href="https://das.nebraska.gov/materiel/bidopps.html">https://das.nebraska.gov/materiel/bidopps.html</a>	July 16, 2025
11.	Contract finalization period	July 16 – 31, 2025
12.	Contract award	August 1, 2025
13.	Vendor start date	August 1, 2025

### Revised Section V.I.4.a

Section V.I.4.a of the RFP will be updated as follows:

**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 through & Thursday each week.

## Revised Attachment 1- Facility Stats Cleaning Hours

Facility	Address	Cleaning Hours and Man-Hour Specifications							Facility Statistics									
		Days of Week to Clean (Mon, Tue, Wed, Thu, Fri, Sat, Sun)	Day/Night Shift Cleaning	Cleaning Times Available	Supervision (hours needed if)	Minimum Daily Man-Hours	DAYTIME SQ. FT.	EVENING SQ. FT.	Approximate # of People	People who walk in on a Daily Basis	Confidential Areas	# of Restrooms	Congestion	# of Stairwells	# of Elevators	Approx. Cleanable Sq. Ft.		
T58	First Floor Second Floor	1400 M St.	Tues & Fri	Night	5:00 PM-1:30 AM 8 - Evening	5	- -	4,964 7,246	75-100	50-75	No	5	Average to Heavy	3	1	12,210	90%	10%
Whitehall Campus	Cottage 1	5800 Leighton Ave.	Tues & Fri	Day	8:00 AM- 2:00 PM	1-2	4,757	-	200	100-150	Yes	45	Average	12	1	93,210	65%	35%
	Cottage 2	5801 Walker Ave.	Tues & Fri	Day	8:00 AM- 2:00 PM	1-2	4,757	-										
	Cottage 3	2345 N 60th St.	Mon-Fri	Night	9:00 PM-1:30 AM	1-2	-	4,757										
	Cottage 4	2311 N 60th St.	Mon-Fri	Night	9:00 PM-1:30 AM	1-2	-	4,757										
	Cottage 5	5845 Huntington Ave.	Tues & Fri	Night	5:00 PM-1:30 AM	1-2	-	4,757										
	Cottage 6	5819 Huntington Ave.	Tues & Fri	Day	8:00 AM- 2:00 PM	1-2	4,757	-										
	Cottage 7	5800 Walker Ave.	Mon-Fri	Night	5:00 PM-1:30 AM	2	-	2,629										
	Whitehall Mansion	5903 Walker Ave.	Once a month on Mon	Day	8:00 AM- 5:00 PM	2	12,909	-										
	Maintenance Building	2401 N 60th St	Tues & Fri	Day	8:00 AM- 5:00 PM	1-2	8,210	-										
	Staff Training Academy	2320 N 57th St	Mon-Fri	Night	5:00 PM-1:30 AM	2	-	30,775										
	Training Administration Building	5900 Walker Ave.	Mon-Fri	Night	5:00 PM-1:30 AM	2	-	10,145										

## Revised Cost Sheet

Location	Address	Square Footage (Daytime)	Square Footage (Evening)	Initial Term Base Monthly Cost
1526-FNAB (Section V.L.)	1526 K Street	none	<del>114,998</del> 80,807	\$
Whitehall (Section V.P.)	2320 North 57th Street	<del>29,867</del> 35,390	<del>50,434</del> 57,820	\$

This addendum will be incorporated into the solicitation.