

# **REQUEST FOR PROPOSALS JANITORIAL SERVICES AT ST CLOUD REGIONAL AIRPORT**

## **REQUEST FOR PROPOSAL (RFP) PURPOSE**

The City of St Cloud is requesting proposals from vendors to provide janitorial services for the St Cloud Regional Airport (Airport) Terminal and Air Traffic Control Tower.

## **GENERAL**

The St Cloud Regional Airport is owned and operated by the City of St. Cloud. The Airport, a non hub commercial aviation service airport located at 1550 45<sup>th</sup> Avenue SE, Saint Cloud, MN 56304.

## **MINIMUM EVALUATION REQUIREMENTS**

Interested parties must possess three (3) or more continuous years of janitorial service experience and provide a minimum of three (3) references, preferably of the same square footage size facility, indicating janitorial service experience. References must include company, contact person, address and telephone number along with years of service with company, nature of the work done and contract amount.

**SPECIFICATIONS** A building layout may be obtained by emailing Airport Director Bill Towle at [William.towle@ci.stcloud.mn.us](mailto:William.towle@ci.stcloud.mn.us) or from the Airport Administrative office located at: 1550 45<sup>th</sup> Avenue SE, Saint Cloud, MN 56304. Telephone: (320) 255-7292.

## **SERVICE SCHEDULE(S)**

Janitorial services to be provided according to the RFP. This should include costs to perform all required duties and provide staff, equipment, cleaning chemicals and materials necessary to complete the assigned tasks. An alternate bid is requested that includes only the cost to provide staff but would use airport equipment, cleaning chemicals and materials necessary to complete the assigned tasks.

## **TASK SUMMARY:**

Duties shall be completed Monday through Sundays, in the common areas and

identified office areas of the passenger terminal between the hours of 2:00p.m and 6:00 p.m. Times may vary according to airline arrival and departure times.

**TERMINAL BUILDING - Entrance/main area, Ticketing area, Baggage area, Screening/Hold room, area Bathrooms.**

---

Task
Towels, tissue, and soap dispensers shall be checked and restocked daily.
Feminine products (sanitary) receptacles shall be emptied and wiped with sanitizer.
Trash receptacles shall be emptied interior/exterior daily or as needed.
Partition tops and wall fixtures/ceiling vents shall be dusted and wiped clean as needed.
Mirrors shall be cleaned and left streak free.
All surfaces of toilets and urinals shall be cleaned and sanitized daily.
All basins shall be sanitized.
All splash marks shall be removed from walls around basins, toilets, urinals, and partitions.
Floors shall be swept, wet mopped and rinsed with neutral sanitizer as required.
Water fountains shall be cleaned/polished to remove hard water spots as required.
All window sills and interior windows shall be spot cleaned as required.
All door frames and windows shall be cleaned of smudges and finger prints twice weekly.
Wipe all tables.

**TERMINAL BUILDING - All Tile and Carpet floors including entrance, waiting, screening, and secure areas**

Task

**Floors:**

- Tile floors shall be swept and cleaned with mechanical floor scrubber daily. Scuff marks, other markings, and spills shall be removed as required. All splash marks shall be removed from tree planters, walls, columns and other adjacent surfaces as needed. Dust around all base boards as needed.

**Carpets:**

- Carpets shall be thoroughly vacuumed twice a week with airport vacuum
- Accessory tools shall be used for hard-to-reach areas such as corners and stairs.
- Spills, stains, and any debris shall be spot cleaned.
- Seats, chairs, tables, passenger traffic lane stanchions, waste receptacles, and all such similar items shall be replaced to original position.

**TSA AREA: Passenger Security Processing Equipment**

Task

- The janitorial service provider shall not clean or disturb passenger security processing apparatus, counters, or other equipment. Janitorial staff are required to sign in with TSA staff for access to the office area to provide services at specified times while TSA staff are present.
- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location. Waste removal includes removal of boxes.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All interior windows cleaned in screening area, base boards cleaned as required.
- Office area; vacuum floors and wipe counter top/sink area while TSA employees are on duty.

## **AIRPORT ADMINISTRATION OFFICE AREA**

### Task

- Office area: vacuum floors, wipe/dust counter tops, desk tops and empty trash daily, windows and window sills spot cleaned as required.

## **AIRPORT AIR TRAFFIC CONTROL TOWER – Cab, 6<sup>th</sup> Floor, stairwell, first floor office and entrance area**

### Task

- Cab area: vacuum floors, wipe/dust counter tops, desk tops, clean sink and empty trash daily, windows and window sills spot cleaned as required.
- 6<sup>th</sup> Floor: dust/mop tile floors, clean bathroom similar to terminal building bathroom, clean sink and wipe counter top/sink area daily; windows and window sills spot cleaned as required.
- Stairwell: Windows, window sills and floors (swept) spot cleaned as required.
- First Floor office vacuumed and trash emptied daily.
- First Floor entrance area: sweep/mop, dusted weekly, spot cleaned as required.

## **OTHER:**

The Airport may request additional janitorial services due to unforeseen events or circumstances. Additional services and costs for those services will be coordinated on a case-by-case basis.

### **Carpets: Annually**

- Carpets will be thoroughly deep cleaned and shampooed on an annual basis. (Please provide separate pricing for this service, if available.) Include estimate for passenger seating and furniture.

## **RFP SCHEDULE**

The Airport will adhere to the following timetable. Issue RFP: Thursday, January 8, 2015; Mandatory Pre-Bid Meeting: Thursday, January 15, 2015; Deadline for Submittal of Proposal: Thursday, January 29, 2015.

**Pre-bid Meeting: Thursday, January 15, 2015 @ 9:00 a.m.** All parties will meet at the Airport Airline Terminal Conference Room, 1550 45<sup>th</sup> Avenue SE, St. Cloud, MN 56304. A walkthrough of the terminal and the tower will be held thereafter.

## **PROPOSAL SUBMISSION**

Those interested should submit a proposal to: St Cloud Regional Airport, Attn Bill Towle, 1550 45<sup>th</sup> Ave SE, Suite 1, St. Cloud, MN 56304. Phone: (320) 255-7292. All proposals must be submitted in a sealed envelope and clearly marked "**RFP -Janitorial Services**". Proposals must be received by January 29, 2015 at 4:30 p.m. Central Time. Please provide two (2) copies of all documents requested. Electronic or fax proposals will not be accepted.

## **PROPOSAL PREPARATION**

Proposals should be prepared simply and provide a straightforward, detailed description of capabilities to satisfy requirements of the request and should include any limitations. Emphasis should be placed on meeting requirements of the request.

*Proposals must include the following:*

- A brief narrative of interested parties' abilities and experience in providing janitorial services.

-Name(s) of Supervisors and staff who will be performing janitorial services and

their area(s) of responsibility.

- Interested parties must possess three (3) or more continuous years of janitorial service experience and provide a minimum of three (3) references, preferably of the same square footage size facility, indicating janitorial service experience. References must include company, contact person, address and telephone number along with years of service with company, nature of the work done and contract amount.
- A list and description of any special requirements the proposer may require from the Airport.
- A brief narrative explaining how the proposer will document/report work performed.
- Copies of all applicable business certificates, licenses, and permits required to operate.
- Certificate of Insurance statements which list the St Cloud Regional Airport as an additional insured for general public liability insurance equal to General Liability - \$1,000,000;
- A copy of certificates showing that vendors' employees are covered by workers compensation insurance.
- A brief narrative indicating any experience or the level of flexibility in dealing with federal and government agency regulations, security requirements, and evolving aviation industry practices.

## **HOURS OF OPERATION**

Vendor shall be required to perform janitorial services during the hours of operation at the airport. Duties should be completed daily, Monday through Sunday from 2:00 p.m. to 6:00 p.m. Some areas will only be open during standard office hours from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. Times may vary with airline departure and arrival scheduling throughout the year.

## **EQUIPMENT AND SUPPLIES**

The janitorial service provider shall provide staff and provide all equipment/cleaning supplies and materials to perform tasks. An Alternate is requested where the proposer provides staff only and the airport provides cleaning equipment and supplies. The airport currently has some cleaning equipment and supplies. **The airport shall provide supplies for public use such as toilet paper, paper hand towels, hand soap, and all trash bags.**

## **SELECTION**

All proposals will be evaluated based on the janitorial service provider's:

- Company background and experience providing service to similar facilities
- Reference information and the results of reference interviews and site visits
- Ability to conform to the Schedule(s) and specifications outlined in this document
- Ability to provide all documentation and information requested in this proposal
- Ability to adapt services to meet all federal and state regulations, security requirements, and aviation industry practices
- Price for services

## **SECURITY/BADGING REQUIREMENTS**

All vendor employees performing work at the St Cloud Regional Airport must be able to obtain an Airport Secure Identification Display Area (SIDA) badge. The badging process requires a criminal history records check, valid drivers license, personal historical data, and a short application.

## **DELIVERIES**

The Vendor may be responsible for receiving and stocking all equipment ordered for the job. The Airport will provide the storage area.

## **UNIFORMS**

Contractors shall wear appropriate approved uniforms identifying them as janitorial staff.

## **TERMS/CONDITIONS**

The St Cloud Regional Airport reserves the right to accept or reject any and all proposals and negotiate the terms and conditions of all or part of the proposals as determined to be in the Airport's best interest and discretion.

The Airport reserves the right to request clarification of information submitted and to request additional information from a proposer. Any proposal may be withdrawn up to the date and time set for when proposals are due. ***No proposal will be accepted after the above specified deadline date and time.***

The Airport is not responsible for any costs incurred in preparing, submitting, or presenting a response to this RFP, nor shall the Airport be held responsible financially or otherwise for costs incurred in preparation of providing janitorial

services.

The Airport reserves the right to waive minor irregularities in any proposal. Failure to submit any requested information in response to this RFP will result in the rejection of any proposal for non-compliance.

Inspection of work performed can and will occur at unspecified intervals. Discrepancies will be covered with the controlling supervisor for corrections at earliest possible date. Follow-up inspection will occur as needed.

## **CONDITIONS**

Upon contract award, the vendor acknowledges that:

1. Proposer will be able to comply with insurance provisions of the St. Cloud Regional Airport and provide, along with submitted proposal, a certificate of insurance as specified prior to commencing janitorial service.
2. Proposer will have in their possession (and on premises), prior to commencing janitorial service, valid licenses, certificate or certifications as appropriate or any other required permits/documents.
3. Proposer agrees to the terms and conditions in this request.

**PROPOSER (complete all fields below):**

**ST. CLOUD REGIONAL AIRPORT  
PROPOSAL FOR  
JANITORIAL SERVICES**

**General Information**

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

How long has the firm been in business: \_\_\_\_\_

**Rates**

Staff, Equipment and supplies provided by proposer.

Monthly Rate: \$ \_\_\_\_\_

**Rates for Alternate RFP**

Staff only. Equipment and supplies provided by airport.

Monthly Rate: \$ \_\_\_\_\_