

**CITY OF PAPIILLION  
MAYOR AND CITY COUNCIL REPORT  
MAY 2, 2023 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
RFP For City Facilities Janitorial Services.  RFP #04PARKS08012023	RES. R23-0067	Tony Gowan, Parks and Facilities Director

**SYNOPSIS:**

The purpose of this resolution is to obtain Council approval for requesting proposals on City building janitorial services. The attached RFP is to solicit costs from janitorial service contractors to provide janitorial services per the desired schedules and frequencies.

**BACKGROUND:**

The City of Papillion has utilized ABM Janitorial for cleaning of City Hall, Sump Library, Papillion Public Works, Papillion Police Department, and the Papillion Parks Department for the past three years. With the contract set to expire on September 1, 2023, staff proposes to solicit competing quotes from janitorial firms, to secure a contract for the next three years.

**FISCAL IMPACT:**

The goal is to see cost savings and high-quality services by utilizing one company, as opposed to several. Potential savings will be unknown until receipt of proposals.

**RECOMMENDATION:**

Approval

**ATTACHMENTS:**

1. RES. R23-0067
2. RFP #04PARKS08012023 Facilities Janitorial Services

**RESOLUTION NO. R23-0067**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAPILLION, NEBRASKA APPROVING THE REQUEST FOR PROPOSAL PROCESS FOR PURPOSES OF RECEIVING PROPOSALS FOR JANITORIAL SERVICES FOR CITY BUILDINGS.**

**WHEREAS**, the City of Papillion currently utilizes a janitorial vendor to clean City Hall, Sump Library, the Public Works Department, Police Department and the Parks and Facilities Department; and

**WHEREAS**, the City would like to request proposals from vendors in which the goal is to keep the services under one company, realizing efficiencies and cost savings, as well as improved quality control; and

**WHEREAS**, the Request for Proposal process is the appropriate way to identify and select the most efficient and cost effective company to provide high quality janitorial services to the City of Papillion.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of Papillion, Nebraska to approve the solicitation of proposals to provide City building janitorial services utilizing the attached RFP #04PARKS08012023.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF PAPILLION

\_\_\_\_\_  
David P. Black, Mayor

ATTEST:

\_\_\_\_\_  
Nicole Brown, City Clerk

(SEAL)



**Papillion**  
Feels Like Home

## REQUEST FOR PROPOSAL (RFP)

*Facilities Janitorial Services*

*RFP #04PARKS08012023*

**Terri Valquier**  
City of Papillion  
Purchasing Agent / Contract Manager  
122 East Third Street,  
Papillion, NE 68046  
[www.Papillion.org](http://www.Papillion.org)  
O: 402-502-9667  
[tvalquier@papillion.org](mailto:tvalquier@papillion.org)

**I. PURPOSE**

The purpose of this Request for Proposals is to solicit proposals from qualified firms to provide Facility Janitorial Services for the City of Papillion.

The City anticipates executing a contract that will have an initial term of 3 years and possibility of extending additional 1 year terms. The City will have the sole discretion to extend the contract.

**II. PROCUREMENT TIMETABLE**

<b>Event</b>	<b>Date</b>
City Issues RFP	<b>May 4, 2023</b>
Bidder <i>Letter of Intent to Bid</i> Due Date	<b>May 10, 2023</b>
Bidders' Conference (location) 122 E 3 <sup>rd</sup> St, Papillion, NE	<b>May 18, 2023 @ 8:00 am</b>
Bidder Written Questions Due Date	<b>May 24, 2023</b>
Final Date for City Responses to Questions	<b>May 30, 2023</b>
Bidder Proposals and any Amendments to Proposals Due Date	<b>June 19, 2023 @ 3:00 pm</b>
Opening of Bids	<b>June 20, 2023 @ 9:00 am</b>
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	<b>July 5, 2023</b>
Contract Negotiations and Execution of the Contract Completed	<b>July 17, 2023</b>
Anticipated Start Date for the Provision of Services	<b>Aug 1, 2023</b>

**Submittal of Proposals**

Proposals must meet all the requirements described in this RFP to be considered.

Five (5) copies of the proposal must be submitted in a sealed envelope plainly labeled with the following information:

City of Papillion, Facilities Janitorial Services RFP #04PARKS08012023

Name of the Proposer

Address of the Proposer

Hard copies of proposals can either be mailed or delivered to:

City of Papillion

Attn: Terri Valquier, Contract Manager

122 E 3<sup>rd</sup> St.

Papillion, NE 68046

**III. BACKGROUND AND SCOPE**

**A. Background**

The City of Papillion is located just south of the Omaha Metropolitan area with about 24,159 citizens within the city limits and impacted by another 25,000+/- in surrounding extraterritorial jurisdictions and SIDs. Papillion has received national recognition as one of the best places to live for over a decade and is experiencing tremendous development and growth. Our citizens engage regularly with their local government and demand high quality municipal services and amenities. The city maintains eight (8) facilities that require janitorial services.

The City of Papillion is a municipal corporation incorporated in the State of Nebraska as a first class city. The services requested and any obligations or responsibilities of the City pursuant to this Request for Proposals or any subsequent contract(s) entered into shall be subject to any requirements or limitations on a City of the First Class.

**B. Definitions**

The following definitions shall apply throughout:

**“City”** means the City of Papillion.

**“Bid Proposal”** or **“Proposal”** means the bidder’s proposal submitted in response to the RFP.

**“Bidder”** means any individual or entity who submits a bid proposal in response to this RFP.

**“Contractor”** means the bidder who enters into a Contract as a result of this Solicitation.

**“Deliverables”** means all of the services, goods, products, work, work product, data (including data collected on behalf of the City), items, materials and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the Contractor (or any agent, contractor or subcontractor of the Contractor) in connection with any contract resulting from this RFP.

**“Invoice”** means a Contractor’s claim for payment. Claims may be submitted on an original invoice from the Contractor.

**C. Scope of Work**

The following are the required deliverables:

Contractor will provide janitorial services for eight (8) city facilities. Requirements and schedules for each facility are provided in the scope of work. The City has the right to add or delete facilities and/or requirements providing a 30 day notice to the contractor. If applicable, additional fees will be negotiated between the City and Contractor at that time.

1. List of City of Papillion facility locations and schedule of janitorial requirements, excluding holidays to include New Year’s Eve Day, Martin Luther King Day, Presidents Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day, Thanksgiving Day and Day succeeding, Christmas Day.
  - a. Papillion City Hall – 122 E 3<sup>rd</sup> Street, Papillion, NE  
Monday through Friday, after 9:00 pm
  - b. Sump memorial Library – 222 N Jefferson Street, Papillion, NE  
Monday through Saturday, after 9:00 pm
  - c. Papillion Parks and Facilities Office – 305 East Lincoln Rd, Papillion, NE  
Saturday or Sunday anytime
  - d. Papillion Police Department – 1000 East First Street, Papillion, NE  
Sunday (anytime) and Tuesdays after 5:00 pm
  - e. Recreation – Papillion Landing – 1022 W Lincoln Street, Papillion, NE  
Three (3) nights a week between 11:00 pm and 7:00 am
  - f. Public Works Department – 9909 Portal Road, Papillion, NE

Building A: Saturday or Sunday anytime  
Building B: Saturday or Sunday anytime  
Building C: Saturday or Sunday anytime

2. Janitorial services are defined below, but not limited too. Please see Attachment V:  
Facilities Janitorial Services Schedules
  - a. Empty all trash receptacles inside and outside of the building, to include, but not be limited to offices, restrooms including the sanitary napkin receptacles in the women's restrooms, break rooms and outside of the building including.
  - b. Thoroughly clean restrooms -mop floors, toilets, urinals, mirrors, sinks, walls, counter tops, and windowsills using suitable non-abrasive cleaners and disinfectants. Clean mirrors using a streak-free glass cleaner and wipe dry. No streaks, smudges, fingerprints, or other marks must be visible after cleaning. All surfaces must be free of grime, soap scum, mold, and smudges. Toilet brushes are not to be left in restrooms.
  - c. Clean and sanitize drinking fountains and wash basin.
  - d. Clean and remove fingerprints from doors and frames, door glass, partition glass, woodwork, spot clean walls and remove cobwebs.
  - e. Sweep or dust mop flooring to remove dust, dirt, dead insects lent and other debris, including, but not limited to corners, behind doors, along walls, under desks, tables, and chairs.
  
3. **Supervision:**
  - a. Work performed by employees within the scope of the Contract, shall be directly employed and supervised by the Contractor.
  - b. The Contractor shall perform management and technical supervision required to complete the work according to the specifications provided by the City.
  - c. Employee(s) assigned to supervise the work shall be readily available, responsive to the City's representative(s) and have the authority to make decisions related to the management of the activities performed by the Contractor's employees.
  
4. **Employee requirements and background information:**
  - a. All employees must be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them.
  - b. Contractor shall use a federal immigration verification system to determine the work eligibility status of all employees performing work under the Contract. Contractor shall not allow any person who has been deemed ineligible to perform services within the State of Nebraska or who has failed or refused to submit to employment eligibility verification to complete any work, whether on site or elsewhere, under this Contract.
  - c. No employee working on site shall have been convicted of a felony.
  - d. The City reserves the right to conduct criminal history and other background investigation so the Contractor's staff and subcontractors providing services under the resulting contract.

**5. Supplies:**

- a. The Contractor shall furnish, as part of this agreement, all necessary cleaning supplies, and equipment to clean and maintain the use of the facility, including but not limited to carts, containers, baskets, maintenance products, cleaning powders and products, detergents, disinfectants, polishes, vacuum cleaners, mops, brushes, etc., specific brands may be indicated. Contractor shall maintain janitor closet and equipment in a safe and clean condition.
- b. Except for those locations having designated custodial closets, no tools or equipment are to be stored on the premises. It is the Contractors responsibility to properly and safely store materials and supplies in the designated closets (i.e. safe distance from water heaters or other heat sources, properly stacking materials. Flammables are not to be stored near ignition sources). No materials are to be stored within 18 inches of ceilings.
- c. The City shall furnish, as part of this contract, all paper products such as toilet paper, hand towels, seat protectors, sanitary napkins, and including trash liners and all soap products necessary for the public to utilize the facilities in a proper manner. All soap dispensers shall be maintained by the Contractor.

**6. Invoicing:** The Contractor shall prepare one (1) invoice for payment and submit to the City for approval. Payment will be made within 60 days of the invoice monthly. Invoice will be for services performed and charged per location.

Contractor will mail invoice to:

City of Papillion  
Contract Manager  
122 E 3<sup>rd</sup> St.  
Papillion, NE 68046

**7. Extra Work:**

- a. Extra Work must be authorized by the City and shall be shown as a separate item on the invoice submitted to the City.
- b. The invoice for Extra Work shall show the exact location of the work, including the name and location of the facility.
- c. The invoice shall include any supplies used with their unit price and total cost, the amount of time required to do the job and the cost for labor, providing that labor is chargeable to this Extra Work.
- d. City shall not be responsible for payment of any Extra Work that is completed without pre-authorization approval, or that is not invoiced as required under this Section.

**8.** Contractor shall maintain an office with an in-person company representative that can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. to discuss matters pertaining to this agreement with the Agreement Manager. Company shall respond within forty (40) minutes to any inquiries or complaints by City made Monday through Friday between 8:00 a.m. and 4:00 p.m..

**9. Unacceptable Service:**

- a. If the City, upon routine inspection, determines that any facility has not been serviced according to the specifications, a notice outlining the deficiencies will

be e-mailed to the Contractor's representative. Contractor shall remedy the deficiency within twenty-four (24) hours of said notice, unless a longer period is agreed to by City.

- b. After the period for remedying any notice of deficiency has elapsed, City shall advise Contractor whether the work has been subsequently completed to the satisfaction of the City. Failure to complete the work to the satisfaction of the City within the timeline allowed will result in no payments being made to the contractor for the missed work. Payment will not be made for any services not provided by the Contractor.

10. The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from his operations. Any hazardous conditions noted by the Contractor, which is not a result of his operations, shall immediately be reported to the City's Contract Manager.

**D. Performance Measures**

The Contractor shall provide the following information to the City upon request for purposes of measuring Contractor's performance of the scope of work:

1. Completed weekly or monthly schedules verifying that duties were performed by approved staff members.
2. Documented issues or concerns if applicable

**E. Monitoring**

The Parks and Facilities Director or designee shall review performance measures and sign off on invoices verifying the Contractor's completion of deliverables. The Contract Manager shall review invoices for performance of obligations under the Contract and correct charges.

**IV. RFP PROCESS**

**A. Issuing Officer**

The Issuing Officer is the sole point of contact regarding the RFP from the date of issuance until selection of the successful bidder. The Issuing Officer for this RFP is:

Terri Valquier  
122 East Third Street  
Papillion, Nebraska 68046  
**Phone:** 402-502-9667  
**E-Mail:** [tvalquier@papillion.org](mailto:tvalquier@papillion.org)

**B. Restrictions on Bidder Communication**

From the issue date of this RFP until announcement of the successful bidder, the Issuing Officer is the point of contact regarding the RFP. There may be no communication regarding this RFP with any City employee other than the Issuing Officer, except at the direction of the Issuing Officer or as otherwise noted in the RFP. The Issuing Officer will respond only to questions regarding the procurement process.

**C. Online Resources**

The RFP and any related documents, such as amendments or attachments, responses to questions, and other resources, will be posted on the City of Papillion's website: <http://papillion.org>. Bidders should check this website periodically for any amendments to this RFP. The posted version of the RFP is the official version. The City will only be bound



by the official version of the RFP Bidders should ensure that they are referencing the most up-to-date version.

**D. Intent to Bid**

The City requests that bidders provide their intent to bid to the Issuing Officer by the date and time in the Procurement Timetable. Electronic mail is the preferred delivery method. The intent to bid should include the bidder's name, contact person, mailing address, electronic mail address, fax number, telephone number, and a statement of intent to submit a bid in response to this RFP. Though it is not mandatory that the City receive an intent to bid, the City will only respond to questions about the RFP that have been submitted by bidders who have expressed their intent to bid. Any costs incurred by the Bidder in the preparation and/or delivery of a Bid Proposal are the sole responsibility of the Bidder. The City may cancel an RFP for lack of interest based on the number of letters of intent to bid received.

**E. Bidders' Conference**

A bidders' conference will be conducted at the City of Papillion location identified at the date and time listed in the Procurement Timetable. The purpose of the bidders' conference is to inform prospective bidders about the work to be performed and to provide prospective bidders an opportunity to ask questions regarding the RFP. Verbal discussions at the conference shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked at the conference that cannot be adequately answered during the conference may be deferred and responded to in writing. Attendance at this bidders' conference is a mandatory requirement

**F. Questions, Requests for Clarification and Suggestions for Changes**

Bidders who have provided their intent to bid on the RFP are invited to submit written questions, requests for clarifications, and/or suggestions for changes to the specifications of this RFP (hereafter "Questions") by the due date and time provided in the Procurement Timetable. Bidders are not permitted to include assumptions in their Bid Proposals. Instead, bidders shall address any perceived ambiguity regarding this RFP through the question-and-answer process. If the Questions pertain to a specific section of the RFP, the page and section number(s) must be referenced. The City prefers to receive Questions by electronic mail. The bidder may wish to request confirmation of receipt from the Issuing Officer to ensure delivery.

Written responses to questions will be posted at <http://papillion.org> by the date provided in the Procurement Timetable.

The City assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. In addition, the City's written responses to Questions will not be considered part of the RFP. If the City decides to change the RFP, the City will issue an amendment.

**G. Submission of Bid Proposals**

The Bid Proposal shall be received by the Issuing Officer by the time and date specified in the Procurement Timetable. The City will not waive this mandatory requirement. Any Bid Proposal received after this deadline will be rejected and will not be evaluated.

Bid Proposals are to be submitted in accordance with the Bid Proposal Formatting section of this RFP. Bidders mailing Bid Proposals shall allow ample mail delivery time to ensure timely receipt of their Bid Proposals. It is the bidder's responsibility to ensure that the Bid Proposal is received prior to the deadline. Postmarking or submission to a courier by the due date shall not substitute for actual receipt of the Bid Proposal by the City.

#### **H. Amendments to the RFP or Bid Proposal**

The City reserves the right to amend or provide clarifications to the RFP at any time. Amendments or clarifications to the RFP will be posted to the City's website at <http://papillion.org>. In the event of an amendment to the RFP, the City may, in its sole discretion, extend the deadline for receipt of Bid Proposals.

Bidders may amend their Bid Proposal at any time until the deadline for receipt of Bid Proposals. All amendments to Bid Proposals shall be in writing and signed by the bidder. The bidder shall provide the same number of copies of the amendment as is required for the original Bid Proposal, for both hardcopy and CD-ROM(s) or USB flash drives, in accordance with the Bid Proposal Formatting Section.

#### **I. Withdrawal of Bid Proposal**

The bidder may withdraw its Bid Proposal prior to the closing date for receipt of Bid Proposals by submitting a written request to withdraw to the Issuing Officer. Request can be sent electronically, hand delivered or sent via us mail.

#### **J. Mandatory Requirements and Disqualification of Bid Proposals**

Bidders must meet these mandatory requirements or will be disqualified and not considered for award of a contract:

- The Issuing Officer must receive the Bid Proposal, and any amendments thereof, prior to or on the due date and time.
- The bidder is not presently debarred, suspended, proposed for debarment, or declared ineligible.
- The bidder attended the bidders' conference.
- Bidder must not have defaulted on any contracts or other Agreements for services within the twelve-month period immediately preceding the deadline for submittal of bid proposals.

It is important to maintain fairness to all bidders in the procurement process. Therefore, bidders are expected to follow the specifications set forth in this RFP. Bid Proposals may be disqualified for reasons that include, but may not be limited to, the following:

- Bidder initiates unauthorized contact regarding this RFP with employees other than the Issuing Officer (See RFP Section IV.B);
- Bidder fails to comply with the RFP's formatting specifications so that the Bid Proposal cannot be fairly compared to other bids (See RFP Section V);
- Bidder fails, in the City's opinion, to include the content required for the RFP;
- Bidder fails to be fully responsive in the Bidder's Approach to Meeting Deliverables Section, states an element of the Scope of Work cannot or will not be

met, or does not include information necessary to substantiate that it will be able to meet the Scope of Work specifications (See RFP Section III.C);

- Bidder's response materially changes Scope of Work specifications.
- Bidder fails to submit the RFP attachments containing all signatures (See RFP Attachment I, II, III);
- Bidder includes assumptions in its Bid Proposal (See RFP Section IV.F); or
- Bidder fails to respond to the Agency's request for clarifications, information, documents, or references that the Agency may make at any point in the RFP process.

It is not the City's intent to disqualify Bid Proposals that suffer from correctible flaws. The City reserves the right to determine, in its sole discretion, that accepting a Bid Proposal containing a correctible flaw will not jeopardize the integrity of the bid process or create an unfair advantage to any Bidder. In the event the City waives or permits cure of variances, such waiver or cure will not modify the RFP specifications or excuse the bidder from full compliance with RFP specifications or other contract requirements if the bidder enters into a contract.

In the event the City, in its sole discretion, determines that a Bid Proposal shall be disqualified, a Notice of Disqualification shall be sent to the contact person at the address listed in the Bidder's Intent to Bid.

#### **K. Bid Proposal Clarification Process**

The City may request clarifications from bidders for the purpose of resolving ambiguities or questioning information presented in the Bid Proposals. Clarifications may occur throughout the Bid Proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to the City within the time stipulated at the occasion of the request.

#### **L. Verification of Bid Proposal Content and Reference Checks**

The contents of a Bid Proposal are subject to verification. The City reserves the right to contact any reference to verify information contained in the Bid Proposal, to discuss the Bidder's qualifications, and/or to discuss the qualifications of any subcontractor identified in the Bid Proposal. The City further reserves the right to obtain and consider information from other sources concerning a Bidder or the contents of a Bid Proposal. This information includes, but is not limited to, the Bidder's capability and performance under other contracts, the Bidder's authority to enter into a contract or to conduct business in the State of Nebraska, or the reasonableness of the Bidder's proposal. Such other sources may include subject matter experts.

#### **M. Insurance Coverage & Bond Requirements**

The Contractor and any subcontractor shall obtain the following types of insurance for at least the minimum amounts listed below:

##### **Insurance Coverage**

<b>Type of Insurance</b>	<b>Limit</b>	<b>Amount</b>
General Liability (including contractual liability) written on occurrence basis	General Aggregate	\$2 Million
	Product/Completed Operations Aggregate	\$2 Million
	Personal Injury	\$1 Million
	Each Occurrence	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers' Compensation and Employer Liability	As required by Nebraska law	As Required by Nebraska law
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Professional Liability	Each Occurrence	\$2 Million
	Aggregate	\$2 Million

**Bond Requirements**

The Contractor shall provide the City a “janitorial service industry bond” in the minimum amount of \$25,000 to protect the City of loss caused by acts of the Contractor’s employees. The bond shall be unconditional and remain in force during the entire term of the Agreement and shall survive the termination of this Agreement.

**N. Criminal History and Background Investigations**

The City reserves the right to conduct criminal history and other background investigations of the Contractor, its officers, directors, shareholders, or partners and personnel retained by the Contractor for performance of resulting contract. The City reserves the right to conduct criminal history and other background investigation so the Contractor’s staff and subcontractors providing services under the resulting contract.

**O. Use of Subcontractors**

The City acknowledges that the selected bidder may contract with third parties for the performance of any of the Contractor’s obligations. The City reserves the right to require prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

**P. Rejection of Bid Proposals**

The City reserves the right to reject any or all Bid Proposals, in whole and in part, and to cancel this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the City to enter into a contract.

**Q. Opening of Bids**

City shall open all bids received on the date and at the location contained in the Procurement Timetable. Bidder presence is allowed, but not required, at the bid opening.

Only bidders that have met the mandatory requirements and are not subject to disqualification will be considered for award of a contract.

Opened Bid Proposals become the property of the City and will not be returned to the bidder. Upon issuance of the Notice of Intent to Award, the contents of all Bid Proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Neb. Rev. Stat. §84-712.05 or other applicable law

**R. Notice of Intent to Award**

Notice of Intent to Award will be sent to all Bidders that submitted a Bid Proposal by the due date and time. The Notice of Intent to Award does not constitute the formation of a contract between the City and the apparent successful bidder.

**S. Acceptance Period**

The City shall make a good faith effort to negotiate and execute a contract for the provision of the deliverables described herein, provided, however, that no contract resulting from this RFP will be an exclusive contract. If the apparent successful bidder fails to negotiate and execute a contract within the time frame set by the City in the Procurement Timetable, the City may, in its sole discretion, revoke the Notice of Intent to Award and negotiate a contract with another bidder or withdraw the RFP. The City further reserves the right to cancel the Notice of Intent to Award at any time prior to the execution of a written contract. Neither the Notice of Intent to Award nor any contract executed between the City and the apparent successful bidder shall create a guarantee of any minimum compensation to be paid to the bidder. No Bidder shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the apparent successful bidder and the City.

**T. Review of *Notice of Disqualification* or *Notice of Intent to Award* Decision**

Bidders may request a reconsideration of either a *Notice of Disqualification* or *Notice of Intent to Award* decision by submitting a written request to the City. The City must receive the written request for reconsideration within five (5) days from the date of the *Notice of Disqualification* or *Notice of Intent to Award*. The request may be mailed, emailed, or hand delivered. It is the Bidder's responsibility to assure timely delivery of the request for reconsideration. The request shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP. If a Bidder submitted multiple Bid Proposals and request that the City reconsider a *Notice of Disqualification* or *Notice of Intent to Award* for more than one Bid Proposal, a separate written request shall be submitted for each. At the City's discretion, requests for reconsideration from the same bidder may be reviewed separately or combined into one response.

**U. Public Records**

Original information submitted by a Bidder may be treated as public information by the City for purposes of responding to a public records request. Any Bidder who believes that information contained in its Bid Proposal is confidential and not subject to a public records request may mark such information "Confidential" and provide its rationale for why such information is excepted from public inspection. The City will, in its sole discretion, determine whether such information should be withheld from public inspection. By marking information as confidential Bidder agrees to indemnify City from any claims, actions, or

damages, including fees and costs, incurred by City as a result of withholding such information from public inspection.

**V. Copyrights**

By submitting a Bid Proposal, the bidder agrees that the City may copy the Bid Proposal for purposes of facilitating the evaluation of the Bid Proposal or to respond to requests for public records. By submitting a Bid Proposal, the bidder acknowledges that additional copies may be produced and distributed and represents and warrants that such copying does not violate the rights of any third party. The City shall have the right to use ideas or adaptations of ideas that are presented in the Bid Proposals.

**W. Release of Claims**

By submitting a Bid Proposal, the bidder agrees that it shall not bring any claim or cause of action against the City based on any misunderstanding concerning the information provided herein or concerning the City's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this RFP.

**X. Choice of Law and Forum**

This RFP and the resulting contract are to be governed by the laws of the State of Nebraska and the ordinances of the City of Papillion. Any and all litigation or actions commenced in connection with this RFP shall be brought and maintained in the Federal, State or County courts of Sarpy County, Nebraska.

**V. BID PROPOSAL SUBMISSION: FORMAT AND CONTENT SPECIFICATIONS**

**A. Bid Proposal Formatting**

Bid proposals shall be divided into two parts: Technical Proposal and Cost Proposal.

**B. Technical Proposal**

**1. Tab 1: Transmittal Letter**

The transmittal letter serves as a cover letter for the Technical Proposal. It must consist of an executive summary that briefly reviews the strengths of the bidder and key features of its proposed approach to meet the specifications of this RFP

**2. Tab 2: Table of Contents**

The Bid Proposal must contain a Table of Contents.

**3. Tab 3: RFP Forms**

The following forms must be fully completed:

- Release of Information Form signatures (See RFP Attachment I)
- Primary Bidder Detail and Certificate Form signatures (See RFP Attachment II)
- Subcontractor Disclosure Form (one for each proposed subcontractor) signatures (See RFP Attachment III)

**4. Tab 4: Bidder's Approach to Meeting Deliverables**

The bidder shall address each Deliverable that the successful contractor will perform as listed in Section III.C (Scope of Work) by first restating the Deliverable from the RFP and then detailing the bidder's planned approach to meeting each contractor Deliverable immediately after the restated text. Bid responses should provide sufficient detail so that the City can understand and evaluate the bidder's approach and should not merely repeat the Deliverable.

Bidders should address any responsibilities that are specifically designated as City responsibilities to the extent that the Bidder's proposal relies upon the completion of said responsibilities in a particular manner or at a particular time.

**Note:**

- Responses to Deliverables shall be in the same sequence as presented in the RFP.
- Bid Proposals shall identify any deviations from the specifications the Bidder cannot satisfy.
- Bid Proposals shall not contain promotional or display materials unless specifically required.
- If a Bidder proposes more than one method of meeting the RFP requirements, each method must be drafted and submitted as separate Bid Proposals. Each will be evaluated separately.

**5. Tab 5: Bidder's Background and Experience**

The Bidder shall provide the following information regarding the Bidder's experience:

- Level of technical experience in providing the types of services sought by the RFP.
- Description of all services similar to those sought by this RFP that the bidder has provided to other businesses or governmental entities within the last five years.
- Description of experience managing subcontractors, if the bidder proposes to use subcontractors.
- Letters of reference from three (3) of the bidder's previous clients knowledgeable of the bidder's performance in providing services similar to those sought in this RFP, including a contact person, telephone number, and electronic mail address for each reference. It is preferred that letters of reference are provided for services that were procured in a competitive environment. Persons who are currently employed by the City are not eligible to be references.

**6. Tab 6: Personnel**

The Bidder shall provide the following information regarding personnel:

Illustrate the lines of authority in two tables:

- One showing overall operations
- One showing staff who will provide services under the RFP

Information about project manager and key project personnel:

- Include names and credentials for the project manager and any additional key project personnel who will be involved in providing services sought by this RFP. Include resumes for these personnel. The resumes shall include: name, education, and years of experience and employment history, particularly as it relates to the scope of services specified herein. Resumes shall also include the percentage of time the person would be specifically dedicated to this project, if the bidder is selected as the successful bidder. Resumes should not include social security numbers.

- Include the project manager’s experience managing subcontractor staff if the bidder proposes to use subcontractors.
- Include the percentage of time the project manager and key project personnel will devote to this project on a monthly basis.

**C. Cost Proposal**

The Bidder’s Costs Proposal shall be submitted using the pricing worksheet set forth in (See RFP Attachment VI), and shall include the following information: Monthly and annual costs for each facilities services required as defined in the Janitorial Services Schedule - Attachment V. As well as a total annual cost for all services required.

**VI. EVALUATION OF BID PROPOSALS**

**A. Introduction**

This section describes the evaluation process that will be used to determine which Bid Proposal provides the greatest benefit to the City. When making this determination, the City will not necessarily award a contract to the bidder offering the lowest cost to the City, rather, the contract will be awarded to the lowest responsible bidder.

**B. Evaluation Committee**

The City intends to conduct a comprehensive, fair and impartial evaluation of the Bid Proposals received in response to this RFP in making this determination, the City will be represented by an evaluation committee comprised of Public Works Department Head or designee, Recreation Department Head or designee, Police Department Head or designee.

**C. Proposal Scoring and Evaluation Criteria**

The evaluation committee will use the method described in this section to assist with initially determining the responsibility of each Bidder.

- i. **Scoring Guide:** Points will be assigned as follows:
- ii. **Technical Proposal:** The maximum points to be awarded and the weight to each component of the Technical Proposal is as follows:

<b>Criteria</b>	<b>Maximum Points</b>
Transmittal Letter	20
Bidder’s Approach to Meeting Deliverables	140
Bidder’s Background and Experience	140
Personnel and References	100
	Total = 400

- iii. **Cost Proposal:** The scoring of the Cost Proposal shall be based on a ratio of the lowest Cost Proposal.
  - a. The lowest Cost Proposal shall be assigned 100 points.
  - b. All remaining Cost Proposals shall be assigned points calculated as follows:  
(price of lowest Cost Proposal/price of subject Bid Cost Proposal) x 100
- iv. **Total Points Possible for Technical and Cost Proposals: 500**

**D. Recommendation of Evaluation Committee**



The Evaluation Committee shall rank each Bid Proposal in order from Highest Score to Lowest Score based on the combined Technical Proposal and Cost Proposal scores. The Bid Proposal with the highest score shall be recommended as the apparent successful bidder.

Designation as apparent successful bidder does not guarantee that a contract will be offered. The City reserves the right at any time to rescind an offer and to withdraw this RFP.

**Attachment I: Release of Information**

*(Return this completed form behind Tab 3 of the Bid Proposal.)*

\_\_\_\_\_ (name of bidder) hereby authorizes any person or entity, public or private, having any information concerning the bidder's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to the City.

The bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the City or may otherwise hurt its reputation or operations. The bidder is willing to take that risk. The bidder agrees to release all persons, entities, the City, and the State of Nebraska from any liability whatsoever that may be incurred in releasing this information or using this information.

\_\_\_\_\_  
Printed Name of Bidder Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Attachment II: Primary Bidder Detail & Certification Form**

*(Return this completed form behind Tab 3 of the Proposal. If a section does not apply, label it “not applicable”.)*

<b>Primary Contact Information (individual who can address issues re: this Bid Proposal)</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>E-mail:</b>	
<b>Primary Bidder Detail</b>	
<b>Business Legal Name (“Bidder”):</b>	
<b>“Doing Business As” names, assumed names, or other operating names:</b>	
<b>Parent Corporation Name and Address of Headquarters, if any:</b>	
<b>Form of Business Entity (i.e., corp., partnership, LLC, etc.):</b>	
<b>State of Incorporation/organization:</b>	
<b>Primary Address:</b>	
<b>Tel:</b>	
<b>Local Address (if any):</b>	
<b>Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:</b>	
<b>Number of Employees:</b>	
<b>Number of Years in Business:</b>	
<b>Primary Focus of Business:</b>	
<b>Federal Tax ID:</b>	
<b>Bidder’s Accounting Firm:</b>	
<b>If Bidder is currently registered to do business in Nebraska, provide the Date of Registration:</b>	
<b>Do you plan on using subcontractors if awarded this Contract? {If “YES,” submit a Subcontractor Disclosure</b>	

<b>Form for each proposed subcontractor.}</b>	
---	--

<b>Request for Confidential Treatment (See Section IV. T)</b>		
<b>Location in Bid (Tab/Page)</b>	<b>Statutory Basis for Confidentiality</b>	<b>Description/Explanation</b>

<b>Exceptions to RFP/Contract Language (See Section III. C)</b>			
<b>RFP Section and Page</b>	<b>Language to Which Bidder Takes Exception</b>	<b>Explanation and Proposed Replacement Language:</b>	<b>Cost Savings to the Agency if the Proposed Replacement Language is Accepted</b>

**PRIMARY BIDDER CERTIFICATIONS**

**1. BID PROPOSAL CERTIFICATIONS. By signing below, Bidder certifies that:**

- 1.1 Bidder specifically stipulates that the Bid Proposal is predicated upon the acceptance of all terms and conditions stated in the RFP and the Sample Contract (see Attachment IV) without change except as otherwise expressly stated in the Primary Bidder Detail & Certification Form. Objections or responses shall not materially alter the RFP. All changes to proposed contract language, including deletions, additions, and substitutions of language, must be addressed in the Bid Proposal. The bidder accepts and shall comply with all Contract Terms and Conditions contained in the Sample Contract without change except as set forth in the Contract;
- 1.2 Bidder has reviewed the Additional Certifications, which are incorporated herein by reference, and by signing below represents that Bidder agrees to be bound by the obligations included therein;
- 1.3 Bidder has received any amendments to this RFP issued by the City;
- 1.4 No cost or pricing information has been included in the Bidder’s Technical Proposal; and,
- 1.5 The person signing this Bid Proposal certifies that he/she is the person in the Bidder’s organization responsible for or authorized to make decisions regarding the prices quoted and, Bidder guarantees the availability of the services offered and that all Bid Proposal terms, including price, will remain firm until a contract has been executed for the services contemplated by this RFP or one year from the issuance of this RFP, whichever is earlier.

**2. SERVICE AND REGISTRATION CERTIFICATIONS. By signing below, Bidder certifies that:**

- 2.1 Bidder certifies that the Bidder organization has sufficient personnel resources available to provide all services proposed by the Bid Proposal, and such resources will be available on the date the RFP states services are to begin. Bidder guarantees personnel proposed to provide services will be the personnel providing the services unless prior approval is received from the City to substitute staff;
- 2.2 Bidder certifies that if the Bidder is awarded the contract and plans to utilize subcontractors at any point to perform any obligations under the contract, the Bidder will (1) notify the City in writing prior to use of the subcontractor, and (2) apply all restrictions, obligations, and responsibilities of the resulting contract between the City and contractor to the subcontractors through a subcontract. The contractor will remain responsible for all Deliverables provided under this contract;
- 2.3 Bidder either is currently registered to do business in Nebraska or agrees to register if Bidder is awarded a Contract pursuant to this RFP. Bidders may register with the Secretary of State at: [sos.nebraska.gov](http://sos.nebraska.gov) and the Department of Labor at: [dol.nebraska.gov/conreg](http://dol.nebraska.gov/conreg).
- 2.4 Bidder certifies it is either a) registered or will become registered with the Nebraska Department of Revenue to collect and remit Nebraska sales and use taxes as required by Neb.Rev.Stat 77-2705; or b) not a “retailer” as that term is defined in Neb. Rev. Stat. §77-2701.32. Bidders may register with the Department of Revenue online at: <https://revenue.nebraska.gov>
- 2.5 The Bidder acknowledges that the City may declare the bid void if the above certifications are false.

**3. EXECUTION.**

By signing below, I certify that I have the authority to bind the Bidder to the specific terms, conditions and technical specifications required in the City’s Request for Proposals (RFP) and offered in the Bidder’s Proposal. I understand that by submitting this Bid Proposal, the Bidder agrees to provide services described herein which meet or exceed the specifications of the City’s RFP unless noted in the Bid Proposal and at the prices quoted by the Bidder. The Bidder has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications. I certify that the contents of the Bid Proposal are true and accurate, and that the Bidder has not made any knowingly false statements in the Bid Proposal.

<b>Signature:</b>	
<b>Printed Name/Title:</b>	
<b>Date:</b>	

**Attachment III: Subcontractor Disclosure Form**

*(Return this completed form behind Tab 3 of the Bid Proposal. Fully complete a form for **each** proposed subcontractor. If a section does not apply, label it “not applicable.” If the bidder does not intend to use subcontractor(s), this form does not need to be returned.)*

<b>Primary Bidder (“Primary Bidder”):</b>	
<b>Subcontractor Contact Information (individual who can address issues re: this RFP)</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>E-mail:</b>	

<b>Subcontractor Detail</b>	
<b>Subcontractor Legal Name (“Subcontractor”):</b>	
<b>“Doing Business As” names, assumed names, or other operating names:</b>	
<b>Form of Business Entity (i.e., corp., partnership, LLC, etc.)</b>	
<b>State of Incorporation/organization:</b>	
<b>Primary Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>Local Address (if any):</b>	
<b>Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:</b>	
<b>Number of Employees:</b>	
<b>Number of Years in Business:</b>	
<b>Primary Focus of Business:</b>	

<b>Federal Tax ID:</b>	
<b>Subcontractor's Accounting Firm:</b>	
<b>If Subcontractor is currently registered to do business in Nebraska, provide the Date of Registration:</b>	
<b>Percentage of Total Work to be performed by this Subcontractor pursuant to this RFP/Contract.</b>	
<b>General Scope of Work to be performed by this Subcontractor</b>	
<b>Detail the Subcontractor's qualifications for performing this scope of work</b>	

By signing below, Subcontractor agrees to the following:

1. Subcontractor has reviewed the RFP, and Subcontractor agrees to perform the work indicated in this Bid Proposal if the Primary Bidder is selected as the winning bidder in this procurement.
2. Subcontractor has reviewed the Additional Certifications and by signing below confirms that the Certifications are true and accurate, and Subcontractor will comply with all such Certifications;
3. Subcontractor recognizes and agrees that if the Primary Bidder enters into a contract with the City as a result of this RFP, all restrictions, obligations, and responsibilities of the contractor under the contract shall also apply to the subcontractor; and,
4. Subcontractor agrees that it will register to do business in Nebraska before performing any services pursuant to this contract, if required to do so by Nebraska law.

The person signing this Subcontractor Disclosure Form certifies that he/she is the person in the Subcontractor's organization responsible for or authorized to make decisions regarding the prices quoted and the Subcontractor has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications.

I hereby certify that the contents of the Subcontractor Disclosure Form are true and accurate and that the Subcontractor has not made any knowingly false statements in the Form.

<b>Signature for Subcontractor:</b>	
<b>Printed Name/Title:</b>	
<b>Date:</b>	

**Attachment IV: Sample Contract**

*Bidders should plan on such terms being included in any contract entered because of this RFP. All costs associated with complying with these terms should be included in the Cost Proposal or any pricing quoted by the bidder.*

***This is a sample form. DO NOT complete and return this attachment.***



This Contract is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following parties:

<b>City of Papillion, Nebraska (hereafter “City”)</b>	
<b>Name/Principal Address of City:</b> City of Papillion 122 East Third Street Papillion, Nebraska 68046	<b>City Contract Owner (hereafter “Contract Owner”) / Address:</b> Name/position Street address City, State, Zip E-Mail: email address
<b>City Contract Manager/ Billing Contact (hereafter “Contract Manager”) /Address:</b> Terri Valquier, Purchasing Agent/ Contract Manager 122 East Third Street Papillion, Nebraska 68046 <b>Phone:</b> 402-502-9667 <b>E-Mail:</b> tvalquier@papillion.org	

<b>Contractor: (hereafter “Contractor”)</b>	
<b>Legal Name:</b> Vendor Name Here	<b>Contractor’s Principal Address:</b> Street address City, State, Zip
<b>Tax ID #:</b> 12345678	<b>Organized under the laws of:</b> NB

<b>Contractor's Point of Contact Name/Address:</b> Name/position Street address City, State, Zip  <b>Phone:</b> (402) 555-5555 <b>E-Mail:</b> vendor email address	<b>Contractor's Billing Contact Name/Address:</b> Name/position Street address City, State, Zip <b>Phone:</b> (402) 555-5555
--	--

<b>Contract Term Information</b>	
<b>Start Date:</b>	<b>End Date of Base Term of Contract:</b>
<b>Possible Extension(s):</b>	

**I. Contract Purpose.**

The purpose of this Contract is (general description of expectations of City and Contractor)

**II. Special Terms Definitions.**

**III. Scope of Work.**

The Contractor shall provide the following: (detailed description of goods and services to be provided by Contractor; should include specific product information, timeframes for completion, frequency, quantity, etc.)

The City shall provide the following: (detailed description of anything to be provided by City, for example, any labor, supervision, preliminary or preparatory work or supplies)

The City's Contract Manager or designee will verify invoices and supporting documentation itemizing work performed prior to payment and determine compliance with general contract terms, conditions, requirements.

**IV. Contract Monitoring by City.**

In the event the Contract Manager or designee determines, based upon the results of monitoring activities and other relevant data, that the Contractor has failed to comply with the terms and conditions of the Contractor, the City may, in City's sole discretion, elect to engage in the Problem Reporting process set forth below. Nothing herein, including City's decision not to engage in the Problem Reporting process, shall limit City's ability to terminate this Contract or seek any remedies provided for herein related to breach or failure by Contractor to perform under this Contract.

**A. Problem Reporting.** If a problem or concern is encountered or identified during a routine review by the City, the City may require one or more meetings with Contractor to discuss the outcome of the review and the problem or concern identified. During the review meetings, the parties will discuss the deliverables that have been provided or are in process under this Contract,



achievement of the terms and conditions of the Contract, and any concerns identified through the City's contract monitoring activities. After a problem has been identified, the Contractor shall provide a report setting forth activities taken or to be taken to resolve the problem together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. The Contract Owner has final authority to approve problem-resolution activities.

*The City's acceptance of a problem-resolution activity shall not relieve the Contractor of any obligation under this Contract or waive any other remedy. The City's inability to identify the extent of a problem or the extent of damages incurred because of a problem shall not act as a waiver of performance or damages under this Contract.*

V. **Contract Payment Clause.**

A. **Pricing.** In accordance with the payment terms and conditions outlined herein, Contractor shall be compensated an amount not to exceed \$ [redacted] for successful completion of the Scope of Work set forth in this Contract.

B. **Payment Calculation.** Contractor shall be paid the following: (insert the specific payment amounts)

*Unless otherwise agreed to by the parties in a written amendment signed by both parties, the Contractor shall not be entitled to receive any other payment or compensation from the City for any goods or services provided by or on behalf of the Contractor pursuant to this Contract. The Contractor shall be solely responsible for paying all costs, expenses, and charges it incurs in connection with its performance under this Contract. Contractor shall indemnify and hold harmless City from any claims, causes of action, or damages brought by a third party, including sub-contractors, related to costs, expenses or charges related to the goods and services to be provided by Contractor pursuant to the terms of this Contract.*

C. **Contract Extension.** In the event of a contract extension, Contractor shall be paid as follows: (detail payment related to extension – may be specific amount; may be cost of current contract + percentage increase, may be “as agreed by the parties in writing.”) *Contract extension is at the sole discretion of the City and is not guaranteed. Continued payment beyond the initial term of the Contract is contingent upon extension of the Contract.*

D. **Submission of Invoices.** Contractor shall submit invoice(s) according to the following terms (detail the format and what information must be included, frequency of submitting, deadlines for submission)

**E. Payment of Invoices.** The City shall verify Contractor’s performance of the Deliverables and timeliness of Invoices before making payment. The City will not pay Invoices that are not considered timely as defined in this Contract. The City shall pay all approved Invoices in arrears and within ninety (90) days of approval. In the event City is unable to approve an invoice within [redacted] days of submission, City shall advise Contractor of the reason why the invoice is unable to be approved, including any additional information that may be necessary from Contractor. Contractor’s failure to provide the required information within [redacted] days shall void the Invoice and shall constitute a waiver of any claim to payment.

**VI. *Insurance Coverage & Bond Requirements.***

The Contractor and any subcontractor shall obtain the following types of insurance for at least the minimum amounts listed below:

**A. Insurance Coverage**

<b>Type of Insurance</b>	<b>Limit</b>	<b>Amount</b>
General Liability (including contractual liability) written on occurrence basis	General Aggregate	\$2 Million
	Product/Completed Operations Aggregate	\$2 Million
	Personal Injury	\$1 Million
	Each Occurrence	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers’ Compensation and Employer Liability	As required by Nebraska law	As Required by Nebraska law
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Professional Liability	Each Occurrence	\$2 Million
	Aggregate	\$2 Million

**B. Bond Requirements** [redacted] **Add any required bond information here.**

**VII. *No employment relationship.***

It is understood and agreed that neither Contractor nor any employee or contractor hired by Contractor is an employee, agent or representative of City. Contractor shall have sole responsibility for providing adequate staffing, including the hiring and firing of employees or

contractors. Contractor shall be responsible for all wages, benefits, tax withholding, workers compensation, unemployment insurance and verification or reporting requirements for any employee or contractor assigned by Contractor to perform any work pursuant to this Contract. Neither Contractor nor Contractor's employees or contractors shall be entitled to any wages or benefits payable to employees of the City. Contractor shall abide by all local, state and federal laws and regulations regarding employer obligations, including but not limited to Equal Employment Laws, Fair Labor Standards Act, and the Nebraska Wage Payment Act, for any employee or contractor assigned to work pursuant to this Contract, and shall indemnify and hold City harmless from all claims, causes of action or damages related to a violation of any employment law or regulation. Nothing herein shall prohibit or prevent City from removing or banning any individual, including an employee or contractor of Contractor, from City property for the violation of any rule or regulation established by City, or related to the violation of any local, state or federal law.

**VIII. *Work Eligibility Status.***

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing service within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies: 1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us) 2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program. 3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**IX. *Anti-discrimination.*** Contractor shall comply with all applicable local, state and federal laws and prohibitions regarding discrimination on the basis of race, religion, gender, age, national origin or disability. Contractor agrees to indemnify and hold City harmless from all claims, causes of action or damages related to a violation of any non- discrimination law.

**X. *Termination.*** This Agreement shall

- End automatically on           .
- End on           , unless the parties execute a written extension of the Contract prior

to such date.

- Automatically renew for an additional     (    ) year term, unless either party gives notice to the other at least ninety (90) days prior to the end of the term of this Contract that such party intends to terminate the Contract on the initial termination date.

This Agreement may be terminated during the term of the Agreement by either party upon a           (    ) day notice in writing to the other party. City may terminate the Agreement if Contractor fails or refuses to cure within three (3) days of receiving written notice, one or more of the following breaches:

- a. Contractor's failure to maintain any required permits or licenses necessary for the performance of any services required under this Contract.
- b. Notice of any claim, suit or action related to the fault, action, non-action, omission or negligence of Contractor, its employees or contractors arising out of Contractor's performance under this Contract.
- c. The failure by Contractor, its employees or contractors to abide by any local, state or federal statute or regulation in the performance of this Contract.
- d. (additional conditions specific to the Contract)

**XI. Damages for Breach of Contract.**

(Insert any terms of breach and damages)

**XII. Notices.**

Any notices required under this Contract shall be sent to the following, by U.S. mail, return receipt requested:

For City:

**City of Papillion Purchasing Agent**

Terri Valquier  
122 East Third Street  
Papillion, NE 68046  
*and*

**City Clerk**

Nicole Brown  
122 East Third Street  
Papillion, NE 68046

For Contractor:

(insert Contractor contact(s))

**XIII. Indemnification and Hold Harmless.**

Contractor agrees to fully indemnify and hold harmless City, its officers, agents and

employees for all claims, causes of action, or damage, including any expenses or liabilities that may arise therefrom for the death, damage or injury to any third party or their property or damage to City property, caused by the fault, action, non-action, omission or negligence of Contractor, its employees or contractors arising out of Contractor's performance under this Contract; but Contractor shall not be liable for any injury, damage or loss caused by the gross negligence or willful misconduct of the City or its officers, agents and employees. Contractor shall give prompt and reasonable notice to City of any claim, suit or action made which in any way, directly or indirectly, affects or may affect City.

**XIV. *Choice of Law and Forum Selection.***

The parties agree that Nebraska law shall govern the terms and performance under this Contract. The parties further hereby agree that any legal proceeding with respect to or arising under this Contract shall only be brought in federal, state or county courts located in Sarpy County, Nebraska, and further agree to personal jurisdiction in any such court..

**XV. *Severability.***

In the event any portion of this Agreement may be held invalid, void, or illegal for any reason by a court of competent jurisdiction, any such holding shall not affect, impair, or invalidate any other provisions of this Agreement, but such other provisions shall remain in full force and effect as if the invalid, void, or illegal provision was never part of the Agreement.

**XVI. *Entire Agreement.***

This Contract includes the entire agreement between the parties, and nothing can be added, deleted or modified unless it is written and signed by each party.

**XVII. *No Conflict of Interest:*** There is no conflict of interest, and each party has the legal authority to enter into this Contract and to perform all obligations and responsibilities contained herein.

**XVIII. *Binding upon Successors:*** This Contract is binding upon the successors and assigns of the Parties.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST

**(CONTRACTOR)**

\_\_\_\_\_  
(Title) By \_\_\_\_\_

(Title)

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST  
Corporation

CITY OF PAPILLION, A Municipal

\_\_\_\_\_

By

City Clerk

Mayor

**Attachment V: Facilities Janitorial Services Schedules**

**FACILITY :** Papillion City Hall  
**ADDRESS:** 122 East 3rd Street

Cleaning to be performed: M-F, after 9:00 p.m., Basement and Old Jail Excluded

<b>Regular Services</b>  <b>GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE</b>	<b>FREQUENCY OF SERVICE</b>						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
1. Empty all trash containers, insert liners as needed.	X						
2. Dust all exposed filing cabinets, shelves, desks, and cubicles.		X					
3. High dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.			X				
4. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.			X				
5. Spot clean desks	X						
6. Spot clean reception lobby glass including front door	X						
7. Damp mop resilient and hard floors and vacuum carpeted floors in their entirety.	X						
8. Remove dust and cobwebs from ceiling areas. (Below 10 feet)			X				
9. Spot clean interior glass in partitions and doors	X						
10. Wet mop hard surface floor and vacuum carpeted floors in traffic lands only.	X						
11. Dust Venetian blinds.			X				
12. Spot clean walls, switch plates and doors at hand height.	X						
13. Clean and sanitize drinking fountains.	X						

<b>Regular Services</b>  <b>WASHROOMS</b>	<b>FREQUENCY OF SERVICE</b>						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops and sinks.	X						
2. Clean all glass and mirrors.	X						
3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						

4. Empty and sanitize interior of sanitary container.	X						
5. Spot clean all walls, doors, and partitions.	X						
6. Refill all dispensers to normal limit - napkins, soap, tissue, towel, liners, set holders, cups, supplies to be furnished by the City of Papillion.	X						
7. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.		X					
8. High dust above all hand height, all horizontal surfaces, shelves, molding ledges.		X					
9. Sweep, damp mop, and sanitize hard floors.	X						
10. Clean and sanitize baby changing stations.	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>KITCHEN AREA</b>							
1. Damp clean and sanitize table tops.	X						
2. Spot clean doors, frames, light switches, kick and push plates, handles, walls, chairs and interior glass.	X						
3. Empty all containers and disposals. Spot clean exterior & interior of containers.	X						
4. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X					
5. High dust above hand height all horizontal surfaces, shelves, molding and ledges.		X					
6. Sweep, damp mop and sanitize hard floors or vacuum carpet.	X						
7. Damp wipe table base and chair legs.		X					
8. Clean and Sanitize sink and counter.	X						
9. Clean inside and outside of microwave.	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>FLOORS - RESILIENT AND HARD</b>							
1. Damp mop	X						
2. Burnish open areas including kneeholes of desks	X						
3. Scrub to remove scuff & heel marks. Refinish to maintain protective coating and gloss.		X					
4. Strip, clean, refinish and machine polish.							X



EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>GENERAL</b>							
1. Notify building contact of any irregularities (i.e defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).	X						
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X						
3. Customer service visits.				X			
4. Formal customer review.				X			
5. Review/check communication log	X						
6. Carpet spotlight							X
7. Spot extract							X
8. Shampoo carpet							X

**FACILITY :** Papillion Parks and Facilities Office

**ADDRESS:** 305 East Lincoln Street

Cleaning to be performed: once per week, Saturday or Sunday

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b> <b>GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE</b>							
1. Empty all trash containers, insert liners as needed.	X						
2. Dust all exposed filing cabinets, shelves, desks, and cubicles.	X						
3. High dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.	X						
4. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						
5. Spot clean reception lobby glass including front door.	X						
6. Damp mop resilient and hard floors and vacuum carpeted floors in their entirety.	X						
7. Remove dust and cobwebs from ceiling areas. (Below 10 feet)	X						
8. Spot clean interior glass in partitions and doors	X						
9. Wet mop hard surface floor and vacuum carpeted floors in traffic lands only.	X						
10. Spot clean walls, switch plates and doors at hand height.	X						

11. Clean and sanitize drinking fountains.	X						
12. Remove dust and cobwebs from ceiling areas. (Above 10 feet)					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>WASHROOMS</b>							
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops and sinks.	X						
2. Clean all glass and mirrors.	X						
3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						
4. Empty and sanitize interior of sanitary container.	X						
5. Spot clean all walls, doors, and partitions.	X						
6. Refill all dispensers to normal limit - napkins, soap, tissue, towel, liners, set holders, cups, supplies to be furnished by the City of Papillion.	X						
7. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						
8. High dust above all hand height, all horizontal surfaces, shelves, molding ledges.	X						
9. Sweep, damp mop, and sanitize hard floors.	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>KITCHEN AREA</b>							
1. Damp clean and sanitize table tops.	X						
2. Spot clean doors, frames, light switches, kick and push plates, handles, walls, chairs and interior glass.	X						
3. Empty all containers and disposals. Spot clean exterior & interior of containers.	X						
4. Low dust (below 36") and high dust (above 72") all horizontal surfaces.	X						
5. High dust above hand height all horizontal surfaces, shelves, molding and ledges.	X						
6. Sweep, damp mop and sanitize hard floors or vacuum carpet.	X						
7. Damp wipe table base and chair legs.	X						
8. Clean and Sanitize sink and counter.	X						

9. Clean inside and outside of microwave.* If Applicable	X						
--	---	--	--	--	--	--	--

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>FLOORS - RESILIENT AND HARD</b>							
1. Damp mop	X						
2. Burnish open areas including kneeholes of desks	X						
3. Scrub to remove scuff & heel marks. Refinish to maintain protective coating and gloss.	X						
4. Strip, clean, refinish and machine polish							X

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>GENERAL</b>							
1. Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).	X						
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X						
3. Customer service visits.						X	
4. Formal customer review.						X	
5. Review/check communication log	X						
6. Carpet spotlight							X
7. Spot extract							X
8. Shampoo carpet							X

**FACILITY :** Police Department  
**ADDRESS:** 1000 East First Street

Cleaning will be performed on Sundays (anytime) and Tuesdays after 5:00 p.m. Evidence Tech area shall be excluded from cleaning.

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>ALL RESTROOMS</b>							
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops, paper and soap dispensers.	X						
2. Clean all glass and mirrors.	X						

3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						
4. Replenish paper products as required.	X						
5. Sweep, damp mop, and sanitize hard floors.	X						

EXTENT OF SERVICE		FREQUENCY OF SERVICE						
<i>Regular Services</i>	<b>ROAD ROOM/BRIEFING ROOM/COMMUNITY ROOM/CLERICAL/COMM AND SECTION/GALLEY</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
	1. Clean and sanitize sink and counter.		X					
	2. Vacuum carpeted floor.		X					
	3. Replenish paper product as required.		X					
	4. Damp mop hard surface floor in galley & break room.		X					
	5. Empty all trash containers, insert liners as needed.	X						
	6. Dust/clean furniture & counters in galley.		X					
	7. Clean foyer glass doors & windows.		X					
	8. Dust & wipe down furniture in Admin Conf. Room			X				

EXTENT OF SERVICE		FREQUENCY OF SERVICE						
<i>Regular Services</i>	<b>BREAK ROOM/KITCHEN &amp; LOCKER ROOMS</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
	1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops.	X						
	2. Clean all glass and mirrors.	X						
	3. Sweep, damp mop, and sanitize hard floors.	X						
	4. Vacuum carpeted floor.		X					
	5. Replenish paper products as required.	X						

**FACILITY :** Recreation Department

**ADDRESS:** 1046 West Lincoln Street

Cleaning to be performed: 3 Nights a Week - between 11pm-7am

EXTENT OF SERVICE		FREQUENCY OF SERVICE						
<i>Regular Services</i>	<b>Walking Track, Weightroom, Cardio Space</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
	1. Sweep and Scrub Floors	X						
	Walking Track - 1/7th mile	X						

Weightroom 4,918.67 Sq.Ft.	X						
Cardio Space 3,835.45 Sq.Ft.	X						
2. Quarterly Carpet Cleaning				X			
Chrysalis Rooms 3,714.48 Sq.Ft.				X			
55+ Club 1,697.40 Sq.Ft.				X			
Classroom 1: 434.7 Sq.Ft.				X			
Classroom 2: 450.86 Sq.Ft.				X			
Digital Library: 1,276.86 Sq.Ft.				X			
Library Classroom: 474.77 Sq.Ft.				X			
Quarterly Mirror Cleaning of 2 Fitness Studios				X			

**FACILITY :** Sump Memorial Library

**ADDRESS:** 222 N Jefferson Street

Cleaning to be performed: Monday through Saturday, after 9:00 p.m.

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<i>Regular Services</i> <b>GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE</b>							
1. Empty all trash containers, insert liners as needed.	X						
2. Dust all exposed filing cabinets, shelves, desks, and cubicles.		X					
3. High dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.			X				
4. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.			X				
5. Spot clean reception lobby glass including front door.	X						
6. Damp mop resilient and hard floors and vacuum carpeted floors in their entirety.	X						
7. Remove dust and cobwebs from ceiling areas. (Below 10 feet)			X				
8. Spot clean interior glass in partitions and doors	X						
9. Wet mop hard surface floor and vacuum carpeted floors in high traffic areas.	X						
10. Spot clean walls, switch plates and doors at hand height.	X						
11. Clean and sanitize drinking fountains.	X						
12. Remove dust and cobwebs from ceiling areas. (Above 10 feet)					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE
-------------------	----------------------

<b>Regular Services</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>WASHROOMS</b>							
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops and sinks.	X						
2. Clean all glass and mirrors.	X						
3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						
4. Empty and sanitize interior of sanitary container.	X						
5. Spot clean all walls, doors, and partitions.	X						
6. Refill all dispensers to normal limit - napkins, soap, tissue, towel, liners, set holders, cups, supplies to be furnished by the City of Papillion.	X						
7. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.		X					
8. High dust above all hand height, all horizontal surfaces, shelves, molding ledges.		X					
9. Sweep, damp mop, and sanitize hard floors.	X						
10. Clean and sanitize baby changing stations.	X						

<b>EXTENT OF SERVICE</b>	<b>FREQUENCY OF SERVICE</b>						
<b>Regular Services</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>BREAK ROOM AREA</b>							
1. Damp clean and sanitize table tops.	X						
2. Spot clean doors, frames, light switches, kick and push plates, handles, walls, chairs and interior glass.	X						
3. Empty all containers and disposals. Spot clean exterior & interior of containers.	X						
4. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X					
5. High dust above hand height all horizontal surfaces, shelves, molding and ledges.	X						
6. Sweep, damp mop and sanitize hard floors or vacuum carpet.	X						
7. Damp wipe table base and chair legs.		X					
8. Clean and Sanitize sink and counter.	X						
9. Clean inside and outside of microwave.	X						

<b>EXTENT OF SERVICE</b>	<b>FREQUENCY OF SERVICE</b>
--------------------------	-----------------------------

	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>FLOORS - RESILIENT AND HARD</b>							
1. Damp mop	X						
2. Burnish open areas including kneeholes of desks	X						
3. Scrub to remove scuff & heel marks. Refinish to maintain protective coating and gloss.	X						
4. Clean Grout	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>GENERAL</b>							
1. Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).	X						
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X						
3. Customer service visits.		X					
4. Formal customer review.			X				
5. Review/check communication log	X						
6. Carpet spotlight							X
7. Spot extract							X
8. Shampoo carpet							X

**FACILITY :** Public Works - Building A

**ADDRESS:** 9909 Portal Road

Cleaning to be performed: Saturday or Sunday anytime

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE</b>							
1. Empty all trash containers, insert liners as needed.	X						
2. Dust all exposed filing cabinets, shelves, desks, and cubicles.	X						
3. High dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.	X						
4. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						

5. Spot clean reception lobby glass including front door.	X						
6. Damp mop resilient and hard floors and vacuum carpeted floors in their entirety.	X						
7. Remove dust and cobwebs from ceiling areas. (Below 10 feet)	X						
8. Spot clean interior glass in partitions and doors	X						
9. Wet mop hard surface floor and vacuum carpeted floors in traffic lands only.	X						
10. Spot clean walls, switch plates and doors at hand height.	X						
11. Clean and sanitize drinking fountains.	X						
12. Remove dust and cobwebs from ceiling areas. (Above 10 feet)					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>  <b>WASHROOMS</b>							
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops and sinks.	X						
2. Clean all glass and mirrors.	X						
3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						
4. Empty and sanitize interior of sanitary container.	X						
5. Spot clean all walls, doors, and partitions.	X						
6. Refill all dispensers to normal limit - napkins, soap, tissue, towel, liners, set holders, cups, supplies to be furnished by the City of Papillion.	X						
7. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						
8. High dust above all hand height, all horizontal surfaces, shelves, molding ledges.	X						
9. Sweep, damp mop, and sanitize hard floors.	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>  <b>KITCHEN AREA</b>							
1. Damp clean and sanitize table tops.	X						



2. Spot clean doors, frames, light switches, kick and push plates, handles, walls, chairs, and interior glass.	X						
3. Empty all containers and disposals. Spot clean exterior & interior of containers.	X						
4. Low dust (below 36") and high dust (above 72") all horizontal surfaces.	X						
5. High dust above hand height all horizontal surfaces, shelves, molding and ledges.	X						
6. Sweep, damp mop and sanitize hard floors or vacuum carpet.	X						
7. Damp wipe table base and chair legs.			X				
8. Clean and Sanitize sink and counter.	X						
9. Clean inside and outside of microwave.* If Applicable	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED AT EXTRA COST
<b>FLOORS - RESILIENT AND HARD</b>							
1. Damp mop	X						
2. Burnish open areas including kneeholes of desks							X
3. Scrub to remove scuff & heel marks. Refinish to maintain protective coating and gloss.	X						
4. Strip, clean, refinish and machine polish					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED AT EXTRA COST
<b>GENERAL</b>							
1. Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).	X						
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X						
3. Customer service visits.				X			
4. Formal customer review.						X	
5. Review/check communication log						X	
6. Carpet spotlight							X
7. Spot extract							X
8. Shampoo carpet							X

**FACILITY :** Public Works - Building B

**ADDRESS:** 9909 Portal Road

Cleaning to be performed: Saturday or Sunday anytime

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED AT EXTRA COST
<b>Regular Services</b>  <b>GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE</b>							
1. Empty all trash containers, insert liners as needed.	X						
2. Dust all exposed filing cabinets, shelves, desks, and cubicles.	X						
3. High dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.	X						
4. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						
5. Spot clean reception lobby glass including front door.	X						
6. Damp mop resilient and hard floors and vacuum carpeted floors in their entirety.	X						
7. Remove dust and cobwebs from ceiling areas. (Below 10 feet)	X						
8. Spot clean interior glass in partitions and doors	X						
9. Wet mop hard surface floor and vacuum carpeted floors in traffic lands only.	X						
10. Spot clean walls, switch plates and doors at hand height.	X						
11. Clean and sanitize drinking fountains.	X						
12. Remove dust and cobwebs from ceiling areas. (Above 10 feet)					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED AT EXTRA COST
<b>Regular Services</b>  <b>WASHROOMS</b>							
1. Clean and sanitize, and polish vitreous fixtures including toilet bowls, urinals, countertops and sinks.	X						
2. Clean all glass and mirrors.	X						
3. Empty all containers and disposals, insert liners as needed, spot clean and sanitize containers.	X						
4. Empty and sanitize interior of sanitary container.	X						
5. Spot clean all walls, doors, and partitions.	X						

6. Refill all dispensers to normal limit - napkins, soap, tissue, towel, liners, set holders, cups, supplies to be furnished by the City of Papillion.	X						
7. Low dust all horizontal surfaces below 36" including sills, ledges, molding, shelves, frames, ducts and heating outlets.	X						
8. High dust above all hand height, all horizontal surfaces, shelves, molding ledges.	X						
9. Sweep, damp mop, and sanitize hard floors.	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>Regular Services</b>							
<b>KITCHEN AREA</b>							
1. Damp clean and sanitize table tops.	X						
2. Spot clean doors, frames, light switches, kick and push plates, handles, walls, chairs and interior glass.	X						
3. Empty all containers and disposals. Spot clean exterior & interior of containers.	X						
4. Low dust (below 36") and high dust (above 72") all horizontal surfaces.	X						
5. High dust above hand height all horizontal surfaces, shelves, molding and ledges.	X						
6. Sweep, damp mop and sanitize hard floors or vacuum carpet.	X						
7. Damp wipe table base and chair legs.			X				
8. Clean and Sanitize sink and counter.	X						
9. Clean inside and outside of microwave.* If Applicable	X						

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
<b>FLOORS - RESILIENT AND HARD</b>							
1. Damp mop	X						
2. Burnish open areas including kneeholes of desks							X
3. Scrub to remove scuff & heel marks. Refinish to maintain protective coating and gloss.	X						
4. Strip, clean, refinish and machine polish					X		

EXTENT OF SERVICE	FREQUENCY OF SERVICE
-------------------	----------------------

<b>GENERAL</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
1. Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).	X						
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X						
3. Customer service visits.				X			
4. Formal customer review.						X	
5. Review/check communication log						X	
6. Carpet spotlight							X
7. Spot extract							X
8. Shampoo carpet							X

**FACILITY :** Public Works - Building C

**ADDRESS:** 9909 Portal Road

Cleaning to be performed: Saturday or Sunday anytime

<b>EXTENT OF SERVICE</b>	<b>FREQUENCY OF SERVICE</b>						
<i>Regular Services</i>  <b>Weight Room</b>	SPECIFIED CLEANING DAYS	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED AT EXTRA COST
1. Empty all trash containers, insert liners as needed.	X						
2. Sweep and Mop floor	X						

**Attachment VI: Cost Proposal Bid Form**

City of Papillion  
Facilities Janitorial Services  
Request for Proposal

LOCATION	MONTHLY SERVICE PRICE	TOTAL YEARLY PRICE
Papillion City Hall		
Papillion Parks and Facilities		
Papillion Police Department		
Recreation Department		
Sump Memorial Library		
Papillion Public Works Department – Building A		
Papillion Public Works Department – Building B		
Papillion Public Works Department – Building C		
		Proposal Total

