

## ADDENDUM ONE

Date: August 13, 2025

To: All Vendors

From: Gayle Dietz, Procurement Contracts Officer  
Nebraska Department of Transportation

RE: Questions and Answers for Request for Proposal Number RFP 123026 Z6, District 5 Chadron Janitorial Services to be opened August 21, 2025 at 2:00 p.m..

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the RFP.

Solicitation Section Reference	RFP Page Number	Question	Answers
Section V.H	Page 18	1. What is the cleanable sqftg total? - total we would be responsible for	5,370 SF Hard Floor Surface
Section V.H	Page 18	2. What is the current annual / monthly traffic? How many employees work there?	Nineteen employees in the building with average congestion.

		<p>3. What is the current amount of cleaners being utilized by the incumbent contractor? How long is this taking them? Are you happy with this amount / is cleaning being provided sufficient?</p>	<p>Unknown. Cleaning takes place after hours. Cleaning has been sufficient.</p>
		<p>4. Can you please provide the incumbent contracting company name, bid tabulation from current contract in place as well as contract value amount?</p>	<p>See Attached Contract</p>
		<p>5. What is the breakdown of hard surface flooring types (VCT, sealed concrete, etc.)?</p>	<p>All floors are sealed concrete with 8 carpet floor mats by each door exit.</p>

Section V.I	Pages 18-19	6. Are there any preferred cleaning product brands or restrictions on chemicals?	Disinfectants and appropriate cleaners
		7. How frequently has additional janitorial work (beyond scheduled duties) been requested historically?	Very Rarely
		8. Have there been any recurring issues or special challenges with this facility?	No

		<p>9. Are there any other consumables (minus the restroom / bathroom + tissue paper) that will be needed to complete this project?</p>	<p>Appropriate cleaner and scubbers to successfully maintain a clean and presentable facility</p>
		<p>10. What is the pane count for windows for exterior/interior cleaning?</p>	<p>13 – 2 pane windows in the building. 12 panes in the vestibule plus 2 glass doors with 2 panes each</p>
		<p>11. How many total trash cans would we be responsible for emptying? - Are they centrally located or under each desk?</p>	<p>10 trash cans (2 are centrally located and the rest are either under desks or beside them). 2 wall receptacles (one in each bathroom)</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.

# NEBRASKA DEPARTMENT OF TRANSPORTATION

## SERVICE CONTRACT AWARD

<b>PAGE 1 of 4</b>	<b>CONTRACT NUMBER</b> LH1902 Supplement 5
<b>CONTRACTOR #</b> 9D56	<b>BUYER</b> Gayle Dietz
<b>VENDOR NAME AND ADDRESS:</b> Triple C Commercial Cleaning 1601 4 <sup>th</sup> Avenue Scottsbluff, NE 69361	
<b>VENDOR CONTACT INFORMATION</b>	<b>DESCRIPTION OF SERVICE</b>
Name: Christina Bartella Phone: 308-436-3334 Cell: 308-641-6541 Fax: 308-436-3334 E-Mail: c_e_bartella@hotmail.com	District 5 Janitorial Cleaning Services, Chadron

Nebraska Department  
Of Transportation  
Operations Division  
5001 S. 14<sup>th</sup> Street  
Lincoln, NE 68512

**EFFECTIVE DATES OF CONTRACT**

September 03, 2024 through September 02, 2025.

**EXPIRATION DATE**

This contract will expire one (1) year from the effective date.

**RENEWALS**

There are no renewals left on this contract.

**EXTENSION PERIOD**

State reserves the right and sole discretion to extend this contract beyond the expiration date.

**NON-EXCLUSIVITY**

This contract is not an exclusive contract to furnish the services shown below and does not preclude the purchase of similar services from other sources.

**ORIGINAL BID DOCUMENT:** Request for Proposal (RFP) #R305-19

**SCOPE OF THE CONTRACT**

Contractor(s) shall be responsible for providing all labor, equipment, fuel, materials, and insurance, to properly accomplish Janitorial Cleaning Services, in accordance with schedules, and requirements of the RFP and as directed by NDOT at a bid price.

**ANNUAL CONTRACT AMOUNT: \$ 44,166.00**

State of Nebraska Dept. of Transportation

By: DocuSigned by:  
NE Department of Transportation by John Lutz  
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Name: Tom Renninger

Title: Operations Division Manager

Date: 10-08-2024

Contractor: Triple C Commercial Cleaning

By: Christina Bartella

Name: Christina Bartella

Title: Owner

Date: 9/10/24

## **INCORPORATION**

**This contract and the following documents constitute the entirety of the contract:**

- 1. Request for Proposal and Addenda;**
- 2. Amendments to the RFP;**
- 3. Questions and Answers;**
- 4. Contractor's proposal (RFP and properly submitted documents);**
- 5. The executed Contract and Addendum One to Contract, if applicable; and,**
- 6. Amendments/Addendums to the Contract.**

## **ORDER OF PRECEDENCE**

**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) Amendments to RFP and any Questions and Answers, 4) the original RFP document and any Addenda, and 5) the Contractor's submitted Proposal. These documents constitute the entirety of the contract. 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.**

### **A. SCOPE OF WORK**

**The contractor shall provide management, supervision, transportation, required labor and plan, schedule, coordinate and ensure effective completion of all work and services specified in RFP # R305-19. All work will be performed in a professional manner and in the best interest of maintaining a clean presentable building at all times.**

**The contractor shall develop and implement a process of measurement in the area of customer satisfaction. A customer satisfaction survey process shall be approved by NDOT and shall be randomly distributed to employees throughout the District 5 facility by the contractor. The results shall then be compiled by the contractor and made available to NDOT on a quarterly basis. NDOT personnel contact information shall be provided to the contractor at the commencement of the contract.**

### **B. EMPLOYEES/QUANTITY**

**The contractor shall provide suitable, trained and qualified personal who conduct themselves in a professional manner. The contractor shall provide NDOT with the names of all his/her employees who will be performing work under this contract and provide them with proper identification so that they may be identified at the time of entry into the building and during all working hours. NDOT reserves the right to approve or disapprove any of the contractor's employees assigned to the building. Under no circumstances shall the contractor's employees be allowed to use the phones, copiers or other office machines in any office area. Contractor personnel shall observe all regulations of NDOT. Regulations may include but are not limited to offensive conduct, gambling, alcohol and tobacco use.**

**DELIVERABLES/CONTRACT LINE ITEMS:**

**FACILITY: DISTRICT 5 CHADRON MAINTENANCE AND CONSTRUCTION OFFICE**

**NOTE: Contract pricing shall consist of the following:**

1. **Contract price shall be a monthly base cost for janitorial services, as described in RFP #R305-19 for core duties completed weekly.**
2. **Contract price shall be a unit cost per occurrence for additional duties completed semi-annually as described in RFP# R305-19.**
3. **Optional bid price of an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #R305-19.**

**Approximate Cleanable Square Footage:  
5370 SF Hard Floor Surface**

**1. Monthly Base Cost:  
\$ 3,133.00**

**1. Core Duties Completed once a week between the hours of 4:00 P.M. and 5:00 A.M.**

- |    |   |
|----|---|
| a. | Empty all waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace the liners.  |
| b. | Dust mop all hard surface floors in the building, including the front entrance way.   |
| c. | Damp mop to remove spills and track marks on the floor with appropriate cleaner. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue or any evidence of soil, stains, film, or debris. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.         |
| d. | Buff all hard surface floors as needed to maintain a clean, shining finish.   |
| e. | Vacuum all entrance rugs and floor mats. Vacuum all chairs. Spot clean any stains.  |
| f. | Clean all the glass surfaces in the main entryway and glass doors.  |
| g. | Spot clean all door surfaces, and door handles to remove smudges and finger prints.   |
| h. | Clean light switch plates, and the wall surfaces around the light switch plates to remove finger prints and smudges.  |
| i. | Dust all horizontal surfaces/countertops/tables as well as chairs, door frames, accessible window sills, ledges, etc. with clean dust cloth and cleaning agent. Janitorial staff is not expected to remove articles from window sills or work surfaces before dusting or cleaning; this will be done by NDOT personnel if they desire to have the area dusted or cleaned. |
| j. | Remove cobwebs from windows, ceilings, and wall/floor corners.  |
| k. | Spot clean interior of glass doors and glass displays with glass cleaner.   |
| l. | Clean all kitchen sinks and adjoining countertops with spray cleaner/disinfectant.  |
| m. | Maintain janitorial supply room in a clean, neat and orderly fashion.   |

**2. Core Duties For Restrooms Completed once a Week, Monday-Friday, excluding State Holidays, between the hours of 4:00 P.M. and 5:00 A.M.**

- |    |  |
|----|--|
| a. | Clean restrooms, including all fixtures, soap and paper towel dispensers, stools and stall partitions, tile walls, shelving, mirrors, urinals, sinks and wall areas around the sinks and urinals with appropriate cleaner. Ensure all water splashes are removed and cleaned from the walls and mirrors. |
|----|--|

b.	Clean the urinals and the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks and floor urinal pads monthly or as needed.
c.	Sweep and wet mop rest room floors with appropriate cleaner and clean fresh water. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue, or evidence of soil, stains, film or debris. There shall be no splash marks or mop streaks on the walls or baseboards or mop strands remaining in the area.
d.	Scrub the floor around the toilets and urinals with appropriate cleaner and clean fresh water.
e.	Empty waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace liners.
f.	Refill the toilet paper holders, paper towel and hand soap dispensers as needed.

<b>3. Additional Duties Completed Semi-Annually During The First Week In April and October</b>		<b>COST PER OCCURRENCE</b>
a.	Strip wax, reseal floors, apply 5 coats of wax, and buff all hard surface floors. Clean baseboards to remove splashes.	<b>\$ 2,685.00</b>
b.	Additional one (1) time charge for Cleaning and Waxing in October 2019	<b>\$ 300.00</b>
c.	Wash all interior and exterior windows. Damp wipe blinds.	<b>\$ 250.00</b>
d.	Dust and damp wipe all air conditioning/heating vents.	<b>\$ 100.00</b>
e.	Dust and damp wipe all ceiling fans.	<b>\$ 100.00</b>

<b>4. Optional Bid</b>		<b>UOM</b>	<b>HOURLY RATE</b>
a.	Contract price shall be a unit cost of an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #R305-19	Hourly Rate Per Custodian	<b>\$ 18.00</b>

**Estimated Annual Contract Value: \$44,166.00**