

REQUEST FOR PROPOSALS
Northwestern Regional Airport Commission

I. Introduction

The Northwestern Regional Airport Commission (NRAC) is requesting bids for **Janitorial Services in the main airline terminal** at the Cherry Capital Airport, 727 Fly Don't Drive, Traverse City, MI 49686.

II. Intent

NRAC is seeking services for a period of not less than (1) one year beginning April 1, 2018. The NRAC will enter into a month to month contract with the contractor that shall continue in effect for a least one year, providing the services rendered are in keeping with the standards set and determined by the NRAC.

Please indicate rate per month.

III. On-site Inspection

A mandatory on-site inspection will be held on Wednesday, January 31, 2018 at 9:00 A.M. at the Cherry Capital Airport Administration Office.

IV. Performance Specifications

Please indicate in your proposal how your company will meet the following:

Equipment

The Contractor will furnish the necessary equipment to accomplish the scope of the work.

Materials

The contractor shall provide all cleaning chemicals, detergents, sanitizers and spot removers.

Work Time

Work time shall be after the last airline flight and before the first flight (est. 12:00 A.M. – 6:00 A.M. each day), seven days a week.

Entrance doors will be locked by the personnel performing this contract from 12:00 A.M. to 3:00 A.M. except when flights are delayed.

The NRAC will supply the contractor with the required amounts of restroom supplies such as toilet tissue and soap for dispensers.

The NRAC requires that a weekly walk through be conducted to ensure a proper level of cleanliness is being strictly adhered to. The contractor shall correct any discrepancies in work quality within two (2) days of such report. Non-compliance shall be considered a breach of contract.

A reference list and brief company history should be attached to proposal.

Staffing

The contractor will have a minimum staffing level that completes all required tasks as stated in the proposal. The NRAC will determine during inspections with the contractor if staffing levels are to be adjusted based on performance.

A supervisor is required to be on site during all cleaning operations. The supervisor will inspect conditions, oversee quality, and answer any questions or calls from the NRAC.

Successful bidders and/or employee will be required to submit to a fingerprint criminal history record check. The cost of the criminal history record check will be that of the successful bidder. All employees must successfully pass and comply with all security training.

All employees shall wear a uniform with the company name. Uniforms shall be approved by the NRAC prior to first use.

Keys will be signed out from an Airport Representative. Any costs associated with keys being lost shall be the responsibility of the successful bidder including replacement of locks in the entire terminal building.

Nightly Performance

1. All carpets to be completely and thoroughly vacuumed once per day by an upright, beater bar type vacuum. These machines shall have a power brush that beats the carpet and combs the nap. Straight suction type vacuums shall be used to maintain edges and hard to reach areas. Approx. 36,300 square feet.
2. Spot removal and carpet cleaning shall be done by employees trained in spot removal per the carpet manufacturers specifications and shall be performed nightly seven days a week. Should this method fail to remove the stain approval shall be obtained in writing from the NRAC. Any and all damages due to not obtaining approval shall be the cost of the successful bidder.

Carpet cleaning shall be conducted in all public areas. All public areas shall receive a complete cleaning using the specified method once a month or as required.

3. All hard surface floors to be thoroughly dry-mopped with a chemically treated dust mop and damp mopped. Approx 8,700 square feet. Successful bidder must provide automatic floor scrubbing machine for all VCT/slate tile.
4. Elevator cabs (2) shall be thoroughly cleaned including walls, floors, doors (inside and out), door tracks, and stainless steel.
5. Mats at all entrances shall be vacuumed or swept both inside and out, door glass and sidelights frames shall be cleaned nightly.
6. Stairways shall be swept and damp mopped.
7. Empty and clean ash/sand urns receptacles – outside.
8. Spot clean lobby and holding room seats, wash as needed.
9. Empty and insert new liners in trash receptacles.
10. Spot clean fingerprints on all glass and stainless steel including offices, shops, display cases, telephones, and vending machines.
11. General dusting of woodwork, windows frames, ticket counters and all other areas where dust will accumulate as needed.
12. Moving of all furniture and equipment shall be by the contractor prior to performing this work and returned to its original position upon completion.
13. Monitors are to be cleaned once per day using glass cleaner on a rag, not sprayed directly onto the monitor.
14. Ticket counters are to be cleaned using an all-purposed cleaner.
15. The luggage conveyer belts stainless steel is to be cleaned once per week.
16. Break room area to be cleaned by washing all tables, chairs, and floor (described above hard surface floors).
17. Drinking fountains need to be cleaned and disinfected each night.
18. Vents and signs over six feet from the floor in all areas are to be cleaned monthly. They are to be free of dust, dirt, stains and smudges. It is the successful bidder's responsibility to provide the required equipment to reach these surfaces.
19. Cleaning in the restroom shall consist of the following:
 - A. water closets, partitions, and walls
 - B. wash basins and wall surfaces
 - C. clean and refill soap dispensers
 - D. clean and refill bathroom toilet tissue dispensers
 - E. clean mirrors
 - F. clean all toilets and urinals and wall surfaces
 - G. clean and empty all waste receptacles
 - H. sweep floors and mop with germicidal cleaner.
 - I. spot clean all restroom walls, thoroughly clean at least once a month
 - J. clean all air vents

20. On a weekly basis vacuum, dust and empty garbage in the airport administration offices.
21. On a monthly basis clean the following areas:
 - a. Wash all lobby and holding room seats completely.
 - b. Polish all tabletops.
 - c. Wash all waste receptacles.
22. At times, the NRAC may need special services that require additional labor hours. The NRAC shall request the janitorial service to supply additional labor as required.

V. Insurance

The contractor shall maintain insurance in companies approved to do business in the State of Michigan for the protection of the NRAC and naming it as an additional insured against claims, losses, costs or expenses arising out of injuries or deaths of persons whether or not employed by the contractor; or against claims, losses, costs or expenses arising from damage to property, whether resulting from the acts or omissions, negligence or otherwise of the contractor or any of its agents, employees, patrons or other persons, and growing out of the use of the said airport premises by the contractor. Such policies shall provide for a liability limit on account of each accident resulting in the bodily injury or death to one person of not less than One Million (\$1,000,000.00) Dollars; a liability limit on account of each accident resulting in bodily injury or death to more than one person of not less than One Million (\$1,000,000.00) Dollars; and a liability limit for each accident resulting in property damage of not less than One Million (\$1,000,000.00) Dollars. If by reason of changed economic conditions the insurance amounts referred to above become inadequate, the contractor agrees to increase the amounts of such insurance promptly upon NRAC's request. The Contractor shall indemnify and hold the NRAC free and harmless from any and all liability, claims, loss, damage, or expenses including reasonable attorney fees, arising by reason of any death, injury, or property damage sustained by any person, including the contractor or any agent or employee of the contractor, where such death, injury, or property damage is caused or allegedly caused by any negligent or intentional act of the contractor or any guest, licensee, or invitee of the contractor. The contractor shall further maintain such other insurance and in such amounts as may from time to time be reasonably required by the NRAC against other insurable hazards which at the time are commonly insured against in the case of premises similarly situated.

The contractor shall furnish evidence to the NRAC of the continuance of said policies by depositing a certificate of insurance evidencing that the insurance requirements are met along with an endorsement providing that

the NRAC is an additional insured. Said policies shall be so worded as to insure thirty (30) day notice of cancellation to the NRAC. Said policies shall also be subject to the approval of the NRAC. The contractor further agrees that a waiver of subrogation clause shall be incorporated into and made a part of said insurance policies to the extent it can be accomplished without prejudice to the contractor rights.

The contractor shall furnish to the NRAC satisfactory evidence that it carries Worker's Compensation Insurance in accordance with the laws of the State of Michigan.

VI. Bid preparation and response

To be considered, bids must be received in the Airport Administration Office 727 Fly Don't Drive, Traverse City, MI 49686 no later than February 14, 2018 at 9:00a.m.

VII. Bid Selection

It is the policy of the Northwestern Regional Airport Commission to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals.

The Northwestern Regional Airport Commission will not be obligated to take the lowest bid. The bid will be awarded based on qualifications to perform the tasks requested. The Airport Commission reserves the right to refuse any and all proposals. The Northwestern Regional Airport Commission will take action on the award of the bid at the February, 2018 regularly scheduled commission meeting. Bidders must be able to meet all bid requirements to begin service on April 1, 2018.

VIII. Right to Request Additional Information

The NRAC reserves the right to request any additional information that it may deem necessary after the bid has been received. NRAC reserves the right to require a presentation by the bidder to it staff or commissioners.

IX. No Reimbursement for bid costs.

NRAC will not pay for any information solicited or obtained. Further the NRAC will not be liable for any costs incurred in bid preparation or contract negotiation.

X. Signatures, Late Bids, Faxed Bids, E-Mailed Bids, Questions

Each bid must be signed by a person authorized to sign contracts on the behalf of the firm. The name of the person signing must be followed by title.

Late bids will not be accepted.

Faxed bids will not be accepted

E-Mailed bids will not be accepted

Questions relating to this bid or the bidding process should be in writing and directed to:

Dan Sal, C.M.
Assistant Director of Operations and Maintenance
727 Fly Don't Drive
Traverse City, MI 49686