

**AMENDMENT TO CONTRACT
BUS SHELTER CLEANING SERVICES - STARTRAN
BID NO. 13-330
CITY OF LINCOLN
FIRST RENEWAL**

This Amendment is hereby entered into by and between **BMI Janitorial Group, 423 S. 162nd St., Lincoln, NE** (hereinafter "Contractor") and **City of Lincoln** (hereinafter "City"), for the purpose of amending a Contract dated December 12, 2013, under Executive Order No. 86727, (the "Contract"), for Bus Shelter Cleaning Services - StarTran, Bid No. 13-330, which is made a part hereof by this reference.

WHEREAS, the original term of the Contract is December 12, 2013 through December 11, 2014, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the parties wish to renew the agreement for an additional one (1) year term beginning December 12, 2014 through December 11, 2015; and

WHEREAS, the estimated expenditures for City Departments for the term of this renewal shall not exceed \$28,848.00 without prior approval by the City of Lincoln.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants stated herein the parties agree as follows:

- 1) The parties wish to renew the agreement for an additional one (1) year term beginning December 12, 2014 through December 11, 2015.
- 2) The estimated expenditures for City Departments for the term of this renewal shall not exceed \$28,848.00 without prior approval by the City of Lincoln.
- 3) 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>12th</u> day
of <u>Dec.</u> 2014
 _____ Mayor

Supplier, please fill out the following Information and mail back to our office; a faxed copy is not acceptable.

Company Name:	BMI JANITORIAL GROUP
By: (Please Sign)	
By: (Please Print)	DAN BECKMANN
Title:	MANAGER
Company Address:	423 S. 162ND ST. OMAHA, NE
Company Phone & Fax:	888.246.2532
E-Mail Address:	DAN.BECKMANN@COX.NET
Date:	11/24/14
Contact Person for: "Orders or Service"	DAN BECKMANN
Phone Number:	402.707.8880

**Amendment to Contract for
Bus Shelter Cleaning Services - StarTran
Bid 13-330
(Additional Services)**

This Amendment is hereby entered into by and between BMI Janitorial Group, 423 S. 162nd St., Lincoln, NE 68118 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending a Contract dated December 12, 2013, under Executive Order No. 86727, (the "Contract"), for **Bus Shelter Cleaning Services - StarTran, Bid No. 13-330**, which is made a part hereof by this reference.

WHEREAS, the parties wish to amend the contract to for additional cleaning of bus shelters as specified in Attachment; and

WHEREAS, the estimated expenditures for the additional cleaning as specified in Attachment A is \$1,248.00 per year with the approximate cost of \$104.00 for the remaining term of this contract.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Contract, under City Executive Order No. 86727, and stated herein the parties agree as follows:

- 1) The parties agree to amend the contract to for additional cleaning of bus shelters as specified in Attachment A.
- 2) The estimated expenditures for the additional cleaning as specified in Attachment A is \$1,248.00 per year with the approximate cost of \$104.00 for the remaining term of this contract without prior approval by the City of Lincoln.
- 3) 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.

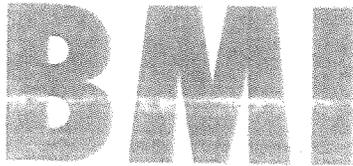
IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>14th</u> day
of <u>November</u> 2014
 Director, Public Works & Utilities

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

Company Name: (PLEASE PRINT)	BMI JANITORIAL GROUP
By: (PLEASE PRINT)	DAN BECKMANN
By: (PLEASE SIGN)	
Title:	MANAGER
Contact Person for this contract	DAN BECKMANN
Company Address: (PLEASE PRINT)	423 S. 162ND ST.
Company Phone & Fax: (PLEASE PRINT)	402.707.8880 P / 402.939.0785 FAX
E-Mail Address: (PLEASE PRINT)	DANBECKMANN@COX.NET
Date	10/30/14



50115

10/10/2014

BMI to provide additional cleaning at the 14th & M bus shelters & the 14th & O bus shelters. Cleaning frequency shall be done five (5) times weekly – Monday through Friday. Cleaning shall be done one time in the morning hours (before 12:00 pm).

The cleaning of these shelters shall follow the requirements outlined in existing contract, 13-130, item 10.2.

The pricing for this additional cleaning is as follows:

14th & M-	\$12/week x 52 weeks =	\$624
14th & O-	\$12/week x 52 weeks =	\$624
	Total	\$1,248

Per contract BMI shall also provide additional cleaning at the 11th & N street bus stops (East side w/ 3 shelters) and the south side w/benches of Gold's building. This location (11th & N bus stop: east side w/ 3 shelters & south side w/ 3 benches) shall be cleaned two times in the morning hours (before 12:00 pm), 5 times a week. There is no additional cost to this cleaning as per contract BMI is to provide additional cleaning and StarTran will exercise this option.

THANK YOU!


Dan Beckmann
Manager

BMI Janitorial Group

423 S 162ND ST
OMAHA, NE 68118
888.246.2532 Office number
402.939.0283 Fax Number

13120045

**CONTRACT DOCUMENTS
STARTRAN**

**CITY OF LINCOLN
NEBRASKA**

**ANNUAL REQUIREMENTS
FOR
Bus Shelter Cleaning Services
Bid No. 13-330**

**BMI Janitorial Group
423 S. 162nd St.
Omaha, NE 68118
888-246-2532**

**CITY OF LINCOLN
STARTRAN
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2013, by and between BMI Janitorial Group, 423 S. 162nd St., Omaha, NE 68118, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called "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:

For providing Annual Requirements for Bus Shelter Cleaning Services - StarTran,
Bid No. 13-330 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 Responses, 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 has 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:

The 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. The total cost of products or services for City departments shall not exceed \$ 27,600.00 during the contract term without approval.

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment 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 one year term with the option to renew for three (3) additional one (1) year terms .
8. Non-Discrimination Clause. StarTran shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the (Recipient) of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

9. The Contract Documents comprise the Contract, and consist of the following:
1. Contract Agreement
 2. Accepted Proposal/Response
 3. Addendums No. 1, 2 and 3
 4. Specifications
 5. Federal Documentation
 6. Instructions to Bidders
 7. Insurance Requirements
 8. Sales Tax Exemption Form 13

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 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:

Teresa J. Meier
City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]
Mayor

Approved by Executive No. 086727

dated 12-12-13

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary (SEAL)

BMI JANITORIAL GROUP
Name of Corporation

423 S. 162ND ST. OMAHA, NE 68118
(Address)

By: [Signature]
Duly Authorized Official

MANAGER
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

Signature

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

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address	Purchasing\City & County	Address
Email	rwalla@lincoln.ne.gov		440 S. 8th St.	Contact
Phone	1 (402) 441-8309		Lincoln, NE 68508	
Fax	1 (402) 441-6513	Contact	Robert Walla	Department Building
Bid Number	13-330 Addendum 3	Department		Floor/Room Telephone
Title	Bus Shelter Cleaning Services - StarTran	Building		Fax Email
Bid Type	Bid	Floor/Room		
Issue Date	11/06/2013	Telephone	1 (402) 441-8309	
Close Date	11/20/2013 3:00:00 PM CT	Fax	1 (402) 441-6513	
Need by Date		Email	rwalla@lincoln.ne.gov	

Supplier Information

Company BMI Janitorial Group
 Address 423 S 162nd St

 Omaha, NE 68118
 Contact Dan Beckmann
 Department
 Building
 Floor/Room
 Telephone 402 (707) 8880
 Fax 888 (246) 2532
 Email danbeckmann@cox.net
 Submitted 11/20/2013 2:45:32 PM CT
 Total \$27,600.00

Signature _____

Supplier Notes

Paper bid has been submitted as well...Thank You!

Bid Notes

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

1) Click the 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	Specifications	I acknowledge reading and understanding the specifications.	Yes
2	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
3	Contract Term	I acknowledge and accept that the City is interested in entering into a one (1) year contract with option for three (3), one (1) year renewals. Pricing shall remain firm for the initial contract term from December 1, 2013 through November 30, 2014.	Yes
4	Emergency Clean-up Work	State the Hourly Cost for Emergency Clean-up Work at any of the sites City-wide.	\$25 per hour
5	Submittal Information	I have attached the information requested in Section 9 of the Specifications to the Response Attachment section of this bid.	Yes
6	Bid Bond Submission - City	I acknowledge and understand that my bid will not be considered unless a bid bond or certified check in the sum of five percent (5%) of the total amount of the bid is made payable to the order of the City Treasurer as a guarantee of good faith prior to the bid opening. The bid security may be scanned and attached to the 'Response Attachments' section of your response or faxed to the Purchasing Office (402)441-6513. The original bond/check must then be received in the Purchasing Office, 440 S. 8th Street, Ste. 200, Lincoln, NE 68508 within three (3) days of bid closing. YOU MUST INDICATE YOUR METHOD OF BID BOND SUBMISSION IN BOX TO RIGHT!	I have delivered my bid bond.
7	Electronic Signature	Please check here for your electronic signature.	Yes
8	Contact	Name of person submitting this bid:	Dan Beckmann
9	DUNS Requirement	A DUNS (Data Universal Numbering System) Number is required to award a Federal Grant contract. Please list your DUNS number in the space provided. If you do not have a DUNS number go to http://fedgov.dnb.com/webform/CCRSearch.do Failure to obtain a DUNS number may result in the rejection of your bid.	014876704
10	SAM Requirement	Vendors must be registered with the System for Award Management (SAM) system to be eligible for award on this bid due to the use of Federal Grant funds. Are you registered with SAM? YES or NO IF NO, YOUR BID MAY BE REJECTED To register in the SAM system go to www.sam.gov - Click: Create User Account.	yes

- 11 Small Business Information
- The City of Lincoln wishes to foster small business participation in its bids for products and services purchased. In order to do this, all bidders are asked to answer the following questions as part of their bid submittal.(If you are unsure of your status as a Small Business, please refer to the NAICS list attached to the Bid Attachment section.)

- 1) Are you a Small Business according to the NAICS size guidelines? YES or NO?

If YES, what is the category you are listed under, the number of employees you have and the average annual receipts?

- 2) Will you be utilizing any Sub-Contractors in the performance of the contract awarded from this bid? YES or NO

If YES, name the Sub-Contractors in the space provided.

- 3) If you are not a Small Business, are you willing to provide subcontracting opportunities of the type/size that small businesses, including DBE's, can reasonably perform? YES or NO

If NO, why?
- 12 DBE Information
- The City of Lincoln Transit Program(StarTran) requests Disadvantaged Business Enterprise (DBE) information from each Vendor submitting a bid for products and services. In order to do this, all bidders are asked to answer the following questions as part of their bid submittal.

Are you a registered DBE with the State of Nebraska or any other State or Entity? YES or NO?

If YES, name the state or entity.

IF YES OR NO, PLEASE ANSWER THE QUESTIONS BELOW!

- What is the age of your business?

- What are the annual gross receipts of your business -

List One:

A. - \$0 - \$500,000.00

B. - \$500,000.00 - \$1 Million

C. - \$1 Million - \$5 Million

D. - Over \$5 Million
- 13 Protest Procedures - Fed Transit
- 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 Ciy. For further information on a protest, a Vendor may contact the City Purchasing Agent.
- 14 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.
- 15 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: Addendum 2 was issued to attach Addendum 1 information which was inadvertently not attached.

16 Agreement to Addendum No. 3

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	12	Months	Cleaning of Shelters as described in the Specifications for the Shelters listed in Section I.	\$1,100.00
Item Notes: The price submitted in the Unit Price Box shall reflect a per Month cost for the cleaning of all shelters listed in Section I.				
Supplier Notes:				
2	12	Month	Cleaning of Shelters as described in the Specifications for the Shelters listed in Section No. II.	\$650.00
Item Notes: The price submitted in the Unit Price Box shall reflect a per Month cost for the cleaning of all shelters listed in Section II.				
Supplier Notes:				
3	12	Month	Cleaning of Shelters as described in the Specifications for the Shelters listed in Section III.	\$550.00
Item Notes: The price submitted in the Unit Price Box shall reflect a per Month cost for the cleaning of all shelters listed in Section III.				
Supplier Notes:				
				Response Total: \$27,600.00



Contact information:

Manager: Keith McCallister: (402)681.8217

Address: 619 s 20th St. Lincoln, NE

Number of employees: 4

Procedures:

Manager will oversee employees on a daily basis, handling training quality control & management of staffing. Office base will offer assistance on a daily basis to follow-up with routine quality control, management of staffing & will spot check locations weekly. Manager & staffing will take photos daily to post to BMI intranet for main office to observe.

Reference call list:

The Grand Cinema: Lisa Fryda (402)441.0222

South Pointe Cinema: Jeff Berner (402)323.6741

Twin Creek Cinema: Brian Shander (402)898.7469

Edgewood Cinema: Jarrod Nettifee (402)323.6736



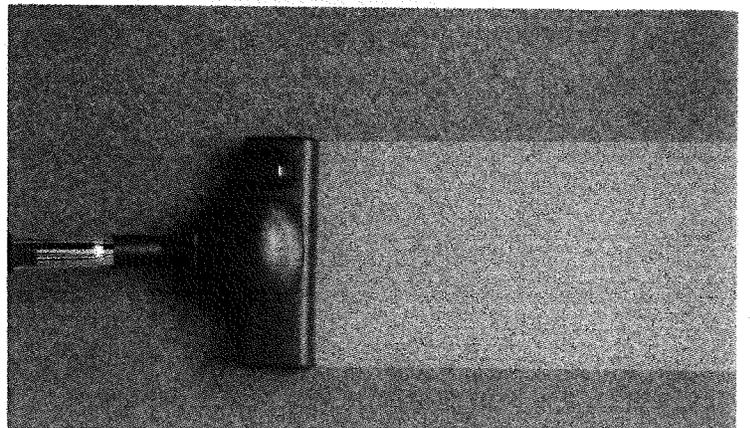
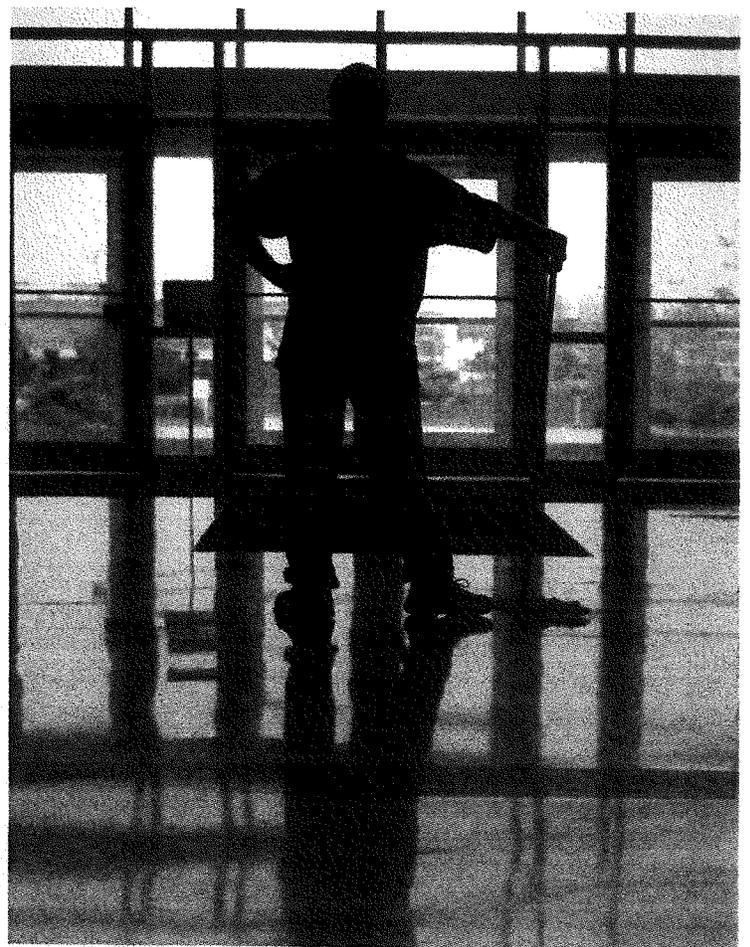
Reference List: Omaha/Lincoln/Sioux City

University of Nebraska
Marcus Theatres: The Majestic Cinema
Marcus Theatres: Village Point Cinema
Marcus Theatres: Twin Creek Cinema
Marcus Theatres: Mid Town Cine&Dine
Marcus Theatres: East Park Cinema
Marcus Theatres: Edgewood Cinema
Marcus Theatres: Lincoln Grand Cinema
Marcus Theatres: South Pointe Cinema
Aksarben Cinema
Promenade Cinema
Royal Theatres
Riviera Theatres
College Square Cinema
Coral Ridge Cinema
Crossroads Cinema
Sycamore Cinema
Great Escape Theatres
Des Moines West Medical Clinics
Family Fun Center
Best Buy Signs
Southern Hills Mall
Fuddruckers
Red Lobster
Dillard's
Sharky's Brewery
Redbarn Inc.
Valley View Apartments
Bomgaars
Fridley Theatres
Brewskys
Dj's Dugout
Varsity Sports

BMI

JANITORIAL GROUP

media kit 2013



the bmi way

888-2-GO-CLEAN

BMI

JANITORIAL GROUP

WHY USE BMI?

We want to make sure you are satisfied with our work! Let's start the cleaning revolution!

RELIABLE CLEANING SERVICES...Our company is always there when you need us. Daily, nightly, special request, you can count on BMI for making sure your business is clean & ready for work.

THE WORLD CHANGES BY THE MINUTE...We are always working to make sure we have the right tools to successfully manage your facility. From training sessions to cleaning equipment, you can count on BMI to get your business clean.

RIGHT SIZE... BMI is large enough to get it right and small enough to care. It is important to know that the company that cleans your business knows what they are doing and can do what they say they are going to do.

RESPONSIVE...BMI wants to be very proactive when it comes to keeping your business clean. Our President, support staff and Operations Directors are just a phone call, email or text away. At BMI, there are no layers of managers separating you and our top decision makers.

PEOPLE PLEASERS...We are passionate about pleasing our customers. We are successful in the janitorial business because we are passionate about pleasing customers. We enjoy seeing a clean environment and our passion shows with results. We refer to our headquarters as the Support Center; we understand we have to support our teams in the field so they can succeed for you. Our customers routinely rate us among the best in janitorial services.

ON-SITE VISITS...We have a crew manager on location daily and our Operation Directors routinely visit your location to make sure we are getting the work done. Our Operation Directors are well-trained in the field, they know what they are looking for and will make every effort to make sure you are happy with the work.

AFFORDABLE CLEANING SERVICES...Clean-up for less with BMI

Our staff will customize a cleaning program to fit your individual needs and budget. Whether you require daily office cleaning, weekly or monthly service, or just one-time only janitorial service, you can count on BMI for the BEST in office cleaning at unbeatable rates.

CLEANING PROFESSIONALS 101...Expect a Better Cleaning Service

Sure, we get your business spotless, but we also work extra hard to make sure our employees are specially trained in areas of cleaning techniques, product usage, safety procedures and dealing with customers. We know you have a business to run and hard-working courteous cleaning people make it easier for you to make your business a success!

Safety is critical in the industrial environment. We work closely with our associates and the customer to assure that all tasks and procedures provide no hazard to our staff or to the customer.

DAILY CHECK LIST

Each BMI team, goes through a project check list to make sure everything is completed. We are not satisfied with our cleaning services unless you are! To guarantee the highest level of office cleaning services, we utilize quality control programs which include onsite inspections and customer surveys. We constantly monitor our work and should any area fail to meet our strict office cleaning standards, it will be corrected immediately. And of course, we always encourage customer communication and use your input to heighten our level of cleaning services. We will have a manager on staff nightly and an operations director will double check facility on a regular basis. All managers have a daily cleaning check list and we will be available to reach at any time. We want to make sure we are very pro-active with cleaning solutions, taking care of the cleaning hassle for you.

WORRY-FREE WITH BMI

BMI is fully insured and bonded, providing liability and property damage coverage as well as employee bonding and all other applicable forms of insurance coverage. All employees are screened for your protection. They are neat in appearance and carry proper company identification.

INDUSTRIAL CLEANING SERVICES... BMI serves industrial customers including manufacturing plants, pharmaceutical manufacturers, and the offices for these facilities. The BMI team is well versed in servicing difficult environments and takes care to maintain FDA required records, and provide the customer with a detailed procedure-manual covering all areas of our responsibilities.

BMI Building Maintenance - A professional, reliable, economical office cleaning company!

If you are looking for a hard-working, reliable building maintenance company, BMI is ready to go to work for you. Business and office cleaning solutions for businesses of all sizes.

BMI Building Maintenance is a leading provider of cleaning services with an outstanding reputation for quality and integrity! Commercial building owners, property managers & facility managers in commercial, institutional and industrial markets work with BMI on a regular basis for their most demanding office cleaning and janitorial jobs. Impress your clients & employees by projecting a professional image maintained by BMI.

more office cleaning services

888-2-GO-CLEAN

BMI

JANITORIAL GROUP

WHY USE BMI? JANITORIAL SERVICES

Reliable janitorial services are an important aspect of any professional building. You want your space to be clean, sanitary and inviting. BMI janitorial business offers you the kind of cleanliness that you need to portray the professional look you want.

BMI Janitorial Cleaning Service:

Our commercial janitorial cleaning services provide you with a professional atmosphere that will help your facility to thrive. Our goal is to make your space really shine. BMI janitorial service allows you to flourish in a thoroughly clean environment. We respect your space, keeping it secure from the time we enter to the time we leave. Our janitorial cleaning service crew makes sure to lock all windows and doors, turn off all lights and set any alarms to provide you with the security you deserve. BMI janitorial services include:

- Restroom cleaning and disinfecting
- Stair and elevator cleaning
- Sweeping, mopping and polishing of floors
- Entrance, reception area and foyer cleaning
- Wipe and disinfect doorknobs, telephones and light switches
- Kitchen and lounge area cleaning including sinks, countertops, microwaves, toasters, and refrigerators
- Horizontal surface dusting
- Floor dusting, wet mop and machine scrubbing
- High dusting
- Stripping and refinishing
- Air condition vent cleaning
- Sanitizing all lavatory fixtures, sinks, partitions, walls, etc.
- Vacuuming
- Window washing and blind cleaning
- Cleaning of light fixtures, baseboards, millwork, etc.

STAIR CLEANING

Professional Stair and Elevator Cleaning from BMI

When it comes to professional, high quality, reliable and affordable stair cleaning and elevator cleaning, BMI is a leading provider. Adequate stair and elevator cleaning within your facility aids in not only the maintenance of a clean working environment, but also in the prevention of slip-and-fall as well as other common accidents. Our expert stair and elevator cleaning team works diligently and meets the strictest standards in stair and elevator cleanliness and safety.

Enhance the professional appearance and safety of your business by maintaining your facility with BMI expert stair cleaning and elevator cleaning services.

COMMERCIAL FLOOR CARE SERVICES

Trust Our Expert Commercial Floor Polishing, Sweeping and Mopping Services

First-class commercial sweeping services from BMI promote the cleanliness and professional appearance of all your floors. Experts advise regular floor cleaning and preventative maintenance to increase the longevity of your floors, keep them looking their best and save you money in the long run, which is exactly what we provide.

Combined with our additional superior floor cleaning methods, including commercial floor polishing and mopping, our commercial sweeping services will help maintain the shine of your floors, lessen the impact of everyday wear and tear and exceed your expectations of floor surface cleanliness.

Trust the commercial sweeping services, floor polishing and mopping services provided by the experts at BMI.

VACUUM CLEANING

Explore BMI Vacuum Cleaning Service

BMI provides professional vacuum cleaning to businesses and offices of all sizes. Our vacuum cleaning service delivers the highest level of cleanliness with complete customer satisfaction.

Our superior vacuum cleaning service ensures that your business maintains a working environment that is clean and healthy. We will work with you to determine a cleaning plan that fits your budget and a convenient schedule that meets your individual requirements.

Contact us and schedule our specialized vacuuming crew to refresh and renew your office space or building for an affordable price at a suitable time that does not interfere with your business. Our scheduling process is quick and easy as our goal is to give your company the peace of mind it deserves.

Maintain the cleanliness of your facility with BMI expert vacuum cleaning service.

The Leading Commercial Cleaning Company

Commercial cleaning services, customized office cleaning, floor cleaning and janitorial services.

BMI is a leading commercial cleaning service company with more than a dozen years of experience, meeting the janitorial and building maintenance needs of a wide array of corporations.

Our specialties include: theatre cleaning, office cleaning, floor stripping and sealing, floor waxing, carpet cleaning, window cleaning, maid service, construction cleanup, janitorial service, and all types of daily office cleaning services.

BMI is committed to exceeding your expectations and our integrity is unmatched throughout the industry. We provide unsurpassed office cleaning and maintenance services through active management and outstanding quality control measures. We know that our customers trust us not only with their facility but with their image as well. We understand just how important superior maintenance is to you, your customers and your employees.

BMI is dedicated to providing each and every one of our customers the superb service they deserve. BMI service is designed around YOU—our client. From design to implementation, we will customize a cleaning program to fit your needs and budget. From daily maintenance to unexpected situations, we are always prepared. Our attention to detail and competitive pricing make us the office cleaning company of choice. We are fully insured and when your facility is in

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TESTIMONIALS - Our customers appreciate that they can rely on our well trained team to handle both routine tasks as well as those that go beyond the traditional range of services provided by contract cleaning companies.

What I like best about working with BMI is that they are reliable, responsive & I can count on them to make sure our facility is clean & ready for business every day. I would recommend them to anyone who needs a good cleaning company.

Chris-General Manager-Marcus Village Point Theatres

We are so happy with the service we get from BMI, they really care about our properties. I can't imagine what our company would be like without them.

Karen Zeig- Property Manager-Big Barn Properties

The carpets look so good!

Lisa Fryda, General Manager-Lincoln Grand Cinema

I walked around this morning, the carpet looks great! Thanks!

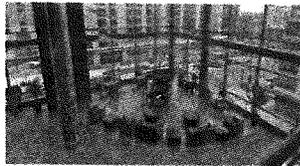
Jessi-General Manager-Marcus Mid-Town Crossing Theatres

Everything shines in the theatre...great job!

Ken-General Manager- Marcus Mid-Town Crossing Theatres

We leave here at night and it's pretty messy. Yet every morning the facility is clean and ready to go!

Jarrod- Marcus Edgewood Theatres



OFFICE CLEANING SERVICES

Let the leaders in office cleaning tailor an office cleaning program to meet your firm's needs. Presenting a clean business environment is paramount to impressing clients and customers and improving morale among your employees. Our expert office cleaning staff will provide your company with a worry-free way of maintaining a professional atmosphere day after day. We do the work, so you can concentrate on your business. Whether your company requires daily office cleaning services for your building, or a weekly or monthly service, we will customize an office cleaning program specifically geared for your business. From reception areas to restrooms, BMI has the resources and expertise for cleaning your office building and getting the job done right the first time.

BMI OFFICE CLEANING CHECKLIST:

Programs commonly entail the following services, but our office cleaning services are always designed around your company's particular janitorial needs:

- Restroom cleaning and disinfecting
- Trash gathering, collection, removal and recycling
- Stair and elevator cleaning
- Sweeping, mopping and polishing of floors
- Entrance, reception area and foyer cleaning
- Wipe and disinfect doorknobs, telephones and light switches
- Kitchen and lounge area cleaning including sinks, countertops, microwaves, toasters, and refrigerators
- Pressure Washing Services
- Horizontal surface dusting
- Floor dusting, wet mop and machine scrubbing
- High dusting
- Stripping and refinishing
- Air condition vent cleaning
- Sanitizing all lavatory fixtures, sinks, partitions, walls, etc.
- Vacuuming
- Window washing and blind cleaning
- Cleaning of light fixtures, baseboards, millwork, etc.

From professional office cleaning to theatre cleaning to floor waxing, You can count on BMI!

Maintain a professional image and healthy working environment with professional office cleaning services from BMI. Our professional cleaning crews are specially trained in all aspects of building maintenance, and you'll appreciate our meticulous attention to detail. We offer the following cleaning services:

- Office Cleaning
- Floor waxing
- Floor stripping and sealing
- Steam-cleaning carpets
- Window cleaning
- Construction clean-up
- Kitchen Cleaning Services
- Pressure Washing Services
- Snow Removal

From office cleaning and floor waxing to carpet shampooing and all types of professional cleaning services, BMI has the resources and expertise to get your office cleaning done right. Whether you require daily, weekly or monthly cleaning services or just a one-time cleaning, let us customize a cleaning service program to suit your individual needs and budget. BMI services a wide variety of businesses.

- Movie Theatres
- Offices
- Medical Facilities
- Retail Stores
- Schools
- Showrooms
- Galleries
- Banks
- Houses of Worship
- Government Facilities

professional office floor cleaning

888-2-GO-CLEAN

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FLOOR STRIPPING

Complete floor stripping, buffing, waxing, sealing and refinishing, for vinyl, linoleum, hardwood and natural stone floors

Although vinyl, stone, linoleum and hardwood floors can be extremely durable, they require proper maintenance to preserve their resilience and luster. BMI can perform floor stripping, refinishing and sealing to restore the look of your floor surface and make them appear as good as new.

VINYL FLOOR STRIPPING, REFINISHING AND SEALING

Without proper maintenance, vinyl and linoleum floors lose their sheen. These types of floors can develop wax buildup and an unsightly yellow discoloration. This dingy film coupled with deep scratches and abrasions acts like a magnet that attracts even more dirt and grime. BMI can remove your floor's old sealer, reseal it with a high-quality sealer and buff the surface to a sparkling shine. This sealer and gloss finish will extend the wear of your floor, reduce marks and scratches and guard against soil penetration and abrasion.

HARDWOOD FLOOR REFINISHING

Hardwood floors are a visible and valuable investment for your business. Scratches, dents, water stains and nicks detract from the natural splendor of wood grain. Left alone, this wear can damage the wood so greatly that the floor may need to be replaced. At BMI, we can revitalize your tired old wood floors by sanding or screening and applying new polyurethane.

NATURAL STONE FLOOR CLEANING, SEALING, DIAMONDIZING, CRYSTALLIZING AND RESTORATION

Preserve the beauty of your natural stone floors with professional cleaning, diamondizing, crystallizing and sealing from BMI. Let our floor refinishing team grind and hone your terrazzo, marble, granite, limestone, slate and other natural stone floors to remove lippage, scratches and etches. We'll polish the surface to restore its original shine. If applicable, we will finish the job with a tough sealer that will withstand penetration of water, oil and dirt.

CARPET CLEANING

Professional carpet cleaning gives your business's office or facility the professional look it deserves. Dirt and soil are easily visible and wiped off on hard surfaces, but on carpets they can quickly work their way deep into the fibers. Dirt and soil combined with abrasive action from foot traffic will cause your carpets to deteriorate and need replacing prematurely. BMI provides routine commercial carpet cleaning to help preserve the quality and beauty of your carpet for years to come.

HOW DOES BMI COMMERCIAL CARPET CLEANING WORK?

Our deep cleaning system uses self-neutralizing chemicals that flush the dirt and pollutants from the fibers, leaving your carpets clean and fresh again. Our professionals use carpet cleaning chemicals and shampoos that are non-toxic, hypoallergenic, biodegradable and fast drying for purely professional results.

We offer only the best professional carpet cleaning methods for commercial carpet cleaning. BMI carpet cleaning services is dedicated to the use of only the safest and most effective products. It is worth noting that virtually every carpet manufacturer recommends that their carpets be professionally cleaned every 12/24 months and some are now making it a compulsory condition of their wear warranties. High traffic areas often need cleaning much more frequently. Let BMI prolong the life of your business's carpet with our professional carpet cleaning services.

Our carpet cleaning division specializes in the following services:

- Wall-to-Wall Carpets
- Steam Cleaning
- Stain and Odor Removal
- Stairs and Hallways

First-class floor waxing, polishing & cleaning services for all floor surfaces

High traffic areas are prone to dirt and grit and can give a beautiful floor a less-than-professional look. Dirt and grit can damage your floors permanently and cause unsightly and unsafe scratches and nicks. Ensure the appearance and cleanliness of all your floors with high quality floor cleaning and waxing services from BMI. With proper floor cleaning and waxing, your floors will maintain their shine and lessen the impact of everyday wear and tear. Experts advise that regular floor cleaning and preventative maintenance will keep floor surfaces looking their best and increase the longevity of your floor, saving you money in the long run.

We offer first class floor cleaning services for all floor surfaces including:

- Vinyl
- Hardwood
- Ceramic
- Tile
- Cement
- Terra cotta
- Slate
- Marble
- No Wax Floors

BMI maintains the floors of stunning corporate lobbies, busy apartment building foyers, high traffic school cafeterias and all kinds of businesses large and small. Let us do the same for you. Our superior cleaning methods, floor care techniques and commercial janitorial floor waxes and supplies will exceed your high standards of cleanliness and floor appearance.



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WINDOW CLEANING

Your business deserves professional window cleaning. Get a fresh new look at your surroundings through clean and clear windows. Let BMI implement a professional window cleaning program for your facility. Remove filth and grime from windows and see the positive difference our commercial window cleaning service can make in your business's working environment. We clean windows of all types including slides, tilts or fixed position windows. Standard windows, storefront glass, partitions, hard to reach windows... we clean them all! We also clean screens and awnings. We service buildings of all heights and follow strict safety guidelines, laws and regulations. Our business of professional window cleaners are fully insured, experienced, and specially trained in commercial window cleaning.

COMMERCIAL WINDOW CLEANING SERVICES:

Our commercial window cleaning services run the gamut from window washing to removal of oxidation and more. We employ several types of commercial window cleaning systems. Whether you have a small storefront or a high rise, our professional window cleaning experts will leave your windows squeaky clean, streak-free and aesthetically pleasing from both the interior and exterior.

CONSTRUCTION CLEANUP

We're the post construction clean up experts!

Now that you have invested so much time, money and effort into remodeling or building your new office space we're certain you'll want its final presentation to be clean and beautiful. Don't move in until BMI provides the after construction clean-up. Your office or building's debut is of utmost importance and with BMI construction clean-up, the interior and exterior of your property will look clean, smell fresh and instill a sense of pride among its new occupants.

Contractors throughout the area put their trust in BMI to remove dirt, dust and debris that construction crews leave behind. We do the elbow grease so that you can get back to business. When we are through, your new offices will be ready for you to occupy!

Our construction clean-up services include the following and much more:

- Washing all surfaces
- High dust removal from ceiling pipes, duct work, vents, light fixtures, etc.
- Stain removal, scrubbing, dusting and vacuuming of all surfaces including trim work and office furniture.
- Cleaning of the insides of desks and file cabinets.
- Full sanitizing of kitchens and bathrooms to make them ready for your use.
- Scrub floors and tiles, polish stainless steel, wipe walls and more.
- Floor cleaning, waxing and buffing
- Cleaning windowsills and window frames
- Window and glass cleaning including scraping and etching removal
- Day-time pick-up & sweeping
- Carpet vacuuming
- Carpet cleaning
- Concrete sealing
- Detail dusting

During construction clean-up we can also provide a strategy for an on-going, regular cleaning and maintenance program to keep your facility looking its best day after day, year after year.



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KITCHEN CLEANING SERVICES

BMI Professional Kitchen Cleaning Services

As a part of our professional office cleaning program, BMI provides companies both large and small with quality, affordable kitchen cleaning services tailored to meet the specific needs of your firm.

SUPERIOR KITCHEN, BREAK ROOM AND LOUNGE CLEANING

Our expert kitchen cleaning services, designed to maintain the professional atmosphere of your company, include:

- Break room and lounge cleaning
- Scrubbing and polishing of sinks and faucets
- Mopping, scrubbing and drying of kitchen floors
- Disinfection of countertops, garbage bins and other kitchen items
- Cleaning of appliances including microwaves, toasters and refrigerators

FLEXIBLE KITCHEN CLEANING FROM THE LEADING EXPERTS

Whether you are looking for daily kitchen cleaning services or a weekly or monthly plan, BMI Maintenance has the resources and expertise required to get the job done so that you can focus on your business.

PRESSURE WASHING SERVICES

BMI Professional Pressure Washing Services

Let the pressure washing experts quote you a bid on your next project

PRESSURE WASHING TO MAINTAIN EXTERIOR CLEANLINESS

From building facades and sidewalks to awnings, signage and other building exteriors, our professional pressure washing services effectively and efficiently eliminate:

- Grease, gum and other unsightly or unsafe substances
- Unsightly white stains (efflorescence) on masonry work
- Greasy, dirty dumpster areas where employees might slip and fall
- Offensive and/or marring graffiti
- Mold and mildew growth on building facades

INDUSTRY-LEADING POWER WASHING SERVICE

Your place of business is an important asset that plays a vital role in both customer and employee satisfaction. Ensure an everlasting first impression of your business through BMI professional power washing services.

RESTROOM CLEANING

Professional Restroom Sanitation and Cleaning Services

BMI professional restroom cleaning and sanitation service proudly serves businesses of all sizes. For over a dozen years, property management firms, facility managers and building owners in commercial, institutional and industrial markets have trusted our restroom cleaning services to help maintain an environment that is clean, sanitized and free from odors.

According to recent reports on restroom sanitation and cleaning, at least 70% of tenants and customers complain about dirty restrooms within commercial facilities and office buildings. At BMI we understand the importance of adequate restroom cleaning as it pertains to the satisfaction of your tenants, employees, clients and other people within your facility and we deliver only the highest quality in all that we do.

Accordingly, BMI will address every area of sanitation within your restroom, from the supply replenishment of cleaners & equipment, hygiene products and paper products, to the active prevention of major health concerns pertaining to:

- Disease-causing bacteria

Educational Cleaning Expertise

BMI has developed a complete understanding of K-12 schools and college/university requirements. Our proactive management approach gives BMI the flexibility and responsiveness to anticipate each customer's changing requirements.

The ongoing training and unmatched quality control program assure that the service promised is the service delivered. The staff chosen to maintain your buildings will be thoroughly screened prior to being assigned to your buildings.

When you partner with BMI, you receive trained staff to cover all your needs. Our flexible staffing allows us to cover your unscheduled events such as athletic games, meetings, parent visitations, sports camps and rentals. We also supply you with the latest, most efficient equipment necessary to make your entire campus sparkle.

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MEDICAL CLEANING AND SERVICES

BMI maintains many doctor's offices, hospital facilities, health departments, and pharmaceutical operations. We understand the importance of proper disinfecting, sanitation and appearance of all areas from the lobby to the operating room. Your entire facility will always be "hospital clean".

Requirements for HIPPA, OSHA, Blood-borne Pathogens, and other required programs are followed without fail. Our BMI cleaning program insures that all chemicals and processes used are the safest in the industry. Patients, visitors, and your staff will not have to worry about chemical irritation that can be the result of abrasive, non-green products and procedures.

Medical Facility Services Include:

- Janitorial Services • Day Porter Services • Window Cleaning
- Hard Surface Floor Maintenance • Snow and Ice Removal • Carpet Cleaning
- Carpet Maintenance Programs • Chemicals, Supplies, and Equipment
- Recycling Programs

EDUCATIONAL CLEANING TRAINING

Our front-line staff members are the face of our company, so it is crucial that they receive proper training. Each team member must know how to clean properly, how to interact in a school environment, and must understand BMI values as well as those of our customer.

Training for those assigned to education buildings include:

ORIENTATION

All BMI employees must attend an orientation where they learn about the company's policies, procedures, and most importantly they learn about the commitment BMI has to it's customers.

A typical orientation program covers the following topics:

- Safety • Biohazard Clean Up (vomit, blood etc) • Hazard Communication
- Chemical Safety • General Housekeeping • Security Procedures
- Sign In/Sign Out Procedures • Customer Service • Customer Interaction
- Pay Schedule • Employee Benefits • Procedures for Contacting Managers

Additional training conducted through out the year includes:

- ADA, FMLA, HIPPA, COBRA • Asbestos Floor Tile Care • Battery Maintenance
- Blood-borne Pathogens • Carpet Extraction • Carpet Spot Removal • Carpet Vacuuming
- Ceiling and Wall Washing • Confined Space Entry • Daily Restroom Cleaning
- Damp and Wet Mopping • Dust Mopping • Detail Classroom Cleaning
- Ergonomics • Furniture Cleaning • Handbook Review • Infection Control
- Job Prep and Clean Up • Ladder Safety • Lifting Safety • Lock-Out/Tag-Out Procedures
- Office cleaning • Personal Grooming • Safety • Sexual Harassment
- Spray Buffing/Burnishing • Stripping & Refinishing Floors • Team Building
- Transportation Safety • Window Cleaning

Your peace of mind and ability to measure our repeatable success depends on timely and accurate communication regarding the status of your buildings. BMI Information System provides a complete solution for on-line reporting and data management - giving you a single source for your facility data.

Using a handheld PDA data input device, the Area Manager will rate the maintenance level of the facility every month, or more frequently if necessary. This can be done alone or in conjunction with your designated representative. The data is immediately downloaded to an internet portal that can be viewed by our management and by you, the customer.

Wireless communication allows you to generate work orders online that are immediately received by our Project Managers via their handheld devices. This allows immediate response from our end, as well as letting you conveniently track our progress online.

The electronic correspondence is permanently stored and organized for future reference. All maintenance requests and concerns will be accurately recorded and can be responded-to accordingly. They can also be accessed at any time, so that our service information is always at your fingertips.

The Project Manager will meet monthly with each principal to discuss and rate the previous month's service levels. The reports generated during these monthly meetings are the basis for our continual improvement process. No matter how

SPECIFICATIONS CITY BUS SHELTER CLEANING

1. SUPPLEMENTAL INSTRUCTIONS

- 1.1 The City of Lincoln (hereinafter referred to as City) is requesting bids for cleaning of bus shelters throughout the City for the City transit system (hereinafter referred to as StarTran).
- 1.2 Vendors shall submit bid documents and all supporting material via e-bid.
- 1.3 All inquiries regarding these specifications shall be directed via e-mail or faxed written request to Bob Walla, Asst. Purchasing Agent (rwalla@lincoln.ne.gov) or fax: (402) 441-6513.
 - 1.3.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.
 - 1.3.2 The Purchasing Office shall only reply to written inquiries received within five (5) calendar days of bid opening.
 - 1.3.3 No direct contact is allowed between Vendor and other City staff, besides Purchasing, throughout the bid process regarding this bid.
 - 1.3.3.1 Failure to comply with this directive may result in Vendor bid being rejected.
- 1.4 The City receives funding from the Federal Government for the operation of their transit program.
 - 1.4.1 Vendors must read, acknowledge and follow the requirements of the Federal guidelines attached to the bid.
 - 1.4.2 Failure to agree to the Federal Requirements or return certifications as required will result in the rejection of bid.
- 1.5 The City may add or delete shelters during the term of the contract or any renewals.
 - 1.5.1 Additional shelters will be charged according to the same type of shelter and frequency of service already being provided by the Vendor.
 - 1.5.1 In the event that additional services are required that exceed 10% of the total contract price, FTA procurement guidelines will be followed which could include a rebid of the contract.
 - 1.5.2 In the event the City reduces the number of shelters or changes service requirements during the contract period, the Vendor shall remove or change the amount of service provided and reduce the cost accordingly.
 - 1.5.2 In the event that additional services are required that exceed 10% of the total contract price, FTA procurement guidelines will be followed which could include a rebid of the contract.
- 1.6 The contract term for this service shall be for a period of one (1) year from date of execution with the option to renew for three (3) additional one (1) year periods.
- 1.7 **Due to the fact that this contract uses Federal Grant money from FTA, only StarTran may utilize the awarded contract.**
- 1.8 The Vendor may be asked to provide financial and service reports throughout the term of the contract.
 - 1.8.1 Failure to provide the report as listed may result in termination of the contract and the Vendor being restricted from bidding on future opportunities.
- 1.9 The awarded Vendor must furnish a Performance Bond or an alternate form of security acceptable to the City, in a sum equal to three (3) months of service for janitorial services.
 - 1.9.1 Vendor shall comply with requirements of bond as outlined in the documents attached to the bid.

2. VENDOR REQUIREMENTS

- 2.1 Vendor shall employ staff who have been trained to complete the work required in these Specifications.
- 2.2 Vendor must inform staff of any and all City regulations which must be followed during the course of work at each site.
- 2.3 Vendor employees shall wear uniforms or some type of identification that is clearly visible to the public as to what company the person is working for.
- 2.4 Vendor shall furnish all labor, equipment and supplies for trash collection, care and cleaning of the shelters.
 - 2.4.1 Equipment and supplies used by the Vendor shall not be caustic nor cause harm to other people or the environment, as such will be subject to approval by the City.
 - 2.4.2 Vendor shall properly dispose of all used chemicals, containers and supplies in strict accordance with all Local, State and Federal standards and requirements.
 - 2.4.3 Vendor shall provide, empty and install trash can liners in trash receptacles at all locations being serviced.
 - 2.4.4 All trash shall be disposed of according to local, state and federal regulations.
- 2.5 Contractor shall perform emergency clean-up work made necessary by floods, leaks and similar occurrences.
 - 2.5.1 Contractor must be available to provide such emergency services on a 24-hour/day call-out basis.
 - 2.5.2 The additional hourly cost for such emergency work shall be indicated in the attributes portion of the ebid response.
- 2.6 Vendor shall immediately notify the City Agent of any vandalism or damage to the shelter or waiting areas (loose or broken benches, broken glass, etc.).
 - 2.6.1 Vendor shall clean up any and all graffiti which is found on the shelters.
- 2.7 Vendor shall provide and pay for any and all licenses and/or certificates that may be required for the performance of the contract.
- 2.8 Vendors shall provide a Unit Price per month in the Line Items for service at each of the facilities being serviced.
 - 2.8.1 Pricing must be firm for the term of the original contract.
 - 2.8.2 Change orders may be allowed should there be a substantial change in the nature of work involved on a per location basis, caused by building remodel, end of service, new service, etc.
 - 2.8.2.1 Any such change order will follow FTA guidelines and be completed in the form of a written contract addendum

3. TERMINATION OF CONTRACT

- 3.1 If janitorial services are found not to be in compliance with the terms and conditions of the Specification Document and accepted proposal, the City Agent shall notify the Vendor of the complaint and non-compliance issues.
 - 3.1.1 The contractor shall be given twenty-four (24) hours to correct the cause of the complaint.
 - 3.1.2 If the City Agent registers three (3) such complaints of non-compliance within any thirty (30) calendar day period, the City may cancel the contract for cause.
- 3.2 All other termination conditions in effect under the subsequent award are included in the Draft Contract attached to the Bid Attachment section of the ebid

4. CITY AGENT

- 4.1 The StarTran Field Supervisor, or an authorized representative, shall be the City's Agent with respect to the performance of the awarded contract.

5. **PREBID SITE INVESTIGATION**

- 5.1 Vendors are encouraged to visit each location and inform themselves of the condition under which the services are to be performed, concerning the site of work, the structures, obstacles which may be encountered, storage and all other relevant matters concerning the services to be performed.
- 5.2 The Vendor will not be allowed any extra compensation by reason of any matter or thing concerning which they might fully have informed themselves of prior to submission of proposal.

6. **LIVING WAGE REQUIREMENT**

- 6.1 Vendors agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81.010 of the Lincoln Municipal Code.
 - 6.1.1 This wage is subject to change up or down every July.

7. **TERMS OF PAYMENT**

- 7.1 Contractor will be paid on a monthly basis for all work performed in accordance with the contract documents and properly invoiced to the City.
- 7.2 A check sheet shall be used to record dates each unit is serviced.
 - 7.2.1 A copy of the Maintenance/Cleaning check sheet shall be enclosed with each monthly invoice.
- 7.3 The City's normal terms of payment are thirty (30) days after work has been performed and after receipt of invoice.
- 7.4 A StarTran Field Supervisor will be responsible for the evaluation and inspection of all sites on a routine basis and will sign off on monthly statements from the Vendor prior to the bill being paid.
- 7.5 Deductions will be made by the City Agent from the monthly invoices for shelters not serviced in accordance with the specifications.
 - 7.5.1 Such deductions shall be in accordance with the per shelter monthly bid price.

8. **ACCESS AND PARKING**

- 8.1 Vendor shall park all vehicles in an area as designated by the City Agent.
- 8.2 Access to the location shall be gained as directed by the City Agent.
- 8.3 Only employees of the Vendor with proper identification are permitted access to the facilities.

9. **SUBMITTALS**

- 9.1 Vendors shall submit the following information as an attachment in the Response Attachments portion of their ebid response:
 - 9.1.1 The name, telephone number and address of the Contact Person who will be responsible for contract performance and administration.
 - 9.1.2 A listing of number of employees, equipment and supplies to be used for performance of the awarded contract.
 - 9.1.3 A statement outlining the Vendors quality control procedures for the performance of the contract.
- 9.2 Vendor shall provide a reference list, including not less than three (3) existing commercial cleaning contracts with multiple locations served and varied duties performed which are comparable to the requirements described in these specifications
 - 9.2.1 Reference information shall include:

- 9.2.1.1 Customer name and address
- 9.2.1.2 Name and telephone number of customer's agent responsible for contract administration
- 9.2.1.3 Sizes of location(s) in square feet
- 9.2.1.4 Frequency of service
- 9.2.1.5 Length of each contract
- 9.2.1.6 Dollar value of each contract listed.

10. SECTION I - SHELTER LOCATION, CLEANING FREQUENCY AND MAINTENANCE REQUIREMENTS

- 10.1 The locations of the shelters named in this section shall be maintained as follows:
 - 10.1.1 Cleaning frequency shall be done five (5) times weekly - Monday through Friday
 - 10.1.2 Cleaning shall be done between the hours of 3:30 p.m. and 7:00 p.m.
- 10.2 Maintenance requirements shall include the following functions:
 - 10.2.1 Wipe or wash all glazing (windows) inside and out.
 - 10.2.1.1 Washing of shelter glass will not be required when the temperature is below 32 degrees F.
 - 10.2.2 Dust and clean benches.
 - 10.2.3 Sweep and remove leaves, trash and other material from inside the shelter waiting area and the area immediately surrounding the shelter area.
 - 10.2.4 Empty trash receptacles in these areas and replace with Vendor provided liners.
 - 10.2.5 Remove snow and ice from inside the shelter waiting area and the area immediately surrounding the shelter area.
- 10.3 Power cleaning (power washing) shall be required once per month from April through October (7 times in 7 months).
 - 10.3.1 This power cleaning shall only be done on the weekends.
- 10.4 Locations:
 - 10.4.1 11th & "N" Streets (three shelters) and the benches and garbage cans on the South side of Gold's Galleria.
 - 10.4.1.1 The 11th & N Street Stops (East Side w/three shelters) and the (South Side w/benches and garbage cans) of Gold's Galleria will be cleaned an additional two (2) times a day, five (5) times a week.
 - 10.4.2 11th & "J" Streets (two shelters)
 - 10.4.3 13th & "J" Streets (one shelter)
 - 10.4.4 14th & "J" Streets (one shelter)
 - 10.4.5 14th & "L" Streets (State office Bldg. - two shelters)
 - 10.4.6 14th & "M" Streets (two shelters)
 - 10.4.7 14th & "O" Streets (Papa Johns - two shelters)
 - 10.4.8 13th & "Q" Streets (two shelters)
 - 10.4.9 18th & "J" Streets (one shelter)
 - 10.4.10 17th & "J" Streets (one shelter)
 - 10.4.11 10th & "J" Streets (one shelter)
 - 10.4.12 9th & "J" Streets (one shelter)
 - 10.4.13 17th & "G" Streets (one shelter)
 - 10.4.14 14th & "R" Streets (two shelters)

11. SECTION II - SHELTER LOCATION, CLEANING FREQUENCY AND MAINTENANCE REQUIREMENTS:

- 11.1 The locations of the shelters named in this section shall be maintained as follows:
 - 11.1.1 Cleaning frequency shall be done two (2) times weekly - Monday and Thursday or Tuesday and Friday.
 - 11.1.2 Cleaning shall be done only between the hours of 8:30 a.m. and 3:30 p.m. or after 6:00 p.m.
- 11.2 Maintenance requirements shall include the following functions:

- 11.2.1 Wash all glazing (windows) inside and out.
 - 11.2.1.1 Washing of shelter glass will not be required when the temperature is below 32 degrees F.
- 11.2.2 Dust and clean benches.
- 11.2.3 Sweep and remove leaves, trash and other material from inside the shelter waiting area and the area immediately surrounding the shelter area.
- 11.2.4 Empty trash receptacles in these areas and replace with Vendor provided liners.
- 11.2.5 Remove snow and ice from inside the shelter waiting area and the area immediately surrounding the shelter area.
- 11.3 Power cleaning (power washing) shall be required once in the spring and once in the fall.
 - 11.3.1 This power cleaning shall only be done on the weekends.
- 11.4 Locations:
 - 11.4.1 17th and "A" Streets (one shelter)
 - 11.4.2 17th and South Streets (one shelter)
 - 11.4.3 27th and "O" Streets (one shelter)
 - 11.4.4 25th and "O" Streets (one shelter)
 - 11.4.5 10th and Sumner Streets (one shelter)
 - 11.4.6 10th and South Streets (one shelter)
 - 11.4.7 19th and "A" Streets (one shelter)
 - 11.4.8 17th and "E" Streets (one shelter)
 - 11.4.9 13th and "D" Streets (one shelter)
 - 11.4.10 13th and South Streets (one shelter)
 - 11.4.11 Along North 27th Street in front of the Center for People in Need.
 - 11.4.12 North 27th Street next to the Center for People in Need.

12. SECTION III - SHELTER LOCATION, CLEANING FREQUENCY AND MAINTENANCE REQUIREMENTS:

- 12.1 The locations of the shelters named in this section shall be maintained as follows:
 - 12.1.1 Cleaning frequency shall be done once weekly, Monday through Sunday.
 - 12.1.2 Cleaning shall be done any time during the day except between 6:00 a.m. and 8:30 a.m.
 - 12.1.3 If patrons are waiting in a shelter, ask politely if they could move while the cleaning is completed.
- 12.2 Maintenance requirements shall include the following functions:
 - 12.2.1 Wash all glazing (windows) inside and out.
 - 12.2.1.1 Washing of shelter glass will not be required when the temperature is below 32 degrees F.
 - 12.2.2 Dust and clean benches.
 - 12.2.3 Sweep and remove all leaves, trash and other material from inside the shelter, waiting area and the area immediately surrounding the shelter.
 - 12.2.4 Remove snow and ice from inside the shelter waiting area and the area immediately surrounding the shelter area.
- 12.3 The Awarded Vendor shall provide to StarTran a cleaning schedule for shelters in Section III.
 - 12.3.1 StarTran shall approve of any schedule.
 - 12.3.2 The Vendor must give a written notice to StarTran before any alterations the proposed schedule can be made.
- 12.4 Locations:
 - 12.4.1 48th & Huntington
 - 12.4.2 47th & Randolph
 - 12.4.3 46th & "F", North & South
 - 12.4.4 Holdrege & Idylwild
 - 12.4.5 Holdrege & North Cotner
 - 12.4.6 33rd & Holdrege
 - 12.4.7 70th & Vine
 - 12.4.8 66th & Vine

- 12.4.9 37th & Sheridan Blvd.
- 12.4.10 48th & Woodlawn
- 12.4.11 69th & Havelock
- 12.4.12 60th & Havelock Ave
- 12.4.13 69th & Havelock Ave
- 12.4.14 Fremont & Touzlin
- 12.4.15 Fremont & Way
- 12.4.16 68th & "L", St. E's Emergency Entrance
- 12.4.17 48th & Madison
- 12.4.18 48th & Bancroft (Union College)
- 12.4.19 48th & Woodland St., West side of the street
- 12.4.20 25th & Sumner, North side
- 12.4.21 Tippery & Essex, East side
- 12.4.22 19th & Center Park Road, NW corner of Round-about
- 12.4.23 1st & West "O" Street, Southside
- 12.4.24 11th & Cornhusker
- 12.4.25 Portia St. & Knox, West side
- 12.4.26 14th & Superior, SW corner
- 12.4.27 27th & Fletcher, West side

ADDENDUM #1
Issue Date:11/07/13

SPECIFICATION NO.13-330
FOR

Bus Shelter 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:

PLEASE NOTE: QUESTIONS ARE IN BLACK PRINT AND ANSWERS AND CLARIFICATIONS ARE IN RED PRINT.

1. Clarification: Additional documents have been added to the Bid Attachment section.

Clarification: Additional Attributes were added to the Bid.

End of Addendum

ADDENDUM #3

Issue Date:11/14/13

SPECIFICATION NO.13-330

FOR

Bus Shelter 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:

PLEASE NOTE: QUESTIONS ARE IN BLACK PRINT AND ANSWERS AND CLARIFICATIONS ARE IN RED PRINT.

1. Under the current shelter cleaning bid, the collection of trash section are we required to haul away and dump the trash at specific location or are there prescribed dump sites?
2.4.4 All trash shall be disposed of according to local, state and federal regulations.
2. What's the current budget for 2013 shelter cleaning services for star tran?
The current contract for services is attached to the Bid Attachment section of the ebid.
3. Is there information on the current contractors approach to the scope, does it list the amount of employees used in completion of the services?
The current contract for services is attached to the Bid Attachment section of the ebid.
4. Is there a need for a bid bond and performance bond for this job?
There is a 5% bid bond required as shown in the Attribute section of the ebid.
5. Why did the terms change from originally a 4 year bid in 2009 to 1 year bids?
In order to begin services as soon as possible the 1 year with options for 3 renewals was selected on this contract.

End of Addendum

SECTION I

Maintenance/Cleaning check sheet to be enclosed with each monthly invoice.

LOCATION	MON.	TUES.	WED.	THURS.	FRI.
1. 11th & "N" St.					
11th & "N" St.					
11th & "N" St.					
2. 11th & "J" St.					
3. 13th & "J" St.					
4. 14th & "J" St.					
5. 14th & "L" St.					
6. 14th & "M" St.					
14th & "M" St.					
7. 14th & "O" St.					
14th & "O" St.					
8. 13th & "Q" St.					
13th & "Q" St.					
9. 18th & "J" St.					
10. 17th & "J" St.					
11. 10th & "J" St.					
12. 9th & "J" St.					
13. 17th & "G" St.					
14. 14th & "R" St.					
14th & "R" St.					

SECTION II

Maintenance/Cleaning Check Sheet to be enclosed with each monthly invoice.

LOCATION	MON.	TUES.	WED.	THURS.	FRI.
1. 17th & "A" St.					
2. 17th & South St.					
3. 27th & "O" St.					
4. 25th & "O" St.					
5. 10th & Garfield St.					
6. 10th & South St.					
7. 19th & "A" St.					
8. 17th & "E" St.					
9. 13th & "D" St.					
10. 13th & South St.					
11. North 27 th by Street					
12. North 27 th in front of Center for People in Need					

SECTION III

Maintenance/Cleaning Check Sheet to be enclosed with each monthly invoice.

LOCATION	MON.	TUES.	WED.	THURS.	FRI.
1. 48th & Huntington					
2. 47th & Randolph					
3. 46 th & "F" St., North & South					
4. Holdrege & Idylwild					
5. Holdrege & 42 nd St.					
6. Holdrege & North Cotner					
7. 33rd & Holdrege					
8. 70th & Vine					
9. 66th & Vine					
10. 37 th & Sheridan Blvd.					
11. 52 nd & Normal					
12. 69th & Havelock					
13. 60th & Havelock					
14. Fremont & Touzlan					
15. Fremont & Way					
16. 68 th & "L", St. E's Emergency Entrance					
17. 48th & Madison					
18. 48th & Bancroft, Union College					
19. 48th & Woodland, West side of street.					
20. 25th & Sumner, North side					

LOCATION	MON.	TUES.	WED.	THURS.	FRI.
21. Tipperary & Essex, East side					
22. 19 th & Center Park Road, NW corner of Round-a-bout.					
23. 1 st & West "O", South side 11th & Cornhusker					
24. 11th & Cornhusker					
25. Portia St. & Knox, West side					
26. 14 th & Superior, SW corner					
27. 27th & Fletcher, West side					