

AMENDMENT TO AGREEMENT
CITY OF LINCOLN
CLEANING SERVICES - STARTRAN FACILITIES
BID NO. 11-141
FIRST RENEWAL

This Amendment is hereby entered into on this 6th day of July, 2013, by and between X-Tra Kleen Inc., 238 S. 19th St., Lincoln, NE 68510 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending an Agreement dated August 15, 2011, under Resolution No. A-86453, (the "Contract"), for Cleaning Services - StarTran Facilities, Bid No. 11-141, which is made a part hereof by this reference.

WHEREAS, the original term of the Agreement is August 15, 2011 through August 14, 2013, with the option to renew for one (1) additional two (2) year term upon written mutual consent of both parties; and

WHEREAS, the parties wish to extend the agreement for an additional two (2) year term beginning August 15, 2013 through August 14, 2015; and

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Contract, under City Resolution No. A-86453, and stated herein the parties agree as follows:

- 1) The Agreement shall be renewed for an additional two (2) year term beginning August 15, 2013 through August 14, 2015.
- 2) All other terms of the Contract, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

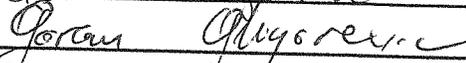
IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>22nd</u> day
of <u>August</u> 2013

Chris Beutler, Mayor

Supplier, please sign and date. Mail back to our office; a faxed copy is not acceptable.

Company Name: (PLEASE PRINT)	X-TRA KLEEN, INC.
By: (PLEASE PRINT)	Goran Gligorevic
By: (PLEASE SIGN)	
Title:	President/Owner
Company Address: (PLEASE PRINT)	238 S Antelope Valley Pkwy, Lincoln, NE 68510
Company Phone & Fax: (PLEASE PRINT)	PH: (402) 416-4967 FX: (402) 438-7699
E-Mail Address: (PLEASE PRINT)	xtkinc@live.com
Date:	7/8/13

5/11/11 4:07 PM 11-141
A-86453 11R-183

CONTRACT DOCUMENTS

**City of Lincoln
Nebraska**

**Cleaning Services - Star Tran Facilities
Bid No. 11-141**

**X-Tra Kleen Inc.
238 S. 19th St.
Lincoln, NE 68510
402.438.2857**

City of Lincoln, Nebraska Contract Agreement

THIS CONTRACT, made and entered into this _____ day of _____ 2011, by and between X-Tra Kleen Inc., 238 S. 19th Street, Lincoln, NE 68510 hereinafter called Contractor, and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called the City.

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Cleaning Services - Star Tran Facilities, Bid No. 11-141

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the City have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal

2. The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

City will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The City shall order on an as needed basis for the duration of the contract.

3. **EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the carrying out of this project, the Contractor shall not discriminate against any employee, applicant for employment, or any other person because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-VERIFY: In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise 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 pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The City may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the City will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. INDEPENDENT CONTRACTOR: It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the City and employees of the City shall not be deemed to be employees of the Contractor. The Contractor and the City shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the City's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Contract Term. This Contract shall be effective upon execution by both parties. The term of the Contract shall be a two (2) year term with the option to renew for one (1) additional two (2) year term.
8. The Contract Documents comprise the Contract, and consist of the following:
 1. Instructions to Bidders
 2. Insurance Requirements
 3. Accepted Proposal
 4. Contract Agreements
 5. Specifications
 6. Addendums 1 & 2
 7. Special Provisions
 8. Federal Forms
 9. Performance Bond

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

City Clerk

Jean E. Ross



CITY OF LINCOLN, NEBRASKA

Mayor

[Signature]

Approved by:

Resolution No.

A-86453

Dated

8/15/2011

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary

(SEAL)

X-TRA KLEEN, INC.

Name of Corporation

238 S. 19th St. Lincoln, NE 68510

Address

By:

Duly Authorized Official

Legal Title of Official

[Signature]
President / Owner

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

Address

By:

Member

By:

Member

IF AN INDIVIDUAL:

Name

Address

Signature

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Anna Farlow	Address	Purchasing	Address	
Email	afarlow@lincoln.ne.gov		440 S. 8th St.		
Phone			Lincoln, NE 68516		
Fax		Contact	Robert Walla Asst.	Contact	
			Purchasing Agent		
Bid Number	11-141 Addendum 2		Purchasing	Department	
Title	Cleaning Services - StarTran Facilities	Department		Building	
Bid Type	Bid	Building	Suite 200	Floor/Room	
Issue Date	06/18/2011	Floor/Room		Telephone	
Close Date	7/6/2011 12:00:00 PM CST	Telephone	1 (402) 441-8309	Fax	
Need by Date		Fax	1 (402) 441-6513	Email	
		Email	rwalla@lincoln.ne.gov		

Supplier Information

Company X-Tra Kleen, Inc.
 Address 238 S. 19th St.

 Lincoln, NE 68510

 Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 438-2857
 Fax 1 (402) 438-7699
 Email xtkinc@live.com
 Submitted 7/6/2011 2:08:35 AM CST
 Total \$23,880.00

Signature _____

Supplier Notes

Bid Notes

Bid Activities

Date	Name	Description
6/22/2011 11:00:00 AM	Prebid Meeting - StarTran Administration Building, 710 J Street, Lincoln, NE - 11am	A prebid meeting will be held on at 11am at 710 J Street. All Vendors interested in bidding are encouraged to attend in order to determine the working environment for this project.

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
2	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
3	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
4	Specifications	I acknowledge reading and understanding the specifications.	Yes
5	Performance Bond	I acknowledge that a Performance Bond in the amount of 2 months of service will be required with the signed contract upon award of this job.	Yes
6	FTA Forms	I have read and accept the terms as listed in the attached FTA Forms and agree to follow those requirements as part of this bid and any subsequent contracts.	Yes
7	Protest Procedures	I acknowledge that I have read and understand the City of Lincoln Bid Protest procedures. I further recognize that in the event a protest is denied by the City, I may file a protest with the Federal Transit Authority after exhausting all administrative remedies with the City. For further information on a protest, a Vendor may contact the City Purchasing Agent.	Yes
8	Term Clause with Escallation/De-Escalation	I acknowledge that the term of the contract will be a (2) two year term from the date of the executed contract with an optional (2) two year renewal. (a) Bid prices firm for the first full contract period. YES or NO (c) If NO, state period for which prices will remain firm: through _____	YES
9	Vendor Must Provide References in Supplier Response Section on company letterhead	Vendor must provide (3) three references for projects similar in nature to the work required in this project. Each reference must include the following: Owner: Street Address: City: State: Zip: Name Owners Representative: Phone: Contract Amount: 	YES
10	Contact	Name of person submitting this bid:	GORAN GLIGOREVIC
11	Electronic Signature	Please check here for your electronic signature.	Yes
12	Term Contract Provisions	I acknowledge reading and understanding the Term Contract Provisions.	Yes
13	Agreement to Addendum No. 1	Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information.	Yes
14	Tile Floor Stripping and Sealing	What is your Square Foot cost for Stripping and Sealing of Tile Floors? List the amount you would charge if this service was requested at this location.	\$0.35

- 15 Page 2 Please note that there is a page 2 of Attributes. Yes
- 16 Carpet Cleaning What is your Square Foot cost for Carpet Cleaning?
 List the amount you would charge if this service was requested at this location. \$0.09
- 17 Agreement to Addendum No. 2 Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid.
Reason: See Bid Attachments section for Addendum information. Yes

Line Items

#	Qty	UOM	Description	Response
1	24	Months	StarTran Cleaning Service Bid Per Month Fee	\$995.00

Item Notes:

Supplier Notes:

Response Total: \$23,880.00

X-TRA KLEEN, INC.



23850. 19TH ST.
LINCOLN, NE 68510
PH.: (402) 438-2857
FAX: (402) 438 7699

References

Duncan Aviation Aircraft Service

Municipal Airport

3701 Aviation Road

P.O. Box 81887

Lincoln, NE 68501

(402) 475-2611, ext. 4133

Harry Frye

\$16,631.59

Lincoln Housing Authority

5700 R Street – Main Office,

Chapel, & Burke Plaza

P.O. Box 5327

Lincoln, NE 68505

(402) 434-5562

Jim Justa

\$1,834.00

Nebraska Department of Labor

550 South 16th Street

P.O. Box 94600

Lincoln, NE 68509

(402) 471-9912

Larry Schwartz

\$4500.00

NETV – Nebraska Educational

Telecommunications

1800 N. 33rd Street

P.O. Box 83111

Lincoln, NE 68501

(402) 472-9333, ext. 347

James F. Lane

\$4,449.00

Crete Carrier Corporation

400 NW 56th Street &

5500 West O Street

Lincoln, NE 68528

(402) 479-7025

Mark Znamenacek

\$8,289.18

*Contract amounts for Duncan

Aviation & Crete Carrier do not

reflect sales tax.

SPECIFICATIONS
CLEANING SERVICES - STARTRAN OFFICE AND SHOP FACILITIES

1. SCOPE OF THE PROJECT

- 1.1 The City of Lincoln transit system(StarTran), here- in- after referred to as the City is requesting bids from interested firms to provide cleaning services for the StarTran Office building and shop.
 - 1.1.1 **Due to Federal bidding requirements this contract can only be utilized by Startran and cannot be piggybacked by any other department or entity.**
- 1.2 The term of agreement shall be two (2) years, from date of execution with option to renew for one (1) additional two (2) year term.
- 1.3 Vendors shall submit bid documents and all supporting material via e-bid.
 - 1.3.1 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Bob Walla, Asst. Purchasing Agent (rwalla@lincoln.ne.gov) Or Fax:(402)441-6513.
 - 1.3.2 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.
 - 1.3.3 The City/County Purchasing Office shall only reply to written inquiries received within five (5) calendar days of bid opening.
- 1.4 Products and services purchased under an awarded contract must follow Federal Transit Authority regulations.
 - 1.4.1 Awarded Vendor agrees to follow all requirements as they are listed in the bid documents.
- 1.5 The Vendor shall provide all labor, materials, machines, appliances and equipment necessary to provide and perform cleaning services as outlined in these specifications.

2. PRE-BID MEETING

- 2.1 A mandatory Prebid Meeting will be held on Wednesday June 22, 2011 at 11:00 a.m. at the StarTran Office located at: 710 "J" Street, Lincoln.
- 2.2 All interested contractors shall visit the site to insure their proposal response is inclusive of all work to be performed.
- 2.3 No subsequent financial adjustments will be authorized due to failure of the Contractor to include work detailed in the specifications or conditions present at the site.

3. CONTRACTOR INSURANCE/BOND REQUIREMENTS

- 3.1 The successful Contractor shall furnish to the City certificate(s) of insurance in the kinds and minimum amounts as detailed in the attached "Insurance Requirements for all City Contracts" within fourteen (14) days.
- 3.2 Coverage shall remain in effect for the duration of the agreement, and the insuring company must agree to add the City of Lincoln as an additional insured, and notify them with 30 days written notice of cancellation, non-renewal, or material change in coverage.

- 3.3 Also within that time period the successful Contractor must furnish a contract performance bond in a sum equal to two (2) monthly charges according to the terms listed on the sample contract attached to the bid in the Bid Attachment section.

4. NO USE OF TOBACCO PRODUCTS

- 4.1 The City does not allow smoking or the use of any tobacco products within its facilities and on any property surrounding its facilities.
- 4.2 This ban applies to Contractors and Sub-Contractors and their employees.

5. NO ALCOHOLIC BEVERAGES/ILLICIT DRUGS

- 5.1 The use or possession of alcoholic beverages or illicit drugs will not be permitted on the City's property.
- 5.2 Any Contractor employee who reports for work showing evidence of an impaired condition shall not be permitted to remain on the premises.
 - 5.2.1 The Contractor is completely responsible for monitoring his/her Employees and will be held responsible for proper handling of suspected incidents of improper use of alcohol or drugs.

6. QUALIFICATIONS OF THE BIDDER

- 6.1 The City may investigate as deemed necessary to determine the ability of the bidder to perform the required work, and the bidder shall furnish to the City all such information and data for this purpose.
- 6.2 The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy that the Contractor is qualified to carry out the obligations of the contract and to complete the work specified herein.
- 6.3 The City may require a verbal interview with one, some or all of the interested bidders.
- 6.4 No bidder will be considered who is not at the present time actively engaged in the performance of Commercial Contract Cleaning Services and who cannot clearly demonstrate to the satisfaction of the City his/her ability to satisfactorily perform the work in accordance with the requirements of this specification.
- 6.5 Bidder shall provide at least three references for other customers or firms who have similar needs to the City.
 - 6.5.1 In addition to price, reference information will be considered in the award of this project.

7. ITEMS PROVIDED BY THE CITY

- 7.1 Materials provided by the City shall include: current restroom dispensers, entrance mats/runners and waste paper baskets.

8. ITEMS PROVIDED BY THE CONTRACTOR

- 8.1 All cleaning supplies (including: soaps, waxes, disinfectants, etc.), equipment (machines, buckets, mops, etc.), supplies (chemicals, applicators, rags, etc.), disposable supplies (toilet paper, paper towels, can liners) and labor to provide complete cleaning services as outlined in these specifications.

9. **COMMUNICATION AND SUPERVISION**

- 9.1 The Contractor shall assign a Supervisor or person of authority to coordinate all work performed for the City.
- 9.2 Contractor's Supervisor shall conduct a daily inspection of the premises to insure compliance with the required work.
- 9.3 Contractor's Supervisor shall confer at least once a month with the City's representative to insure that the work requested has been performed to the City's satisfaction.
 - 9.3.1 City Representative is Glenn Knust - 441-8317 or designee.
- 9.4 The work outlined in these specifications shall not begin prior to 5:00 p.m. Monday through Friday except for holidays and shall be completed prior to 7:00 a.m..
- 9.5 The City shall issue keys for the facility to the successful Contractor.
 - 9.5.1 The Contractor must be bonded and shall be held strictly responsible for the keys issued.
 - 9.5.2 No keys shall be duplicated.
 - 9.5.3 In the event any key used by the Contractor is lost, the contractor shall be responsible for the re-keying of the entire facility as directed by the City.
 - 9.5.4 The Contractor shall be held solely responsible for the security of the facility while on the premises and is also responsible for leaving the facility secure after performance of the cleaning service.

10. **APPROXIMATE FLOOR SPACE**

We estimate the square footage of cleaning space to be as follows:

10.1 9357 square feet of floor space As follows:

10.1.1 Carpeted Surfaces

Reception	361 sq feet
Hallways & Corridors	621 sq feet
General Offices	1,557 sq feet
Office #1	234 sq feet
Office #2	234 sq feet
Office #3	234 sq feet
Office #4	378 sq feet
Conference Room	336 sq feet
Wellness Room	336 sq feet
Meeting Room	1,260 sq feet
H/V Dispatch Office	192 sq feet
Dispatch Office	244 sq feet

Total Carpeted Surfaces approximate:	6,108 sq feet
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10.1.2 Tiled Surfaces

Stairway with two (2) landings	24 sq feet
Driver Ready Room	264 sq feet
Elevator	25 sq feet
Driver Lounge	327 sq feet
Maintenance Lounge	286 sq feet
First Floor Main Entrance & Inner Foyers Include Elevator Area	195 sq feet
First Floor Restroom	20 sq feet
Restroom-General Office	25 sq feet
Hallway	198 sq feet
Men's Restroom Dispatch	165 sq feet
Women's Restroom Dispatch	165 sq feet
Women's Locker Rom	231 sq feet
Men's Locker Room	1,294 sq feet
Maintenance Supt. Office	106 sq feet
Parts Room Isles	1,030 sq feet
Total Tiles Surfaces	4,745 sq feet

11. DESCRIPTION OF TASKS AND EXPECTED FREQUENCY

11.1 PLUMBING FIXTURES AND DISPENSER CLEANING

11.1.1 Shall be free of all deposits and stains so that the item is left without cleaning streaks, film, odor, or stains.

11.1.2 AREA INVOLVED: All restrooms, toilets, sinks, showers and drinking fountains.

11.1.3 FREQUENCY: Daily.

11.2 **SWEEPING**

11.2.1 Properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corner and edges shall also be clean.

11.2.2 AREA INVOLVED: All hard surface floors including entry ways.

11.2.3 FREQUENCY: Daily.

11.3 **TRASH REMOVAL**

11.3.1 All waste receptacles shall be emptied and the contents shall be disposed of in the proper designated container provided by the City. All used trash liners are to be replaced as needed.

11.3.2 AREA INVOLVED: All waste receptacles including those located in the backroom, patio, front door and cigarette receptacles.

11.3.3 FREQUENCY: Daily.

11.4 **VACUUM**

11.4.1 Properly vacuumed floor is free of all dirt, dust, grit, lint and debris with the corners and edges also cleaned.

11.4.2 AREA INVOLVED: All carpeted surfaces and provided entrance mats.

11.4.3 FREQUENCY: Daily.

11.5 **METAL CLEANING**

11.5.1 All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance.

11.5.1.1 Any over-spray from the cleaner is to be removed from adjacent surfaces.

11.5.2 AREA INVOLVED: All restroom and sink fixtures

11.5.3 FREQUENCY: Daily.

11.6 **SPOT CLEANING**

11.6.1 A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.

11.6.2 AREA INVOLVED: Any soiled area.

11.6.3 FREQUENCY: As needed.

11.7 **ENTRY WINDOW CLEANING**

11.7.1 Glass surface shall be free of finger prints, film, streaks, and tape with a uniformly clear appearance.

11.7.2 AREA INVOLVED: All glass and mirrors.

11.7.3 FREQUENCY: Daily.

11.8 **DUSTING**

11.8.1 A properly dusted surface is free of all dirt and dust streaks, lint, and cobwebs.

11.8.2 AREA INVOLVED: All horizontal surfaces including all **horizontal blinds**.

11.8.3 FREQUENCY: Weekly.

11.9 **DAMP MOPPING**

11.9.1 A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris, or standing water.

11.9.2 AREA INVOLVED: All hard surface floors, including entry ways.

11.9.3 FREQUENCY: Daily.

11.10 **SCRUBBING**

11.10.1 Scrubbing is satisfactorily performed when all surfaces are without imbedded dirt, cleaning solution, film, debris, stains, marks, standing water, and floor has uniformly clean appearance.

11.10.2 AREA INVOLVED: All hard surface floors.

11.10.3 FREQUENCY **OFFICE** At least once a month, more if conditions require.

11.10.4 FREQUENCY **SHOP** At least twice a month, more if conditions require.

11.11 **BUFFING OR FINISHED FLOOR SURFACES**

11.11.1 All finished floors will be buffed for maximum gloss, removal of surface dirt, and a uniform appearance.

11.11.2 AREA INVOLVED: All finished hard surface floors.

11.11.3 FREQUENCY: At least monthly, more frequently if conditions warrant.

11.12 **CARPET CLEANING**

11.12.1 **OFFICE ONLY:** Periodic cleaning of carpets, shall be accomplished by steam cleaning or other methods in use.

11.12.2 AREA INVOLVED: All carpet floor surfaces.

11.12.3 FREQUENCY: At least twice annually, spot cleaning as necessary.

11.13 **LIGHT FIXTURE/VENT CLEANING**

11.13.1 Fixtures/vents shall be washed free of dirt and dust streaks, lint and cobwebs.

11.13.2 AREA INVOLVED: All light fixtures and ceiling vents.

11.13.3 FREQUENCY: Weekly

11.14 **VACUUM/CLEANING OF BLINDS**

- 11.14.1 Blinds shall be vacuumed free of dust and dirt streaks, lint and cobwebs.
 - 11.14.1.1 Spot clean any fabric blinds as necessary.
- 11.14.2 AREA INVOLVED: All vertical blinds.
- 11.14.3 FREQUENCY: At least once annually.

11.15 **FLOOR FINISH REMOVAL**

- 11.15.1 Finish removal is accomplished when surfaces have all finish removed to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution, standing water and floor has uniform appearance when dry.
 - 11.15.1.1 Plain water rinse and pickup must follow finish removal immediately.
- 11.15.2 AREA INVOLVED: All appropriate hard surface floors
- 11.15.3 FREQUENCY: At least once (1) every year, more frequently if conditions warrant.
- 11.15.4 **NOTE:** Assess floor condition at time of site visit to indicate necessity of this service.

11.16 **FLOOR FINISHING**

- 11.16.1 Undertaken by powered machines.
 - 11.16.1.1 Finishing and sealing includes: 1) proper cleaning & preparation of surface including removal of residue/ previous cleanings, 2) proper rinsing of floors to remove all soap residue, 3) application of a minimum of three coats of floor finish on scrubbed floor and five coats on stripped floors.
- 11.16.2 AREA INVOLVED: All appropriate hard surface floors.
- 11.16.3 FREQUENCY: At least twice (2) every year, more frequently if conditions warrant.
- 11.16.4 **NOTE:** Floors must be finished in accordance with manufacturers recommended standards using a UL listed slip resistant floor finish.
- 11.16.5 Assess floor condition at site visit.

11.18 **INTERIOR WINDOW CLEANING**

- 11.18.1 All interior windows that are reachable from the floor and interior office doors w/windows.
- 11.18.2 AREA INVOLVED: All interior windows into offices plus all interior doors with windows.
- 11.18.3 FREQUENCY: Once a week.

11.19 **BATHROOM TILE**

- 11.19.1 Wiping down the tile in the bathrooms.
- 11.19.2 AREA INVOLVED: All bathrooms.
- 11.19.3 FREQUENCY: As needed.

11.20 **WASHING WALLS**

- 11.20.1 Spot cleaning all painted walls as necessary.
- 11.20.2 AREA INVOLVED: Hallways, offices and bathrooms.
- 11.20.3 FREQUENCY: As needed.

ADDENDUM #1

Issue Date:06/23/11

SPECIFICATION NO.11-141

FOR

CLEANING SERVICES - STARTRAN

Addenda are instruments issued by the City prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes and clarifications to the City's specification and bidding documents:

1. **A list of supplies that have been purchased over the last year is attached to the Bid Attachment section.**

2. **Question: Do we add the strip and wax to of floors to our monthly bid or leave it separate?**
Answer: All costs associated with the bid shall be included in the monthly bid. In order to meet Federal Procurement guidelines you must have a specific amount associated with the completion of each job to get to the total that you list for a monthly fee. The City and/or Federal Grant Agency can request this information any time during the term of the contract.

3. **It doesn't appear that the second Shop Office was included in the bid for cleaning. Is it supposed to be included?**
Answer: Yes, please add it to the list for Tiled Surfaces - 203sf.

4. **An Attribute is included in the bid for additional floor stripping and sealing as well as carpet cleaning which will be requested on an as-needed basis. This service would be above and beyond the amount you have included in the monthly fee for the services requested in the Specifications.**

5. **There are 120 employees working at the facilities.**

End of Addendum

AMSAN USAGE REPORT
 STAR TRAN
 710 J ST, LINCOLN NE 68508-2938
 ACCOUNT 496749
 06/01/2010 - 05/31/2011

ITEM#	PAGE DESCRIPTION	QTY
DCC20J16	20OZ TALL WHITE FOAM CUP J STY	1
DIA02401	DIAL GOLD BAR SOAP 4.5OZ 72/CA	1
GPT19881-01	ENVISION WHT EMBOSSED BATHROOM	11
GPT23504	ENVISION SINGLEFOLD PAPER TOWE	3
GPT26401	ENVISION HARDWOUND ROLL PAPER	30
GPT29050-03	BRAWNY IND SCRIM REINFORCED WI	68
RCP295600BK	MED WASTEBASKET 28.125QT BLK	24
REN06101-WB	JRT JR JUMBO BATH TISSUE 2PLY	6
REN26011-CA	RENOWN LINER 38X58 60GL .90MIL	16
SOLGD5FW-0007	HD FORK WHITE BULK	2
SOLGD7TS-0019	HD SPOON CHAMPAGNE BULK	1
SOLGDC6KN-0090	HD KNIFE CLEAR BULK	1
SOLRS105Y-0019	10IN FOAM PLATE CHMPG CENTER P	4
SPA2040-12	TOUGH DUTY RTU CLNR/DEGRSR QT	12
SPA7118-12	SPARCLING ACID BOWL CLNR/DISIN	24
SPA7120-12	GERMICIDAL BOWL DISINFEC ALTER	24
TYCHR242706N	24X27 11GL 6MC .23ML HI LINER	2

Addendum #2
for
Cleaning Services - StarTran Facilities
Bid No. 11-141

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Be advised of the following changes and clarifications to the City's specification and bidding documents:

Previous Bid Tab is attached.

All other terms and conditions shall remain unchanged.

Dated this 28th day of June, 2011.

Sharon R. Mulder
Assistant Purchasing Agent