|  |
| --- |
| SOLICITATION ADDENDUM ONE  QUESTIONS AND ANSWERS |

**SOLICITATION NUMBER: 123272 O3**

**Janitorial Services**

**Opening Date: September 30, 2025, 2pm CST**

**Addendum Effective Date: 9/23/2025**

#### 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question Number | RFP  Section  Reference | RFP  Page Number | Question | State Response |
| 1. | General | NA | Could you please provide copies of the past 3–4 months of invoices from the current janitorial provider? | Submitted to Public Records department for processing. |
| 2. | General | N/A | The RFP notes that Q&A responses will be posted as an Addendum at <http://das.nebraska.gov/materiel/bidopps.html>, but this link directs only to the main website. Could you please share the correct link or location where the Q&A Addendum will be posted? | Please refer to this link as it is the correct link. Scroll down to Janitorial Services project link which will open up to all related files. |
| 3. | General | N/A | Can we bid only on some locations and put “NO BID” on the rest without being non responsive? | Yes. Please reference the Cost Sheet, Instructions for Bidders. |
| 4. | General | N/A | Will awards be made by individual site, by groups, or possibly a single award? | Reference Section I. Procurement Procedure, (S.) 8. & 9. |
| 5. | General | N/A | For renewal years, should we lock in Years 1 to 4 pricing on the Cost Sheet now, or will the State handle annual increases up to 3 percent later by amendment? | Pricing for the initial year and four renewal years must be submitted on the Cost Sheet. -Please see Addendum 1 Change of Scope |
| 6. | General | N/A | Who is the current incumbent at each site and will staffing and pricing be posted after award? | **Incumbents** at each site is listed here:  **Broken Bow:** ABM  **Norfolk:** Renner’s Cleaning Service  **Fremont:** ABM  **Alliance:** ABM  **Omaha-Bedford:** ABM  All awardees will be posted on the  <http://das.nebraska.gov/materiel/bidopps.html>. |
| 7. | H. Special Considerations | Page 24 | Are the 5:00 PM to 1:00 AM cleaning hours flexible if coordinated with the site? | No |
| 8. | General | N/A | Will staff need badges or background checks beyond standard employment checks? Any costs or lead times we should plan for? | Reference Section V. Project Description and Scope of Work (C.) 6. & (E.) 3. & 4. |
| 9. | General | N/A | Will each site provide a janitor closet with water and a mop sink? Is storage allowed for larger equipment like an auto scrubber or burnisher? | Reference Section V. Project Description and Scope of Work (E.) 2.  For larger equipment, additional storage identified by location will be reviewed with the awarded vendor. |
| 10. | General | N/A | Are paper goods, liners, soap, and sanitizer supplied by DHHS or included in our monthly price? | Reference Section V. Project Description and Scope of Work (F.) |
| 11. | General | N/A | Can you share approximate counts per site for restrooms, break areas, and drinking fountains? |  |
| 12. | General | N/A | Please confirm that semiannual tasks such as floor strip and refinish, interior and exterior glass, and vents are included in the base monthly price rather than billed as Optional Services. | Yes |
| 13. | General | N/A | Are there secure areas that require escorts or special scheduling? | No |
| 14. | General | N/A | Is there a preferred format for inspections and monthly reports? We use digital QA and time and attendance. Is that acceptable? | No preferred format. Yes |
| 15. | General | N/A | What turnaround do you expect for corrective actions, for example 24 hours for routine items and 2 hours for urgent items? | Corrective actions should be addressed within 24 hour of notice. Urgent corrective actions should be addressed within 2 hours of notice. |
| 16. | General | N/A | May we schedule pre bid site visits for each location to verify conditions and square footage so we can provide the most accurate quote? | No. Site visits are not permitted. The awardee(s) of each location will have the opportunity to verify and finalize prior to contract execution. |
| 17. | General | N/A | Insurance: we carry $2,000,000 General Liability and can add umbrella to meet total limits. Is a combination of primary and umbrella acceptable, and can COIs be submitted within a few business days of intent to award? | A bidder may take exception to standard insurance provisions. Please submit request for exception per instructions in section II terms and conditions preamble.  Yes, the awarded vendors will submit their COIs after notice of intent to award. |
| 18. | General | Cost Sheet | Cost Sheet clarity: is the Unit Price a monthly lump sum per location, with Extended Price equal to Unit Price times 12 months, and the listed square footage for reference? | Yes. Unit Price is a monthly lump sum. Extended Price = (unit price x 12). |
| 19. | General | Cost Sheet | If verified square footage differs materially after a walkthrough, will DHHS allow a price adjustment by change order? | No. Reference Cost Sheet, Part III – Optional Services.  “Cost per square foot for Additional Facility – inclusive of Scope of Work requirements” will be utilized for any variation in square footage per location. |
| 20. | General | Cost Sheet | For Optional Services, may we add lines such as high dusting or tile and grout restoration? | Yes. Reference Cost Sheet, Part III – Optional Services. “Hourly Rate for Performing Work not noted in RFP.” This can be duplicated to add additional services. |
| 21. | General | Cost Sheet | Please confirm the initial contract term. One year? Two years? Three years? | Reference the Cost Sheet. Initial term of 12-months. Four additional 12-month renewals. Total potential five-years. |
| 22. | General | N/A | Please confirm who is responsible for consumable supplies such as toilet paper, paper towels, can liners, hand soap, etc. Contractor or the State? | Reference Section V. Project Description and Scope of Work (F.) |
| 23. | General | N/A | Please confirm the frequency for cleaning at each location. Is it 5x per week at ALL locations? | Yes. All locations should be cleaned each business day. Friday cleaning can occur on Saturday or Sunday. |
| 24. | General | N/A | Please confirm any background check requirements. Is it fingerprint-level State Patrol background checks? Or are internally run background checks sufficient? | DHHS reserves the right to implement any appropriate and legal background checks. See section V Project Description and Scope of Work Item C 6. |
| 25. | General | N/A | Please confirm that the semi-annual task to strip/wax floors is priced separately on the last page of the cost sheet and NOT included in the monthly base price? | Yes it included on the base monthly price. |
| 26. | General | N/A | Please confirm the approximate square feet for tile in each location that will require strip/wax service? | **Tile:** Approximate Square Footage at each site is listed here: |
| 27. | General | N/A | It mentions in the RFP that we will handle consumable products - We wanted to confirm that we are not supplying the consumable products through our budget but will work with the site contact when we are low or need an order on something. Is that correct? It is just labor, chemicals & Equipment on our end? | No. Reference Section V. Project Description and Scope of Work (F.) |
| 28. | General | N/A | For the pricing request on the strip and wax and carpet cleaning - Would you possibly have a sqft breakout at each of the locations for what percentage of the sqft is carpet vs VCT or other flooring? | **Carpet/Tile:** Approximate Square Footage at each site is listed here: |

This addendum will be incorporated into the solicitation.