

SOLICITATION ADDENDUM TWO
QUESTIONS AND ANSWERS, UPDATED PROJECT DESCRIPTION
AND SCOPE OF WORK, REVISED ATTACHMENT 1, ADDED
EXHIBITS 1-10

SOLICITATION NUMBER: 121776 O5
Cleaning Services for Various Facilities in Lincoln, NE
Opening Date: July 11, 2025
Addendum Effective Date: July 8, 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.	V. H.4.b.ii NSOB Site Specific Requirem ents	25	In the written RFP, cleaning of all metal walls is listed under weekly, however during the walk through it was stated that it should be done quarterly. Can you please clarify the required frequency of metal wall cleaning?	Please see the revised scope in RFP Section V attached with this Addendum.
2.	V.P.4.viii Whitehall Mansion	34	In the written RFP, monthly cleaning of the mansion includes sanitizing, mopping, cleaning the kitchen, breakroom etc.... During the walk through it was stated that monthly cleaning of the mansion only included sweeping and dusting, can you please clarify?	Please see the revised scope in RFP Section V attached with this Addendum.
3.	V. H.4.a. NSOB Hours	25	Total (Combined Cleaning and Supervisor Man Hours) Minimum Evening Cleaning hours for this entire contract are 83 hours Monday, 255 hours Tuesday, 74 hours Wednesday, 74 hours Thursday, 255 hours Friday. The minimum man hours Tuesday and Friday are significantly greater than the other days of the week, primarily having to do with the large amount of hours at NSOB. Either prior to bidding or even after the bid is awarded, will any consideration be given to dividing the minimum man hours at NSOB over more cleaning evenings each week? Still providing the same requested services at the same frequency but dividing some of the tasks to push some hours onto another day or days each week so that the hours on the contract would be more even on each day of the week. Doing so would not affect the price since it would still cover the same minimum man hours weekly.	This will remain at a 2 day cleaning as listed in the RFP.

			Being able to offer more full-time cleaning team members instead of a large volume of part-time team members will result in a better quality clean done by more experienced and reliable full time team members.	
4.			What is the current way the hours are reported at each facility by current vendor?	A report/spreadsheet is to be submitted to a designated Building Division representative one week prior to scheduled site visit.
5.			Will the reporting of hours be done in the same manner under this RFP?	A report/spreadsheet is to be submitted to a designated Building Division representative one week prior to scheduled site visit. Site visits between vendor and Building Division representatives will occur monthly to review the quality of services provided. Please see RFP Section V.G for reference.
6.			What is the penalty currently for the vendor if they run under the minimum hours in a given period?	In the event that the contractor fails to perform any substantial obligation under the contract, the State may withhold all monies due and payable to the contractor, without penalty, until such failure is cured or otherwise adjudicated.
7.			What is the proposed penalty under this RFP if minimum hours are not met?	See RFP Sections II.H-J for information regarding Record of Vendor Performance and Potential Vendor Breach.
8.			Is there a separate penalty if supervision hours are not met? What is that penalty?	See RFP Sections II.H-J for information regarding Record of Vendor Performance and Potential Vendor Breach.
9.			What is the current monthly cost for each location?	The current contract with the most recent cost/pricing can be found here: https://das.nebraska.gov/material/purchasing/contracts/pdfs/64499(o4)ren(3)ext(1)awd.pdf
10.			What was the previous RFP number for the NSOB and associated facilities that the current vendor is working under?	Previous Solicitation Number: 4848 Z1 Current contract and previous RFP docs may be found here: https://das.nebraska.gov/material/purchasing/contracts/pdfs/64499(o4)ren(3)ext(1)awd.pdf
11.			When was that previous/current RFP for NSOB sent out?	The previous RFP release date was November 4, 2014
12.			Can we have floor plans for all facilities in this RFP?	Please see Exhibits 1-10 posted with this addendum for facility floor plans.

13.			We see the state patrol office is in this RFP, is there an additional RFP for the state Patrol Office?	Please see RFP Section V.Q. for the information regarding The Nebraska State Patrol Headquarters.
14.			For inside window at NSOB, what height is the scope of work?	Up to 10 ft.
15.			The scope of work calls for quarterly strip & wax for NSOB , can you confirm please? on the walk-thru, we heard annually. Thank you	This has been updated to annually. Please see revised scope in RFP Section V attached with this Addendum.
16.			After further face-to-face discussions regarding question #3 above, is it possible to clean the NSOB building using 300 staff hours spread over 5 days Monday – Friday? Specific tasks would be scheduled to occur on a specific schedule so everyone would know what to expect. This way the contractor can hire a higher grade of professional cleaning staff who are not just part-time labor.	This will be remain at a 2-day cleaning as listed in the RFP.
17.			Is the bid an all or nothing deal? Or can vendors choose to bid on only certain buildings? And can the State select different contractors for different buildings?	The State reserves the right to award this contract to one vendor or multiple vendors upon evaluation.

Updated Project Description and Scope of Work

Sections V.G.5-6, V.H., V.I, V.J, V.K, V.L, V.N, and V.P of the RFP will be updated as follows:

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.
- e. ~~Strip wax and refinish all hard surface floors.~~

6. ANNUAL DUTIES

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

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) ~~Clean all metal walls as needed. (History shows this requires ten (10) man-hours per week.)~~
- b) Cleaning of the Mother's Rooms on every floor
- c) Provide cleaning of the USPS in the morning every Wednesday while USPS staff are onsite.

iii. QUARTERLY

- a) ~~Strip wax and refinish all hard surface floors, where specified.~~
- b) Clean all metal walls as needed. (History shows this requires ten (10) man-hours per week.)

iv. ANNUALLY

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

b) Clean the Mother's Room

ii. QUARTERLY

a) ~~Strip wax and refinish all hard surface floors.~~

b) ~~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. Strip and wax all hard surface floors, or more often as traffic requires, where specified.~~
 - 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. SEMI-ANNUAL~~
 - ~~a) Strip and wax all hard surface floors except restrooms, where specified.~~
 - ~~viii.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
- ~~b) Strip and wax all hard surface lobby floors, or more often as traffic requires. Do not wax lower-level break area.~~

v. ANNUALLY

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

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 to 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. SEMI-ANNUALLY~~

- ~~a) Strip wax and refinish all hard surface floors~~

v. ANNUALLY

- a) Strip wax and refinish all hard surface floors

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 rest rooms
- 5). Clean Kitchen break rooms and countertops
- 6). Supply and keep stocked paper and soaps

b) QUARTERLY

~~1).~~ ~~Strip/Wax hard surfaces~~

~~2-1).~~ 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~~

~~2-1).~~ ~~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 rest rooms
- 5). Clean Kitchen break rooms and countertops
- 6). Supply and keep stocked paper and soaps

b) QUARTERLY

~~1).~~ ~~Strip/Wax hard surfaces~~

~~2-1).~~ 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~~

~~2-1).~~ ~~Strip/Wax hard surfaces~~

iii. **COTTAGE 3 – 2345 N 60th 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). ~~Strip/wax hard surfaces~~
- 2). Clean carpets

d) **SEMIANNUALLY**

- 1). Clean all exterior glass, including window ledges

~~b) ANNUALLY~~

- 1). ~~Strip/wax hard surfaces~~

iv. **COTTAGE 4 – 2311 N 60th 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) QUARTERLY~~

- 1). ~~Strip/wax hard surfaces in Morton School area~~

~~e)d) SEMIANNUALLY~~

- 1). Clean all exterior glass including window ledges
- 2). Strip/wax basement office area
- 3). Clean carpets in Morton School and DHHS Classroom areas

~~e) ANNUALLY~~

- 3). 1). ~~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). ~~Strip/Wax hard surfaces~~
- 2). 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).~~ ~~Strip/Wax hard surfaces~~

~~2).~~ ~~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~~

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).~~ ~~Strip/Wax hard surfaces~~

~~2).~~ Clean Carpet

c) **SEMIANNUALLY**

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

~~b).~~ **ANNUALLY**

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

~~b).~~ **ANNUALLY**

~~1).~~ ~~Strip/Wax hard surfaces~~

~~2).~~ ~~Clean Carpet~~

x. STAFF TRAINING ACADEMY – 2320 N 57th 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 rest rooms 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). ~~Strip/wax hard surfaces in DCS Training Area~~
- 2). Scrub gym
- 3). Vacuum and dust Administrative Services Space
- 4). Sanitize, mop floors, clean fixtures in Administrative Services rest room

d) SEMIANNUALLY

- 1). Clean all exterior glass including window ledges
- 2). Clean carpet in Administrative Services Space
- 3). Strip/wax hard surfaces in DCS Training Area
- 4). Clean carpets in DCS Training Area

e) ANNUALLY

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

Updated Attachment 1 – Facility Stats Cleaning Hours

Attachment 1 has been updated to reflect the increase of Minimum Daily Man-Hours for the 1526 Building to 48 as follows:

ATTACHMENT 1- FACIL							
Facility		Address	Cleaning Hours and Man-Hour Specifications				
			Days of Week to Clean (Mon, Tue, Wed, Thu, Fri, Sat, Sun)	Day/Night Shift Cleaning	Cleaning Times Available (Range of Time)	Supervision (hours needed if provided by vendor)	Minimum Daily Man- Hours (across multiple employees)
1526 Building	Lower Level	1526 K St.	Mon & Thurs	Night	5:00 PM-1:30 AM	N/A	7 48
	First Floor						
	Second Floor						
	Third Floor						
	Fourth Floor						

Exhibits 1-10

Exhibits 1-10 are hereby added to incorporate the facility floor plans into the solicitation.

This addendum will be incorporated into the solicitation.