



**C O L U M B I A  
M E T R O P O L I T A N  
A I R P O R T**

**REQUEST FOR PROPOSALS**

**JANITORIAL SERVICES**

**RICHLAND-LEXINGTON AIRPORT DISTRICT**

**(COLUMBIA METROPOLITAN AIRPORT)**

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

The Richland-Lexington Airport District is requesting proposals from vendors for the furnishing of staff necessary to provide janitorial services on specified Airport property for a three (3) year period beginning in 2012.

## **GENERAL**

The District is a political subdivision of the State of South Carolina with public and governmental functions. The District operates as a small hub commercial aviation service airport. It is located at 3000 Aviation Way, West Columbia, South Carolina 29170.

## **MINIMUM REQUIREMENTS**

Interested parties must possess five (5) or more continuous years of janitorial service experience and provide a minimum of three (3) references 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 specification packet may be obtained online at [www.columbiaairport.com](http://www.columbiaairport.com); from the Airport Administrative office located at 125-A Summer Lake Drive, West Columbia, South Carolina 29170 Telephone: (803) 822-5000 or at the Mandatory Pre-Bid meeting.

## **SERVICE SCHEDULE(S)**

Janitorial services to be provided following Schedule A. **Schedule B is an optional addition to the proposal.**

### **SCHEDULE A: RESTROOMS – LANDSIDE/AIRSIDE AND COMMON AREAS**

Schedule A shall be completed Fridays, Saturdays, and Sundays, between the hours of 5:00 a.m. and 9:00 p.m.

- Towels, tissue, and soap dispensers shall be restocked.
- Feminine products (sanitary) receptacles shall be emptied and wiped with sanitizer.
- Trash receptacles shall be emptied.
- Partition tops and wall fixtures shall be dusted and wiped with a damp cloth.
- Mirrors shall be cleaned and left streak-free.
- All surfaces of toilets and urinals shall be cleaned and sanitized.
- 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 a neutral sanitizer.
- Water fountains shall be cleaned.
- All window sills and interior windows shall be spot cleaned.
- Entrance doorframes shall be cleaned and dry-shined.

### **SCHEDULE B: TERRAZZO FLOORS ON LANDSIDE/AIRSIDE AND CARPETS (optional)**

Schedule B shall be completed at a minimum of Monday and Thursday between the hours of 8:00 p.m. and 4:00 a.m.

#### **Floors:**

- Terrazzo tile floors shall be swept, damp-mopped, and buffed. Scuff marks, other markings, and spills shall be removed. All splash marks shall be removed from tree planters, walls, columns and other adjacent surfaces.

#### **Carpets:**

- Carpets shall be thoroughly vacuumed.
- 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.

#### **Carpets: Bi-Annually**

- Every six (6) months carpets will be thoroughly cleaned and shampooed.

### **Passenger Security Processing Equipment:**

- The janitorial service provider shall not clean or disturb passenger security processing apparatus, counters, or other equipment.
- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

## **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.

## **RFP SCHEDULE**

The Airport will adhere to the following timetable.

Issue RFP: Thursday, January 19, 2012  
Mandatory Pre-Bid Meeting: Monday, February 6, 2012  
Deadline for Submittal of Proposal: Friday, February 10, 2012  
Vendor Selection and Notification: Monday, February 20, 2012

**Mandatory Pre-bid Meeting: Monday, February 6 @ 2:00 p.m.** All parties will meet at the Airport Terminal, 3000 Aviation Way, West Columbia, South Carolina 29170. The pre-bid meeting will be held in the Airport Carolina Room prior to a walkthrough of the terminal.

## **PROPOSAL SUBMISSION**

Those interested should submit a proposal to:

Columbia Metropolitan Airport  
Airport Administrative Office  
125-A Summer Lake Drive  
West Columbia, SC 29170  
Phone: (803) 822-5000

All proposals must be submitted in a sealed envelope and clearly marked **RFP - Janitorial Services**. Proposals must be received by Friday, February 10, 2012 at 2:00 p.m. EST.

Please provide two (2) copies of all documents requested. Electronic or fax proposals are not acceptable.

## **PROPOSAL PREPARATION**

Proposals should be prepared simply, economically, 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 who will be performing janitorial services and their area(s) of responsibility.
- A completed copy of the form on Page 5 of this RFP.
- Interested parties' must possess five (5) or more continuous years of janitorial service experience and provide a minimum of three (3) references 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 District.
- A list and explanation of the equipment that the proposer will need as a condition to meeting the requirements of the services.
- A brief narrative explaining how the proposer will document/report work performed.
- Copies of all applicable business certificates, licenses, and permits required to operate.
- A Certificate of Insurance that lists the Richland-Lexington Airport District as an additional insured for general public liability insurance equal to General Liability - \$1,000,000; Bodily Injury - \$1,000,000 each occurrence and \$2,000,000 aggregate; Property Damage - \$1,000,000 each occurrence and \$2,000,000 aggregate.
- 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.
- A completed copy of the form on Page 7 of this RFP.

## **HOURS OF OPERATION**

Vendor shall be required to perform janitorial services during the hours and periods specified or as coordinated under each Schedule.

### **EQUIPMENT AND SUPPLIES**

The janitorial service provider shall provide staff. The Airport District shall provide all cleaning supplies and equipment for janitorial services.

### **SELECTION**

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

- Price for services
- Ability of all employees performing work at the Airport to pass a background check
- Ability to conform to the Schedule(s) and specifications outlined in this document
- Company background, experience, and references

### **SECURITY/BADGING REQUIREMENTS**

All vendor employees performing work at the District must be able to obtain an Airport secure identification area badge (which requires a background check). The cost of background checks, fingerprinting, security badges, and other requirements shall be the responsibility of the janitorial service provider.

### **DELIVERIES**

The Vendor shall be responsible for receiving and stocking all equipment ordered for the job. The Airport will provide the storage area, but it will be the vendor's responsibility of the security of the equipment.

### **TERMS/CONDITIONS**

The Richland-Lexington Airport District 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 District's' best interest and discretion.

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

The District 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.

**CONDITIONS**

Upon contract award, the vendor acknowledges that:

1. He/she will be able to comply with insurance provisions of the Richland-Lexington Airport District and provide, along with submitted proposal, a certificate of insurance per Page 3 of this RFP prior to commencing janitorial service.
2. He/she 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):**

\_\_\_\_\_  
Signature Date \_\_\_\_\_

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

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**NOTARIZATION**

Acknowledged before me by \_\_\_\_\_ as \_\_\_\_\_ of  
Name Title

\_\_\_\_\_ this \_\_\_\_\_ of \_\_\_\_\_, 2011.  
Company

Notary Signature \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Affix Seal

**Attach this document (completed) when submitting proposal with copies of licenses, permits, and/or certifications as necessary.**

**A completed copy of the form on Page 7 of this RFP must accompany all proposal submissions.**

**Fill in the form on Page 7 of this RFP using the following instructions:**

1. Schedule A: Provide the daily fee you would charge to perform work as described in Schedule A.
2. Schedule B (**OPTIONAL**): Provide the daily fee you would charge to perform work as described in Optional Schedule B.
3. Multiply the fee you entered in the "DAILY FEE" column by the number appearing in the "TIMES REQUIRED PER YEAR" column and enter the result in the "ANNUAL FEE" column.
4. Add Schedule A "ANNUAL FEE" with Optional Schedule B "ANNUAL FEE" and enter result in the "TOTAL ANNUAL FEE TO INCLUDE OPTIONAL SCHEDULE B" block at the bottom of the form.

Example of completed form appears below:

**EXAMPLE**

<i>SCHEDULE</i>	<i>DAILY FEE</i>	<i>TIMES REQUIRED PER YEAR</i>	<i>ANNUAL FEE</i>
<i>A</i>	<i>22.50</i>	<i>156</i>	<i>3,510.00</i>
<b><i>B</i></b> <b><i>(OPTIONAL)</i></b>	<i>30.00</i>	<i>104</i>	<i>3,120.00</i>
		<b>SCHEDULE A FEE</b>	<b>\$3,510.00</b>
		<b>TOTAL ANNUAL FEE TO INCLUDE OPTIONAL SCHEDULE B</b>	<b>\$6,630.00</b>

# JANITORIAL SERVICES

## FEE SCHEDULE

SCHEDULE	DAILY FEE	TIMES REQUIRED PER YEAR	ANNUAL FEE
A		156	
<i>B</i> (OPTIONAL)		104	
		SCHEDULE A FEE	
		TOTAL ANNUAL FEE TO INCLUDE OPTIONAL SCHEDULE B	\$ _____