

# OFFICIAL BID PRICE SHEET

## SP-21-0027, JANITORIAL SERVICE - Attachment "E"

All charges must be included on the Official Bid Price Sheet and must include all associated cost for the service being bid.

**Requirements and Instructions:**

- 1 **Award will be based on the Total Projected Annual Cost for All Services**
- 2 Responding Contractor must place their monthly cleaning cost and itemized requirements cost in column "D".
- 3 Column "E", "F", and "G" are protected columns and contain formulas that will automatically calculate the cost per square foot and total annual cost.
- 4 Janitorial Service cost per square foot is based on the daily cleaning rate.
- 5 Itemized Requirements cost per square foot is based on the one time cleaning rate.
- 6 Should Contractor not have access to a computer, place the hand-written monthly cost (in ink) and itemized requirements in the space provided. All required spaces must contain a cost. (Zero dollars is acceptable)
- 7 Include completed Official Price Sheet in bid submission.
- 8 The OSP buyer will transfer hand-written figure into the excel spreadsheet for automatic calculation.
- 9 Any changes to the documented square footage (Column B) by the Contractor will result in an automatic disqualification.

**SEE EXAMPLE:**

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Description of Service	Daily Square Footage Cleaned	Unit of Measure	Monthly Cleaning Rate as Submitted by Vendor	Daily Cleaning Rate - Monthly Cleaning Rate divided by (21) Days	Cost per Square Foot based on Daily Cleaning Rate	Total Projected Annual Cost - Monthly Cleaning Rate multiplied by (12) Months
<i>Example: Janitorial Service</i>	50,000	Square Footage	\$5,000.00	\$ 238.10	\$0.004762	\$60,000.00
Itemized Requirements	Square Footage Cleaned	Unit of Measure	Cost Per (1) Cleaning Each	Cost Per Square Foot	Frequency Requirement	Total Projected Annual Cost for Itemized Requirements - Cost per (1) multiplied by Frequency Requirement
<i>Example: Carpet Cleaning</i>	10,000	Square Footage	\$1,000.00	\$0.100000	2	\$2,000.00
<i>Total Annual Cost for All Services</i>						\$62,000.00

**ENTER YOUR BID BELOW:**

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Description of Service	Daily Square Footage Cleaned	Unit of Measure	Monthly Cleaning Rate as Submitted by Vendor	Daily Cleaning Rate - Monthly Cleaning Rate divided by (21) Days	Cost per Square Foot based on Daily Cleaning Rate	Total Projected Annual Cost - Monthly Cleaning Rate multiplied by (12) Months
Janitorial Service	258,600	Square Footage		\$ -	\$0.000000	\$0.00
<b>Total square footage</b>	258,600	Square Footage				\$0.00
Itemized Requirements	Square Footage Cleaned	Unit of Measure	Cost Per (1) Cleaning Each	Cost Per Square Foot	Frequency Requirement	Total Projected Annual Cost for Itemized Requirements - Cost per (1) multiplied by Frequency Requirement
<b>Main Building</b>						
Carpet Shampooing and Dry Cleaning as required by the IFB.	153,800	Square Footage		\$0.000000	1	\$0.00
Vinyl Composite Tile (VCT) - as required by the IFB.	25,000	Square Footage		\$0.000000	1	\$0.00
Ceramic Tile - as required by the IFB.	1,500	Square Footage		\$0.000000	1	\$0.00
<b>Total square footage</b>	<b>180,300</b>	Square Footage				\$0.00
<b>PHL</b>						

Carpet Shampooing and Dry Cleaning	21,000	Square Footage		\$0.000000	1	\$0.00
Vinyl Composite Tile (VCT)	45,800	Square Footage		\$0.000000	1	\$0.00
Ceramic Tile	3,200	Square Footage		\$0.000000	1	\$0.00
<b>Total square footage</b>	<b>70,000</b>	Square Footage				\$0.00
<b>Warehouse</b>						
Carpet Shampooing and Dry Cleaning	355	Square Footage		\$0.000000	1	\$0.00
Vinyl Composite Tile (VCT)	3,445	Square Footage		\$0.000000	1	\$0.00