

**NEBRASKA DEPARTMENT OF TRANSPORTATION
ATTACHMENT A – COST PROPOSAL
DISTRICT 5 GERING JANITORIAL SERVICES
RFP # 127083-Z6**

FIRM: _____

FACILITY: DISTRICT 5 – GERING HEADQUARTERS OFFICE

All fields requesting pricing (in red) must be completed.

NOTE: Proposal pricing shall consist of the following:

- a) Bid price shall be a monthly base cost for janitorial services, as described in RFP # 127083-Z6 for core duties completed twice weekly and monthly.
- b) Bid price shall be a unit cost per occurrence for duties completed quarterly, semi-annually and annually as described in RFP# 127083-Z6.
- c) Optional bid price for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #127083-Z6. *Optional bid prices will not be evaluated.*
- d) **Bidder to provide bid cost for items 1 - 6; item 7 is an optional bid price.**

District 5 Gering Headquarters Maintenance Office 140375 Rundell Road Gering, NE 69341-0220 Approximate Cleanable Square Footage: 10,500 SF Floor Surface		QTY	UOM	COST PER MONTH	EXTENDED ANNUAL COST
		12	MO	\$	\$
1. Core duties completed one (1) time per week on Wednesday, between the hours of 5:00 P.M. and 6:30 A.M., excluding State Holidays (unless otherwise indicated):					
a.	Empty all waste receptacles and paper shredders, damp wipe and change liners as needed.				
b.	Remove trash from building to proper bins located in back lot.				
c.	Flatten all cardboard boxes before putting them in the recycle bin.				
d.	Damp mop all hard surface floors to remove all spillage and track marks.				
e.	Scrub, buff or burnish hard surface floor to maintain finish.				
f.	Spot clean all door and partition glass, glass display case and picture frame glass to remove smudges and finger prints. Cleaner shall be applied to cloth then applied to window and tables. Under no circumstances is cleaner to be sprayed directly on to glass.				
g.	Dust all horizontal surfaces, files, table tops, exposed desk tops, surfaces in work stations, chairs, coat racks, door frames, window sills, etc. with a clean dust cloth and disinfectant agent. Do not move any items or papers from desk tops or work stations to dust.				
h.	Clean all drinking fountains and backsplashes with disinfectant agent				
i.	Vacuum entrance floor matting				
j.	Thoroughly vacuum all carpeting. Exercise care not to contact doors, walls, furniture and hard surfaces. All carpeting will be edged with the appropriate vacuum. Wipe or mop down chair floor mats as needed.				
k.	Telephones shall be sanitized with a cleaner to remove ink stains, hand prints, etc.				

l.	All exterior entry ways will be swept and cleaned of debris 20' from each door.
m.	Clean all sinks and slop sinks with disinfectant agent.
n.	Clean interior and exterior of microwaves located in the break room and front office area.
o.	Complete sign in sheet located in janitorial closet. Information required on the sign-in sheet includes the signature of the contractor's employee, and date that the facility was cleaned
Rest Room Duties:	
p.	Empty all waste receptacles, damp wipe and change liners as needed.
q.	Clean and refill all restroom dispensers.
r.	Thoroughly clean all fixtures and surfaces with a germicidal cleaner.
s.	Spot clean walls, doors, shelves and partitions with a disinfectant cleaner.
t.	Clean the inside and outside and under the rims of toilet bowls and urinals with a toilet brush and disinfectant.
u.	Toilet seat and base scrubbed with sanitizer.
2. Core duties completed one (1) time per weekend, excluding State Holidays, (unless otherwise indicated):	
a.	Burnish with high speed machine all hard surface floors
b.	Thoroughly vacuum carpeting. Exercise care not to contact doors, walls, furniture and hard surfaces. All carpeting will be edged with the appropriate vacuum.
c.	Telephones shall be sanitized with a cleaner to remove ink stains, hand prints, etc
d.	Dust and clean chairs, walls, molding, tables, file cabinets, light switches, shelves, name plates, desk sides, etc. using caution not to disturb personal effects in the offices.
e.	Clean all accessible window blinds, window sills and ledges.
f.	Spot clean all interior window glass.
g.	Scrub all waste and recycling receptacles.
h.	Dust all ductwork in front office area.
i.	Empty all waste receptacles and paper shredders, damp wipe and change liners as needed.
Rest Room Duties:	
j.	Empty all waste receptacles, damp wipe and change liners as needed.
k.	Clean and refill all restroom dispensers.
l.	Thoroughly clean all fixtures and surfaces with a germicidal cleaner.
m.	Wipe and clean walls, doors, shelves and partitions with a germicidal cleaner.
n.	Clean the inside and outside and under the rims of toilet bowls and urinals with a toilet brush and disinfectant.
o.	Toilet seat and base scrubbed with sanitizer.
p.	Damp mop floors and scrub the floor around the toilets and urinals.
q.	Clean the mirror.
3. Core duties completed (1) time per month, between the hours of 5:00 P.M. and 6:30 A.M., excluding State Holidays (unless otherwise indicated):	
a.	Dust all computer monitors and T.V. screens.
b.	Vacuum all air conditioning vents, return grilles, blinds and adjacent tiles.
c.	Flush all bathroom floor drains with Clorox water (2 cups of Clorox to 1 gallon of water).
d.	Vacuum conference chairs and desk chairs.

Bid price shall be a unit cost per occurrence for janitorial duties completed quarterly as described in RFP # 127083-Z6.

4.	Core duties completed quarterly (Q), as scheduled with designated NDOT personnel, between the hours of 5:00 P.M. and 6:30 A.M. excluding state holidays (unless otherwise indicated):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Apply wax finish to hard surface floors. Apply 2 coats of wax.	4	Q	\$	\$

Bid price shall be a unit cost per occurrence for janitorial duties completed semi-annually as described in RFP # 127083-Z6.

5.	Core duties completed semi-annually (SA), as scheduled with NDOT personnel, between the hours of 5:00 P.M. and 6:30 A.M. excluding state holidays (unless otherwise indicated):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Clean all interior and exterior glass including transoms.	2	SA	\$	\$
b.	Wash interior window screens.	2	SA	\$	\$

Bid price shall be a unit cost per occurrence for janitorial duties completed annually as described in RFP # 127083-Z6.

6.	Core duties completed annually (AN), as scheduled with designated NDOT personnel, between the hours of 5:00 P.M. and 6:30 A.M. excluding state holidays (unless otherwise indicated):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Shampoo all carpeting.	1	AN	\$	\$
b.	Clean the blinds.	1	AN	\$	\$
c.	Strip and wax floors. Reapply 5 coats of wax.	1	AN	\$	\$
d.	Reseal and wax restroom floors. Reapply 3 coats of wax.	1	AN	\$	\$

TOTAL EXTENDED PRICE:

\$

Optional Bid	UOM	RATE
a.	Optional bid 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 # 127083-Z6.	Hourly Rate Per Custodian \$