

C-12-0343

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LANCASTER COUNTY  
CLERK

**CONTRACT DOCUMENTS**

**CITY OF LINCOLN, NEBRASKA,  
LANCASTER COUNTY,  
LINCOLN-LANCASTER COUNTY  
PUBLIC BUILDING COMMISSION**

**Unit Price Contract for Carpet/Upholstery Cleaning  
Bid No. 12-142**

**CleanMax  
603 Van Dorn  
Lincoln, NE 68502  
Phone: 402.475.8000**

**CITY OF LINCOLN,  
LANCASTER COUNTY, NEBRASKA and  
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION  
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012 by and between **CleanMax, 603 Van Dorn, Lincoln, NE 68502**, hereinafter called the Contractor, and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners have 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:

**Unit Price Contract for Carpet/Upholstery Cleaning, Bid 12-142**

and

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

WHEREAS, the Owners, 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 Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other construction 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, construct, and complete all Work included in and covered by the Owner's award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

**Agreement to full proposal.**

2. The Owners agree 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 Owner:

**The Owners will pay for products/services, 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. Owners 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. GUARANTEE: The Purchasing Division will require a \$25,000.00 Performance and Payment Bond from each Contractor for the duration of the Contract.
6. ASSIGNMENT: This Contract shall not be assigned by Contractor to any other party without first obtaining the written consent of the Owners.
7. TERMINATION: This Contract may be terminated by the following:
  - a) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
  - b) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
    - 1) Refuses or fails to supply the proper labor, materials and equipment necessary for services and/or commodities.
    - 2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
    - 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 Owners 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.
8. 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 Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' 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.

9. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Building Commission.
10. Contract Term. This Contract shall be effective upon execution by all parties. The term of the Contract shall be a **four (4)** year term.
11. The Contract Documents comprise the Contract, and consist of the following:
  1. Contract Agreements
  2. Performance and Payment Bonds
  3. Accepted Proposal (Supplier Response)
  4. Specifications
  5. Instructions to Bidders
  6. Insurance Requirements
  7. Unit Price Service Contracts Instruction
  8. Unit Price Quotation
  9. Employee Classification Act, Executive Order 83319
  10. Employee Classification Act Affidavit
  11. Notice to Bidders
  12. Sales Tax Exemption Forms 17
  13. Insurance Certificate

This Contract Agreement, together with the other Contract Documents herein above mentioned, form this Contract, and are a part of the Contract as if hereto attached.

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

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

**EXECUTION BY THE CITY OF LINCOLN, NEBRASKA**

ATTEST:

City Clerk

*Jon E. Rose*



CITY OF LINCOLN, NEBRASKA

Approved by Directorial Order

07816

dated JUL 23 2012

**LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION**

Attest:

Public Building Commission Attorney

*Don W. Tautz*  
*Asst. City Attorney*  
*for Rod Confer*

Chairperson, Public Building Commission

dated

*Larry Fudolis*  
July 3 - 2012

**EXECUTION BY LANCASTER COUNTY, NEBRASKA**

Contract Approved as to Form

Lancaster County Attorney

*Michael E. ...*

The Board of County Commissioners of  
Lancaster, Nebraska

*June ...*  
*Bev ...*  
*De ...*  
*Larry ...*  
*Best ...*  
dated 7/2/12

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

\_\_\_\_\_  
Secretary (SEAL)

Lincoln Janitorial Service, Inc dba *CleanMax*  
Name of Corporation

603 Van Dorn # A  
(Address) Lincoln NE 68502

By: Zaah Hossaini  
Duly Authorized Official

Pres.  
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_  
Member

By: \_\_\_\_\_  
Member

IF AN INDIVIDUAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Zaah Hossaini  
Signature

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

Bid Information		Contact Information		Ship to Information	
Bid Creator	Sharon R. Mulder Asst Purchasing Agent	Address	Purchasing\City & County	Address	
Email	smulder@lincoln.ne.gov		440 S. 8th St.		
Phone	(402) 441-7410		Lincoln, NE 68508	Contact	
Fax	(402) 441-6513	Contact	Sharon Mulder, Asst. Purchasing Agent		
Bid Number	12-142			Department	
Title	Unit Price Contract for Carpet/Upholstery Cleaning	Department		Building	
Bid Type	Bid	Building		Floor/Room	
Issue Date	05/11/2012	Floor/Room		Telephone	
Close Date	5/25/2012 12:00:00 PM CST	Telephone	1 (402) 441-7428	Fax	
Need by Date		Fax	1 (402) 441-6513	Email	
		Email	smulder@lincoln.ne.gov		

## Supplier Information

Company	CleanMax
Address	603 Van Dorn
	Lincoln, NE 68502
Contact	
Department	
Building	
Floor/Room	
Telephone	1 (402) 4758000
Fax	1 (402) 4758001
Email	
Submitted	5/24/2012 11:54:43 AM CST
Total	\$60.81
Signature	

Supplier Notes

5/24/12

Ms. Sharon Mulder  
440S. 8th Street  
Lincoln, NE 68508

Dear Ms Mulder

Thanks for working with Lancaster County and city of Lincoln I last few years and thank you for the opportunity to submit this proposal. I would like to take a moment to mention a few things about our company.

CleanMax is a full service and fully insured janitorial and carpet cleaning company that has been providing complete janitorial and carpet cleaning services to a variety of different customers for the last thirty years. We pride ourselves on being small enough to be personally available to all our clients, but large enough to complete our jobs responsibly, effectively and cost efficiently. To accomplish these tasks we use only modern equipment, methods and the most highly recommended supplies in this business.

In regards to human resources, CleanMax personally screens all employees and obtains police records from the police department to make sure your property is being maintained by honest, reliable and responsible personnel. CleanMax enforces a drug free policy in the work environment at all times.

Respectfully submitted,

Zia Hossaini  
President

Bid Notes

If you need assistance in preparing your bid, there are several options.

1) Click the "Help" button in the upper right hand corner of any screen; 2) Contact our office for a training session in Purchasing or assistance over the phone; 3) View the PowerPoint presentation at <http://www.lincoln.ne.gov/city/finance/purch/spec/veninst.ppt>

Bid Activities

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	Specifications	I acknowledge reading and understanding the specifications.	Yes
4	Contact	Name of person submitting this bid:	Zia A. Hossaini
5	Unit Price Quotation Form	I acknowledge reading and understanding the Unit Price Quotation Form.	Yes
6	Unit Price Instructions	I acknowledge reading and understanding the Unit Price Instructions.	Yes
7	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
8	Term Clause with Escallation/De-Escalation	I acknowledge that the term of the contract will be a (4) four year term from the date of the executed contract. (a) Bid prices firm for the first full contract period. YES or NO (b) Bid prices subject to escalation/de-escalation  YES or NO  (c) If (b), state period for which prices will remain firm: through _____	(a)
9	Method to be utilized for cleaning of upholstered furniture.	Please state the method to be utilized for cleaning of upholstered furniture.	Yes
10	Percentage Markup of Material, excluding freight	Percentage Markup of Material, Excluding Freight.    ONLY ENTER A NUMBER IN THE SPACE PROVIDED! An invoice showing the material type AND cost of material from 3rd Party Vendor may be requested with the final invoice to verify quoted price.	0
11	Percentage Markup of Rental Equipment	Percentage Markup of Rental Equipment.    ONLY ENTER A NUMBER IN THE SPACE PROVIDED! An invoice showing the type of equipment AND cost of rental from 3rd Party Vendor may be requested with the final invoice to verify quoted price.	0
12	Performance/Payment Bond	I acknowledge that a \$1,000 Performance Bond and Payment Bond will be required with the signed contract upon award of this job.	Yes
13	References	I have attached my References to the Response Attachment section of this bid.	Yes
14	Bid award	I acknowledge and understand that the City, County and/or Public Building Commission reserves the right to award bids item-by-item, with or without alternates/options, by groups, or "lump sum" such as shall best serve the requirements and interests of the City, County and/or Public Building Commission.  If your pricing is based on an all-or-nothing basis, please indicate so in the Supplier Notes section of your E-Bid response.	Yes
15	Electronic Signature	Please check here for your electronic signature.	Yes

Line Items

#	Qty	UOM	Description	Response
1	1	Sq yard	Sqaure yard Cost of Carpet Cleaning	\$0.72
Item Notes: All costs of material & labor shall be included in the square yard cost.				
Supplier Notes: Yes				
2	1	per hour	Water Damage	\$30.00
Item Notes: All costs of material & labor shall be included in the per hour cost.				
Supplier Notes: 1 person labor and materials per hour				
3	1	per hour	Upholstery Cleaning	\$30.00
Item Notes: The cost per piece will be determined between the Service provider and the owner befoe work is to begin.				
Supplier Notes: Yes				
4	1	Sq yard	Sqaure yard Cost of Carpet Deoderizing	\$0.09
Item Notes:				
Supplier Notes: 9 cents per Sq Yard				
Response Total:				\$60.81

**SPECIFICATIONS FOR  
UNIT PRICE SERVICE CONTRACT FOR  
CARPET CLEANING SERVICES**

**PROJECT INFORMATION**

**1. SCOPE OF CONTRACT**

- 1.1 It is the intent of the City of Lincoln, Nebraska, Lancaster County, and the Public Building Commission; (hereinafter referred to as "Owners"), desire to retain qualified contractors on a Unit Price Service Contract basis to perform miscellaneous carpet cleaning services.
- 1.2 It is estimated that the total amount of work for all departments/agencies of the Owners for the term of the contract is \$10,000.00 to 25,000.00
  - 1.2.1 Individual Unit Price Projects under the terms of this Contract will range from \$0.00 to \$25,000.00.
  - 1.2.2 A \$1,000.00 Performance/Payment Bond will be required for each awarded Contractor for the duration of the Contract.
- 1.3 Labor rates being bid shall include all health and welfare benefits, insurance, taxes, overhead, profit, and all other applicable fringe benefits in the total hourly rate shown in the Line Item Unit Price.
- 1.4 No adjustments in labor rates or markup percentages being bid will be allowed on work awarded during the annual contract period.
  - 1.4.1 Any future fluctuation in the labor market and/or markup calculations will only be taken into consideration on an annual basis.
- 1.5 The term of this contract shall be for four (4) years.
- 1.6 This contract is for **NON-GRANT** funded projects only.

**2. CONTRACT AND INSURANCE**

- 2.1 Within fourteen (14) calendar days after the award of bid the Contractor(s) must execute a written Unit Price Construction Contract between the Contractor and the Owners and the required Performance/Payment Bond.
- 2.2 Also, within such time period the Contractor must furnish with the executed contract a certificate of insurance in accordance with the attached "Insurance Clause to be used for All Unit Price Construction Contracts", naming Lancaster County, and the Public Building Commission and the City of Lincoln as additional insured.

**3. BIDDING PROCEDURE**

- 3.1 Bidder shall submit bid documents and all supporting material via E-Bid.
- 3.2 All inquires regarding these specifications shall be directed via e-mail or faxed written request to Sharon Mulder, Assistant Purchasing Agent ([smulder@lincoln.ne.gov](mailto:smulder@lincoln.ne.gov)) of fax: (402) 441-6513.
  - 3.2.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.
  - 3.2.2 The Purchasing Office shall only reply to written inquiries received within five (5) calendar days of the bid opening.
  - 3.2.3 No direct contact is allowed between Vendor and other City staff throughout the bid process.
    - 3.2.3.1 Failure to comply with this directive may result in Vendor bid being rejected.
- 3.3 Award of Contract
  - 3.3.1 The following factors shall be considered in determining the low responsible bids:

- 3.3.1.1 Ability, capacity and skill of the bidder to comply with the specifications and perform the work required by the contract.
- 3.3.1.2 Character, integrity, reputation, judgment, experience and efficiency of the bidder.
- 3.3.1.3 Ability of the bidder to perform the work within the time specified for each project.
- 3.3.1.4 Previous and current compliance of the bidder with laws and regulations relating to the work.
- 3.3.1.5 Information obtained from the references provided by the bidder.
- 3.3.1.6 Pricing for the Unit Price bid.
- 3.3.1.7 Any other information deemed relevant to the contract by the Owners.
- 3.3.2 Contract(s) resulting from bids shall not be on an all-or-none basis, and may be awarded to several bidders based on price, scheduling, the ability to complete work on time, quality of work and previous inspection and acceptance of past projects.
- 3.3.3 The Owners further reserve the right to analyze bids in detail and to award contract(s) to whom the Owners believe to be in their best interests.
- 3.3.4 The Owners may make any investigation deemed necessary to determine the ability of a bidder to perform in accordance with the specifications.
- 3.3.5 The Owners reserve the right to reject any bid based on facts resulting from any investigation which indicates that a bidder is not properly qualified to perform the obligations of any resulting contract.

**4. BIDDER QUALIFICATIONS**

- 4.1 Bidders shall attach a list of references of similar projects in the Bidders Response Section of this E-Bid.
  - 4.1.1 References to be submitted with the bidding documents shall include a minimum of three (3) references of similar projects completed in the last five (5) years.
  - 4.1.2 References should include: name of firm, contact person, address, and telephone number, and may include references of work previously performed for any one of the Owners.

**5. SPECIAL REQUIREMENTS FOR THE LIBRARIES ONLY**

- 5.1 Alarm Systems
  - 5.1.1 All of the Libraries facilities are protected by alarm systems.
    - 5.1.1.1 The Library's Owner's Agent will provide access code forms and will provide training for the Contractor on the proper operation of the alarm systems.
    - 5.1.1.2 The Contractor will be required to secure individual entrance codes for all persons who will enter the facilities a minimum of 72 hours prior to the start of cleaning operations.
    - 5.1.1.3 The Contractor shall train all persons, with access to the facilities of Lincoln City Libraries, on the proper operation of these systems.
    - 5.1.1.4 Other buildings/entities alarm systems must be addressed on a case by case basis.
- 5.2 Schedule of Carpet Cleaning for the Library
  - 5.2.1 The library anticipates two (2) carpet cleaning's during the contract period; however, no guarantee is made as to the actual number of times carpets will be cleaned during the contract period.
    - 5.2.1.1 The contractor will be notified when cleaning operations are

- required.
- 5.2.2 The library anticipates one (1) cleaning of upholstered during the contract period; however no guarantee is made as to the actual amount of upholstered furniture that will be cleaned during the contract period.
  - 5.2.3 The contractor will be notified when cleaning operations are required.
  - 5.3 Contract Supervision
    - 5.3.1 The Owners Representative shall be the Owners's agent with respect to the performance of the contract.
  - 5.4 Services such as de-foaming, spot cleaning, etc. will be deemed to be included in the bids for carpet cleaning and upholstered furniture cleaning.
    - 5.4.1 If there are additional charges for such services they must be clearly delineated as an attachment in the Bidders Response Section of this E-Bid.
    - 5.4.2 Costs of additional services may be taken into account in the award of the contract.
  - 5.5 Bidder Inspection of Premises
    - 5.5.1 Bidder may inspect premises and properties of the Lincoln City Libraries included under the carpet cleaning contract prior to submission of bid.
  - 5.6 Carpet Contract Conditions
    - 5.6.1 Cleaning shall be performed within 14 days of written notification unless specific arrangements are made with the Owners Agent.
    - 5.6.2 All cleaning operations are to take place between the hours of 9:30 p.m. and 7:00 a.m. unless specific arrangements have been made, in writing, with the Owners Agent.
    - 5.6.3 The Contractor shall limit the area to be cleaned on any given day so that carpet and/or upholstered furniture will be thoroughly dry by 7:30 a.m.
    - 5.6.4 Acceptable carpet cleaning procedures shall be: 1) extraction and 2) dry cleaning. Bonnet cleaning shall only be deemed acceptable when used in conjunction with either of the above-mentioned methods.
      - 5.6.4.1 The contractor will designate, in the Attribute section of the E-Bid the method to be utilized for cleaning of upholstered furniture.
    - 5.6.5 The Contractor shall supply all materials, supplies and equipment needed for performance of requested services.
      - 5.6.5.1 No storage space is available on the premises of any Library.
    - 5.6.6 All chemicals used on the Owners's premises shall meet current EPA standards and shall be used in accordance with those standards.
      - 5.6.6.1 The contractor shall provide the Owners Agent with MSDS sheets on all chemicals utilized on Owners premises; the contractor will submit MSDS sheets after award of the contract and prior to any cleaning operations.
    - 5.6.7 Parking – Only on street parking is available at Bennett Martin Public Library, and all other library units have parking lots.
      - 5.6.7.1 All other parking arrangements **MUST** be made in advance with the Agency using the vendors services.
  - 5.7 Penalties
    - 5.7.1 If the Contractor, or any of his employees, sets off the alarm system due to a failure to follow proper procedures the Contractor may be assessed a penalty, at the discretion of the Library, in the sum of \$100.00 per occurrence.
    - 5.7.2 Wet Carpets/Upholstered Furniture
      - 5.7.2.1 If carpets or upholstered furniture is not thoroughly dry by 7:30 a.m. on the morning following cleaning the Contractor will be assessed a penalty of \$100.00 per occurrence.
      - 5.7.2.2 In addition, the Contractor shall be required to re-clean any carpet areas that are not dry by the appointed time.

## 6. LIBRARY LOCATIONS

- 6.1 The City of Lincoln Libraries are a prime user of this contract.  
Below are the locations and Sqaure footage:
  - 6.1.1 Bennett Martin Public Library - 136 S. 14th St. (14th & N St.)
  - 6.1.2 Victor E Anderson Branch Library- 3635 Touzalin Ave.
  - 6.1.3 Bethany Branch Library- 1810 N. Cotner Blvd.
  - 6.1.4 Loren Corey Eiseley Branch Library - 1530 Superior
  - 6.1.5 Charles H. Gere Branch Library- 2400 South 56th St.
  - 6.1.6 South Branch Library- 2675 South St. (27th & South St.)
  - 6.1.7 Bess Dodson Walt Branch Library - 6701 South 14<sup>th</sup> Street
  - 6.1.8 Bookmobile – 1530 Superior (garaged at Loren Corey Eiseley Branch Library)
- 6.2 Space - Buildings
  - 6.2.1 Bennett Martin Public Library - 65,000 sq. ft. on 5 levels (39,600 sq. ft. carpeted)
  - 6.2.2 Victor E Anderson Branch - 10,500 sq. ft. on one level
  - 6.2.3 Loren Corey Eiseley Branch – 31,000 square feet on one level (20,390 sq. ft. carpeted)
    - 6.2.3.1 Bookmobile - 900 square feet on one level.
  - 6.2.4 Charles H. Gere Branch - 31,000 sq. ft. on one level (22,129 sq. ft. carpeted)
  - 6.2.5 Bess Dodson Walt Branch – 32,000 square feet on one level (21,052 sq. ft. carpeted)
  - 6.2.6 Bethany Branch - 3,500 sq. ft. on one level
  - 6.2.7 South Branch - 4,000 sq. ft. on one level

7. **OTHER FACILITY LOCATIONS**

- 7.1 All other City/County buildings and entities are to be covered under this contract.
- 7.2 The awarded Vendor or Vendors will be required to send Purchasing a quarterly report detailing the amount of carpets cleaned and the costs associated with the contract.

**CITY OF LINCOLN/LANCASTER COUNTY AND PUBLIC BUILDING COMMISSION  
ATTACHMENT 1**

**UNIT PRICE QUOTATION  
CARPET CLEANING SERVICES, 12-142**

Date: \_\_\_\_\_

**TO DEPARTMENT/AGENCY REPRESENTATIVE:**  
**FROM (CONTRACTOR):** \_\_\_\_\_  
**PROJECT NUMBER:** \_\_\_\_\_  
**PROJECT DESCRIPTION:** \_\_\_\_\_

When making a quotation please breakdown the Total Cost into the following categories: Labor, Materials, Equipment, Overhead and Subcontractors Costs. Fill in the following Tables in the areas as shown. If an item does not apply, please do not make an entry in that column.

**TIME OF COMPLETION**

Estimated Start Date	_____
Number of Days to Complete	_____

**LABOR COST TABLE/MATERIAL COST TABLE**

CONTRACTOR	RATE	NO. HOURS	TOTAL \$ AMOUNT
Carpet Cleaning (Per Sq. Yard)			
Upolstery (Per Hour)			
Water Damage (Per Hour)			
Deoderizing (Per Sq. Yard)			
Other (Per - please state)			
Other (Per - please state)			
Other (Per - please state)			
<b>TOTAL LABOR</b>			

**EQUIPMENT AND MATERIAL COSTS**

ITEM	COST	% of Markup	TOTAL \$ AMOUNT
Total Equipment Costs			
Total Materials Cost			

**TOTAL PRICE (NOT TO EXCEED)** \$ \_\_\_\_\_

**FIRM:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

Department/Agency Representative

**DATE:** \_\_\_\_\_

Change Order #: \_\_\_\_\_

Accepted: \_\_\_\_\_

Not Accepted: \_\_\_\_\_