



REQUEST FOR PROPOSALS

Janitorial Services

**Sioux Falls Regional Airport Authority
Sioux Falls, SD**

Proposals Due: December 6, 2024, by 12pm CST

**Sioux Falls Regional Airport
2801 N. Jaycee Ln.
Sioux Falls, SD 57104**

**Attention: Jonathon Perout
Airport Operations Manager**

ONE (1) ORIGINAL AND ONE (1) DIGITAL COPY REQUIRED

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NOTICE OF REQUEST FOR PROPOSALS:

Notice is hereby given that proposals for Janitorial Services at Sioux Falls Regional Airport (FSD) will be received at the Sioux Falls Regional Airport Authority (Airport) Administration Offices, 2801 N. Jaycee Ln., Sioux Falls, SD 57104 until 12:00 PM CST, Friday, December 6, 2024. Any proposals received after the specified time and date will not be considered. All submitted proposals must include one (1) original and (1) digital copy of the proposal.

The scope of work involves janitorial, window washing, carpet cleaning, and other services for a three-year period beginning February 1, 2024, through January 31, 2027, in designated locations at FSD.

A MANDATORY pre-proposal walkthrough is scheduled for Friday, November 15, 2024, at 10:00am. All proposers shall meet at the Airport Administration Office in the Terminal Building.

Specifications, including Contract Documents, are available at the Airport Administration Office for public inspection and on the airport's website: <https://www.sfairport.com/business-opportunities/request-for-proposals>)

The Sioux Falls Regional Airport Authority reserves the right to reject any or all proposals and to waive any irregularities or informalities.

All proposals submitted shall be considered valid offers for a period of thirty (30) days from the date of the proposal due date. All proposals become the property of the Sioux Falls Regional Airport Authority and are subject to public disclosure laws per SDCL 1-27-1.

PROPOSER'S CHECKLIST

The proposer's attention is especially called to the following forms which must be completed in full as required and submitted collectively as the proposal package:

- ___ 1. **MINIMUM QUALIFICATIONS** – Response to Attachment A.
- ___ 2. **PROPOSAL FORM** – Response to Attachment B.
- ___ 3. **JANITORIAL PROPOSAL PACKAGE** – Response to Attachment C.
- ___ 4. **BID GUARANTEE** – Utilize Attachment D. Original signed and stamped surety Bid Bond or Bid Deposit (cashier's check). The amount of the bid guarantee shall not be less than five percent (5%) of the total amount of the bid.
- ___ 5. **NON-COLLUSION AFFIDAVIT** – Utilize Attachment E. To be signed and notarized.

The following forms shall be executed and submitted within ten (10) calendar days after notice of award.

- ___ 1. **CONTRACT** – To be executed by the successful proposer.
- ___ 2. **CERTIFICATE OF INSURANCE** – Form to be furnished by Contractor's Insurance company and submitted with Contractor executed Contracts.
- ___ 3. **LIST OF SUBCONTRACTORS** – To be submitted by Contractor with executed Contract

Sioux Falls Regional Airport Janitorial Services

General Conditions

1. Scope of Work

In response to this RFP, Contractors shall propose approaches, methods and technologies and develop the procedures and schedules to perform the work in a Schedule of Work (SOW) that will achieve the required results. The Contractor shall provide all management, customer service, and labor necessary to provide clean buildings and work environments in a responsible, safe, cost efficient, and environmentally friendly manner. Contractor shall perform services in accordance with the most stringent of all federal, state, and local codes and regulations. In addition, the Contractor shall follow all applicable standard industry practices. If the Contractor intends to sub-contract any of the work out, the Subcontractor(s) shall be identified in the proposal.

2. Agreement Term

The initial term of the agreement will be for three (3) years, contingent upon Board approval. The agreement may be extended beyond the initial three (3) year term by mutual agreement of the parties for up to two (2) additional one (1) year terms subject to Board approval.

3. Minimum Qualifications

The following are minimum qualifications and licensing requirements that the Contractor must meet in order to be eligible to submit a proposal. Responses must clearly show compliance to these minimum qualifications. The Airport reserves the right, but is not obligated, to obtain clarification from the Contractor if compliance with the minimum qualifications is not clear in the Contractor's response. The Airport without further consideration may reject those that are not clearly responsive to these minimum qualifications:

- Contractor shall have a minimum of three (3) years' experience in providing cleaning services in similar office and industrial facilities;
- Contractor shall have successfully performed at least two contracts of a similar scope with a public or private agency; and
- Qualifications of Supervisor: All on site representative personnel engaged in supervising the work to be accomplished under this contract shall possess at least two (2) years of recent (within the last five (5) years) experience in directing cleaning operations in facilities similar in size of the buildings to be cleaned under this contract.

Include resume with proposal.

4. Licensing And Fees

The Contractor shall pay for and maintain any licenses, fees, assessments, permits charges, etc., which are necessary for Contract performance. It is the Contractor's sole responsibility to maintain licenses and to monitor and determine any changes or the enactment of any subsequent regulations for said fees, assessments, or charges and to immediately comply with said changes or regulations during the entire term of this Contract.

5. Insurance

Prior to and at all times during the performance of the Agreement, Contractor shall provide the Airport, within ten (10) days of execution of the agreement, with evidence that Contractor has obtained and is maintaining the insurance, **naming the Sioux Falls Regional Airport Authority**

as an **additional insured**, listed as follows:

- Workers Compensation Insurance as required by law with a South Dakota or all-States endorsement.
- Employers Liability Insurance (bodily injuries) with a limit of \$100,000 per occurrence with an insurance company authorized to write such insurance in all States where the Contractor will have employees located in the performance of its work covering the common law liability to such employees.
- Comprehensive General Liability Insurance and Automobile Liability Insurance covering all owned and non-owned automobiles or vehicles used by or in behalf of Contractor with a \$500,000 combined single limit for bodily injury and/or property damage per occurrence and an annual aggregate limit of \$1,000,000.
- The Contractor shall furnish the Airport with one (1) copy of Certificates of Insurance, evidencing policies required in the above paragraphs and evidencing policies of insurance required above for its subcontractors within 10 days of contract execution or retention of sub-consultant. Such Certificates shall specifically state that the insurance company or companies issuing such insurance policies shall give the Airport at least sixty (60) days written notice in the event of cancellation or material changes in any of the policies and shall **name the Sioux Falls Regional Airport Authority as an additional insured**. The Certificate of Insurance shall identify the work being performed under this Agreement.

Verification of Coverage

The Contractor shall furnish the Airport with original certificate and amendatory endorsements effecting coverage required by this contract. All certificates and endorsements are to be received and accepted by the Airport before work commences. The Airport reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

In the event that the contractor fails to provide said certificates prior to commencement of work, then the contractor shall be considered as not performing and the Proposal Bond shall be forfeited. The Contractor shall bear all cost for such insurance, including any payments of deductible amounts. The Contractor shall require and verify that all subcontractors maintain insurance meeting all of the requirements stated herein.

6. Payment

All monthly progress payments shall be submitted by the fifteenth (15th) day of each month and progress payments will be paid within thirty (30) days of receipt, subject to Board approval. Invoices shall be submitted to the attention of the Finance and Administration Manager.

Prior to application for payment, the contractor shall provide proof of payment of all subcontractors. The Contractor reserves the right to provide proof of payment of all subcontractors in its own form, so long as said form is acceptable to the Airport. The Airport may, in its sole discretion, withhold payment until such proof of payment has been received.

7. No Additional Charges

Unless otherwise specified in the Solicitation, no additional charges by the Contractor will be allowed including, but not limited to: handling charges such as packing, wrapping, bags, containers, reels; or the processing fees associated with the use of credit cards. Notwithstanding

the foregoing, in the event that laws, regulations, additional requested services not covered within the scope of the agreement, or other unforeseen factors dictate, additional charges may be permitted upon request and justification by Contractor and acceptance and approval by the Airport.

8. Price Adjustments

At least 45 calendar days before the end of the current term of this Agreement, Contractor may propose rate increases by written notice to the Airport Operations Manager. The Airport may consider price adjustments, when determining whether to extend this Agreement. The Contractor shall provide a detailed breakdown of their costs upon request.

All price increases proposed during the initial term of the Agreement must have supporting documentation sufficient to justify any requested increase. Base documentation on published indices such as the Producer Price Index and/or the result of increases at the supplier's level, incurred after the agreement commencement date. The grant of any price adjustment will be at the sole discretion of the Airport and, if granted, shall not produce a higher profit margin for the Contractor than that established by the original agreement pricing. The Contractor will receive written approval from the Airport Executive Director of any price adjustment and such price adjustment shall be set forth in a written amendment to the agreement. Price adjustments shall remain unchanged for at least one year thereafter.

The Airport will not be bound by invoice prices that are higher than those in the agreement, unless the Airport has accepted the higher price and amended the contract. The Contractor will correct any incorrect invoice pricing.

9. Statutes, Laws, Codes, and Regulations

All statutes, codes, municipal ordinances and regulations shall be complied with in the pursuit of all portions of the work.

10. Examination of Site and Conditions

Proposals shall reflect the proposer's anticipated costs for completing the work, including labor, supervision, materials and equipment. Before submitting their proposal, the proposer shall examine the site of the work to ascertain all the physical conditions in relation thereto. Failure to take this precaution will not release the successful proposer from entering into contracts or excuse the proposer from performing the work in strict accordance with the terms of the contract.

In submitting the proposal, the proposer warrants that it understands: (1) the requirements for the performance of completed work; (2) the nature and location of the work; (3) the general and local conditions which can affect the work and/or its costs (including surface materials or obstacles); (4) the time necessary to complete the work; (5) the proposal documents and contract; and (6) the applicable Federal, State and local laws, ordinances and regulations. The proposer agrees that the Airport shall not be liable for any change order, claim for additional payment of additional time, or any other claim whatsoever that arises from proposer's failure to fully investigate and familiarize itself with the project conditions.

No oral statements made by any officer, agent, or employee of the Airport in relation to the physical conditions pertaining to the site of the work will be binding on the Airport.

11. Protection of Work Site

The contractor shall erect and maintain good and sufficient guards, barricades, and signals at all unsafe places at or near the work and shall in all cases maintain safe passageways at all road

crossings, crosswalks, and hallways, and shall do all other things necessary to prevent accident or loss of any kind.

The contractor shall protect from damage all water, sewer, gas, steam or other pipes, conduits, and all other property likely to become displaced or damaged by the execution of the work.

The contractor shall routinely inspect the work site and ensure that there are no safety hazards or attractive nuisances which may cause injury. This includes the placing of signage on wet floors that may be traversed by foot.

12. Inspection of Work

All materials furnished and work completed by the contractor shall be subject to the inspection and approval of the Airport at any time throughout the contract and until final completion thereof. The contractor shall furnish, at his or her own expense, such labor as may be required to enable the Airport's representative to make a thorough inspection and culling of the work completed.

The Airport will not pay for unauthorized or defective work. At the direction of the Airport's representative, the contractor shall immediately remedy, remove, replace, or dispose of unauthorized or defective work or materials and bear all costs of doing so.

13. Deficient Work

The Contractor, upon being notified by the Airport, shall remedy or make good, without cost to the Airport, any work which is deemed deficient or incomplete. Deficiency or incompleteness is determined by the Airport by regularly reviewing the work completed by the Contractor. The Airport will not be unreasonable in its determination of deficient or incomplete work.

14. Quality Control

Contractor shall establish, implement and maintain a proactive quality management program. The Contractor's Quality Management Plan shall reflect and incorporate both quality control processes and quality assurance practices described in the technical proposal. The Contractor shall implement a quality control program to meet or exceed the performance standards in this contract. The Contractor's plan shall describe how the Contractor will utilize its quality control to optimize performance and customer service. The plan will address the following:

- Quality control system;
- Responsible person(s);
- Methods and frequencies of inspections; and
- Follow-up procedures, early recognition and correction of deficiencies;

15. Warranty

Contractor warrants that its work provided will meet or exceed industry standards for work performed in the airport (or similar) industry.

16. Subcontractor's List

Contractor shall, at the time of executing this Contract, provide the Airport with a list of all subcontractors to be utilized on the project. Contractor shall provide the Airport with an updated list if any of the subcontractors change.

17. Assignment of Contract and Subletting

The contractor shall not assign this contract nor any part thereof, nor any monies due or to become due thereunder without the prior written approval of the Airport. The contractor shall not

sublet any part of this contract without first having obtained the written consent of the Airport to do so. In case such consent is given, it shall in no way release the contractor from any responsibility, but the contractor shall be held in all respects accountable for the same as if no consent had been given. The contractor will be required to give personal attention to the work which is sublet.

18. Title VI Responsibilities

The Contractor, for itself, its agents, employees, subcontractors, and successors, agrees to abide by and comply with all provisions and regulations of Title VI of the Civil Rights Act of 1964, and as said regulations and law may be amended. No person on the grounds of race, color, or national origin may be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination by the Contractor, its agents, employees, subcontractors, and successors. In the event of noncompliance with this nondiscrimination provision, Sioux Falls Airport Authority has the right to terminate this Agreement.

19. Incorporation of RFP and Proposal in Contract

This RFP and the Contractor's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the Airport), shall be binding and incorporated by reference in the Airport's contract with the Contractor.

20. Proposals

All proposals received by the Airport shall be considered valid for a period of thirty (30) calendar days from the date of the proposal due date. Contractors or vendors that withdraw their proposal during this period will forfeit their proposal bond. The right is reserved by the Airport to reject any and all proposals and to waive any informalities or irregularities.

21. Proposal Bond

The contractor/vendor shall supply with their proposal a proposal bond or other surety, underwritten by an authorized surety insurer in the amount of five percent (5%) of the total amount of the proposal payable to the Sioux Falls Regional Airport Authority. The Proposal Bond consists of the Proposal Bond form and a Power of Attorney of the Surety evidencing the authority of the signor of the Proposal Bond. Both the Proposal Bond and the Power of Attorney shall be submitted in a fully executed, hard copy document. The Proposal Bond shall have original signatures for the principal and surety and include the original surety seal. The Power of Attorney shall be an original document and include the original corporate seal of surety represented. Submission of copies will render the proposal non-responsive.

In the event that the selected contractor/vendor fails to execute within ten (10) calendar days of notice of award issued by the Airport, the surety on such bond shall be liable for the penal amount of the bond. The Owner will return proposal guarantees to unsuccessful proposers as soon as practicable, but not sooner than the execution of a contract with the successful proposer.

22. Non-Collusion Affidavit

The proposer must submit a Non-collusion Affidavit Statement (found at the end of this document) certifying that the Proposal submitted herewith is a genuine and not a collusive or sham proposal and is not made in the interest of or on behalf of any person herein named and that the person, firm, association, joint venture, co-partnership or corporation herein named has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the submittal of this proposal.

23. Questions Regarding This RFP and Specifications

Any prospective proposer desiring an explanation or interpretation of the proposal documents must request the explanation or interpretation via email to jonathon.perout@sairport.com no later than **November 22, 2024 at 12:00 PM Central Daylight Time**; the proposer agrees that the Airport shall not be liable for any claim based on ambiguity of which the proposer knew and did not inform the Airport of or of which the proposer should have reasonably known.

Questions asked and answers to all questions will be posted on the Airport's RFP website. It is the responsibility of each Proposer to check these questions and answers prior to submitting their proposal.

24. Changes or Corrections in Proposal Submittal

Prior to the submittal closing date and time, a Contractor may make changes to its proposal, if the change is initialed and dated by the Contractor. No change shall be allowed after the closing date and time. Note that the Contractor cannot change, mark-up, or cross-out any condition, format, provision, or term that appears on this RFP or on the Proposal Form. If you need to change any of your own prices or answers that you write on the Proposal Form, they must be made in pen, initialed, and be clear in intent. Do not use whiteout.

25. Proposer Responsibility Criteria

It is the intent of the Airport to award a contract to the "responsible" proposer submitting the most "responsive" proposal for the project. Before award of the service agreement, a proposer must meet the following responsibility criteria to be considered a responsible proposer and qualified to be awarded the service agreement:

- (a) The ability, capacity, and skill of the proposer to perform the contract or provide the service required;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
- (c) The quality of performance of previous contracts or services;
- (d) The previous and existing compliance by the proposer with laws relating to the contract or services.

26. Debarment / Suspension Compliance

The proposer must not be disqualified from bidding on any public works contract under South Dakota Administrative Rule 70:07:04. The proposer certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. It further agrees by submitting this proposal or acceptance of the Contract that it will include this clause without modification in all lower tier transactions, solicitations, agreements, contracts, and subcontracts. Where the proposer or any lower tier participant is unable to certify to this statement it shall attach an explanation to this Proposal. The Airport reserves the right to require the contractor to replace a subcontractor or lower tier participant who cannot meet the foregoing certification requirements.

27. No RFP Opening – No Reading of Prices

The Airport does not conduct a bid opening for RFP responses.

28. Proposal Form

Contractor shall specify response in the format and on any forms provided, indicating unit prices if appropriate, and attaching additional pages if needed. In the case of difference between the unit pricing and the extended price, the Airport shall use the unit pricing. The Airport may correct the extended price accordingly. All prices shall be in US Dollars and inclusive of any taxes as appropriate.

29. Contractor Responsibility to Provide Full Response

It is the Contractor's responsibility to provide a full and complete written response, which does not require interpretation or clarification by the Airport. The Contractor is to provide all requested materials, forms, and information. The Contractor is responsible to ensure the proper submission of materials and that they accurately reflect the Contractor's specifications or proposal. During scoring and evaluation (prior to interviews if any), the Airport will rely upon the submitted materials and shall not accept materials from the Contractor after the RFP deadline. This, however, does not limit the right of the Airport to consider additional information (such as references that are not provided by the Contractor but are known to the Airport, or past experience by the Airport in assessing responsibility), or to seek clarifications as needed by the Airport.

30. Contract Terms and Conditions and Negotiations

Contractors are to price and submit proposals with the understanding that they are required to comply with all specifications, requirements, Terms, and Conditions. Contractors are responsible for reviewing all specifications, requirements, Terms and Conditions, insurance requirements, and other requirements herein. Submittal of a proposal is agreement to comply. The Airport and successful Proposer have the right to negotiate changes to submitted proposals and to change its otherwise mandatory terms and conditions during negotiations, or by providing notice to the other party during the Contract period; proposal of a change to the Contract does not constitute a change unless both parties agree in writing to an Addendum to the Contract. For reference, see sample janitorial contract in Exhibit A. This RFP and the Contractor's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the Airport), shall be binding and incorporated by reference in the Airport's contract with the Contractor.

31. Cost of Preparing Proposals

The Airport will not be liable for any costs incurred by the Contractor in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Contractor's participation in demonstrations and the pre-proposal conference.

32. Evaluation Process

Step #1: Initial Screening: The Airport shall first review submittals for initial decisions on responsiveness of the bid and bidder responsibility. Those found responsive and responsible based on this initial review shall proceed to Step 2

Step #2: Proposal Evaluation: The Airport will evaluate proposals using the criteria specified below. Responses will be evaluated and ranked or scored.

Specifications: The Airport will evaluate each Contractor's compliance with the specifications and other bid requirements set forth in the RFP.

Pricing: Items on price sheets shall then be calculated for purposes of award. Item pricing will be multiplied by the number of units required for an item total. Item totals will be totaled for all items for a tabulated total. In the event of an error in math, unit pricing will be considered the correct price and will be used. If any cost item is missing from a bidder Proposal Form, the Airport reserves the right to reject that Bid or to calculate and compare bids without that cost item considered.

Formula: Lowest total Bid evaluation price divided by a higher total Bid evaluation price (Bid that is being evaluated) multiplied by number of available points equals the cost factor evaluation points. Points will be rounded to two places to the right of the decimal point using standard rounding method.

The Contractor with the lowest Total Bid Evaluation Price will receive the maximum allotted points for pricing. All other Contractors pricing points will be proportionate to the most favorable pricing. The example calculation below shows that a Contractor whose bid price is twice as much as the lowest proposed price would receive only half of the maximum available points.

$$\begin{array}{ccccccc}
 & & & \text{Other Bidder's} & & & \\
 & & & \text{Total Bid Evaluation Price} & \times & \text{Maximum} & \text{Awarded} \\
 \text{Lowest Bidder} & \div & & & & \text{Available Points} & = & \text{Price Points} \\
 \text{Total Bid Evaluation Price} & & & & & & & \\
 \\
 & & & \$100 & \div & \$200 & \times & 70 \text{ pts} & = & 35 \text{ pts}
 \end{array}$$

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Firm's/Team's abilities to meet the requirement of this RFP. Emphasis will be on completeness of content.

Proposals are to address, and will be evaluated upon, the following criteria:

Evaluation Criteria:		Points
1	Price	40
2	Experience and Past Performance	25
3	Management Plan	25
4	Quality Control Plan	30
5	References	10
	Sub Total	130
6	Interview (optional)	100
	Maximum Total Points	230

Step #3: Interview: The Airport may interview top ranked firms that are considered the most competitive. If interviews are conducted, rankings of firms and award configurations shall be determined by the Airport, using the combined results of interviews and proposal submittals. The Contractor is to submit the list of interviewees and their company affiliations with the Airport before the interview. Contractors invited to interview are to bring the assigned Project Manager and/or Supervisor that has been named by the Contractor in the Proposal, and may bring other key personnel named in the Proposal not to exceed three (3) people total. The Contractor shall not bring an individual who does not work for the Contractor or for the Contractor's Subcontractor on this project, without specific advance authorization by the Airport.

Step #4: Selection: The Airport shall select the highest ranked Contractor for award.

Step #5: Contract Negotiations: The Airport may negotiate elements of the proposal as required to best meet the needs of the Airport, with the apparent successful Contractor. The Airport may negotiate any aspect of the proposal or the solicitation.

Repeat of Evaluation Steps: If no Contractor is selected at the conclusion of all the steps, the Airport may return to any step in the process to repeat the evaluation with those proposals that were active at that step in the process. In such an event, the Airport shall then sequentially step through all remaining steps as if conducting a new evaluation process. The Airport reserves the right to terminate the process if it decides no proposals meet its requirements.

Points of Clarification: Throughout the evaluation process, the Airport reserves the right to seek clarifications from any Contractor.

33.AWARD AND CONTRACT EXECUTION INSTRUCTIONS

The Airport intends to provide written notice of the intention to award in a timely manner and to all Contractors responding to the Solicitation.

Protests and Complaints

Protests and/or complaints are to be filed with the Executive Director. The Airport has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this RFP process. They are:

- **For specification protests**, the protester must state exact location of the challenged portion or clause, unless the challenge concerns an omission, an explanation of why any provision should be struck, added, or altered, and contain suggested corrections. A specification protest must be filed within five (5) working days of solicitation release;
- **For non-responsive determinations**, the aggrieved Contractor must specifically state why the determination is in error, identify where in its submittal it believes it is responsive, and why it believes the Airport was in error when it made the non-responsive determination. A non-responsive protest must be filed within two (2) working days of notification (Intermediate Saturdays, Sundays and legal holidays are not counted as business days): and
- **For protests regarding award determinations**, the aggrieved Contractor(s) protest must set forth in specific terms the reasons why the Airport's decision is thought to be erroneous. An award determination protest must be filed within two (2) working days of notification.

Interested parties have the obligation to be aware of and understand these rules, and to seek clarification as necessary from the Airport. Note that there are time limits on protests and Contractors have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner. Written protests are to be sent by e-mail to jonathon.perout@sfairport.com. Failure to comply with the protest procedures will render a protest waived. Timely compliance and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

Instructions to the Apparently Successful Contractor

The Apparently Successful Contractor will receive Intent to Award Letter from the Airport after the award decision is made by the Airport. The Letter will include instructions for final submittals that are due prior to execution of the Agreement.

Once the contract is issued for signature, the Contractor must execute the contract and provide all requested documents within ten (10) business days. If the Contractor fails to execute the contract with all documents within the ten (10) day period, the Airport may cancel the award and proceed to the next ranked Contractor or cancel and/or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may result in Contractor disqualification for future solicitations for this product/service.

SPECIAL PROVISIONS

1. **MANDATORY** attendance is required at the pre-proposal walkthrough. The pre-proposal walkthrough will be conducted Friday, November 15th, 2024 at 10:00 AM CST. All proposers shall meet at the Airport Administration Office in the Terminal building. Prospective proposers will be able to examine the site thoroughly before submitting proposals. It shall be the responsibility of the proposer to verify all information necessary to develop its proposal.
2. The Contractor shall provide all services in accordance with all state and local safety requirements.
3. The Airport will provide all cleaning supplies and equipment necessary to perform required services. The Airport will supply to the Contractor a Safety Data Sheet (SDS) for all supplies; SDS shall be kept at each site identifying products specific to the site. All Airport-owned equipment will be maintained by the Airport. The cost to repair any damage to Airport-owned equipment or replace Airport-owned equipment due to negligence of the Contractor, its principals, employees, or subcontractors will be charged to the Contractor by the Airport; routine maintenance costs for Airport-owned equipment will be the responsibility of the Airport.
4. Invoices shall be submitted by the fifteenth (15th) of each month to the Airport, ATTN: Finance and Administration Manager. Invoices shall include a detailed description of services rendered for the prior month. Incomplete invoices will be returned to the Contractor and must be resubmitted. Completed, accurate invoices will be approved and processed for payment.
5. Missed, incomplete, or unsatisfactory services (as determined solely by the Airport) will result in a one hundred percent (100%) deduction from the monthly invoice for each proposal item per location per occurrence. Unsatisfactory services will be validated by a designated Airport representative and documented.
6. Contractor shall have a sufficient number of qualified and trained personnel to assure effective staffing as required to accommodate sickness, leave or other absenteeism. All contractor personnel must be skilled professionals and able to follow directions, possess initiative, and operate all necessary cleaning equipment. The Airport is open 24 hours per day and the Contractor is required to have the minimum number of people present to meet the contract requirement, including a minimum of one person on site at all times.
7. All recyclable materials shall be disposed of properly at the Terminal's recycling area. The Contractor shall properly train its employees and ensure that recycling is not placed in the dumpster or a trash receptacle.
8. Contractor shall provide continuous management level supervision of all its employees to ensure that Contractor's employees are properly trained, are knowledgeable concerning their duties, and are following policies and procedures. Contractor's employees shall not be deemed as employees of the Airport.
9. All Contractor employees performing work at the Airport will be required to submit to a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) to

obtain and maintain an airport security badge (SIDA badge). An individual that does not pass these and subsequent continuous background checks will not be authorized to perform work at the Airport. Contractor employees performing work at the Airport will also need to successfully pass multiple Airport Security training courses to obtain the SIDA badge to perform work at the Airport.

10. Since work will be performed in the U.S. Customs and Border Protection (CBP) General Aviation Facility (GAF), all Contractor employees may be required to submit additional personal information, identification, fingerprints, or other information to CBP.
11. Contractor will ensure that its personnel carry and display their SIDA Badge at all times while working at the Airport.
12. Contractor will ensure that all its personnel uniforms consist of a shirt with company logo clearly visible and long pants. Uniforms shall be worn at all times while on duty on Airport property. The uniform shall be maintained and worn in a neat and orderly manner.
13. In the unlikely event that any of the facilities labeled in the proposal items are shut down for any reason for an extended period of time, no charges for scheduled but not completed work shall be assessed during that time. Adequate notification will be given to the Contractor of such events.
14. An Airport representative and an authorized official of the Contractor shall perform on-site performance audits to ensure Contractor performance on a weekly basis.
15. Periodic services (monthly services) shall be completed in the months indicated. Periodic service schedules must be received by the Airport representative by the 1st of each month to ensure adequate notice is provided to affected staff, tenants, and/or work sites.
16. The Airport will provide all consumable products through its agreements with its current supplier, but the Contractor is responsible for tracking inventory of consumable products and informing the Airport if anything is missing or additional/different products are needed. Contractor will be responsible for the delivery of consumable products to storage areas of each facility. Contractor is solely responsible for restocking of all consumable products (i.e. toilet paper, hand towels, can liners, soap, etc.)
17. Janitorial Service Standards:
 - a. The Contractor is required to lock and secure all buildings, closets, or other applicable areas upon arrival and departure. All costs associated with replacement of lost keys, compromised SIDA badges, unauthorized access, and/or security breaches shall be the sole responsibility of the Contractor. The Contractor will be responsible for any costs associated with the aforementioned.
 - b. Any service that would have a significant impact on operations (i.e. detailed carpet cleaning that would require closure of an area in the terminal) must be completed between the hours of 0030-0330 unless otherwise arranged and approved by the Airport in advance.

- c. The Contractor shall be properly equipped and trained to remove all bio-hazardous waste during routine cleanings at all proposal locations.
18. All risk of loss and damage to the contractor's equipment or personal injury shall be borne by the Contractor except as indicated herein. Any environmental conditions that may cause or contribute to equipment damage or personal injury shall be promptly reported. The Airport shall promptly investigate the condition or correct the problem. Contractor shall be responsible for all damage caused to Airport property through their negligence or lack of adherence to appropriate safety procedures.
19. The Contractor and their employees will comply with all local ordinances and regulations governing the performance of services required herein and shall comply with all instructions pertaining to the conduct of persons on Airport premises.
20. Contractor employees are required to carry an "on-call" cell phone (provided by Contractor) 24 hours per day. This number must be provided to Airport personnel.

TECHNICAL SPECIFICATIONS

Glossary of Terms

These standards are an outline of general expectations of cleanliness but are not meant to replace or supersede the latest industry standards or materials or equipment manufacturers' recommendations. Each of the Contractor's employees shall be equipped with the necessary equipment to carry out the proper performance of the cleaning specified. This equipment shall be available and in the possession of the Contractor's employees at all times while carrying out their duties.

- a) **Clean** – remove ALL dirt, stains, marks, debris and foreign materials.
- b) **Spot Clean** – remove visible dirt, debris, stains, spills, smudges, or marks as directed in the performance specification.
- c) **Scrub** – rub an object hard enough with the appropriate cleaning tools such as a scrub brush, cleaning pad, cleaning sponge, clean rag, etc. until the surface is clean
- d) **Sanitize** – The application of hot water and mixture of a germicidal cleaning solution to surfaces to kill or neutralize 99.9% of material containing or supporting the growth of bacterial/viral organisms. All surfaces shall be free of material containing living bacteria, viruses or other contaminants that can cause infections and foul odor.
- e) **Wet Mop** - To clean with the use of hot water and mixture of germicidal cleaning solution to remove spills, stains, dirt, debris and other contaminants or foreign objects. This will require the use of a clean cotton or similar yarn type string mop (24oz minimum). Several applications may be necessary to remove buildup of foreign materials. Mop bucket and cleaning solution shall be changed out when the dirty water no longer contains adequate cleaning solution or hot water. The mop bucket and mop will be rinsed out completely when finished at the end of each shift. Mops will be hung to dry. When wet mopping is finished, the surface(s) will present a uniform appearance, free of streaks, smudges, heel marks, or any other materials which can be reasonably removed through this cleaning method. If these items still exist, the area may require a 'SCRUB' (see above) and then mopped again. All splash marks/spots on the walls or cove base, furniture and fixtures shall be removed before completion of the wet mopping task
- f) **Dry Mop** – To clean with the use of a dust mop to pick up dust, dirt, crumbs, foreign materials etc. that are littering the floor. This will require a standard dust mop.
- g) **Polish** – Use of cleaning cloth and mild cleaning agent to make surface smooth and glossy by applying friction/pressure to remove streaks and smudges. Appropriate types of cleaning agents will be used based on the surface.
- h) **Dust** – To make clean by brushing or wiping dirt and dust from any surface. Use of a cotton cleaning cloth or standard industry dusters would be appropriate for this task. Dusters and clothes should be cleaned or changed periodically.

Minimum Specifications

a) Minimum Standards for Vacuum cleaning

- a. All electric powered vacuums will be of a type that uses a filter that can substantially and effectively remove harmful particles including dust, mold spores, and most microscopic respiratory irritants and allergens and must be HEPA type or equivalent. All vacuum filters must be replaced or cleaned once filled.

b) Detailed Carpet Cleaning

- a. Pre-vacuum all carpeted areas prior to cleaning. Pre-treat carpet as necessary with pre-treatment spray & spot-clean as necessary to remove stubborn stains. Shampoo carpets via the hot-water extraction method as outlined below. Speed-dry carpet using air movers/blowers to ensure carpet is dry by 0330.
- b. Contractors shall maintain familiarity with fiber producers and carpet manufacturers and their cleaning requirements. Contractors should be aware of different methods of cleaning such as: Absorbent Compound, Absorbent Pad or Bonnet (Dry), Dry Foam Cleaning, Shampoo Cleaning method and Steam Cleaning (Hot Water Extraction). Steam Cleaning (Hot Water Extraction) method is recommended cleaning for this contract, however, Contractors should be aware of other methods of cleaning and recommend the most effective method to accomplish desired results for the Airport.
- c. The Contractor shall make careful inspections of all articles to be cleaned, noting spots, stains, discolorations, faded areas, tears, loose tufts or misshapen weave, and general wear and use conditions. PRIOR TO CLEANING, the Airport shall be advised in writing of any conditions that prevent articles from being cleaned satisfactorily because of stains, fading, discoloration's (e.g., delayed actions: sugar stains), or other conditions that may not be entirely removed by the usual professional cleaning operations. The Airport shall then determine whether or not to authorize the contractor (in writing) to proceed with the service.
- d. Stains shall be removed by an accepted cleaning method that will not jeopardize the serviceability or mar the appearance of the rug or carpet. Articles shall be pre-spotted before cleaning in order to remove stains and heavy traffic area patterns. Carpets must be inspected after drying for spots and stains at which time any finishing work can be done, such as re-spotting, touching up or re-cleaning when necessary. The cleaning process shall be safe and harmless to the rug or carpet and shall leave no lingering or objectionable odors.
- e. Hot-Water Extraction Method for Carpet Cleaning:
 - i. Carpet shall be cleaned with water that has a temperature high enough to be effective.
 - ii. The cleaning process shall remove all traces of visible dirt, grime, and soil from rugs, leaving them free from residual matter.
 - iii. Following wet-type cleaning and rinsing, a minimum of 85% of the water must be removed.

- iv. Only self-contained units are to be used.
- v. Before drying, rugs/carpet shall be brushed to restore flattened pile to its natural lay. Rugs shall then be thoroughly dried in a safe manner and vacuumed to remove lint. Neutralizing of any chemicals will be done at this time where applicable.
- vi. Carpets shall be carefully protected from soiling or damage after cleaning.
- vii. The soil retardant applied under the provisions of this contract must be Scotchguard, Zepel, or equal and shall meet all current Environmental Protection Agency requirements. It shall be capable of protecting carpet against dirt, water-based spills and oil-based spills. Treated carpet shall be able to demonstrate repellence when tested by both mineral oil and tap water after applications. Soil retardant shall be applied directly to carpeting following carpet cleaning. Soil retardant shall be applied in accordance with the manufacturer's instruction using equipment approved by the manufacturer.

f. **Low-Moisture Method for Carpet Cleaning**

- i. Spot extract heavily soiled areas as necessary and pre-treat spots.
- ii. Apply Whittaker's Crystal Dry Low Moisture Cleaner or equivalent with Whittaker GLS Machine or equivalent
- iii. Cleaning agents must be re-soil neutral or re-soil negative
- iv. Use of rotary shampoo and/or spin bonnets is prohibited.
- v. Use of agents with optical brighteners is prohibited.

- g. The Contractor is responsible for small furniture moving including seating, chair mats and walk-off mats, when necessary, in order to clean all flooring surfaces. Contractor will not be required to move safes, desks, filled file cabinets, data processing equipment or other heavy sensitive furniture and equipment.

c) **Minimum Specification for Ceramic Floor Tile Cleaning**

- a. Sweep or dust-mop all flooring prior to cleaning. Mechanically scrub with hot-water and an enzyme-based cleaning product to remove all dirt, slime, grime, mold, wax, etc. from floor surface. Rinse thoroughly with hot-water only & vacuum and/or mechanically extract water from surface. Remove remaining surface moisture with blowers/dryers, etc. & ensure no residue of any kind remains.

d) **Minimum Specifications for Slate Floor Tile Cleaning**

- a. Dry mop all flooring prior to cleaning. Mechanically scrub with hot-water only to remove all dirt, slime, grime, mold, wax, etc. from floor surface. Rinse thoroughly with hot-water only and vacuum and/or mechanically extract water from surface. Remove remaining surface moisture with blowers or dryers and ensure no residue of any kind remains.

e) **Minimum Specifications for Detailed Terrazzo Floor Cleaning**

- a. Dry-mop and sweep the terrazzo surface prior to cleaning.
- b. Machine scrub with appropriate burnishing pad and a neutral cleaner.
- c. Pick up dirt and debris with wet-vacuum and rinse completely.

- d. Allow floor to completely air-dry before proceeding.
- e. Re-seal with three coats of finish. Allow a minimum of twenty-five (25) minutes dry-time between coats.
- f. Burnish with appropriate pad to gain a high-luster finish.

f) Minimum Specifications for Detailed Window Cleaning

- a. The scope of work is to perform window cleaning service for all interior glass, windowsills, staircases, and beam ledges that are accessible using nothing more than a step ladder (i.e. this does not include exterior glass on the parking garage lobby).
- b. All window cleaning services will be completed with minimal disruption to normal business activities.

g) Minimum Specifications for Stripping and Waxing Floors

- a. Strip all old finish from floor. Rinse with cold water until no residue remains.
- b. Dust floor to remove all fine particulate matter.
- c. Apply 4 medium, even coats.
- d. Allow 20-30 minutes of drying time between each coat.
- e. Apply no more than 4 coats within 24 hours. Heavy coats or inadequate drying time between coats may result in increased stickiness and dirt retention.

ATTACHMENTS

ATTACHMENT A – Minimum Qualifications

ATTACHMENT B – Proposal Form

ATTACHMENT C – Janitorial Proposal Package

ATTACHMENT D – Form of Bid Bond

ATTACHMENT E – Non-Collusion Affidavit Statement

ATTACHMENT A – MINIMUM QUALIFICATIONS

Please check the applicable box to signify compliance or non-compliance to each minimum qualification. Describe exactly how you achieve each minimum qualification or why you don't meet any qualification. The determination that you have achieved all the minimum qualifications is made from this document or a document with the **same** information.

Item #	Minimum Qualification	Complies	Does <u>Not</u> Comply	Explain your answer, describe how you meet (or why you don't meet) the minimum qualification and attach any necessary documentation
1	Contractor shall have a minimum of three (3) years' experience in providing similar commercial services			
2	Contractor shall have successfully performed at least two contracts of a similar size with a public or private agency			
3	Qualifications of Supervisor: All on site representative personnel engaged in directing shall possess at least 2 years of recent (within the last 5 years) experience in directing cleaning operations in a similar to the approximate size of the buildings to be cleaned under this contract.			

ATTACHMENT B – PROPOSAL FORM

1. Having carefully examined the sites, the proposal documents, and Specifications for the **Sioux Falls Regional Airport Janitorial Services**, the undersigned proposes to furnish all labor, materials and equipment required to perform all work in accordance with the above named documents for the following price:

YEAR 1: February 1, 2025 thru January 31, 2026

ITEM NO.	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
1	Public Area Restrooms		
2	Public Area Family Restrooms		
3	Terminal – Main Lobby		
4	Terminal – 2 nd Floor, Stairs, Escalators		
5	Public Area Nursing Room		
6	1 st Floor Conference Room		
7	Airport Administration Office		
8	Sidewalk, Median, Curbs		
9	Skywalk, Parking Garage Lobbies		
10	Sterile Area Concourse Hallway, Gate Areas, and Jet Bridges		
11	Pet Relief Area		
12	Gate 3 Restrooms		
13	Gate 5 Restrooms		
14	Sterile Area – Family Restroom		
15	Business Lounge		
16	Screening Checkpoint		
17	Same Day Building		
18	TSA Breakroom		
19	CBP Office		
20	Terminal / Parking Garage Windows – Interior		
TOTAL PRICE			

YEAR 2: February 1, 2026 thru January 31, 2027

ITEM NO.	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
1	Public Area Restrooms		
2	Public Area Family Restrooms		
3	Terminal – Main Lobby		
4	Terminal – 2 nd Floor, Stairs, Escalators		
5	Public Area Nursing Room		
6	1 st Floor Conference Room		
7	Airport Administration Office		
8	Sidewalk, Median, Curbs		
9	Skywalk, Parking Garage Lobbies		
10	Sterile Area Concourse Hallway, Gate Areas, and Jet Bridges		
11	Pet Relief Area		
12	Gate 3 Restrooms		
13	Gate 5 Restrooms		
14	Sterile Area – Family Restroom		

15	Business Lounge		
16	Screening Checkpoint		
17	Same Day Building		
18	TSA Breakroom		
19	CBP Office		
20	Terminal / Parking Garage Windows - Interior		
TOTAL PRICE			

YEAR 3: February 1, 2027 thru January 31, 2028

ITEM NO.	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
1	Public Area Restrooms		
2	Public Area Family Restrooms		
3	Terminal – Main Lobby		
4	Terminal – 2 nd Floor, Stairs, Escalators		
5	Public Area Nursing Room		
6	1 st Floor Conference Room		
7	Airport Administration Office		
8	Sidewalk, Median, Curbs		
9	Skywalk, Parking Garage Lobbies		
10	Sterile Area Concourse Hallway, Gate Areas, and Jet Bridges		
11	Pet Relief Area		
12	Gate 3 Restrooms		
13	Gate 5 Restrooms		
14	Sterile Area – Family Restroom		
15	Business Lounge		
16	Screening Checkpoint		
17	Same Day Building		
18	TSA Breakroom		
19	CBP Office		
20	Terminal / Parking Garage Windows - Interior		
TOTAL PRICE			

TOTAL PROPOSAL (Year 1 Annual + Year 2 Annual + Year 3 Annual) \$ _____
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2. **WITHDRAWAL** - The above proposal will not be withdrawn within thirty (30) days after the actual date of the opening hereof.
3. **CONTRACT**- If the undersigned is notified of acceptance of this Proposal within thirty (30) days of the time set for opening of bids, he/she agrees to execute a contract for the above stated sum, as required by law, and that he/she will begin work with Notice to Proceed.
4. **SIGNING AUTHORITY** – By signing below, the undersigned hereby acknowledges that they are authorized and duly bound to execute this Proposal Form on behalf of the Service Provider named here below.

5. **SERVICE PROVIDER VERIFICATION** - The bidder is instructed to provide with this bid submittal the following registration and identification numbers.

SOUTH DAKOTA BUSINESS LICENSE NO.

(insert number here) _____

EMPLOYMENT IDENTIFICATION NO.

(insert number here) _____

6. **ADDENDA** - Receipt of Addenda(s) numbered _____ is hereby acknowledged.

SERVICE PROVIDER - _____

SIGNED - _____

Print name and title

ADDRESS - _____

TELEPHONE - _____

DATE - _____

NOTE: PLEASE PUT NAME OF PROJECT ON ENVELOPE CONTAINING PROPOSAL DOCUMENTS.

ATTACHMENT C - JANITORIAL PROPOSAL PACKAGE

Submission Requirements: Responses should be clearly marked so that there is no doubt in the readers mind what section the Contractor is responding to. Proposals should be thorough and detailed as possible so that Airport may properly evaluate your capabilities to provide the required goods/services. Contractors are required to submit the following items as a complete proposal:

Section A- Minimum Qualifications: submit (Attachment A) detailing how you meet the minimum qualifications

Section B – Proposal Form: The Contractor should complete and return the Proposal Form (Attachment B)

Section C - Technical Proposal

1) Management Plan

The management plan should be limited to no more than 10 typewritten pages, including any charts, resumes, lists, and brochures.

The Management plan should include:

- a) An organizational chart identifying key personnel both on site and off site;
- b) The management plan should identify all individuals considered key to the success of this contract and outline their roles and responsibilities and levels of authority.
- c) Resume(s) for no more than 3 key management and technical individual(s) designated to have supervisory authority for any person considered key to the successful administration of the contract. For proposed key positions which you have not identified a specific employee, state that qualification for the position and the recruitment approach you will use to fill it. For each key person, indicate how the individual's background, education, and experience qualify him or her for the position;
- d) Describe your management approach and how it supports accomplishing the work described herein. Describe your proposed organization sufficiently to enable the evaluators to understand the proposed structure, staffing, distribution of authority, and distribution of work functions;
- e) Discuss use of sub-contractors and illustrate how you will secure qualified subcontractors and manage their performance. Describe how you will provide opportunities for small and disadvantaged businesses. Discuss your approach to labor relations and illustrate how your approach has been effective; and
- f) Describe your approach for the smoothest possible transition from the current custodial team (conducted by Airport employees) and achieving full contract capability on the first day of the contract. Show how you will ensure the necessary staffing, equipment, materials and management systems will be in place.

2) Quality Control Plan (QCP) – Limit to 10 pages

The quality control plan should describe the Contractor's quality approach. Discuss how the organizational structure, processes, procedures, and resources will be applied to

implement quality management in all areas of the contract. Specifically address the following:

- a) Quality System – Discuss how your company provides and maintains an effective Quality Management system that defines quality, including both quality control and quality assurance methods. Quality control (QC) is concerned with internal processes while quality assurance is the methodology to evaluate and document consistent conformance to the requirements of the Agreement. Provide a copy of your Quality Manual, if developed (does not count toward the page limitation).
- b) Corrective Action – Discuss your company’s procedures for detecting causes of non-conformance, initiating corrective actions, controlling their implementation, verifying their effectiveness, and documenting procedural changes to prevent reoccurrence.
- c) Customer Service Philosophy – Describe the Contractor’s proposed methods and techniques for assessing and measuring customer needs, wants, preferences and degree of satisfaction.
- d) Propose what KPI’s you would use to measure performance for this contract.
- e) Technical
 1. Provide a statement of work that describes the tasks and processes that will be performed, the methodologies and techniques that will be used, and the personnel and non-personnel resources that will be applied to achieve the overall contract objectives and the functional results specified in RFP. The statement of work will describe the work requirements proposed by the Contractor to successfully meet the specified contract outcomes. State work task units and population and frequencies as appropriate to the work requirements.
 2. Discuss the unique problems associated with Airport janitorial care and how the statement of work proposes to address them. Describe the performance metrics and the quality standards that will determine successful accomplishment of the work tasks, e.g., response times for emergencies, supply outages, etc.
 3. For any non-recurring work, the proposal shall clearly distinguish between the prime Contractor’s and the subcontractor’s work and responsibilities.

Section D References

Provide a list of no more than five (5) relevant active contract references with the following information:

- company name;
- contact name;
- phone number; and
- e-mail address.

Your company must have contracted with them for a minimum of 12 months or completed contracted work within the last five (5) years. Relevant contracts are defined as contracts for custodial services of the similar size and scope contemplated herein.

ATTACHMENT D – FORM OF BID BOND

FORM OF BID BOND

Herewith find deposit in the form of a _____ (state whether certified check, cashier's check or bid bond), for the amount of \$ _____, which amount is not less than five percent (5%) of the total bid.

Signature

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____

Principal, and _____, as

Surety, are held and firmly bound unto the **Sioux Falls Regional Airport Authority**, as Obligee, in the penal sum of _____ DOLLARS, for payment of which the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The Condition of this Obligation is such that if the Obligee shall make any award to the Principal for _____ according to the terms of the proposal or bid made by the Principal therefor and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said Proposal or bid and award and shall give bond for the faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall in case of failure so to do, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS _____, DAY OF _____, 20__.

BY: _____

Principal

(ORIGINAL SEAL HERE)

BY: _____

Surety

The Bid Bond consists of this form and a Power of Attorney of the Surety evidencing the authority of the signor of this Bid Bond. Both the Bid Bond and the Power of Attorney shall be submitted in a fully executed, hard copy document. The Bid Bond shall have original signatures for the principal and surety and include the surety seal. The Power of Attorney shall be an original document and include the corporate seal of surety represented. Submission of copies will render bid non-responsive.

**ATTACHMENT E – NON-COLLUSION AFFIDAVIT
STATEMENT**

NON-COLLUSION AFFIDAVIT STATEMENT

STATE OF SOUTH DAKOTA

ss

NON-COLLUSION AFFIDAVIT

COUNTY OF MINNEHAHA

I, _____, under penalty of perjury under the laws of the State of South Dakota, do state and affirm that the proposal submitted for _____ is genuine and not a sham or collusive, or made in the interest or on behalf of any person not herein named; and further says that said proposer has not directly or indirectly induced or solicited any other proposer on the above work or supplies to put in a sham proposal or any other person or corporation to refrain from proposing this work; and that said proposer has not in any manner sought by collusion to secure to him/her self an advantage over any other proposer or proposers.

(Contractor)

By: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public in and for
the State of South Dakota:
residing at _____

EXHIBITS

EXHIBIT A – Airport Sample Agreement with Terms and Conditions

EXHIBIT B – Schedule of Services

EXHIBIT A – SAMPLE AGREEMENT
JANITORIAL MAINTENANCE SERVICE AGREEMENT

PROFESSIONAL SERVICES AGREEMENT

For Janitorial Services

THIS AGREEMENT, made and entered into this _____ day of _____, 20____ (“Effective Date”), by and between SIOUX FALLS REGIONAL AIRPORT AUTHORITY, hereinafter referred to as “Airport”, and _____, a Company organized and incorporated in the State of _____, hereinafter referred to as “Contractor”.

Contractor shall provide professional services for Janitorial Services at the Sioux Falls Regional Airport. Said services shall be in accordance with the Scope of Work as required in the Request for Proposals (RFP) - Exhibit A, attached hereto.

WITNESSETH:

The parties hereto agree as follows:

1. **TERM:** This Agreement shall begin on the Effective Date and remains in effect for _____ () years from the Effective Date, unless terminated under the terms of this Agreement.
2. **SERVICES:** The Airport agrees to retain Contractor as an independent contractor, and Contractor agrees to act in this capacity to perform the services outlined in Exhibit A attached hereto and incorporated by reference herein, upon the terms and conditions set forth in this Agreement. Contractor agrees to perform the services contracted for herein in a professional and business-like manner and in accordance with the format which may be prescribed by the Airport. The Airport may modify or change the scope of work upon prior written notice to Contractor.
3. **COMPENSATION:** The Airport will pay Contractor per the Proposal Cost Submission (Exhibit B), dated _____, 20____, attached hereto. The negotiated fee for said services shall be billed at least _____, but no more often than monthly, after work is completed. The total compensation for this Agreement shall not exceed the sum total on the Proposal Cost Submission.

The Contractor agrees that any work identified during the project as outside of the original Scope of Work shall be discussed with the Airport prior to execution of such work. A separate written scope and fee will be prepared and forwarded to the Airport for consideration. Any work completed by the Contractor outside of the Scope of Work without express written prior approval from the Airport shall be considered incidental.

4. **EXPENSES:** The Airport shall not be liable to Contractor for any expenses incurred by Contractor for any of its acts except as specifically agreed to and set forth in Exhibit B.
5. **PAYMENT:** Contractor will send its applications for payment to:

Sioux Falls Regional Airport Authority

6. TERMINATION:

- A. If Contractor fails to perform timely services as set forth herein or otherwise breaches this Agreement for any reason, and such failure continues for 10 days after the giving of notice in writing by the Airport to Contractor, such failure may be a basis for termination of this Agreement by the Airport.
- B. Airport may terminate this Agreement by thirty (30) days' written notice to the Contractor and Contractor may terminate this Agreement by sixty (60) days' written notice; provided, however, the party seeking to terminate this Agreement shall not be in default.
- C. In the event of such termination, the Airport shall pay Contractor for all services rendered and expenses incurred prior to date of termination.

7. COMPLIANCE WITH LAWS: Contractor shall comply with all applicable federal, state, and local laws, regulations and executive orders which are incorporated by reference.

8. DRUG-FREE WORKPLACE: It is the policy of the Airport to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by Contractor, its agents, employees, subcontractors, and successors while on Airport property is prohibited.

9. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION: The Contractor certifies, by execution of this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by executing this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this Agreement.

10. OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY RIGHTS:
The Airport shall be the sole owner of any works of authorship, data, software, files, designs, layouts, artwork, drawings, photographs, notes, notebooks, documents, models, materials, processes, inventions, improvements, and discoveries conceived, developed, produced, or provided by it and/or Contractor in connection with this Agreement (the "Work Product"), and the Airport shall be the sole owner of any and all intellectual property rights and other rights in any such Work Product. Contractor hereby assigns all right, title and interest in and to any Work Product Contractor conceives, develops, produces, provides, or contributes to, in connection with this Agreement, including but not limited to any patents, copyrights, mask works, or other intellectual property rights. Contractor further agrees to execute any documents necessary or desirable for perfecting the Airport's ownership of such Work Product and all rights associated therewith. It is expressly agreed and understood that the obligations of Contractor under this Section shall survive the termination of this Agreement.

11. **MATERIALS:** Upon request of the Airport or upon termination or completion of this Agreement, Contractor shall return any materials provided by the Airport. Any materials purchased by Contractor and for which Contractor has been reimbursed shall also be sent to the Airport upon request of the Airport or upon termination or completion of this Agreement.

12. **ENDORSEMENT OF PLANS:** Contractor shall place its written endorsement on all plans, specifications, reports, or documents developed by Contractor.

13. **ASSIGNMENTS:** This Agreement is binding on the parties and their heirs, successors, and assigns. Neither party may assign or transfer its interest, in whole or in part, without the other party's prior written consent.

14. **LEGAL CLAIMS AND ATTORNEY FEES:**

A. Each party hereto shall promptly report to the other any claim or suit against it arising out of or in connection with Contractor's duties. The Airport and Contractor each have the right to compromise and defend the same to the extent of its own interest; provided the defense of the same has not been tendered and accepted by the other party.

B. In the event either party requires the services of an attorney in connection with enforcing the terms of this Agreement or in the event suit is brought for the recovery of fees or other sums or charges otherwise payable to Contractor, the prevailing party will be entitled to reasonable attorneys' fees, consultant's fees, witness fees and other costs, both at trial and on appeal.

15. **SUBCONTRACTORS AND PROMPT PAYMENT OF SUBCONTRACTORS:**

Contractor shall not subcontract any part of its performance under this Agreement without the prior written approval of the Airport. In requesting such approval, Contractor must provide the Airport with the name of the proposed subcontractor, the nature of the services to be performed, and a copy of the proposed subcontract which, at a minimum:

A. Includes the same information required of Contractor in this Agreement, inclusive of all sections therein, and

B. Restricts the subcontractor from adding any mark-up to its reimbursable expenses and its all-inclusive billing rates.

If such approval is given, Contractor shall be responsible for services performed by subcontractors to the same extent as if the services were performed by Contractor.

16. **TITLE VI ASSURANCES:** Contractor, for itself, its agents, employees, subcontractors, and successors, agrees to abide by and comply with all provisions and regulations of Title VI of the Civil Rights Act of 1964, and as said regulations and law may be amended. No person on the grounds of race, color, or national origin may be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination by Contractor, its agents, employees, subcontractors, and successors. In the event of noncompliance with this nondiscrimination provision, Sioux Falls Regional Airport Authority has the right to terminate this Agreement.

The Airport also maintains the right to review any agreements the Contractor has with its subcontractors that perform work as part of this Agreement to ensure its agreements include language that requires compliance with Title VI.

17. **ANTI-KICKBACK:** No officer or employee of the Airport, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted, or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
18. **STANDARD OF PERFORMANCE:** Contractor, in carrying out its responsibilities, acts, and duties, shall observe and meet the standard of an experienced and qualified professional contractor familiar with the PBB and BHS Maintenance industry, performing similar services under similar conditions.
19. **ACCESS, APPROVALS and PERMITS:** The Airport shall arrange for access to and make all provisions for Contractor to enter Sioux Falls Regional Airport Authority property as required for Contractor to perform its services. Except as may be provided in individual agreements, the Contractor shall furnish appropriate approvals and permits from all governmental authorities having jurisdiction over the project and such approval and consents from others as may be necessary for completion of the project.
20. **AIRPORT BADGING AND SECURITY:** Each employee of Contractor and its subcontractors must, at all times, wear a badge issued by the Airport while working in an area that requires the badge to be displayed. Contractor shall be responsible for the cost of the initial badges and any replacements thereof.

The Transportation Security Administration may assess fines and/or penalties for Contractor's non-compliance with the provisions of 49 CFR Part 1540 and 1542, as amended from time to time, or by agencies for noncompliance with laws or regulations applicable to Contractor's operations at the Airport. Within 10 days after receiving written notice from the Airport stating the amount of any fine or penalty, Contractor shall reimburse the Airport for any fine or penalty assessed against the Airport because of Contractor's non-compliance with applicable laws or regulations.

21. **MAINTENANCE OF RECORDS:** Contractor shall make available to the Airport's auditor, or his fully authorized representative, all records created as a result of the Agreement including pertinent information which Contractor shall have kept in conjunction with this Agreement and which the Airport may be required by law to include or make part of its auditing procedures, or which may be required for the purpose of funding the service contracted for herein. Contractor agrees to maintain a copy of said records for a minimum of seven (7) years following completion of its services.
22. **CONFLICTS OF INTEREST:** If an actual or potential conflict arises between the Airport's interests and the interests of other client(s) Contractor represents, Contractor shall immediately notify the Airport in writing. The Airport shall issue a letter of consent or non-consent to Contractor's representation, potential or otherwise, of the other client(s) within 10 Business Days after receipt of Contractor's notice. If the Airport issues a non-consent letter, the Airport may immediately terminate this Agreement unless Contractor promptly terminates its representation, potential or otherwise, of the other client(s) whose interests are or may conflict with those of the Airport.

23. INSURANCE:

- A. Contractor shall carry Professional Liability insurance coverage, including coverage for job supervision, in the minimum amount of \$2,500,000 per claim and \$5,000,000 in aggregate.
- B. Contractor shall, at its expense, maintain insurance in full force and effect during the term of this Agreement in such amounts as to meet the minimum limits of liability specified below and insurance shall be placed with companies or underwriters authorized to do business in the State of South Dakota. Failure to obtain and maintain such insurance shall constitute a default under this Agreement. The insurance policy(ies) shall be the standard comprehensive general liability insurance coverage with aircraft exclusion deleted and shall include, but not by way of limitation, bodily injury; property damage; products liability; and contractual coverage. Contractor shall also maintain a vehicular policy insuring any of its vehicular operations on the Airport and the policy shall be issued by a company authorized to do business in the State of South Dakota. Contractor shall promptly, upon execution of this Agreement, furnish to the Airport appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of this Agreement. The coverage shall not be less than \$1,000,000 combined single limit or split limits equal to and not less than \$1,000,000, for bodily injury and property damage with respect to each occurrence; such limits subject to periodic adjustments. The insurance policies shall not be subject to cancellation except after notice to the Airport by registered mail at least thirty (30) days prior to the date of such cancellation. Where any policy(ies) has/have normal expirations during the term of this Agreement, written evidence of renewal shall be furnished to the Airport at least thirty (30) days prior to such expiration. The Airport, its staff, and employees shall be named as additional insured on Contractor's Comprehensive General Liability coverage, with respect to Contractor's use of the Airport and the Premises which are subject of this Agreement. Upon written request by the Airport, Contractor shall permit the Airport to inspect all originals of all applicable policies. Required additional insured language is as follows: "The Airport, its Board Members, agents and employees are additional insured with respects to Liability arising out of the operations of the named insured."

24. INDEMNIFICATION:

- A. The Contractor shall indemnify the Airport, its elected and appointed officials, agents, employees, and representatives (collectively, the "Constituents") from only that portion of any liability that is caused by any negligent act, error, or omission by the Contractor with regard to the professional services it has performed for the Airport, as such liability is finally determined after trial and any appeal thereof. The Airport and the Constituents shall not have comparative fault for selection, administration, monitoring, or controlling the Contractor, or in approving or accepting the Contractor's work. This paragraph shall not nullify, extend, or expand any statute of limitations that is otherwise applicable to any negligence or other claim against the Contractor. This indemnification is not intended to and does not alter or interfere with any duties that the Contractor may have under its insurance agreements, such as the duty to cooperate fully with the

insurer in defending any claims, the duty to obtain the consent of the insurer to pay or compromise any claim, or the duty to refrain from prejudicing the insurer's subrogation rights. This indemnification is solely for the benefit of the Airport and the Constituents and no third-party beneficiary or other rights shall be created under this provision.

- B. Contractor hereby agrees to release and hold harmless the Airport and Constituents from any damages to the Contractor caused by noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the operation of aircraft landing at or taking off from, or operating at or on the Airport; and the Contractor does hereby fully waive, remise and release any right or cause of action which it may now have or which it may have in the future against the Airport, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particles, and all other effects that may be caused or may have been caused by the operation at or on the Airport.
 - C. Contractor further agrees to hold the Airport and Constituents free and harmless for any claims arising out of the damage, destruction or loss of any or all of Contractor's equipment excluding any claims arising out of the sole negligence of the Airport, its Constituents.
25. **SURVIVAL OF INDEMNITIES:** All indemnities provided in this Agreement shall survive the expiration or any earlier termination of this Agreement. In any litigation or proceeding within the scope of any indemnity provided in this Agreement, Contractor shall, at the Airport's option, defend the Airport at Contractor's expense by counsel satisfactory to the Airport.
26. **AUTHORIZATION TO PROCEED:** Contractor will not begin work on any of the services listed until the Airport provides written direction to proceed.
27. **FORCE MAJEURE:** Neither the Airport or Contractor shall hold the other responsible for damages nor delay in performance caused by acts of God, pandemic, strikes, lockouts, accidents, or other events beyond the control of the other.
28. **SERVICES & DELIVERABLES:** Unless this Agreement is terminated as specified herein by reason of substantial failure of either party to fulfill its obligations under this Agreement, Contractor shall perform all services specified in this Agreement. The Airport is not obligated to pay any fees or expenses which specifically involve negligent acts or omissions on the part of Contractor.
29. **SUBMISSION OF AGREEMENT:** The submission of this document for examination and negotiation does not constitute an offer or Agreement. This document shall become effective and binding only upon execution and delivery hereof by an authorized representative of each the Airport and Contractor. No act or omission of any officer, employee or agent of the Airport shall alter, change or modify any of the provisions hereof.
30. **RELATIONSHIP OF THE AIRPORT AND CONTRACTOR:** The parties hereto specifically agree that Contractor is an independent contractor, and not an employee, servant, or partner of the Airport. The provisions of this Agreement shall be construed to permit the Airport to direct and control the end result of Contractor's efforts, not the

methods by which they are accomplished. The Airport shall not withhold from compensation paid to Contractor any of the following: income tax, social security, workers' compensation, or unemployment tax. Contractor also acknowledges Contractor and Contractor's employees shall not be eligible for any benefits the Airport provides to its employees, and expressly waives any right to such benefits. In the event a court should decide, notwithstanding this provision, that such sums or benefits are due, or should Contractor be deemed an employee, Contractor agrees to be personally liable for such taxes or sums that may be due thereby and agrees not to be bound by the South Dakota Workers' Compensation Act. This provision shall be binding upon the assigns and administrators of the parties hereto.

31. **APPLICABLE LAW; VENUE; WAIVER OF TRIAL BY JURY:** This Agreement, and the rights and obligations of the parties hereto, shall be construed and enforced in accordance with the laws of the State of South Dakota without regard to its choice of law provisions. Jurisdiction and venue for any action on or related to the terms of this Agreement shall be exclusively in either the United States District Court for South Dakota at Sioux Falls or state circuit court situated in Minnehaha County, South Dakota, and the parties irrevocably consent to the personal jurisdiction of such courts over themselves for the purposes of determining such action and waive any right to assert a claim for inconvenient forum. In any action on or related to the terms of this Agreement, the parties (for themselves and their successors and assigns) hereby waive any right to trial by jury and expressly consent to trial of any such action before the court.
32. **SEVERABILITY:** Should litigation be commenced regarding the enforceability of the provisions of this Agreement, and should a court of competent jurisdiction deem that any of the covenants contained herein are unreasonable with respect to time, geography or otherwise, such covenant shall not be deemed wholly invalid, but the parties agree said court shall have the right and power to reform and reduce the restrictive provisions thereof in order to make it enforceable to the maximum extent permitted by law and the parties hereby authorize and instruct the Court to do so.
33. **CONTRACTOR'S WARRANTIES:** Contractor warrants to the Airport that Contractor, and Contractor's owners and employees are not subject to any non-compete agreement or similar agreement or allegation which would prevent Contractor, its owners and/or employees from providing services to the Airport hereunder or limit the services Contractor may provide for the Airport, and that in performing its obligations under the Agreement, Contractor will not infringe on the rights of any other person for whom Contractor, its owners and employees have provided services (whether as an employee, independent contractor, consultant or otherwise).
34. **ENTIRE AGREEMENT/AMENDMENT IN WRITING:** This Agreement contains the entire agreement of the parties. There are no other promises, inducements, representations or other agreements between the parties except as set forth herein. The terms of this Agreement may be amended only in writing signed by both parties.
35. **COUNTERPARTS/ELECTRONIC SIGNATURES/ELECTRONIC DELIVERY:** This Agreement may be executed in one or more multiple copies or counterparts all of which shall be deemed one and the same Agreement and all of which shall be deemed originals. Delivery of signatures to this Agreement by any party hereto via electronic means (e.g., "pdf" copies via e-mail, facsimile, or similar method) shall be valid and binding upon such party as the original signature of such party for all purposes hereunder.

Attachments:

Exhibit A: Janitorial Services Request for Proposals

Exhibit B: Completed Minimum Qualifications Form

Exhibit C: Signed Proposal Form

Exhibit D: Signed Bid Bond

Exhibit E: Signed Non-Collusion Affidavit

IN TESTIMONY WHEREOF, witness the signature of the parties hereto the day and year first above written:

Sioux Falls Regional Airport Authority

By: Daniel Letellier
Executive Director

Contractor

Name: _____
Title: _____

EXHIBIT B – SCHEDULE OF SERVICES

Public Area

Location	Terminal Building - Public Area							
Scope	Men's and Women's Restrooms							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	3	3	3	3	3	3	3
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	2	2	2	2	2	2	2
3	Clean/Sanitize Stainless Steel		1		1		1	
4	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.	6	6	6	6	6	6	6
5	Clean/Sanitize all Countertop Surfaces	6	6	6	6	6	6	6
6	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles	1	1	1	1	1	1	1
7	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
8	Check waste receptacles - empty and replace liner as necessary	6	6	6	6	6	6	6
9	Check Sanitary Napkin Receptacles - empty and replace liner as necessary	3	3	3	3	3	3	3
10	Polish mirror/glass	2	2	2	2	2	2	2
11	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary	6	6	6	6	6	6	6
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule	1						

Location	Terminal Building - Public Area							
Scope	Family Restrooms (2)							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	1	1	1	1	1	1	1
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall	1	1	1	1	1	1	1

	surfaces							
3	Clean/Sanitize Stainless Steel		1		1		1	
4	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.	3	3	3	3	3	3	3
5	Clean/Sanitize all Countertop Surfaces	3	3	3	3	3	3	3
6	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles	1	1	1	1	1	1	1
7	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
8	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
9	Check Sanitary Napkin Receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
10	Polish mirror/glass	1	1	1	1	1	1	1
11	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary	3	3	3	3	3	3	3
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule	1						

Location	Terminal Building - Public Area							
Scope	Main Lobby (Including Skywalk Lobby, Ticketing, and Bag Claim)							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet	3	3	3	3	3	3	3
2	Scrub all terazzo flooring	2	2	2	2	2	2	2
3	Check and spot-clean and/or wet-mop all terazzo flooring as needed	4	4	4	4	4	4	4
4	Check waste receptacles - empty and replace liner as necessary	3	3	3	3	3	3	3
5	Clean/Sanitize all seating surfaces	2	2	2	2	2	2	2

6	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule		1				1								
7	Clean/Sanitize drinking fountains	1	1	1	1	1	1	1	1						
8	Vacuum floor and dust and sanitize all surfaces in elevators and on elevator door exteriors	1	1	1	1	1	1	1	1						
9	Clean/Sanitize Escalators	1	1	1	1	1	1	1	1						
10	Check and Spot-clean interior windows	1	1	1	1	1	1	1	1						
11	Clean/Sanitize all counter surfaces	2	2	2	2	2	2	2	2						
12	Clean/Mop slatted floors in vestibules	2	2	2	2	2	2	2	2						
13	Check/Spot Clean glass on stairs and escalators	1	1	1	1	1	1	1	1						
	Monthly Performance Specification - Service per month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.		
1	Polish all tainless teel surfaces (including Baggage Carousels, Fire Extinguisher Cabinets, Handrails, etc.)	1	1	1	1	1	1	1	1	1	1	1	1	1	
Location	Terminal Building - Public Area														
Scope	Escalators/Stairs/Second Floor Waiting Area and Security Queuing														
Item #	Performance Specification	# of Services Per Day													
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.							
1	Vacuum all carpeting	3	3	3	3	3	3	3							
2	Scrub all terazzo flooring	2	2	2	2	2	2	2							
3	Check and spot-clean and/or wet-mop all terazzo flooring as needed	4	4	4	4	4	4	4							
4	Check waste receptacles - empty and replace liner as necessary	3	3	3	3	3	3	3							
5	Clean/Sanitize all seating surfaces	2	2	2	2	2	2	2							
6	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule		1				1								
7	Clean/Sanitize Escalators	1	1	1	1	1	1	1							
8	Clean/Sanitize Amnesty Sink	1	1	1	1	1	1	1							

Location	Terminal Building - Public Area							
Scope	Nursing Room							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	1	1	1	1	1	1	1
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	1	1	1	1	1	1	1
3	Clean/Sanitize Stainless Steel			1			1	
4	Clean/Sanitize all countertop and seating surfaces	1	1	1	1	1	1	1
5	Clean/Sanitize exterior of waste receptacles	1	1	1	1	1	1	1
6	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
7	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
8	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule				1			

Location	Terminal Building - Public Area							
Scope	1st Floor Conference Room							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpeting				1			
2	Empty and replace all can liners in receptacles				1			
3	Clean/Sanitize all tables and seating surfaces				1			
4	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule				1			

Location	Terminal Building - Public Area
Scope	Airport Administration Office

Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpets			1			1	
2	Check waste receptacles - empty and replace liners		1	1	1	1	1	
3	Clean/Sanitize the table and all seating surfaces in the Conference Room and Break Room		1	1	1	1	1	
4	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) excluding individual desks in offices						1	
5	Wet-mop and sanitize all hard-surface flooring in restrooms and breakroom		1	1	1	1	1	
6	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces in restrooms and breakroom						1	
7	Clean/Sanitize Stainless Steel in restrooms		1	1	1	1	1	
8	Clean/Sanitize surfaces of sinks/toilets/urinals/etc. in restrooms		1	1	1	1	1	
9	Clean/Sanitize all Countertop Surfaces in restrooms and breakroom		1	1	1	1	1	
10	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles			1			1	
11	Clean/Sanitize interior of waste and sanitary napkin receptacles						1	
12	Check Sanitary Napkin Receptacles - empty and replace liner as necessary		1	1	1	1	1	
13	Polish mirror/glass						1	
14	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary		1	1	1	1	1	
Location	Terminal Building - Public Area							
Scope	Sidewalk, Median, and Curbs							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.

1	Pickup all waste/litter on sidewalks, curb gutters, and median	2	2	2	2	2	2	2
2	Check waste receptacles - empty and replace liners as necessary	2	2	2	2	2	2	2

Location	Terminal Building - Public Area
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Scope	Skywalk and Parking Garage Elevator Lobbies
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Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet	2	2	2	2	2	2	2
2	Scrub all terazzo flooring	1	1	1	1	1	1	1
3	Check and spot-clean and/or wet-mop all terazzo flooring as needed	3	3	3	3	3	3	3
4	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
5	Clean/Sanitize all seating surfaces	1	1	1	1	1	1	1
6	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule				1			1
7	Vacuum floor and dust and sanitize all surfaces in elevator and on elevator door exteriors	1	1	1	1	1	1	1
8	Check and Spot-clean interior windows	1	1	1	1	1	1	1

Sterile Area

Location	Terminal Building - Sterile Area
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Scope	Concourse Hallway, Gate Areas, and Jet Bridges
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Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet	2	2	2	2	2	2	2
2	Check and spot-clean all carpet	3	3	3	3	3	3	3
3	Check waste receptacles - empty and replace liner as necessary	6	6	6	6	6	6	6

4	Clean/Sanitize all seating surfaces	2	2	2	2	2	2	2
5	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule		1			1		
6	Clean/Sanitize drinking fountains	1	1	1	1	1	1	1
7	Check and Spot-clean interior windows	1	1	1	1	1	1	1

Location	Terminal Building - Sterile Area							
Scope	Pet Relief Area							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	1	1	1	1	1	1	1
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	1	1	1	1	1	1	1
3	Clean/Sanitize Stainless Steel	1	1	1	1	1	1	1
4	Clean/Sanitize sink surface	1	1	1	1	1	1	1
5	Clean/Sanitize all Countertop Surfaces	1	1	1	1	1	1	1
6	Clean/Sanitize exterior of dispensers and waste receptacles	1	1	1	1	1	1	1
7	Clean/Sanitize interior of waste receptacles	1	1	1	1	1	1	1
8	Check waste receptacles - empty and replace liner as necessary	1	1	1	1	1	1	1
10	Polish mirror/glass	1	1	1	1	1	1	1
11	Check Paper Towels and Soap Dispensers - replace/refill as necessary	1	1	1	1	1	1	1
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule	1						

Location	Terminal Building - Sterile Area							
Scope	Gate 3 Restrooms							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.

1	Wet-mop and sanitize all hard-surface flooring	3	3	3	3	3	3	3
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	2	2	2	2	2	2	2
3	Clean/Sanitize Stainless Steel		1		1		1	
4	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.	6	6	6	6	6	6	6
5	Clean/Sanitize all Countertop Surfaces	6	6	6	6	6	6	6
6	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles	1	1	1	1	1	1	1
7	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
8	Check waste receptacles - empty and replace liner as necessary	6	6	6	6	6	6	6
9	Check Sanitary Napkin Receptacles - empty and replace liner as necessary	3	3	3	3	3	3	3
10	Polish mirror/glass	2	2	2	2	2	2	2
11	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary	6	6	6	6	6	6	6
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule			1				

Location	Terminal Building - Sterile Area							
Scope	Gate 5 Restrooms							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	3	3	3	3	3	3	3
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	2	2	2	2	2	2	2
3	Clean/Sanitize Stainless Steel		1		1		1	
4	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.	6	6	6	6	6	6	6
5	Clean/Sanitize all Countertop Surfaces	6	6	6	6	6	6	6
6	Clean/Sanitize exterior of dispensers/waste/sanitary napkin	1	1	1	1	1	1	1

	receptacles							
7	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
8	Check waste receptacles - empty and replace liner as necessary	6	6	6	6	6	6	6
9	Check Sanitary Napkin Recptacles - empty and replace liner as necessary	3	3	3	3	3	3	3
10	Polish mirror/glass	2	2	2	2	2	2	2
11	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary	6	6	6	6	6	6	6
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule			1				

Location	Terminal Building - Sterile Area							
Scope	Family Restroom							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Wet-mop and sanitize all hard-surface flooring	1	1	1	1	1	1	1
2	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces	1	1	1	1	1	1	1
3	Clean/Sanitize Stainless Steel		1		1		1	
4	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.	3	3	3	3	3	3	3
5	Clean/Sanitize all Countertop Surfaces	3	3	3	3	3	3	3
6	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles	1	1	1	1	1	1	1
7	Clean/Sanitize interior of waste and sanitary napkin receptacles			1				1
8	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
9	Check Sanitary Napkin Recptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
10	Polish mirror/glass	1	1	1	1	1	1	1

11	Check Toilet Paper, Paper Towels, Seat Covers, and Soap Dispensers - replace/refill as necessary	3	3	3	3	3	3	3
12	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule	1						

Location	Terminal Building - Sterile Area							
Scope	Business Lounge							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet	1	1	1	1	1	1	1
2	Check and spot-clean all carpet	2	2	2	2	2	2	2
3	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
4	Clean/Sanitize all countertops, tables, and seating surfaces	2	2	2	2	2	2	2
5	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) not included in regular cleaning schedule		1			1		
6	Check and Spot-clean interior windows	1	1	1	1	1	1	1

Location	Terminal Building - Sterile Area							
Scope	Screening Checkpoint							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet	2	2	2	2	2	2	2
2	Check and spot-clean all carpet	3	3	3	3	3	3	3
3	Check waste receptacles - empty and replace liner as necessary	2	2	2	2	2	2	2
4	Clean/Sanitize all countertops, tables, and seating surfaces (do not touch any screening equipment or TSA-owned equipment)	2	2	2	2	2	2	2

Other Areas / Specialty Items

Location	Same Day Building							
Scope	Same Day Building							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpet			1		1		
2	Check waste receptacles - empty and replace liner as necessary			1		1		
3	Clean/Sanitize all countertops, tables, and seating surfaces			1		1		
4	Mop all hard surfaces			1		1		
5	Wet-mop and sanitize all hard-surface flooring			1		1		
6	Clean/Sanitize all ceramic/porcelain/slate tile and wall surfaces			1		1		
7	Clean/Sanitize Stainless Steel			1		1		
8	Clean/Sanitize surfaces of sinks/toilets/urinals/etc.			1		1		
9	Clean/Sanitize all Countertop Surfaces			1		1		
10	Clean/Sanitize exterior of dispensers/waste/sanitary napkin receptacles			1		1		
11	Clean/Sanitize interior of waste and sanitary napkin receptacles			1		1		
12	Check waste receptacles - empty and replace liner as necessary			1		1		
13	Check Sanitary Napkin Receptacles - empty and replace liner as necessary			1		1		
14	Polish mirror/glass			1		1		

Location	Terminal Building - Security Offices							
Scope	TSA Breakroom							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpets		1				1	
2	Check waste receptacles - empty and replace liners		1				1	

3	Clean/Sanitize the tables and seating surfaces		1				1						
4	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) excluding individual desks in offices		1				1						
5	Wet-mop and sanitize all hard-surface flooring		1				1						
10	Clean/Sanitize exterior of dispensers and waste receptacles						1						
11	Clean/Sanitize interior of waste receptacles						1						
13	Polish mirror/glass		1				1						
14	Check Paper Towels and Soap Dispensers - replace/refill as necessary		1				1						
15	Check and Spot-clean interior windows		1				1						
	Monthly Performance Specification	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1	Strip and Wax Floor		1						1				

Location	Terminal Building - Security Offices							
Scope	Customs Office							
Item #	Performance Specification	# of Services Per Day						
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	Vacuum all carpets				1			
2	Check waste receptacles - empty and replace liners				1			
3	Clean/Sanitize the tables and seating surfaces				1			
4	Dust all surfaces (including HVAC vents, light fixtures, electrical switches, ledges, etc) excluding individual desks in offices				1			
5	Wet-mop and sanitize all hard-surface flooring				1			
10	Clean/Sanitize exterior of dispensers and waste receptacles				1			
11	Clean/Sanitize interior of waste receptacles				1			
13	Polish mirror/glass				1			
14	Check Paper Towels and Soap Dispensers - replace/refill as necessary				1			
15	Check and Spot-clean interior windows				1			

Location	Terminal Building - Windows												
Scope	Terminal/Parking Garage Windows - Interior												
Item #	Performance Specification	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1	Terminal Windows - Detailed Cleaning	1	1	1	1	1	1	1	1	1	1	1	1
2	Skywalk and Parking Garage Lobbies - Detailed Cleaning	1	1	1	1	1	1	1	1	1	1	1	1

