



**GENERAL WAYNE A. DOWNING
PEORIA INTERNATIONAL AIRPORT**

Request for Proposal

Janitorial Services

ISSUE DATE: **February 10, 2023**
BID OPENING DATE: **March 24, 2023**
BID OPENING TIME: **10:00 A.M.**

BID RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE BIDS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE CONTRACTORS/BIDDERS:

The Metropolitan Airport Authority of Peoria (MAAP) is requesting proposals for the janitorial services at the General Wayne A. Downing Peoria International Airport (PIA). Your quote should be based on the information contained in this Request for Proposal (RFP) and on no other source unless issued in writing in advance by MAAP.

Further, MAAP reserves the right to change the specifications listed in this package at any time during the bidding process, or during the term of the contract.

A mandatory walk-through will be conducted at 10:00 a.m. on Wednesday, March 1, 2023. Bidders are to meet at MAAP's PIA Conference Room, located on the first floor of the main terminal building near baggage claim.

Bids must be delivered in **DUPLICATE** in separate sealed envelopes, prior to the public bid opening date and time, to:

**Metropolitan Airport Authority of Peoria
6100 W. Everett McKinley Dirksen Parkway
Peoria, IL 61607**

Any responses received after the above time, or which use a format different from that included in this package, will not be considered. Include all pertinent information in your proposal.

Response Package must include:

1. Replies to Questions for Janitorial Contractor's Bids
2. Contractor Information
3. Bid Proposal

Bidders are encouraged to submit questions. Any/all questions must be received no later than 4:00 PM on March 10, 2023. A written response will be provided to all participating vendors. In all cases, no verbal communications will override written communications.

Direct any and all inquiries about this bid document to Steve Perrone, Director of Finance & Administration, at sperrone@flypia.com.

Direct any and all inquiries about the Specifications Section to Randy Hurst, Director of Operations and Maintenance, at rhurst@flypia.com.

TENTATIVE SCHEDULE OF EVENTS

Issuance of Request for Proposals		February 10, 2023
Mandatory Pre-Bid Conference	10:00 AM	March 1, 2023
Mandatory Tour of facilities – <i>following pre-bid conference</i>		March 1, 2023
Written Questions Due	4:00 PM	March 10, 2023
Response to Written Questions Issued	NLT 4:00 PM	March 17, 2023
Proposals Due / Public Bid Opening	10:00 AM	March 24, 2023
Award by Airport Authority Board of Commissioners		March 29, 2023
Contract Commencement		June 1, 2023

EXECUTIVE SUMMARY

The Metropolitan Airport Authority of Peoria (MAAP) is seeking proposals for Janitorial Services at the General Wayne A. Downing Peoria International Airport (PIA). The successful proposer shall submit monthly cost to MAAP for the right to operate and manage janitorial services as outlined in this bid package. The successful proposer must have the resources to provide quality cleaning services that are reliable and cost efficient for MAAP. The janitorial services contract will be awarded through a contract based on the RFP responses.

The contract will be for a five (5) year period subject to one (1) renewal at MAAP's option. During the contract term, either party, upon providing 180 days prior written notice of intent to terminate, may at any time terminate the contract.

A mandatory pre-bid conference will be held in the PIA Conference Room, located on the first floor of the main terminal building near baggage claim, at 10:00 AM on March 1, 2023 to address questions and issues from potential bidders. A walkthrough of the facility will immediately follow the pre-bid conference.

Proposals must be delivered in **DUPLICATE** in separate sealed envelopes no later than 10:00 AM on March 24, 2023 to the MAAP Administrative Offices, located at:

**Metropolitan Airport Authority of Peoria
6100 W. Everett McKinley Dirksen Parkway
Peoria, IL 61607**

Bidders wishing to receive subsequent addenda to this RFP, or submit questions, should contact MAAP no later than 4:00 PM on March 10, 2023. Responses to questions will be issued electronically via addendum no later than 4:00 PM on March 17, 2023.

Direct any and all inquiries about this bid document to Steve Perrone, Director of Finance & Administration, at sperrone@flypia.com.

Direct any and all inquiries about the Specifications Section to Randy Hurst, Director of Operations and Maintenance, at rhurst@flypia.com.

QUESTIONS FOR CONTRACTOR

MAAP is seeking an independent contractor who shall furnish all labor, cleaning materials, and required equipment for the complete and prompt execution and performance of all duties, obligations, and responsibilities as described or reasonably implied from this bid package. MAAP is only interested in first-class, quality janitorial services. No less than this type of service will be tolerated. **Price will not be the sole factor in awarding this contract.**

To aid MAAP in making the selection, responses to the following must be provided:

1. State how your firm is professionally qualified for this contract, should it be awarded to you.
2. What industry certifications, designations and/or awards does your company or employees have?
3. Provide a corporate organizational chart with each key employee, including years of service with your company.
4. Provide the name and qualifications for the site supervisor to be assigned at PIA, should your company be awarded the contract.
5. Provide a detailed “Action Plan” for service transition, based on a 30-day time frame.
6. MAAP is aware of the difficulties in finding employees who are dependable, do quality work, and project an acceptable image. As a result, please describe your firm’s hiring procedures, including your firm’s minimum requirements for employment of personnel.
7. MAAP encourages Certified Disadvantaged Business Enterprise (DBE) firms to apply as the prime contractor for this work. Non-DBE Firms shall ensure that DBE’s have the maximum opportunity to participate in the performance of any contract in accordance with Illinois Department of Transportation (IDOT) current requirements for DBE utilization. Firms certified by another state’s transportation agency must be certified by IDOT. Current requirements may be found at the IDOT website, at:
<https://webapps.dot.illinois.gov/UCP/ExternalSearch>
8. Describe your firm’s training program for all service employees, both new and existing.
9. Describe, in detail, your method of quality control.
10. Show evidence of an adequate back-up labor force and staff to be able to *immediately* assist the project in case of fire, flood, natural or man-made disasters, any other emergencies, or upon the written request from MAAP.

11. List three accounts located in the State of Illinois that your firm currently cleans and has cleaned for longer than four (4) years. Each account listed must be of more than 100,000 square feet and of similar requirements. (Include contact name, phone number, location, square footage and contract starting date.)

SECURITY REQUIREMENTS

The Contractor's on-site personnel will be required to pass security badge testing and background requirements as determined by the Transportation Security Administrations (TSA) and MAAP. All employees will require access to the Security Identification Display Area, and will be required to continuously display an airport-issued identification badge. This ID badge will not be granted unless the employee has attended and successfully completed an Airport-administered training program and successfully completed the required federal, state, and local background investigations.

Each employee must be of high moral character, high integrity, trustworthy, must not have been convicted of any crime that may disqualify them from obtaining Airport-issued identification media as a result of the investigations listed above.

Contractor shall be responsible for payment of all costs associated with the application, issuance, and renewal of airport security identification and access medium for each employee. The current fee for each ID media issuance is \$100.00 and must be renewed successfully every 24 months. All fees associated with badging which are listed here are subject to change.

Contractor is responsible for the non-refundable costs associated with the issuance of replacement ID media for each badge that is lost, stolen, or otherwise unaccounted for.

Contractor is responsible for *immediately* notifying Airport Operations any time an employee's Airport ID badge is no longer required (i.e. termination of employment or employee resignation). Any ID badge no longer required must be *immediately* returned to the Airport, or Contractor and/or employee shall be fined \$150.00 per occurrence.

Contractor's employees shall immediately notify Airport Operations when an Airport ID is lost or stolen. Contractor and/or employee shall be fined \$150.00 for a first-time lost/stolen badge. Contractor and/or employee shall be fined \$300.00 for a second-time lost/stolen badge. A third-time lost/stolen badge will not be replaced and the employee will no longer be allowed to work at PIA. No lost/stolen badge will be replaced until associated fine is paid.

Contractor is advised that any employee violation of Airport Security Policies may result in 1) remedial security training, 2) temporary suspension of badge privileges, or 3) revocation of badge privileges.

Contractor's employees shall comply with the Airport Security Program and all federal, state, and local security requirements pertaining to PIA.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

I. REQUEST FOR PROPOSAL GUIDELINES

Janitorial services at PIA are to be equal to or better than other public/governmental buildings in the Peoria, IL metropolitan area. PIA is a first-class facility and must be maintained to the complete satisfaction of MAAP. To ensure quality of service, any bid deemed at the sole discretion of MAAP to be unrealistically-low will not be considered.

The following items should be read carefully:

1. The price submitted with the contractor bid is to include *quality* cleaning services for seven (7) days per week, on a cost-per-month basis.
2. The term of the agreement shall be from June 1, 2023 to May 31, 2028. Contract extensions are possible with approval from MAAP. However, this agreement may be canceled, at any time by either party, without cause, upon 180 days written notice.
3. MAAP reserves the right to accept or reject any proposal without explanation.
4. Janitorial contractors doing business with MAAP shall hold a current ISSA Cleaning Industry Management Standard (CIMS) certification.
5. All invoices for cleaning services are to be provided to MAAP by the 1st of each month for the prior month of service.
6. All supervisory and cleaning personnel are to be employees of the Contractor, but will be subject at all times to the approval of MAAP and the passing of federal, state, and local background checks.
7. All employees of the Contractor are to be properly attired while performing services, in uniforms approved by MAAP and to be provided by the Contractor at the Contractor's sole cost and expense. Uniforms must be kept clean and worn in a neat, professional manner. Shirts must be tucked in at all times and hats are not allowed unless they are part of the uniform.
8. During the term of the agreement and for a period of twelve (12) months after the termination of this agreement, the contractor shall make available for the inspection, examination, and audit by MAAP, the records of all costs and disbursements of providing janitorial services.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

9. All cleaning materials and equipment to be used by the contractor are to be supplied and maintained by the Contractor at its sole cost and expense. All cleaning materials, equipment, and supplies are subject, at all times, to the approval of MAAP.
10. Plastic liners and disposable washroom supplies such as hand soap, hand sanitizer, paper towels, sanitary napkins, toilet paper, etc. shall be supplied by the Contractor.
11. Contractor will be responsible for all cleaning supplies. Contractor must have, on site and readily available, copies of Safety Data Sheets for all chemicals used. Contractor is responsible for all training and providing personal protective equipment for all employees. This information will immediately be made available upon MAAP's request.
12. Nothing herein contained shall be deemed nor construed by MAAP or Contractor as creating the relationship of principal or agent or of a partnership or joint venture. It is understood that the Contractor is an independent contractor, supplying services to MAAP.
13. All work performed by the contractor and its personnel will, at all times, be subject to review and acceptance by MAAP. MAAP reserves the right to modify these specifications at any time during the term of this agreement and negotiate added costs.

14. MINIMUM ACCEPTABLE INSURANCE REQUIREMENTS

During the term of the agreement with MAAP, the Vendor will, at its own expense, have in effect the coverages listed below. The vendor shall also require the same from all of its subcontractors engaged in the work.

a. Commercial General Liability:

- i. Coverage should include premises operations, products and completed operations, broad form property damage, contractual liability, independent contractors, and personal and advertising injury with minimum limits of \$1,000,000 limit per occurrence for bodily injury and property damage; \$2,000,000 aggregate with defense outside the limits. Any aggregate limit must apply per project/per location and must be unimpaired.
- ii. The policy shall include MAAP and its subsidiaries, affiliates, officers, directors and employees as additional insureds under ISO form #CG 20 26 (11 85) or its equivalent.
- iii. The coverage provided by the additional insured endorsement shall be primary without right of contribution by any coverage carried by MAAP and its subsidiaries, affiliates, officers, directors and employees.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

- iv. The policy shall include a waiver of subrogation endorsement in favor of MAAP and its subsidiaries under ISO form #CG 24 04 or its equivalent.
 - v. The policy shall contain a severability of interest clause for all additional insureds with no cross suits liability exclusion.
 - vi. Coverage shall not contain an exclusion for bodily injury or property damage after work is completed or is put to its intended use.
- b. Automobile Liability:
- i. Coverage for owned, leased, hired and non-owned vehicles with a combined single limit of \$1,000,000 for bodily injury and property damage.
 - ii. The policy shall include MAAP and its subsidiaries, affiliates, officers, directors and employees as additional insureds under ISO form #CG 20 26 or its equivalent.
 - iii. The coverage provided by the additional insured endorsement shall be primary without right of contribution by any coverage carried by MAAP and its subsidiaries, affiliates, officers, directors and employees.
 - iv. The policy shall include a waiver of subrogation endorsement in favor of MAAP and its subsidiaries.
- c. Umbrella Liability:
- i. Coverage excess of general liability, auto liability and employers liability in an amount of at least \$5,000,000 per occurrence with defense outside the limit.
- d. Workers Compensation:
- i. Workers compensation coverage: statutory limits required by all authorities having jurisdiction in locations in which any Vendor operates, and in which the work required by the contract awarded is performed.
 - ii. Employers liability coverage:
 - 1. \$1,000,000 Bodily injury by accident – each accident
 - 2. \$1,000,000 Bodily injury by disease – each employee
 - 3. \$1,000,000 Bodily injury by disease – policy limit

The Employers Liability Limits may be combined with either an Excess or Umbrella Liability policy.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

- i. The policy shall include a waiver of subrogation endorsement in favor of MAAP and its subsidiaries under form #WC000313 or its equivalent.
- e. Tools and Equipment:
 - i. The Vendor shall be responsible for any loss or damage to any property owned by, or in control of, vendor, which is not incorporated into the work, including, without limitation, tools, equipment and materials. The vendor shall provide “all risk” insurance to protect the vendors materials in transit or in storage off the project site, until incorporated in the work at the full replacement cost value.
 - ii. The policy shall include a property waiver of subrogation endorsement in favor of MAAP and its subsidiaries.
- f. Pollution Liability
 - i. Pollution Liability coverage shall be maintained including third party liability, costs of cleanup, remediation and removal of such hazardous materials and for the defense of any related legal action. Limits of liability shall be no less than \$1,000,000 each occurrence and \$1,000,000 aggregate.
 - ii. If coverage is on a "claims made" basis, a 2 year extended reporting provision must be included.
- g. Conditions Applying to All Coverages:
 - i. Any deductibles or self-insured retentions must be declared to and approved by MAAP.
 - ii. Any changes to the coverages required must be authorized in advance by MAAP and be documented in writing.
 - iii. The certificate shall provide that 60 days prior written notice of cancellation be given to MAAP and its subsidiaries. The wording “endeavor to...but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives” should be stricken from the Acord certificate form.
 - iv. Certificates for renewal policies must be issued 10 days prior to the renewal date.
 - v. All liability policies for injury and property damage shall be issued on the “occurrence” form.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

- vi. All coverages must be with a company approved to do business in the state and carrying a rating of at least A-X by A.M. Best's. Coverages for subcontractors must have a carrier rating of at least A-VIII by A.M. Best's.
 - vii. Vendor shall be responsible for assuring that all subcontractors are properly insured and maintain the same coverages, terms, and conditions as required by this agreement.
 - viii. MAAP reserves the right to increase or expand these requirements when it deems prudent.
 - ix. If any of the insurance required to be maintained by this contract is written with aggregate limits, Vendor shall actively monitor all claims, incidents and occurrences that may affect such insurance to assure that the application of the aggregate limit will not have the practical effect of reducing the minimum amount of insurance coverage that is available on a per occurrence or per claim basis. If, at any time, the full minimum per occurrence or per claim limit is not available for the payment of claims, or MAAP or Vendor reasonably believes that such limits may not be available, Vendor shall take immediate steps to increase the aggregate limits as necessary to provide such coverage, notify MAAP in writing, subject to the insurance requirements herein, and maintain separate insurance protection that is not subject to the aggregate limit.
15. Contractor shall furnish MAAP with proof that his insurer acknowledges and covers the contractual liability assumed by the Contractor in this contract. A Certificate of Insurance meeting or exceeding these specified limits shall be included with your proposal.
16. To the fullest extent permitted by law, the cleaning service contractor shall indemnify and hold harmless the client and their agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the contracted service, provided that any such claim, damage, loss or expense is attributable to bodily injury to or destruction of tangible personal property (other than the contracted service itself) including the loss of use resulting therefore, and to the extent only that it is caused in whole or in part by any negligent act or omission of the cleaning service contractor, any subcontractor, anyone directly or indirectly employed by the cleaning service contractor or subcontractor, or anyone for whose acts the cleaning service contractor or subcontractor may be liable. The obligations of the cleaning contractor under this paragraph shall not extend to claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

or in any way attributable to the negligence of the client and any of their agents and employees.

17. The Contractor shall comply with all applicable laws, regulations, and ordinances in its business conduct and shall furnish MAAP with copies of any and all permits and licenses required.
18. The Contractor agrees that all work and materials hereunder shall be used and performed in compliance with the requirements of the Occupational Safety and Health Act of 1970, as amended, and related federal, state, and local requirements, that the Contractor is fully responsible for the safety and health of all persons engaged in said work, and acknowledges that, with the respect to such persons, MAAP shall not be construed as nor be held liable for any obligations as an employee within the meaning of the Act. Failure to comply with this provision will allow MAAP to terminate the agreement immediately and without notice.
19. All bids and proposals rendered by the contractor to MAAP shall be quoted in prices good thru June 1, 2023.
20. The contractor will report all defective or broken equipment or fixtures, and unlocked doors, stains which are not removable, lost items found, or any other unusual events to the Airport Operations Department.
21. Contractor shall be responsible for careless workmanship. If a task is not performed so as to produce the specified, standard result, it shall be performed again at the Contractor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular, scheduled work.
22. The contractor may be called upon periodically by MAAP to perform work not previously specified. Such work will be classified as "extras." These extras shall be on a time and materials basis, with the contractor providing the rate up front, in writing to MAAP. The contractor will not perform this work unless authorized in writing to do so.
23. Storage space for supplies and equipment will be provided for the contractor.
24. No work called for in this proposal is to be subcontracted to another company, contractor, nor individual including window cleaning without prior written approval from MAAP.
25. The contractor must have a minimum of three (3) active, separate accounts in Illinois – each with a minimum of 100,000 cleanable square feet that the contractor is currently cleaning. These are to be listed in your bid with account name, cleanable square footage, contact person, title, account address, start-up date, property management company or owner and telephone number, and will be subject to a random, unannounced site visit.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

II. STAFFING

1. The contractor shall consider as HIGH PRIORITY the image of the employees assigned to MAAP. We insist on cleanliness (personal hygiene and wardrobe) and well-groomed hair.
2. Staffing and labor hours shall be as required to perform the necessary work to maintain a quality cleaning level. Staffing shall include:
 - a. One (1) Working Account Manager who will not only manage all on-site Contractor activities, but coordinate directly with MAAP staff in a professional manner.
 - b. One (1) Working Supervisor per shift.
 - c. Full staff coverage for all shifts regardless of vacation, personal time, or holidays.
 - d. Available additional staff having satisfied all security requirements to cover when employees take time off, do not have the ability to perform the scope of work for that shift, have been terminated, or are otherwise unavailable.
 - e. No MAAP funded labor/resources may be used to perform janitorial services at any other location.
3. The contractor will provide competent, experienced employees. MAAP has the right to insist in writing that the staff be changed if any member is not performing satisfactorily. All employees must meet any MAAP, federal, state and/or local rules or regulations to work at an airport facility.
4. The Contractor shall provide, at its sole cost and expense, a cellular phone to be carried by an on-site Contractor employee and answered at all times. Calls to this phone will be the primary method for MAAP to report unexpected cleanup events to the Contractor.
5. Contractor employees will respond to any and all janitorial service needs regardless of whether or not the work task has been identified in the scope of services. This includes clean-up of bio-hazard material which includes but is not limited to urine, feces, blood, and vomit.
6. In addition to the cleaning services, the contract will be responsible for at least the following.
 - a. Contractor staff must become familiar with the PIA Airport Emergency Plan. All contractor personnel must be aware of emergency evacuation procedures and must follow them in case of an emergency.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

- b. The Contractor management staff shall be available to meet with MAAP on a monthly basis, in order to review the level of cleaning through a monthly tour inspection.
- c. The Contractor staff shall maintain a cleaning log that is to be reviewed and checked daily, with written responses to each item by the on-site manager.
- d. The Contractor will make available to MAAP a periodic review of employee competency training.
- e. The contractor will follow all MAAP rules & regulations pertinent to training and safety.
- f. All employees of the Contractor shall comply with MAAP instructions regarding the confidentiality of MAAP customers and businesses.
- g. The Working Account Manager shall attend monthly Operations and Security meetings hosted by MAAP.
- h. The Contractor shall arrange, at its sole cost and expense, semi-annual quality assurance inspections. Reports of each inspection shall be provided to MAAP.

III. SCHEDULING

1. Janitorial services will be performed Sunday through Saturday beginning at 4:30 AM and ending at approximately 11:30 PM, fifty-two (52) weeks per year. MAAP reserves the right to alter schedules due to operational issues.

IV. SECURITY PROCEDURES

1. Working Hours – Contracted cleaning employees may arrive for work no earlier than 15 minutes prior to starting time and must leave within 15 minutes of signing out.
2. Uniforms – At all times, designated uniforms must be worn.
3. Enter and Exit – The contracted cleaning employee entrances will be through the main terminal doors. All exits will be through the same entrance.
4. Terminated Housekeepers – MAAP will be *immediately* notified of all terminated contracted employees.
5. Gratuities – Contracted employees shall not accept any gratuities from MAAP, tenants, or customers.

CONDITIONS AND EXCLUSIONS FOR CONTRACTOR BIDS

6. Screening – Contractor must have clean drug screens on every employee prior to employing them at PIA.
7. Contractor will not employ any previously terminated employee of MAAP to work at PIA.

CONTRACTOR INFORMATION FORM

Full Name of Bidder: _____

Business Address: _____

City, State & Zip: _____

Telephone: _____ FAX: _____

Email: _____

Contract Person: _____

FEIN: _____

Owner of Company: _____

Principal (Chief Operating Officer): _____

The undersigned, being duly sworn, certifies that he/she is:

- the Owner/Sole Proprietor a Member of the Partnership an Officer of the Corporation a Member of the Joint Venture

If a corporation, in what state(s) are you incorporated? _____

List names of all officers/partners/members and years of experience in the contract cleaning industry:

_____	_____
_____	_____
_____	_____
_____	_____

Further, the Contractor declares that the only person or parties interested in this bid as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this bid and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. [redacted] and [redacted] issued thereto, except only to the extent that the Contractor has taken express written exception in this bid, hereto. Failure to have read all the provisions of this bid shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 2012, as amended.

CONTRACTOR INFORMATION FORM

Further, by signing this bid document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our Illinois Department of Human Rights (IDHR) Eligibility certification number is [REDACTED].

(*check if applicable*) We do not have an IDHR Eligibility certification. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this bid opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

Authorized Signature: _____

Typed/Printed Name: _____

Title: _____

Date: _____

BID PROPOSAL SHEET

Public bid opening to be held Friday, March 24, 2023 at 10:00 A.M. in the Administrative Offices of the Metropolitan Airport Authority of Peoria. All proposals shall be submitted without modification or restriction on the following form with each space properly filled. Each bid proposal shall guarantee the price for a minimum of 90 days following the public bid opening while the award decision is being made. Proposals not on this form will be rejected.

To Metropolitan Airport Authority of Peoria:

DATED: _____, 2023

The undersigned hereby subscribing to the specifications, agrees to furnish labor and materials as specified in the sum of:

Basic Scope Monthly Total: \$ _____

Additive Alternate 1 Monthly Total: \$ _____

Method of Price Increase Over Length of Contract _____

Signature: _____

Name/Title of Bidder: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

MAIN TERMINAL (PUBLIC AREAS) – DAY SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome and steel, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Spot clean all door glass and remove fingerprints	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily
Spot vacuum to remove visible soil	daily
Vacuum walk-off mats	daily
Vacuum hard surface floors (power sweeper)	daily
Clean elevator (clean control panel, polish bright work, vacuum)	daily
Spot clean chairs (seats and backs)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Sweep or dust mop stairs. Dust railings, ledges, and spot clean. Spot wet mop	weekly
Clean stairwell handrails to remove dirt, grime, etc.	quarterly

MAIN TERMINAL (PUBLIC AREAS) – NIGHT SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Clean both sides of all glass doors	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

Spot vacuum to remove visible soil	daily
Vacuum walk-off mats	daily
Vacuum hard surface floors (power sweeper)	daily
Clean elevator (clean control panel, polish bright work, vacuum)	daily
Machine scrub hard surface floors	3x weekly
Spot clean chairs (seats and backs)	2x weekly
Detail vacuum (to include under desks, corners, edges, etc.)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Sweep or dust mop stairs. Dust railings, ledges, and spot clean. Spot wet mop	weekly
Polish hard surface floors (high speed floor machine)	weekly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	weekly
Disturb no papers on desktops/countertops	
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Clean carpeted floors using extractor system	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

MAIN TERMINAL CONCOURSE & PREMIER LOUNGE – DAY SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Damp wipe kitchen counter top and clean sink	daily
Spot clean all door glass and remove fingerprints	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

Vacuum common areas and aisles (wide area vacuum)	daily
Dust mop all hard surface floors	daily
Spot clean chairs (seats and backs)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Sweep or dust mop stairs. Dust railings, ledges, and spot clean. Spot wet mop	weekly

MAIN TERMINAL CONCOURSE & PREMIER LOUNGE – NIGHT SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Damp wipe kitchen counter top and clean sink	daily
Clean both sides of all glass doors	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily
Vacuum common areas and aisles (wide area vacuum)	daily
Dust mop all hard surface floors	daily
Machine scrub hard surface floors	3x weekly
Spot clean chairs (seats and backs)	2x weekly
Detail vacuum (to include under desks, corners, edges, etc.)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Spot clean carpeted area	weekly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Clean carpeted floors using extractor system	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

Machine strip hard surface floors and reapply five (5) coats of finish annually

INTERNATIONAL TERMINAL CONCOURSE (2ND FLOOR) – DAY SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Spot clean all door glass and remove fingerprints	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily
Vacuum common areas and aisles (wide area vacuum)	daily
Dust mop all hard surface floors	daily
Spot clean chairs (seats and backs)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Sweep or dust mop stairs. Dust railings, ledges, and spot clean. Spot wet mop	weekly

INTERNATIONAL TERMINAL CONCOURSE (2ND FLOOR) – NIGHT SHIFT

<i>Task</i>	<i>Frequency</i>
Police restrooms (spot sweeping, wet mopping, checking/cleaning fixtures, replenishing supplies, etc.)	2x daily
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	daily
Clean and disinfect baby changing stations (all surfaces)	daily
Empty trash and replace liners (if torn/soiled)	daily
Sanitize and polish drinking fountains (top, front, sides)	daily
Clean both sides of all glass doors	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot mop stains and spills, paying special attention to liquids	daily
Vacuum common areas and aisles (wide area vacuum)	daily
Dust mop all hard surface floors	daily

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

Machine scrub hard surface floors	3x weekly
Spot clean chairs (seats and backs)	2x weekly
Detail vacuum (to include under desks, corners, edges, etc.)	2x weekly
Dust all horizontal surfaces to hand height	weekly
Spot clean carpeted area	weekly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Clean carpeted floors using extractor system	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

PASSENGER BOARDING BRIDGES – NIGHT SHIFT

<i>Task</i>	<i>Frequency</i>
Vacuum	daily
Clean both sides of glass doors	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Spot clean carpeted area	weekly
Clean carpeted floors using extractor system	monthly
Dust all wall surfaces	quarterly

GREAT HALL AND TSA CHECKPOINT

<i>Task</i>	<i>Frequency</i>
Spot clean all partition glass	daily
Empty trash and replace liners (if torn/soiled)	daily
Spot mop stains and spills, paying special attention to liquids	daily
Dust mop all hard surface floors	daily
Remove spots from touch points on walls, light switches, push plates, and doors	daily
Dust all horizontal surfaces to hand height	3x weekly
Machine scrub hard surface floors	3x weekly

ATTACHMENT A – *BASIC SCOPE OF JANITORIAL SERVICES*

Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Dust all wall surfaces	quarterly

ATTACHMENT A – *BASIC SCOPE OF JANITORIAL SERVICES*

2ND FLOOR MAAP ENTRANCE AND OFFICES – DAY SHIFT, OUTSIDE NORMAL BUSINESS HOURS

<i>Task</i>	<i>Frequency</i>
Empty trash and replace liners (if torn/soiled)	2x weekly
Sanitize and polish drinking fountain (top, front, side)	2x weekly
Spot mop stains and spills, paying special attention to liquids	2x weekly
Dust mop all hard surface floors	2x weekly
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	2x weekly
Remove spots from touch points on walls, light switches, push plates, and doors	2x weekly
Clean interior and exterior of microwave(s) using proper cleaning agent	2x weekly
Damp wipe kitchen counter top and clean sink	2x weekly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	2x weekly
Disturb no papers on desktops/countertops	
Spot vacuum to remove visible soil	2x weekly
Machine scrub hard surface floor	weekly
Dust all horizontal surfaces to hand height	weekly
Spot clean carpeted area	weekly
Detail vacuum (to include under desks, corners, edges, etc.)	weekly
Polish hard surface floors (high speed floor machine)	weekly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Clean carpeted floors using extractor system	2x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

1ST FLOOR MAAP OFFICES (OPERATIONS, OPERATIONS SUPERVISOR, BUILDING MAINTENANCE SUPERVISOR, HALLWAY, BREAK ROOM)

<i>Task</i>	<i>Frequency</i>
Empty trash and replace liners (if torn/soiled)	3x weekly
Spot mop stains and spills, paying special attention to liquids	3x weekly
Dust mop all hard surface floors	3x weekly
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	3x weekly
Remove spots from touch points on walls, light switches, push plates, and doors	3x weekly
Clean interior and exterior of microwave(s) using proper cleaning agent	3x weekly
Damp wipe kitchen counter top and clean sink	3x weekly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	3x weekly
Disturb no papers on desktops/countertops	
Machine scrub hard surface floor	weekly
Dust all horizontal surfaces to hand height	weekly
Polish hard surface floors (high speed floor machine)	weekly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, mouldings, other low-reach areas	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

INTERNATIONAL TERMINAL – 1ST FLOOR GENERAL AVIATION FACILITY AND PORT DIRECTOR OFFICE/BREAK ROOM – DAY SHIFT (DURING NORMAL BUSINESS HOURS)

<i>Task</i>	<i>Frequency</i>
Empty trash and replace liners (if torn/soiled)	2x weekly
Sanitize and polish drinking fountain (top, front, side)	2x weekly
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	2x weekly
Spot mop stains and spills, paying special attention to liquids	weekly
Dust mop all hard surface floors	weekly
Remove spots from touch points on walls, light switches, push plates, and doors	weekly
Clean interior and exterior of microwave(s) using proper cleaning agent	weekly
Damp wipe kitchen counter top and clean sink	weekly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	weekly
Disturb no papers on desktops/countertops	
Spot vacuum to remove visible soil	weekly
Dust all horizontal surfaces to hand height	weekly
Spot clean carpeted area	weekly
Detail vacuum (to include under desks, corners, edges, etc.)	weekly
Polish hard surface floors (high speed floor machine)	monthly
Machine scrub hard surface floor	monthly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, mouldings, other low-reach areas	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Clean showers	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Clean carpeted floors using extractor system	2x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

ATTACHMENT A – BASIC SCOPE OF JANITORIAL SERVICES

INTERNATIONAL TERMINAL – 1ST FLOOR FEDERAL INSPECTION STATION – DAY SHIFT (DURING NORMAL BUSINESS HOURS)

<i>Task</i>	<i>Frequency</i>
Empty trash and replace liners (if torn/soiled)	monthly
Sanitize and polish drinking fountain (top, front, side)	monthly
Spot mop stains and spills, paying special attention to liquids	monthly
Dust mop all hard surface floors	monthly
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	monthly
Remove spots from touch points on walls, light switches, push plates, and doors	monthly
Clean interior and exterior of microwave(s) using proper cleaning agent	monthly
Damp wipe counter top and clean sink	monthly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	monthly
Disturb no papers on desktops/countertops	
Spot vacuum to remove visible soil	monthly
Machine scrub hard surface floor	monthly
Dust all horizontal surfaces to hand height	monthly
Spot clean carpeted area	monthly
Detail vacuum (to include under desks, corners, edges, etc.)	monthly
Polish hard surface floors (high speed floor machine)	monthly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, mouldings, other low-reach areas	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Clean showers	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	3x annually
Clean carpeted floors using extractor system	2x annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually

ATTACHMENT B – ADDITIVE ALTERNATIVE #1 SCOPE

SNOW REMOVAL EQUIPMENT BUILDING (SRE) – KITCHEN, BATHROOMS, & OFFICE SPACE

<i>Task</i>	<i>Frequency</i>
Empty trash and replace liners (if torn/soiled)	1x weekly
Sanitize and polish drinking fountain (top, front, side)	1x weekly
Spot mop stains and spills, paying special attention to liquids	1x weekly
Dust mop all hard surface floors	1x weekly
Clean and sanitize restroom fixtures, mirrors, counters, polish chrome, damp mop floors, refill dispensers, empty trash, spot clean walls, clean vents	1x weekly
Remove spots from touch points on walls, light switches, push plates, and doors	1x weekly
Clean interior and exterior of microwave(s) using proper cleaning agent	1x weekly
Damp wipe kitchen counter top and clean sink	1x weekly
Spot clean tops and sides of furniture (remove fingerprints, cup rings, kick marks)	1x weekly
Disturb no papers on desktops/countertops	
Spot vacuum to remove visible soil	1x weekly
Machine scrub hard surface floor	monthly
Dust all horizontal surfaces to hand height	monthly
Spot clean carpeted area	monthly
Detail vacuum (to include under desks, corners, edges, etc.)	monthly
Polish hard surface floors (high speed floor machine)	monthly
Dust all surfaces above normal reach (to include sills, ledges, shelves, door frames, pictures, vents) using extension tool or duster	monthly
Dust all chair and table legs, baseboards, ledges, moldings, other low-reach areas	monthly
Dust vertical surfaces (sides of desks, filing cabinets, doors, etc.)	monthly
Dust all wall surfaces	quarterly
Machine scrub hard surface floors and apply two (2) coats of finish	annually
Clean carpeted floors using extractor system	annually
Machine strip hard surface floors and reapply five (5) coats of finish	annually