

**NEBRASKA DEPARTMENT OF TRANSPORTATION
ATTACHMENT A - COST PROPOSAL
DISTRICT 6 JANITORIAL SERVICES
RFP # 126717-Z6**

FIRM: _____

FACILITY: DISTRICT 6 – MULLEN MAINTENANCE 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 # 126717-Z6 for core duties completed three times a week, weekly and monthly.
- b) Bid price shall be a unit cost per occurrence for duties completed semi-annually and annually as described in RFP# 126717-Z6.
- c) Optional bid price for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP # 126717-Z6. *Optional bid prices will not be evaluated.*
- d) **Bidder to provide bid cost for items 1-5; item 6 is an optional bid price.**

Mullen Maintenance Office 402 SE 1 st Street Mullen, NE 69152-0052 Approximate Cleanable Square Footage: 3551 SF Floor Surface		QTY	UOM	COST PER MONTH	EXTENDED ANNUAL COST
		12	Mo	\$	\$
1. Core Duties Completed THREE (3) Times A Week, Monday, Wednesday and Friday, Excluding State Holidays, between the hours of 6:00 P.M. and 6:00 A.M. (Unless Otherwise Indicated)					
a.	Dust all horizontal surfaces/countertops/tables as well as file cabinets, bookcases, chairs, accessible windowsills, and ledges, etc. with clean dust cloth and cleaning agent. Janitorial staff is not expected to remove articles from windowsills or work surfaces before dusting or cleaning; this will be done by NDOT personnel if they desire to have the area dusted or cleaned. Do not dust desk/tables if the top is not cleared of papers/work.				
b.	Thoroughly sweep and damp mop with clean water all hard surface floor areas including along all walls, under furniture, and the vestibule. Damp mop all hard surface flooring with appropriate cleaner to remove any spills, road tar and track marks. 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.				
c.	Vacuum all entrance rugs and carpeted areas. Spot clean any stains.				
d.	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. Trash liners provided by NDOT.				
e.	Clean all sinks including the sink in janitor supply room and empty mop buckets of any standing water/cleaner.				
f.	Clean kitchenette sink and drinking fountain with stainless steel cleaner and remove any mineral build up. Clean kitchenette counter tops and tables.				

g.	Maintain janitorial supply room in a clean, neat and orderly fashion.
h.	Complete sign in sheet located in janitorial supply room. Information required on the sign-in sheet includes the signature of the contractor's employee, and date that the facility was cleaned.
Rest Rooms Duties:	
i.	Clean rest rooms, 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.
j.	Clean the urinals and the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks as needed.
k.	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. Scrub the floor around the toilets and urinals with appropriate cleaner and clean fresh water.
l.	Refill the toilet paper holders, paper towel and hand soap dispensers as needed. Paper products and hand soap shall be furnished by NDOT and stored in the janitorial supply room.
2.	Weekly Core Duties Completed One (1) Time a Week; On The Same Day Every Week, Excluding State Holidays, Between The Hours Of 6:00 P.M. AND 6:00 A.M. (Unless Otherwise Indicated).
a.	Remove cobwebs from the ceilings, walls, floors, under and around furniture, dust picture frames and light fixtures.
b.	Clean interior entrance windows, windowsills, and glass door in vestibule area with glass cleaner.
c.	Clean door surfaces and door handles to remove fingerprints and smudges.
d.	Clean and buff all tile floors to produce a smooth, clear, high luster finish.
3.	Core Duties Completed Monthly – Approximately same day every month (Unless Otherwise Indicated).
a.	Clean wall surface around light switches.
b.	Clean baseboards to remove dust, debris and wax build up
c.	With a sweeper attachment, clean cabinets, all door frames, door jams, hinges, ledges and draperies.

Bid price shall be a unit cost per occurrence for janitorial duties completed semi-annually as described in RFP # 126717-Z6.

4.	CORE DUTIES COMPLETED SEMI-ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 6:00 P.M. AND 6:00 A.M. AS DESCRIBED IN RFP 126717-Z6 (UNLESS OTHERWISE INDICATED):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Dust and clean any buildup around vents and ceiling tiles.	2	each	\$	\$
b.	Dust, clean and remove bugs and dust collection from overhead light fixtures.	2	each	\$	\$
c.	Clean furnace room and maintain it in an orderly condition. Remove cobwebs and other debris.	2	each	\$	\$
d.	Clean interior/exterior windows, storm windows, glass doors and wash all windowsills.	2	each	\$	\$

Bid price shall be a unit cost per occurrence for janitorial duties completed annually as described in RFP # 126717-Z6

5.	CORE DUTIES COMPLETED ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 6:00 P.M. AND 6:00 A.M. AS DESCRIBED IN RFP 126717-Z6 (UNLESS OTHERWISE INDICATED):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Hot water extraction carpet cleaning. NDOT staff will move all chairs, desks, tables, filing cabinets, mats, etc. that can be moved prior to carpet cleaning.	1	each	\$	\$

TOTAL EXTENDED PRICE: \$

Optional Bid Pricing

6.	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 # 126717-Z6	Hourly Rate Per Custodian	\$