LANCASTER COUNTY

COUNTY - CITY BUILDING Telephone: (402)441-7410
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513
BOARD OF COMMISSIONERS

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS

REQUEST FOR PROPOSALS
SPECIFICATION NO. 04-309

City of Lincoln and Lancaster County intend to enter into a contract and invite you to submit a sealed proposal for:

ANNUAL REQUIREMENTS FOR RENTAL & CLEANING OF MATS AND VARIOUS LINEN RELATED ITEMS

MEETING OR EXCEEDING CITY OF LINCOLN/LANCASTER COUNTY'S SPECIFICATIONS

Sealed proposals will be received by City of Lincoln, Nebraska on or before **12:00 noon Central Time, Wednesday, December 15, 2004** in the office of the Purchasing Agent, Suite 200, "K" Street Complex (SW Wing), located at 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened and read in the Conference Room located on the First Floor.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above. All proposals must be sealed. No FAX or emailed offers will be accepted. Late proposals will not be considered.

COMMISSIONERS

DEB SCHORR LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN*

KERRY EAGAN, Chief Administrative Officer

SEALED RFP
SPECIFICATION NO. 04-309

RFP OPENING TIME: 12:00 NOON
DATE: Wednesday, December 15, 2004

ADDENDA RECEIPT: The receipt of the addenda to the specification number _____ through ____ is hereby acknowledged. Failure of any proposer to receive any addenda or interpretation shall not relieve the proposer from obligations specified in the proposal request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of City of Lincoln and Lancaster County for the listed project agrees to provide the materials and equipment in strict accordance with the specifications as prepared by the City/County for the consideration of the amount set forth in the following price schedule:

ANNUAL REQUIREMENTS FOR RENTAL & CLEANING OF MATS & LINEN RELATED ITEMS

ITEM #	ITEM DESCRIPTION	FREQUENCY	EST. QTY/MO.		EST. QTY/YR.	UNIT	YRLY. TOTAL
1.	WALK-OFF MATS						
1.1	3' X 4' walk-off mat	weekly pick-up	85	ea. x 52 =	4,420	$ ea.	$
	"	bi-weekly	25	ea. x 26 =	650	$ ea.	$
	"	monthly	11	ea. x 12 =	132	$ ea.	$
1.2	3' X 10' walk-off mat	weekly pick-up	32	ea. x 52 =	1,664	$ ea.	$
	"	bi-weekly	5	ea. x 26 =	130	$ ea.	$
	"	monthly	5	ea. x 12 =	60	$ ea.	$
1.3	4' X 6' walk-off mat	weekly pick-up	61	ea. x 52 =	3,172	$ ea.	$
	"	bi-weekly	15	ea. x 26 =	390	$ ea.	$
	"	monthly	8	ea. x 12 =	96	$ ea.	$
1.4	_' X _' scraper mat	weekly pick-up	15	ea. x 52 =	780	$ ea.	$
	"	bi-weekly	11	ea. x 26 =	286	$ ea.	$
	"	monthly	1	ea. x 12 =	12	$ ea.	$
1.5	_' X _' anti fatigue	weekly pick-up	14	ea. x 52 =	728	$ ea.	$
	"	bi-weekly	2	ea. x 26 =	52	$ ea.	$
2.	ROLL TOWELS	weekly pick-up	43	ea. x 52 =	2,236	$ ea.	$
	Note: Current contract has 24 cabinets installed (no-charge)						
3. a	DUST MOPS						
3.1	22" dust mop	weekly pick-up	15	ea. x 52 =	780	$ ea.	$
	"	bi-weekly	4	ea. x 26 =	104	$ ea.	$
3.2	36" dust mop	weekly pick-up	3	ea. x 52 =	156	$ ea.	$
	"	bi-weekly	3	ea. x 26 =	78	$ ea.	$
3.3	42" dust mop	weekly pick-up	2	ea. x 52 =	104	$ ea.	$
	"	bi-weekly	5	ea. x 26 =	130	$ ea.	$
	Note: Current contract has 12 dust mop handles (no-charge)						

ITEM #	ITEM DESCRIPTION	EST. FREQUENCY	QTY/MO.		QTY/YR.	UNIT	TOTAL
3 .b	WET MOPS						
	3.6 Wet mop	weekly pick-up	12	ea. x 52 =	624	$ ea.	$
	"	bi-weekly	15	ea. x 26 =	390	$ ea.	$
	"	monthly	7	ea. x 12 =	84	$ ea.	$
	Note: Current contract has 17 handles (no-charge)						
4.	SHOP TOWELS	weekly pick-up	752	ea. x 52 =	39,104	$ ea.	$
5.	DISH TOWELS	weekly pick-up	10	ea. x 52 =	520	$ ea.	$
6.	LAB COATS	weekly pick-up	25	ea. x 52 =	1,300	$ ea.	$
7.	BIB APRON	weekly pick-up	90	ea. x 52 =	4,680	$ ea.	$
8.	DENTAL SMOCK	weekly pick-up	6	ea. x 52 =	312	$ ea.	$
9.	BIO HAZARD BAG	weekly pick-up	2	ea. x 52 =	104	$ ea.	$
10.	BAKER'S MIT	weekly pick-up	12	ea. x 52 =	624	$ ea.	$
11.	BAR SWIPE TOWEL	weekly pick-up	100	ea. x 52 =	5,200	$ ea.	$
12.	SURGICAL SHEET	weekly pick-up	81	ea. x 52 =	4,212	$ ea.	$
13.	WORK PANT	weekly pick-up	20	ea. x 52 =	1,040	$ ea.	$
14.	WORK SHIRT	weekly pick-up	40	ea. x 52 =	2,080	$ ea.	$
15.	WARM-UP JACKET	weekly pick-up	14	ea. x 52 =	728	$ ea.	$

TOTAL ANNUAL EST. COST: $_____

INTERLOCAL PURCHASING: The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful proposer, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each proposer shall indicated on the Proposal Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

____YES ____NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

NOTE: RETURN 2 COMPLETE COPIES OF OFFER AND SUPPORTING MATERIAL.
MARK OUTSIDE OF ENVELOPE AS FOLLOWS: SEALED RFP FOR SPEC. NO. 04-309

The undersigned signatory of the proposer represents and warrants that he has full and complete authority to submit this offer to City of Lincoln, and to enter into a contract if this offer is accepted.

COMPANY NAME	**BY (Signature)**
STREET ADDRESS or P.O. BOX	**(Print Name)**
CITY, STATE ZIP CODE	**(Title)**
TELEPHONE NO.	**(Date)**
FAX NO.	**EMPLOYER'S FEDERAL I.D. NO. OR SOCIAL SECURITY NUMBER**

Email: _____

ONLY THE NAMES OF PROPOSERS WILL BE READ AT THE RFP OPENING. RFP PROCESS MY REQUIRE REFERENCES, PAST SERVICE, QUALITY OF PRODUCTS AND OTHER CRITERIA AS IDENTIFIED IN THESE SPECIFICATION. PRICE IS NOT THE SOLE DETERMINATIVE FACTOR IN THE AWARD OF THIS CONTRACT.

SPECIAL PROVISIONS
FOR
COMMODITY TERM CONTRACTS

CITY OF LINCOLN, NEBRASKA
PURCHASING DIVISION

1. ESTIMATED QUANTITIES

1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.

1.2 Items listed may or may not be inclusive of City requirements for this category.

1.3 Category items not listed, but distributed by proposer are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.

1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of proposals. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.

2.2 The City is interested in a one (1) year contract, with the option to renew for additional one (1) year periods, not to exceed two (2) such renewals. Proposer must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

3. PROPOSAL PRICES

3.1 Proposers must state on the proposal form if the proposal prices will remain firm for the full contract period; or if the proposal prices will be subject to escalation/de-escalation.

3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in proposal prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:

1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
5. Approved price changes are not applicable to orders already issued and in process at time of price change.
6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
7. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
8. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Membership will be at no cost to the City.

4. CONTRACT AWARD NOTIFICATION

4.1 The Purchasing Division will issue a Contract Award Notification to all successful proposers. Such contract award notification will incorporate the City's specifications, and may incorporate the proposer's specifications.

4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.

4.3 Orders for materials will be made as needed by the various City Departments.

5. QUARTERLY REPORT

5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.

5.2 Such quarterly report shall itemize the following information:

1. Each ordering department.
2. Items and quantities purchased by department.
3. Total dollar amount of purchases by department.

6. LAWS

6.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

SPECIFICATIONS
FOR
RENTAL & CLEANING OF MATS
AND VARIOUS LINEN RELATED ITEMS

1. SCOPE OF WORK
   - 1.1 The City of Lincoln and Lancaster County are requesting proposals for rental and cleaning of floor mats and various linen related items (i.e., towels, mops, shop and lab coats).
   - 1.2 The successful contractor(s) shall supply, pick-up, exchange, and clean items on a weekly, bi-weekly, or monthly basis as requested by County and City personnel.
     - 1.2.1 Vendor shall furnish and install all roll towel cabinets, racks, mop handles and laundry bags for storing soiled goods and/or storage of cleaned items.
       - 1.2.1.1 Contractor shall be responsible for securely attaching the cabinets to our facility walls in a manner which allows safe operation.
       - 1.2.1.2 Any damage to the facility which occurs as a result of faulty installation shall be the responsibility of the Contractor to repair and/or replace.
     - 1.2.2 Vendor shall constantly upgrade the items supplied to maintain satisfactory condition for the intended purpose.

   - 1.3 The County/City shall rent items on a unit cost basis depending on the needs of the Department.
     - 1.3.1 *NO charges* for capital equipment, investments, energy costs, environmental, service or surcharges, maintenance fees, replacement charges for normal wear, minimum inventory levels, or any other costs associated with this service shall be added to the unit cost proposal.
     - 1.3.2 The County/City will be responsible for replacement of items lost, damaged, or destroyed by excessive wear beyond normal use.
     - 1.3.3 The contractor shall supply and install dispenser cabinets at *no charge* to the County/City for location requesting roll towels or other dispensing/storage units.

2 TERM OF THE AGREEMENT
   - 2.1 A contract shall be awarded to the successful proposer(s) for a period of one (1) year with mutually agreeable renewal options for two (2) additional one (1) year periods.
     - 2.1.1 The renew option(s) shall be initiated by the County/City and be sent thirty (30) days prior to the expiration of the current contract.

   - 2.2 It is the desire of the City/County that this contract be awarded to the vendor whose prices are firm for the period of the contract; however, if this is not feasible, vendor must state the length of time for which quoted prices are firm, the expected number of increases for the contract period, and the maximum percentage increase expected to be in force before expiration of the contract.

2.3 The City/County reserves the right, at its option, to conduct “on site” visitations fo any proposer’s facilities.

2.3.1 The purpose of the visit will be to ensure the City/County of the proposer’s capabilities of successfully administering this contract.

2.3.2 If, in the City/County’s opinion, any proposer does not have the required capabilities as listed herein, this shall be considered grounds for non award of a contract.

3. ITEM REQUIREMENTS

3.1 The description of items in the specifications including color, finish, dimensions, and style are important.

3.2 The proposer is responsible for assuring that every item conforms with the descriptions listed.

3.2.1 If any item provided does not conform with the description set forth in the specifications, it will not be acceptable.

3.2.2 If the proposer finds any inconsistency in the description, he/she shall notify:

City/County Purchasing Division
Attn: Kathy A. Smith, Assistant Purchasing Agent
“K” Street Complex (SW Wing)
440 So. 8th Street, Suite 200
Lincoln, NE 68508

3.3 WALK-OFF MATS shall have rubber backing and absorbent material of rugged design suitable for cleaning shoes upon entering a public facility.

3.4 ROLL TOWELS shall be no less than 45 yards long, 100% cotton linen, and either white or blue in color, depending upon locations preference.

3.5 MOP sizes shall be as follows:

3.5.1 DUST / QC TYPE, both treated and untreated, in widths of: approximately 22", 36", 48", and 60"

3.5.2 WET MOP TYPE complete with handles.

3.6 SHOP TOWELS shall be approximately 18" x 18", 100% cotton, and red in color.

3.7 DISH TOWELS shall be approximately 36" x 30", 100% cotton, pressed, folded and white or blue in color.

3.8 LAB COATS shall be white, light blue, or dark blue in color, fabric content to be 80% poly / 20% cotton, button front closure, full sleeves, complete with collar, lapels, left breast pocket, two waist pockets, side vents, and sizes to be fit by successful contractor.

3.8.1 Contractor shall supply an OSHA approved red, moisture resistant laundry bag for storage of soiled coats.

3.8.2 All coats shall be *free of noticeable stains and suitable attire for a Dr. or other health care professional.*

3.9 DENTAL LAB COATS shall be white, fabric content to be 80% poly / 20% cotton, snap closure, full sleevs with raglan cuffs, throat-guard with snap closure, two waist pockets, side vents, and <u>sizes to be fit by successful contract.</u>

3.9 All coats shall be *free of noticeable stains, pressed and suitable attire for a Dr. or other health care professional.*

3.9 BIB APRONS shall be 75% cotton / 25% poly, with pockets, and white or blue in color.

3.10 DENTAL SMOCKS shall be green or blue in color, fabric content to be 80% poly - 20% cotton, snap-up front closure, full sleeves with raglan cuffs, throat-guard collar with snap closure, two waist pockets, side vents, and <u>sizes to be fit by successful contractor.</u>

3.11.1 All coats shall be *free of noticeable stains, pressed and suitable attire for a Dr. or other health care professional.*

3.11 BIO HAZARD BAGS, approved by OSHA and suitable for use in medical clinics.

3.12 BAKER'S MIT, for handling hot cooking dishes during food preparation.

3.13 BAR SWIPE CLOTH, for cleaning surfaces (possibly grills) during food preparation.

3.14 SURGICAL SHEETS, suitable for use during examination.

3.15 WORK PANT, 65% polyester / 35% cotton twill designed for comfort and wrinkle / soil resistance.

3.16 WORK SHIRT, 65% polyester / 35% cotton poplin designed for comfort and wrinkle / soil resistance.

3.17 WARM-UP JACKET, 65% polyester / 35% cotton with cuff sleeve.

4 <u>QUALITY</u>

4.1 The items furnished under these specifications shall be of the highest qulaity in accordance with established commercial standards.

4.2 Finished products shall be cleaned, dry, in good repair (no tears, spots, stains, burn marks, or holes), odor-free, lint-free, pressed and wrinkle-free.

4.3 All work performed shall be done under sanitary conditions.

4.4 Except for articles determined to be unserviceable, the contractor shall repair all minor rips, tears, open seams, and holes using thread and materials of the same quality, compatible color and similar appearance and quality.

4.4.1 All such repairs are performed at no additional cost the City/County.

5 DELIVERY

5.1 Delivery, as well as price, shall be a factor in determining award.

5.2 Repeated delayed or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.

5.3 Unit prices offered shall be inclusive of all charges including delivery, capital equipment, investments, energy costs, environmental, service or surcharges, maintenance fees, replacement charges for normal wear, minimum inventory levels, or any other costs associated with the services proposed.

6 SAMPLES

6.1 Prior to award of a contract, the selected proposer may be required to furnish a sample of each item proposed, at no charge to the City/County.

6.1.1 Such sample will be retained by the using department for comparison with items delivered under the resulting contract.

6.1.2 Samples must be of acceptable quality in order for the selected proposer to receive the contract award.

7 QUANTITIES

7.1 Quantities listed are estimates of anticipated usage for the initial term of the contract.

7.1.1 The City/County retains the option to increase or decrease quantities based on actual usage.

7.1.2 The City/County does not guarantee any specific minimum quantities during the term of this agreement.

8 REFERENCES

8.1 Each interested proposer must provide at least three (3) customer references on the sheet provided, who have similar service (including multiple locations, billing addresses and types of facilities).

8.2 Each interested proposer must complete and return with their offer the provided “Contractor Data Sheet”.

8.3 Reference checks and information provided on the “Contractor Data Sheet” will be a consideration in the award of this project.

9 INVOICING & BILLING REQUIREMENTS

9.1 All City/County departmental customers shall be billed on a monthly basis including an itemized listing of all products/services and the date provided for the billing period.

9.2 A single invoice shall be provided, if requested from City/County Depts., which have multiple locations with only a single central accounts payable/processing area (i.e., City Fire Dept. locations, etc.; see attached "Delivery Locations" for possible participants).

9.2.1 If a central invoice is requested it shall be accompanied with individual signed delivery slips for the period (provided as authorization and acknowledgment of the amounts billed).

9.2.2 **Provide a sample of your billing documents with your proposal.**

10 INSURANCE

10.1 The successful contractor shall purchase and maintain in force, at his/her own expense, such insurance as will protect him/her from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by him/herself

11 TERMINATION / ASSIGNMENT

11.1 The City/County may terminate the Contract if the Contractor:

11.1.1 Refuses or fails to supply enough properly skilled workers or proper equipment to satisfactorily provide for the complete needs of the County/City as requested.

11.1.2 Disregards laws, ordinances, or regulations or orders of a public authority having
jurisdiction over the Contract.

11.1.3 Otherwise commits a substantial breach of any breach of any provision of the Contract Document.

11.2 *By mutual agreement both parties of the contract agreement,* upon receipt and acceptance of a written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.

11.2.1 Upon any such termination, the Contractor agrees to waive any claims for damages, including loss of anticipated profits, on account thereof, and as the sole right of remedy of the Contractor, the County shall pay Contractor in accordance with this section.

11.2.2 Upon such termination, the obligation of the Contract shall continue as to options of the work already performed and as to bona fide obligations the Contractor assumed prior to the date of termination.

11.3 In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee for the benefit of creditors, of the property of the Contractor, the County may cancel this contract or affirm the contract and hold the Contractor responsible for damages.

11.4 The contract established as a result of this proposal process shall not be transferred to/or assigned without prior written consent of the City/County.

12 INDEPENDENT CONTRACTOR:

12.1 It is agreed that the contractor shall not be considered an employee of the County for any purpose, but shall be an *independent contractor* for all purposes and *in all situations.*

12.1.1 As an independent contractor, the contractor shall be responsible for all required reporting and income and payments of taxes required by the Federal, State, or Local statutes including, but not limited to: payments required under the Federal Insurance Contribution Act, Income tax, withholding and periodic payment of estimated taxes, and payments required under the Federal Unemployment Tax Act, and any applicable State and Local sales, use or income taxes.

12.1.2 Each party shall be responsible for its own negligence and the negligence of its employees.

13 NO BIDDERS BOND is required with your offer.

14 EVALUATION AND AWARD

14.1 A committee of County/City employees will be assigned the task of reviewing the proposals and sample billing received.

14.1.1 The Committee may request documentation from the Proposer(s) of any information provided in their offer, or require the Proposer to clarify or expand on service requirements.

14.1.2 If requested, the Proposer shall meet with the City/County evaluation committee to answer questions and to outline their approach to the project.

14.2 The RFP will be awarded to the most responsible, responsive Proposer whose offer will be most advantageous to the County/City, and deemed to best serve our requirements.

8.2.1 Firm selected shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County/City.

14.3 The composition of the vendor's firm, including the key customer service personnel, the suppliers ability to provide high quality products, provide the services specified, adherence to specifications, references and pricing will determine the basis for award.

Contractor Data Sheet

ANNUAL REQUIREMENTS FOR
RENTAL & CLEANING OF MATS
AND VARIOUS LINEN RELATED ITEMS

1. **COMPANY BACKGROUND**

1.1 Year firm was established: _____

1.2 Gross total annual sales: _____

1.3 Address of Service Center: _____

_____

_____

_____

1.4 Name of Service Representative: _____

1.5 Address of Service Representative: _____

_____

_____

1.6 Phone Number of Contact:_____

1.7 Cellular Phone Number:_____

1.8 Emergency Number if Contact is not available: _____

1.9 List the primary personnel that will be assigned to provide services in response to this RFP, including the number of years experience and related training:

_____

_____

_____

_____

2. **SERVICE REQUIREMENTS**

2.1 Your firm will supply, pick-up, exchange, and clean items on a weekly, bi-weekly, or monthly basis as requested *by County and City personnel.*

Do you concur? ____ YES ____ NO

COMMENTS: _____

_____ _____ _____

Firm Name Signature Date

2.2 Your firm shall furnish and install all roll towel cabinets, racks, dispensers, mop handles and laundry bags *at NO Charge* to the County/City.

Do you concur? ____ YES ____ NO

COMMENTS: _____

2.3 Your firm shall constantly upgrade the items supplied to maintain satisfactory condition for their intended purposes.

Do you concur? ____ YES ____ NO

COMMENTS: _____

2.4 Your firm agrees their will be *NO Charge* for capital equipment, investments, energy costs, environmental, service or surcharges, maintenance fees, replacement charges for normal wear, minimum inventory levels, or any other costs associated with the services proposed shall be added to the unit cost offered herein.

Do you concur? ____ YES ____ NO

COMMENTS: _____

2.5 Detail your process for quality control to insure that items delivered to the City/County offices are of the highest quality, are clean and consistently delivered in a timely and orderly fashion: _____

_____

_____

_____

3. ANNUAL REQUIREMENTS RENEWAL CONTRACT OPTIONS

3.1 Special provisions for "Commodity Term Contracts" are included with the specification document. Proposers should reed the provisions carefully before completing the following section:

3.2 RENEWAL: I am interested in offering the County/City two (2) one-year renewal options: __Yes __No

3.3 TERM PRICE CLAUSE: (a) Proposal prices shall remain firm for the full contract period (three 12 month periods): __Yes __No

3.3.1 If "No", indicate if the proposal prices are subject to escalation/de-escalation of: base price + or - _____ %

3.3.2 If (subjected to escalation/de-escalation), state the period for which prices shall remain firm, through: _____

_____	_____	_____
Firm Name	Signature	Date

REFERENCES FOR ANNUAL REQUIREMENTS FOR
RENTAL & CLEANING OF MATS
AND VARIOUS LINEN RELATED ITEMS

Proposer shall provide references on this form for other customers served with similar needs to Lancaster County.

Proposer's Firm Name: _____

1. Firm/Organization Name: _____

   Contact:_____

   Title: _____

   Mailing Address: _____

   Phone Number: _____ FAX Number: _____
   Brief description of project: _____
   Dates performed: _____

2. Firm/Organization Name: _____

   Contact:_____

   Title: _____

   Mailing Address: _____

   Phone Number: _____ FAX Number: _____
   Brief description of project: _____
   Dates performed: _____

3. Firm/Organization Name: _____

   Contact:_____

   Title: _____

   Mailing Address: _____

   Phone Number: _____ FAX Number: _____
   Brief description of project: _____
   Dates performed: _____

INSTRUCTIONS TO PROPOSERS

LANCASTER COUNTY, NEBRASKA

PURCHASING DIVISION

1. PROPOSAL PROCEDURE

1. Proposer shall submit two (2) complete sets of the proposal documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the proposal. Proposer shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the proposer's letterhead and firmly attached to the specification document.

1.2 Proposal prices shall be submitted on the Proposal Form included in the proposal document.

1.3 Proposers may submit a proposal on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Proposal documents shall be clearly marked indicating the kind of proposal being submitted.

1.4 Each proposal must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the proposer; and be signed in ink by the proposer.

1.5 A proposal by a firm or organization other than a corporation must include the name and address of each member.

1.6 A proposal by a corporation must be signed in the name of such corporation by a duly authorized official thereof.

1.7 Any person signing a proposal for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.

1.8 Proposals received after the time and date established for receiving proposals will be rejected.

2. PROPOSER'S SECURITY

2.1 Proposal security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this proposal document, as indicated of the Proposal Form.

2.2 If alternate proposals are submitted, only one proposal security will be required, provided the proposal security is based on the amount of the highest gross proposal.

2.3 Such proposal security will be returned to the unsuccessful proposers when the award of proposal is made.

2.4 Propoal security will be returned to the successful proposer(s) as follows:

- 2.4.1 For single order proposals with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the County.
- 2.4.2 For all other contracts: upon approval by the County of the executed contract and bonds.

2.5 County shall have the right to retain the proposal security of proposers to whom an award is being considered until either:

- 2.5.1 A contract has been executed and bonds have been furnished.
- 2.5.2 The specified time has elapsed so that the proposals may be withdrawn.
- 2.5.3 All proposals have been rejected.

2.6 Proposal security will be forfeited to the County as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the proposer fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the proposer fails or refuses to enter into a contract on forms provided by the County, and/or if the proposer fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. EQUAL OPPORTUNITY

3.1 Each proposer agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Proposer shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.

3.2 Successful proposer will be required to comply with the provisions of the County's Affirmative Action Policy (Contract Compliance, Sec. 1.16).

3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the County's Affirmative Action Policy upon a complete and substantial review of successful proposer's equal opportunity policies, procedures and practices.

4. DATA PRIVACY

4.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

4.2 The proposer agrees to hold the County harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

5. PROPOSER'S REPRESENTATION

5.1 Each proposer by signing and submitting a proposal, represents that the proposer has read and understands the specification documents, and the proposal has been made in accordance therewith.

5.2 Each proposer for services further represents that the proposer is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the proposal documents.

6. INDEPENDENT PRICE DETERMINATION

6.1 By signing and submitting this proposal, the proposer certifies that the prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor; unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to proposal opening directly or indirectly to any other proposer or to any competitor; no attempt has been made, or will be made, by the proposer to induce any person or firm to submit, or not to submit, a proposal for the purpose of restricting competition.

7. CLARIFICATION OF SPECIFICATION DOCUMENTS

7.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.

7.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of proposals.

7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.

7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the County; and proposers shall not rely upon such interpretations or changes.

8. ADDENDA

8.1 Addenda are written instruments issued by the County prior to the date for receipt of proposals which modify or interpret the specification document by addition, deletion, clarification or correction.

8.2 Addenda will be mailed or delivered to all who are known by the County to have received a complete set of specification documents.

8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.

8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of proposals, except an addendum withdrawing the invitation to proposal, or an addendum which includes postponement of the proposal.

8.5 Proposers shall ascertain prior to submitting their proposal that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

9. ANTI-LOBBYING PROVISION

9.1 During the period between the proposal close date and the contract award, proposers, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the County Board or County Staff except in the course of County-sponsored inquiries, briefings, interviews, or presentations, unless requested by the County.

10 . BRAND NAMES

10.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.

10.2 It is the proposer's responsibility to identify any alternate items offered in the proposal, and prove to the satisfaction of the County that said item is equal to, or better than, the product specified.

10.3 Proposals for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, proposer MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The proposer must indicate any variances by item number from the specification document no matter how slight. Proposer must fully explain the variances from the specification document, since brochure information may not be sufficient.

10.4 If variations are not stated in the proposal, it will be assumed that the item being proposal fully complies with the County's specifications.

11. DEMONSTRATIONS/SAMPLES

11.1 Proposers shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the County.

11.2 Such demonstration can be at the County delivery location or a surrounding community.

11.3 If proposer does not have an item in the area, it will be at the proposer's expense to send appropriate County personnel to the nearest location to view and inspect proposed item(s).

11.4 If items are small and malleable, and the proposer is proposing an alternate product, the proposer MUST supply a sample of the exact item. Samples will be returned at proposer's expense after receipt by the County of acceptable goods. Proposers must indicate how samples are to be returned.

12. DELIVERY

12.1 Each proposer shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the proposal.

12.2 The County reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

12.3 All proposals shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the County at the location specified by the County, with all transportation charges paid.

13. WARRANTIES, GUARANTEES AND MAINTENANCE

13.1 Copies of the following documents must accompany the proposal proposal for all items being proposal:

13.1.1 Manufacturer's warranties and/or guarantees.

13.1.2 Proposer's maintenance policies and associated costs.

13.2 As a minimum requirement of the County, the proposer will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the County. Replacement parts of defective components shall be shipped at no cost to the County. Shipping costs for defective parts required to be returned to the proposer shall be paid by the proposer.

13.3 Proposer Warrants and represents to the County that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Proposer pursuant to this Specification and Agreement.

13.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and

13.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a “year category” shall be done based on the four-digit-year format. Upon being notified in writing by the County of the failure of any software/ firmware/ hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the County, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/systems that does comply with this Specification and Agreement.

13.3.3 No Disclaimers: The warranties and representations set forth in this section 13.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor’s liability under this Specification and Agreement.

14. ACCEPTANCE OF MATERIAL

14.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.

14.2 Material delivered under this proposal shall remain the property of the proposer until:

14.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the County; and

14.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.

14.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the County reserves the right to cancel the order upon written notice to the proposer and return materials to the proposer at proposer's expense.

14.4 Successful proposer shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the Lancaster County, Nebraska, as required by the specification documents or purchase orders.

14.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

15. PROPOSAL EVALUATION AND AWARD

15.1 The signed proposal proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work.

15.2 No proposal shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving proposals, and each proposer so agrees in submitting the proposal.

15.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

15.4 The proposal will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the County, and as the County deems will best serve their requirements.

15.5 The County reserves the right to accept or reject any or all proposals; to request rebids; to award proposals item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in proposals; such as shall best serve the requirements and interests of the County.

16. INDEMNIFICATION

16.1 The proposer shall indemnify and hold harmless the County, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the proposer, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

16.2 In any and all claims against the County or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 16.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

17. TERMS OF PAYMENT

17.1 Unless other specification provisions state otherwise, payment in full will be made by the County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

18. LAWS

18.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

19. AFFIRMATIVE ACTION

19.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all proposers and encourages minority businesses and women’s business enterprises to participate in our proposal process.

INSURANCE CLAUSE TO BE USED FOR "OWNER" CONTRACTS
LANCASTER COUNTY, NEBRASKA AND THE CITY OF LINCOLN, NEBRASKA

HERE AND AFTER REFERRED TO AS "OWNERS"

The Contractor shall indemnify and save harmless the Owners from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the Owners for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the Owners.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the Owners Attorneys, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

A. Worker's Compensation Insurance and Employer's Liability Insurance
The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of $100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

State	Statutory
Applicable Federal	Statutory
Employer's Liability	$100,000

B. General Liability Insurance
1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the Owners, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

A. Bodily Injury/Property Damage	$2,000,000 each Occurrence
	$2,000,000 Aggregate
B. Personal Injury Damage	$1,000,000 each Occurrence
C. Contractual Liability	$1,000,000 each Occurrence

D.Product Liability & Completed Operations $1,000,000 each Occurrence

2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:

   (a) The coverage shall be provided under a Commercial General Liability form or similar thereto.
   (b) X.C.U. Coverage - if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
   (c) The property damage coverage shall include a Broad Form Property Damage Endorsement or similar thereto.
   (d) Contractual Liability coverage shall be included.
   (e) Products Liability and/or Completed Operations coverage shall be included.
   (f) Personal Injury Liability coverage shall be included.

C. Automobile Liability Insurance

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage	$1,000,000 Combined Single Limit

D. Minimum Scope of Insurance

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the Owners.

E. Certificate of Insurance

All certificates of insurance shall be filed with the Owners on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, and **showing the Owners as additional insured**. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the Owners thirty days written notice of cancellation, non-renewal or any material reduction of insurance coverage.

CITY/COUNTY

DELIVERY LOCATIONS

(Updated 12/2005)

The following locations reflect a comprehensive list of the possible sites which may require direct deliver (to individual department/division/agency) of items purchased off our Annual Supply and Service. Some contracts may not require delivery to all of the locations listed.

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS	(ZIP)
City/County Building	COUNTY: Board of Commissioners, Accessor/Reg. of Deeds, Co. Clerk, Co. Treasurer, Budget & Fiscal, Public Defender CITY: Mayor, City Council, Building & Safety (Codes), Finance, Auditing, City Clerk, Violations Bureau, City Treasurer, Planning, Public Works Business Office, P/W Water Billing, Citizen Information Center, Parking, Personnel, Risk Mgt, Benefits	555 So. 10th Street	68508
Justice & Law Enforcement Ctr.	COUNTY: Attorney's Office, Emergency Management, County Sheriff, County Court, District Court, Intensive Supervision/Probation, Juvenile Probation CITY: Attorney/Law Dept., Emergency Communications/911, Lincoln Police Dept.,	575 So. 10th Street	(08)
Aging Services	Administration, Community Activities and Services, Central Kitchen,	1001 O Street	(08)
Aging Services Downtown Center	Downtown Senior Center, Lifetime Health, LIFE office	1005 O Street	(08)
"K" Street Complex	Commission of Human Rights, Women's Commission, City/County Purchasing, Records and Information Management	440 So. 8th Street	(08)
Northeast Senior Center	City Aging	6310 Platte Ave.	(07)
233 So. 10th Building	Information Services, County Safety and Training Office	233 So. 10th Street	(08)
Radio Shop	City Radio Communication and Maintenance,	2540 Fair Street	(03)

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS	(ZIP)
Old City Hall	Lincoln/Lancaster County Public Building Commission, County Property Management	920 “O” Street	(08)
City Police Garage	City Police Vehicle Maintenance	635 “J” Street	(08)
StarTran Bus Depot	StarTran Administration and Garage	710 “J” Street	(08)
9th & J Street Office Building	County Human Services	555 So. 9th Street	(08)
Bennet Martin Public Library	Lincoln City Libraries	136 So. 14th Street	(08)
Anderson Public Library	Lincoln City Libraries	3635 Touzalin	68507
Arnold Heights Public Library	Lincoln City Libraries	3815 NW 54th St.	(21)
Bethany Public Library	Lincoln City Libraries	1810 No. Cotner Blvd.	(05)
Eiseley Public Library	Lincoln City Libraries	1530 Superior	(21)
Gere Public Library	Lincoln City Libraries	2400 So. 56th Street	(06)
South Public Library	Lincoln City Libraries	2675 South Street	(02)
Walt Public Library	Lincoln City Libraries	6701 So. 14th Street	(12)
Public Works Engineering Svs	Public Works & Utilities	531 Westgate Blvd.	(28)
Public Works Maintenance Shop	Public Works & Utilities: Sign/Signal shop, Street Maintenance, fleet services, Watershed Management	901 N. 6th Street	(08)
Wastewater Treatment Plant	Public Works & Utilities: Administration, Collection, Sanitary Engineering, Recycling, Pollution Control, Treatment	2400 Theresa Street	(21)
Bluff Road Landfill	P/W - Solid Waste Operation	6001 Bluff Road	
48th Street Transfer Station	P/W - Solid Waste Operation	5101 No. 48th Street	
Northeast Treatment Facility	P/W - Waste Water Operations	7000 No. 70th Street	
Lincoln Water System	P/W - Water Operations	2021 No. 27th Street	(03)
Ashland Water Production	P/W - Water Operations	401 Hwy 6, Ashland NE	68003
Urban Development Office	Urban Development Administration & Community Development	808 P Street	(08)
Workforce Investment	Urban Development	1010 N Street	(08)
Lincoln/Lancaster County Health Department	City/County Health Department: Administration, Animal Control, Community Health, Home Based Svs., Information & Referral Center, Dental Services, Nutrition Services, Environmental Health, Health Promotion	3140 N Street	(10)

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS (ZIP)
Trabert Hall	COUNTY: Community Corrections, Families First & Foremost (F3) Juvenile Mental Health, Lancaster Co. Rural Transit, Veterans Affairs and County General Assistance	
Mental Health Center	County Community Mental Health Center	2200 St. Mary's Ave. (02)
Old Blood Bank	Community Mental Health Community Support Services	
Cooperative Extension Office & County Engineer	County Extension, County Engineer's Administration, County Weed Control Authority	444 Cherycreek Road (28)
Corrections - Jail Complex	Corrections: Administration, Intake and Detention Facility, Adult Probation, Drug Court	605 So. 10th Street (08)
Lancaster Correctional Facility	Minimum security correctional facility	4420 NW 41st Street (24)
Election Commission Office	Election Commission Administration and Warehouse, Jury Commissioner	601 No. 46th Street (03)
Juvenile Detention Center	Juvenile Administration and Detention, Youth Assessment Center	1200 Radcliff Street (12)
Lancaster Manor	Manor Administration and Nursing Home	1001 South Street (02)
Driver's License (downtown)	County Treasurer - License	500 West O Street (28)
Driver's License (Main)	County Treasurer - License	625 No. 46th Street (03)
Pershing Center	City owned, managed via contract service	226 Centennial Mall So, (01)

DELIVERY LOCATIONS
CITY FIRE DEPARTMENT

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS	(ZIP)
Fire Station #1 - Administration	Fire Administration - Station #1	1801 Q Street	68508
Fire Station #2	Lincoln Fire & Rescue Dept.	1545 No. 33rd St.	(03)
Fire Station #3	Lincoln Fire & Rescue Dept.	2nd & N Street	(08)
Fire Station #4	Lincoln Fire & Rescue Dept.	5600 So. 27th St.	(12)
Fire Station #5	Lincoln Fire & Rescue Dept.	3640 Touzalin	(07)
Fire Station #6	Lincoln Fire & Rescue Dept.	5051 So. 48th St.	(16)
Fire Station #7	Lincoln Fire & Rescue Dept.	1345 So. Cotner Blvd	(10)
Fire Station #8	Lincoln Fire & Rescue Dept.	2760 So. 17th St.	(02)
Fire Station #9	Lincoln Fire & Rescue Dept.	901 North Cotner Blvd	(05)
Fire Station #10	Lincoln Fire & Rescue Dept.	1440 Adams St.	(21)
Fire Station #11	Lincoln Fire & Rescue Dept.	3401 NW Luke	(24)
Fire Station #12	Lincoln Fire & Rescue Dept.	2201 So. 84th St.	(06)
Fire Station #13	Lincoln Fire & Rescue Dept.	1700 So. Coddington	(22)
Fire Station #14	Lincoln Fire & Rescue Dept.	5435 NW 1st Street	(21)
Maintenance Shop	Lincoln Fire & Rescue Dept.	300 South Street	(02)

DELIVERY LOCATIONS
CITY PARKS & RECREATION DEPARTMENT

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS	(ZIP)
Parks Administration Building	Parks & Recreation	2740 A Street	68502
Pioneers Nature Center	Parks & Recreation	3201 So. Coddington	(22)
Athletic Office	Parks & Recreation	3001 So. 9th Street	(02)
Ager Play Center	Parks & Recreation	1300 So. 27th Street	(02)
Air Park West	Parks & Recreation	3720 NW 46th Street	(24)
Auld Rec. Center	Parks & Recreation	3140 Sumner	(02)
Belmont Rec. Center	Parks & Recreation	1234 Judson	(21)
Calvert Rec. Center	Parks & Recreation	4500 Stockwell	(06)
Easterday Rec. Center	Parks & Recreation	6130 Adams	(07)
F Street Rec. Center	Parks & Recreation	1225 F Street	(08)
Irving Rec. Center	Parks & Recreation	2010 Van Dorn	(02)
Air Park Swimming Pool	Parks & Recreation	4000 NW 46th St.	(24)
Ballard Swimming Pool	Parks & Recreation	3901 No. 66th St.	(07)
Belmont Swimming Pool	Parks & Recreation	12th and Manatt	(21)
Eden Swimming Pool	Parks & Recreation	4400 Antelope Creek Rd	(06)
Highlands Swimming Pool	Parks & Recreation	5511 NW 12th Street	(21)
Irvingdale Swimming Pool	Parks & Recreation	19th & Van Dorn	(02)
Kuklin Swimming Pool	Parks & Recreation	2300 N Street	(10)
Meadow Heights Pool	Parks & Recreation	900 W. Avon	(05)
Star City Shores	Parks & Recreation	27th & Hwy. 2	
Uni Place Swimming Pool	Parks & Recreation	2000 No. 48th Street	(04)
Woods Swimming Pool	Parks & Recreation	3200 J Street	(10)
Central District Mechanical/Maintenance & Forestry	Parks & Recreation	240 So. 21st Street	(10)
Northeast District Office	Parks & Recreation	5045 Colby Street	(04)
Southeast District Office	Parks & Recreation	6400 Normal Blvd.	(06)
Southwest District Office	Parks & Recreation	3201 So. Coddington	(22)

BUILDING NAME	DEPT./DIV./AGENCY	ADDRESS (ZIP)
Highlands Golf Course	Parks & Recreation	5501 NW12th Street (21)
Holmes Golf Course	Parks & Recreation	3701 So. 70th Street (06)
Junior Golf Course	Parks & Recreation	3761 Normal Blvd. (06)
Mahoney Golf Course	Parks & Recreation	7900 Adams Street (07)
Pioneers Golf Course	Parks & Recreation	3403 W Van Dorn (22)

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