

**NEBRASKA DEPARTMENT OF TRANSPORTATION
DISTRICT 6
RFP #R311-24, JANITORIAL SERVICES
ATTACHMENT A - COST PROPOSAL BID SHEET**

Opening Date: March 07, 2024
Time: 2:00 P.M. CDT

FIRM / SIGNATURE: _____

**FACILITY: DISTRICT 6 – NDOT TRUCK SCALES AND INSPECTION FACILITIES
INTERSTATE 80 EASTBOUND AND WESTBOUND FACILITIES**

NOTE: All fields requesting pricing (in red) must be completed. Proposal pricing shall consist of the following:

NOTE: Proposal pricing shall consist of the following:

- a) Bid price shall be a monthly base cost for janitorial services, as described in RFP #R311-24 for core duties completed twice weekly for **BOTH** facilities.
- b) Bid price shall be a unit cost per occurrence for duties completed quarterly for **BOTH** facilities as described in RFP# R311-24.
- c) Optional bid price for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #R311-24. Optional bid prices will not be evaluated.
- d) **Bidder to provide bid cost for items 1-2 (a monthly base cost and cost per occurrence). Item 3 is an optional bid price.**

Approximate Cleanable Square Footage: 728 SF Floor Surface Per Facility	1. Monthly Base Cost: \$ _____ For item 1
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1.	CORE DUTIES COMPLETED TWICE A WEEK ON MONDAY AND THURSDAY, EXCLUDING STATE HOLIDAYS (UNLESS OTHERWISE INDICATED):
a.	Sweep deck and pit in Inspection Bay. (THURSDAY ONLY)
b.	Dust all surfaces including but not limited to tables, desks, file cabinets, bookcases, chairs, window sills, counter tops and counter base ledges with furniture polish.
c.	Clean computer screens, TV screens and keyboards.
d.	Dust mop and damp mop all tile floors.
e.	Thoroughly clean interior and exterior restrooms, including all fixtures (stool, lavatories, sinks, urinals, dispensers, etc.) with a germicidal cleaner.
f.	Clean the mirrors.
g.	Vacuum all carpet areas and rugs and spot clean carpet as needed.

h.	Clean and sanitize all drinking fountains.
i.	Clean and sanitize shower in locker room area
j.	Empty all waste receptacles and change liners as needed. Trash liners shall be furnished by the State and will be kept in the janitor's closet. Contractor shall be responsible to notify the Department's contact person in writing when supplies are low.
k.	Remove trash and dispose in the outside dumpster
l.	Clean road tar, grease and/or scuffs from all floors.
m.	Damp mop or scrub as needed tile floor in the public area of the building (driver area in front of the counter)
n.	Clean and sanitize the sink and counter top in the training room (use lime remover and stainless steel cleaner as needed).
o.	Replenish toilet paper holders, paper towel and soap dispensers. Toilet paper, paper towels and hand soap shall be furnished by the State and shall be stored in the janitor's closet. Contractor shall be responsible to notify the Department's contact person in writing when supplies are low.
p.	Clean door surfaces and door handles to remove finger prints and smudges
q.	Clean light switch plates, and the wall surfaces around the light switch plates to remove finger prints and smudges.
r.	Remove bugs and debris from light fixtures.
s.	Maintain janitorial closet and mechanical room in a clean, neat and orderly fashion.
t.	Complete sign in sheet located in mechanical room. Information required on the sign-in sheet includes the signature of the contractor's employee, and date that the facility was cleaned

Bid price shall be a unit cost per occurrence for janitorial duties completed quarterly for BOTH facilities as described in RFP #R311-24.

2. CORE DUTIES COMPLETED ONE TIME-EVERY THREE MONTHS, EXCLUDING STATE HOLIDAYS (UNLESS OTHERWISE INDICATED):			
a.	Scrub, clean, and strip tile floors. Wax with 3 coats of commercial grade wax and buff to a high luster.	Per Occurrence	\$
b.	Remove wax and dirt build up from the baseboards	Per Occurrence	\$

3. 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 #R311-24		Hourly Rate Per Custodian	\$

**FACILITY: DISTRICT 6 – NDOT TRUCK SCALE AND INSPECTION FACILITY
HIGHWAY 30 FACILITY**

NOTE: All fields requesting pricing (in red) must be completed. Proposal pricing shall consist of the following:

NOTE: Proposal pricing shall consist of the following:

- e) Bid price shall be a monthly base cost for janitorial services, as described in RFP #R311-24 for core duties completed once weekly at the facility.**
- f) Bid price shall be a unit cost per occurrence for duties completed bi-monthly at the facility as described in RFP# R311-24.**
- g) Optional bid price for an hourly rate per custodian for additional janitorial duties outside of the scheduled work as described in RFP #R311-24. Optional bid prices will not be evaluated.**
- h) Bidder to provide bid cost for items 1-2 (a monthly base cost and cost per occurrence). Item 3 is an optional bid price.**

Approximate Cleanable Square Footage: 624 SF Floor Surface	2. Monthly Base Cost: \$ _____ For item 1
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1. CORE DUTIES COMPLETED ONCE A WEEK ON WEDNESDAY, EXCLUDING STATE HOLIDAYS (UNLESS OTHERWISE INDICATED):	
a.	Dust all surfaces including but not limited to tables, desks, file cabinets, bookcases, chairs, window sills, counter tops and counter base ledges with furniture polish.
b.	Sweep outside steps coming into facility
c.	Clean computer screens, TV screens and keyboards
d.	Dust mop and damp mop linoleum flooring
e.	Thoroughly clean restroom, including all fixtures (stool, lavatories, sinks, urinals, dispensers, etc.) with a germicidal cleaner.
f.	Clean the mirror.
g.	Vacuum all carpet areas and rugs and spot clean carpet as needed.
h.	Empty all waste receptacles and change liners as needed. Trash liners shall be furnished by the Department and will be kept in the janitor's closet. Contractor shall be responsible to notify the Department's contact person in writing when supplies are low.
i.	Remove trash and dispose in the outside dumpster.
j.	Clean road tar, grease and/or scuffs from all floors
k.	Replenish toilet paper holders, paper towel and soap dispensers. Toilet paper, paper towels and hand soap shall be furnished by the State and shall be stored in the janitor's closet. Contractor shall be responsible to notify the Department's contact person in writing when supplies are low.
l.	Maintain janitor's closet and mechanical room in a clean, neat and orderly fashion.
m.	Complete sign in sheet located in janitorial room. Information required on the sign-in sheet includes the signature of the contractor's employee, and date that the facility was cleaned

Bid price shall be a unit cost per occurrence for janitorial duties completed bi-monthly for the facility as described in RFP #R311-24.

2. CORE DUTIES COMPLETED ONE TIME-EVERY TWO MONTHS, EXCLUDING STATE HOLIDAYS (UNLESS OTHERWISE INDICATED):			
a.	Remove cobwebs from ceiling and walls.	Per Occurrence	\$
b.	Dust picture frames and door frames.	Per Occurrence	\$
c.	Wash interior, exterior windows, including the windowed entry door	Per Occurrence	\$
d.	Wash wall surfaces to remove any finger prints and smudges.	Per Occurrence	\$

3. 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 #R311-24	Hourly Rate Per Custodian	\$