

**NEBRASKA DEPARTMENT OF TRANSPORTATION
ATTACHMENT A - COST PROPOSAL
DISTRICT 7 JANITORIAL SERVICES
RFP 123946-Z6**

FIRM: _____

FACILITY: DISTRICT 7 – McCOOK 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 #123946-Z6 for core duties completed nightly, weekly and monthly.
 - b) Bid price shall be a unit cost per occurrence for additional duties completed semi-annually and annually as described in RFP# 123946-Z6.
 - c) Optional bid price for shampooing carpets and for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #123946-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.**

District 7 Headquarters Office 619 Auditorium Drive McCook, NE 69001-3569 Approximate Cleanable Square Footage: 4035 SF Floor Surface		QTY	UOM	COST PER MONTH	EXTENDED ANNUAL COST
		12	Mo	\$	\$
1. CORE DUTIES COMPLETED NIGHTLY, MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP # 123946-Z6 (UNLESS OTHERWISE INDICATED):					
a.	Vacuum all carpet areas and spot clean carpet as needed.				
b.	Thoroughly sweep and damp mop with clean water all hard surface floor areas. 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 the walls, baseboards, etc., or mop strands remaining in the area.				
c.	Clean entry doors, including any glass to remove smudges and fingerprints.				
d.	Empty all waste receptacles and change liners as needed. Trash liners shall be furnished by the Department and will be kept in the storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.				
e.	Remove trash and dispose of in the outside dumpster.				
f.	Empty recycle containers and paper shredder and place recyclables in the proper collection bins located outside the building.				
g.	Thoroughly 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.				

h.	Clean the urinals inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks as needed.
i.	Refill toilet paper holder, paper towel and soap dispensers. Toilet paper, paper towels and hand soap shall be furnished by the Department and shall be stored in the NDOT storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.
j.	Clean kitchen sinks (located on both levels) with lime remover and stainless-steel cleaner.
k.	Clean counter tops in both kitchenettes.
l.	Maintain NDOT storage room in a neat and orderly fashion.
2.	CORE DUTIES COMPLETED ONCE WEEKLY, ON THE SAME DAY OF THE WEEK, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP 123946-Z6 (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.
3.	CORE DUTIES COMPLETED ONCE MONTHLY, ON THE SAME DAY OF THE MONTH, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP 123946-Z6 (UNLESS OTHERWISE INDICATED):
a.	Vacuum upholstered chairs
b.	Thoroughly vacuum along the baseboards, cabinets, and doorframes.
c.	Remove cobwebs from ceiling and walls.
d.	Dust picture frames
e.	Clean light switch plates, and the wall surfaces around the light switch plates to remove fingerprints and smudges.
f.	Clean door surfaces to remove fingerprints and smudges.

Bid price shall be a unit cost per occurrence for janitorial duties completed semi-annually as described in RFP #123946-Z6.

4.	CORE DUTIES COMPLETED SEMI-ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP123946-Z6 (UNLESS OTHERWISE INDICATED):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Strip wax and refinish all tile floors.	2	each	\$	\$

Bid price shall be a unit cost per occurrence for janitorial duties completed annually as described in RFP #123946-Z6.

5.	CORE DUTIES COMPLETED ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP # 123946-Z6 (UNLESS OTHERWISE INDICATED):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Wash interior and exterior windows.	1	each	\$	\$

TOTAL EXTENDED PRICE: \$

Optional Bid Pricing

6.	Optional Line Item	UOM	RATE
a.	Hot water extraction carpet cleaning services as requested.	Per Occurrence	\$
b.	Additional janitorial duties outside of the scheduled work as described in RFP #123946-Z6.	Hourly Rate Per Custodian	\$

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FACILITY: DISTRICT 7 – HOLDREGE MAINTENANCE AND CONSTRUCTION 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 #123946-Z6 for core duties completed twice weekly and monthly.
- b) Bid price shall be a unit cost per occurrence for additional duties completed annually as described in RFP# 123946-Z6.
- c) Optional bid price for shampooing carpets and for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #123946-Z6. *Optional bid prices will not be evaluated.*
- d) **Bidder to provide bid cost for items 1, 2, and 3; item 4 is an optional bid price.**

District 7 Holdrege Maintenance and Construction Office 1013 West 4 th Avenue Holdrege, NE 68949-3106 Approximate Cleanable Square Footage: 5056 SF Floor Surface		QTY	UOM	COST PER MONTH	EXTENDED ANNUAL COST
		12	Mo	\$	\$
1. CORE DUTIES COMPLETED TWICE WEEKLY, ON THE SAME DAYS OF THE WEEK, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP 123946-Z6 (UNLESS OTHERWISE INDICATED):					
a.	Vacuum all carpet areas and rugs, and spot clean carpet as needed. Exception: The carpet in the conference room shall be vacuumed on a monthly basis.				
b.	Thoroughly sweep and damp mop with clean water all hard surface floor areas. 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 the walls, baseboards, etc., or mop strands remaining in the area.				
c.	Clean entry doors, including any glass to remove smudges and fingerprints.				
d.	Empty all waste receptacles and change liners as needed. Trash liners shall be furnished by the Department and will be kept in the NDOT's storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.				
e.	Remove trash and dispose of in the outside dumpster.				
f.	Empty paper shredder and dispose of the bag in the outside dumpster.				
g.	Dust all horizontal surfaces/countertops/tables as well as file cabinets, bookcases, chairs, access 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 ledges.				
h.	Thoroughly 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.				
i.	Refill the toilet paper holders and paper towels and soap dispensers. Paper products and hand soap shall be furnished by the Department and shall be stored in the NDOT storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.				

j.	Clean the sink and countertop in the crew room (use lime remover and stainless-steel cleaner as needed). Exception: the sink and countertop in the conference room shall be cleaned on a monthly basis.
k.	Maintain NDOT storage room in a neat and orderly fashion.
2.	CORE DUTIES COMPLETED ONCE MONTHLY, ON THE SAME DAY OF THE MONTH, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP 123946-Z6 (UNLESS OTHERWISE INDICATED):
a.	Vacuum upholstered chairs.
b.	Vacuum carpet in conference room.
c.	Clean the sink, countertop (use lime remover and stainless-steel cleaner as needed) and tables in conference room.
d.	Thoroughly vacuum along the baseboards, cabinets, and doorframes.
e.	Remove cobwebs from ceiling and walls.
f.	Dust picture frames and ceiling fans.
g.	Clean light switch plates, and the wall surfaces around the light switch plates to remove fingerprints and smudges.
h.	Clean door surfaces to remove fingerprints and smudges.
i.	Clean restroom walls and partitions with a germicidal cleaner.

Bid price shall be a unit cost per occurrence for janitorial duties completed annually as described in RFP #123946-Z6.

3.	CORE DUTIES COMPLETED ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. AS DESCRIBED IN RFP 123946-Z6 (UNLESS OTHERWISE INDICATED):	QTY	UOM	COST PER OCCURENCE	EXTENDED ANNUAL COST
a.	Wash interior and exterior windows.	1	each	\$	\$
b.	Strip wax and refinish linoleum tile floors as directed by the Department.	1	each	\$	\$

TOTAL EXTENDED PRICE: \$

Optional Bid Pricing

4.	Optional Bid	UOM	RATE
a.	Hot water extraction carpet cleaning services as requested.	Per Occurrence	\$
b.	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 #123946-Z6	Hourly Rate Per Custodian	\$