



# **REQUEST FOR REBID**

## **FOR**

# **JANITORIAL SERVICES**

## **January 26, 2024**

**Bids Due:** March 11, 2024 at 10:00am

Bishop International Airport  
3425 West Bristol Road  
Flint, MI 48507

**Point of Contact:** Christopher Yeates, A.A.E. – Chief Operating Officer  
Email: [cyeates@bishopairport.org](mailto:cyeates@bishopairport.org)

## TABLE OF CONTENTS

ADVERTISEMENT FOR BIDS.....	1
INSTRUCTIONS TO PROPOSERS.....	2
GENERAL CONDITIONS.....	11
BID SUBMISSION CHECKLIST .....	16
BID CONTENTS .....	17
<i>COVER LETTER / GENERAL FIRM INFORMATION</i> .....	17
<i>ORGANIZATIONAL PLAN</i> .....	18
<i>OPERATIONAL PLAN</i> .....	18
<i>TRANSITION PLAN</i> .....	19
<i>REFERENCES</i> .....	19
<i>BID COSTS AND LABOR RATES</i> .....	19
<i>BID GUARANTEE</i> .....	19
<i>ATTACHMENTS</i> .....	20
BID FORMS.....	21
<i>NON-COLLUSION AFFIDAVIT</i> .....	21
<i>BID COSTS AND LABOR RATES FORM</i> .....	22
<i>WEEKLY PROPOSED SCHEDULE</i> .....	23
<i>ACKNOWLEDGEMENT OF ADDENDA</i> .....	24
SCOPE OF SERVICES .....	25
CONTRACT PROVISIONS.....	26

## ADVERTISEMENT FOR BIDS

Sealed bids from experienced firms capable of providing janitorial services identified in the Scope of Services will be received from bidding Contractors at the time and place indicated below and will be evaluated in accordance with the conditions stated in this Request For Bid (RFB) package.

Sponsor: Bishop International Airport Authority

Scope of Services Overview: Provide janitorial services to Bishop International Airport Authority.

Request for Bid Packages: May be picked up starting January 26, 2024 at:

Bishop International Airport Authority  
Main Terminal – Administration Office  
3425 West Bristol Road  
Flint, MI 48507

OR

Downloaded from the Bishop Airport website at:  
<https://www.bishopairport.org/doing-business/doing-business-overview/fnt-business-opportunities/public-notice-bid-opportunities>

**If applicable addendums will be posted to the website.**

PRE-BID Meeting: A NON-MANDATORY pre-bid meeting will be hosted by Bishop International Airport on February 7, 2024 at 10:00am in the Sharp Conference Room or via conference phone accessible by calling 269-888-1480 and using the access code of 029-273-117.

Proposal Submission/Deadline: Sealed bids will be received by Bishop International Airport Authority Airport office until **10:00am Eastern Time on March 11, 2024**. ANY BIDS RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE CONSIDERED.

Dated and signed at Flint, County of Genesee, Michigan this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Owner/Authority: Bishop International Airport Authority

By: \_\_\_\_\_  
Christopher Yeates  
Chief Operating Officer

## INSTRUCTIONS TO PROPOSERS

Bishop International Airport Authority (Authority), Flint, Michigan

1. The Authority is seeking to enter an agreement with an appropriately qualified firm to provide janitorial services as exemplified in the Scope of Services for three (3) years, with an option for one (1) additional three (3) year term. The Bidder shall demonstrate excellence in providing janitorial services at similar size and type facilities.
2. It is the intent of this Request for Bid to define requirements in sufficient detail to secure comparable bids. Bids shall be in accordance with bid document requirements. Bids not conforming to the requested format or not in compliance with the specifications will be considered non-responsive.
3. The Bidder will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFB. All materials and documents submitted in response to this RFB become the property of the Authority and will not be returned.
4. The Authority reserves the right to accept or reject any or all bids, to waive irregularities, and to accept a bid which, in the Authority's opinion, is the most responsive and responsible Bidder who is determined by the Authority to be in its best interests. Price alone may not be the determining factor.
5. The Award of Contract is subject to the approval of the Bishop International Airport Authority Board of Directors.
6. COMPLIANCE WITH LAW
  - a. The Bidder covenants and agrees that he/she and his/her agents and employees will comply with all local, state, and federal laws, applicable national and local codes, Bishop International Airport Rules and Regulations applicable to the work to be conducted under this RFB and that he/she shall obtain all necessary permits, fees and licenses necessary for the proper execution and completion of the work assigned, pay all required fees and taxes, and otherwise perform these services in a legal manner. Bishop International Airport Rules and Regulations are available upon request. The Bidder is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Bidder will in no way relieve him/her from responsibility.
7. AIRPORT INFORMATION
  - a. This section furnishes information that may be useful to Bidders in assessing the janitorial service requirements of the Terminal building. Statistical information contained in this package is provided for informational purposes only. The Authority is not responsible for any inaccuracies or interpretations of information.

- i. Air Carrier Service: Bishop International Airport is currently served by three scheduled airlines and charter flights:
  1. United Airlines
  2. American Airlines
  3. Allegiant Air
  4. Charter Operators – periodically throughout the year
- ii. Passenger Statistics: Total annual passenger (enplanements and deplanements) statistics for the past five years are as follows:

<u>Year</u>	<u>Total</u>
2023	564,634
2022	596,338
2021	479,416
2020	352,219
2019	598,846
2018	721,180

- iii. Terminal Area: The Terminal building consists of approximately 242,000 total square feet, not all of which is included in the scope of services. Attachment A identifies the layout of the Terminal building, locations where services are required, approximate square footages and finishes.
- iv. List of current consumables supplied by incumbent contractor:
  - ProLink – Multifold Towel #RH525
  - Georgia Pacific - Pacific Blue Ultra Multifold Towel #20887
  - Response – Roll Towel #30300
  - Tork – Roll Towel #803062
  - Response – Toilet Tissue #12440
  - ProLink – Valskin High Density Blended HMW-HDPE Liners 24x33
  - ProLink – Valskin High Density Blended HMW-HDPE Liners 33x40
  - ProLink – Valskin High Density Blended HMW-HDPE Liners 38x60
  - ProLink – Valskin High Density Blended HMW-HDPE Liners 43x48
  - ProLink – Tuffskin High Density Liners 40x48
  - Sport Mate – Body and Hair Shampoo
  - Naturelle – Maxi Pads #25130973
  - Naturelle – Tampons #25176488

## 8. ON-SITE INSPECTION

- a. A **NON-MANDATORY** pre-bid meeting will be held Wednesday, February 7, 2024 at 11:00am in the James A. Sharp Conference Room within the Terminal building. The pre-bid meeting may also be attended via conference call. The conference number is 269-888-1480 with an access code of 029-273-117.

- b. The purpose of the pre-bid meeting is to provide a briefing on the scope of services and specifications and, if desired, to conduct a tour of the Terminal building to ensure that all Bidders have an equal opportunity to ascertain the complexities and locations of the services to be performed. **No other site visits will be scheduled.**
  - c. This meeting is **NOT MANDATORY** for Bidders interested in submitting a bid and performing the work under the terms of this contract.
- 9. Sealed bids for specified services will be received by the Authority as:
  - a. Lump sum labor cost on annual basis for each year of contract;
  - b. Annual cost of consumables provided by Bidder for use by the general public (i.e., hand soap, toilet paper, paper towels, seat covers, etc.).
  - c. Hourly rate of labor for special services not included within the scope of services.
- 10. Bids will be received by the Authority at the Airport Administration Offices at Bishop International Airport Authority, Flint, Michigan on March 11, 2024, by 10:00am, at which time all bids will be publicly opened and read aloud in the Pelavin Conference Room within the Terminal building. Bids submitted after the specified due date and time will be rejected as late and will not be accepted.
- 11. Bidders may obtain RFB documents and addenda (if posted) from the Administrative Office of Bishop International Airport Authority beginning January 26, 2024, during regular business hours, or downloaded at <https://www.bishopairport.org/doing-business/doing-business-overview/fnt-business-opportunities/public-notices-bid-opportunities>. No deposit is required. The Administrative Office of Bishop International Airport Authority is located at 3425 West Bristol Road, Flint, MI 48507. 810-235-6560. RFB Documents include: Advertisement for Bids, Instructions to Proposers, General Conditions, Bid Submission Checklist, Bid Contents, Bid Forms, Scope of Services, and Contract Provisions.
- 12. If any Bidder is in doubt as to the true meaning, spirit and/or intent of the RFB documents, the Bidder may make request for interpretation thereof, provided said request is received by the Authority No Later Than (NLT) 5:00pm on February 23, 2024, to allow sufficient time for the Authority to issue an addendum, if required. Any interpretation of the RFB documents, if made, will be by Addendum only and will be available online at the Public Notice/Bid Opportunities webpage. The Authority is not responsible for any other explanations or interpretations made prior to the closing time set for receipt of bids. **No explanation or interpretation made orally will be considered binding.** In the event any addendums are issued, proposers shall complete and return the Acknowledgement of Addenda form with their proposal.

The Authority is committed to providing all interested parties with accurate and consistent information in order to ensure that no proposer obtains an undue competitive advantage. To this end, from the date of this RFB through award of agreement, the sole Authority contact for Janitorial Services is:

Christopher Yeates, A.A.E.  
Chief Operating Officer  
3425 W. Bristol Road  
Flint, MI 48507  
[cyeates@bishopairport.org](mailto:cyeates@bishopairport.org)

13. All Bidders interested in providing this service (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) shall refrain from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection including: the Selection Committee, Authority Board of Directors, and Airport staff. All contact regarding this solicitation and selection process should be addressed to the Chief Operating Officer as identified above.
14. This document outlines the prerequisites, selection process and documentation necessary to submit a bid for the requested services. Before submitting a bid, Bidders shall carefully examine all Specifications and other RFB documents in order to avoid omissions or duplications. Submission of a bid signifies that the Bidder has reviewed the documents, has made examinations and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid by the successful Bidder due to said successful Bidder's failure to be so informed.
15. Bids shall be submitted on the forms provided and shall be delivered in sealed, opaque envelopes bearing the following inscriptions:

**JANITORIAL BID**  
**RFB DOCUMENTS – PLEASE KEEP SEALED**

Address all bids to:	Bishop International Airport Authority ATTN: Christopher Yeates, A.A.E. 3425 West Bristol Road Flint, Michigan 48507
----------------------	---

Bids not submitted in the manner described herein may be considered nonresponsive and subject to rejection. Bids must be submitted completely and accurately, and include all the information required in the Bid Content section of this solicitation. If any bid is submitted and judged incomplete or insufficient by the Authority, the bid may be rejected.

16. A bid may not be withdrawn or cancelled by a Bidder for a period of ninety (90) days following the time and date set for receipt of bids.
17. Negligence in preparation, improper preparation, errors in or omissions from bids shall not relieve a Bidder from fulfillment of any and all obligations and requirements of the RFB.

18. No responsibility shall attach to the Authority, or the authorized representatives for the premature opening of any bid that is not properly addressed and identified.
19. Each Bidders shall provide one (1) original and three (3) copies of their bid.
20. Each Bidder shall execute the Non-Collusion Affidavit in the form herein provided, to the effect that he/she has not colluded with any other person, firm, corporation, or Authority employee, in regards to the bid submitted.
21. If a Bidder should find discrepancies or omissions in these RFB documents, he/she should at once notify the Chief Operating Officer of the Bishop International Airport Authority.
22. The contract shall be subjected to the contract provisions listed herein. A complete list of the contracting provisions is included in these RFB documents. Each Bidder is individually responsible for the careful examination of the Scope of Services, Forms, and all requirements of service. The failure or omission by any Bidder to do so shall in no way relieve any Bidder from any obligations with respect to its bid.
23. Any information received within the bid will be considered part of the public record for this RFB process and a public record subject to disclosure.
24. AWARD OF BID
  - a. The Authority encourages the participation of Disadvantaged Business Enterprises (DBEs) and seeks contractors or subcontractors that are certified DBEs.
  - b. All bids will be reviewed by Authority and will recommend to the Authority's Board of Directors, the bid that best meets the Authority's needs and requirements. Unsuccessful Bidders will not automatically be notified of Award results.
  - c. The Authority reserves the option of awarding this agreement in any manner most advantageous for the Authority and its patrons.
  - d. No contract or agreement of any kind arising out of this bid and/or negotiations shall be binding or valid against the Authority, its departments, officers, employees, or agents unless such contract or agreement is in writing and has been authorized by the Bishop International Airport Authority Board of Directors and signed by the Board Chairman and Board Secretary.
  - e. Major factors to be considered will be experience, past performance, personnel, and cost. It should be understood that the award of this contract will not be based solely on cost.
  - f. The following criteria will be used by the evaluation team in screening and ranking the bids.



Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Organizational Plan	6	(1-5)	(Max 30)
2	Operational Plan	6	(1-5)	(Max 30)
3	Costs and Labor Rates	3	(1-5)	(Max 15)
4	Transition Plan	3	(1-5)	(Max 15)
5	General RFB Compliance	2	(1-5)	(Max 10)
	Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 - Unacceptable	Score:		(Max 100)

## 25. BID GUARANTEE

- a. Bidders shall submit a Bid Bond, Letter of Credit, or a certified cashiers check payable to Bishop International Airport Authority in the amount of five thousand dollars (\$5,000.00) with their bid. The bid guarantee will be retained by the Authority for up to ninety (90) calendar days following the due date of the bids or until the contract is executed by the Authority Board approved contractor, at which point the bid guarantee will be returned to all unsuccessful Bidders.
- b. The Bidder agrees that, upon receipt of notice of award by the Authority Board, the approved contractor will, within 15 days, execute the Janitorial Professional Service Agreement in accordance with the bid as accepted, and satisfy the insurance requirements stipulated; and that upon failure or refusal to do so, the bid guarantee accompanying the bid shall be forfeited to and become the property of Bishop International Airport Authority as liquidated damages for such failure or refusal.

## 26. DISQUALIFICATION OF BIDDERS

- a. Any of the following causes may be considered sufficient to disqualify a Bidder from bidding, provided however, such list is illustrative only and other causes for disqualification may be found by the Authority:
  - i. Submission of more than one bid hereunder by an individual, firm, or corporation under the same or different names;
  - ii. Evidence of collusion among Bidders;
  - iii. A Bidder's default or arrearage under any previous or existing agreement with the Authority;
  - iv. Existence of any unresolved claims between the Bidder and the Authority;
  - v. Misrepresentation or omission of material information submitted by any Bidder; and/or

- vi. Less than five (5) years' experience providing janitorial services similar in nature to that required.

## 27. PERIOD OF PERFORMANCE

- a) The term of any awarded contract for Janitorial Services shall be three (3) years commencing June 1, 2024, and ending May 31, 2027. The Authority shall have, at its sole option, the right to extend the agreement for one (1) additional three (3) year term. The Authority will notify the Contractor of its intent to exercise its option to extend the agreement by giving the Contractor ninety (90) days advance written notice. The Contractor shall provide the Authority by January 31, 2027, a proposed fee structure for the three-year option period for the Authority's consideration and negotiation. The Authority will notify the Contractor of its intent to exercise its option to extend the contract by giving the Contractor ninety (90) days advance written notice.

## 28. MINIMUM SCHEDULED WEEKLY CLEANING SERVICE HOURS AND TYPICAL CLEANING HOURS

- a. Bidders should include a minimum of three-hundred ninety-two (392) scheduled hours of cleaning services each week.
- b. A proposed schedule shall be submitted with each bid on the included proposal form or in a similar format.
- c. Typically, airline flights are scheduled between 6:30am and 11:30pm. Attachment G includes the current flight schedule for February 26<sup>th</sup> through March 3<sup>rd</sup>. This schedule is subject to change and fluctuates throughout the year. The TSA Checkpoint opens at 4:00am with passengers typically starting to access the airport around 5:00am. Unless specified otherwise in Attachment A, daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Major and deep cleaning is to be completed between 12:00am and 4:30m, seven days per week including holidays to ensure the Terminal Building is properly cleaned and prepared each day.

## 29. PREPARATION AND SUBMISSION OF PROPOSAL

- a. A complete Proposal must include the following items:
  - i. Cover Letter / General Firm Information
  - ii. Organizational Plan
  - iii. Operational Plan
  - iv. Transition Plan
  - v. References
  - vi. Signed Non-Collusion Affidavit
  - vii. Bid Costs and Labor Rates
  - viii. Weekly Proposed Schedule
  - ix. Bid Guarantee

- x. Acknowledgement of Addenda(s)
  - xi. Certification of Insurance
  - xii. Attachments
- b. The Bidder must submit his/her bid on the forms furnished by the Authority along with additional pages as requested. All blank spaces in the bid forms must be correctly filled in where indicated and the Bidder must state the prices in numerals. The lump sum 3-year contract price should also be spelled out in full.
  - c. Erasures or other changes in a proposal shall be explained or noted over the signature of the Bidder.
  - d. Bids containing reservations, conditions, omissions, unexplained erasures or alterations, or irregularities of any kind may be rejected by the Authority.
  - e. Each bid shall indicate the full business name and address of the Bidder and shall be signed by him/her with his/her usual signature.

### 30. PROCUREMENT SCHEDULE

<b>Action</b>	<b>Date</b>
RFB Issued and Available	January 26, 2024
Non-Mandatory Pre-Bid Meeting	February 7, 2024
Final Day to Submit Written Questions by 5:00pm	February 23, 2024
Authority Staff issues response to questions by 5:00pm	March 4, 2024
Bids due to Airport Administration Offices by 10:00am ET	March 11, 2024
Anticipated Contract Award	March 26, 2024
Contract Commencement Dates	June 1, 2024

### 31. PAYMENT TO CONTRACTORS

- a. The Contractor is to invoice the Authority each month for the services rendered during the previous month.
- b. Payments for invoiced services will be made within 30 days after receipt of proper invoices.
- c. If it is necessary for the Authority to accomplish required items which were not completed by the Contractor, the actual cost of performing this work will be deducted from the invoice. These costs will be based on either the actual cost (including wages and fringes) of airport maintenance personnel, or another janitorial service completing the work.

### 32. RIGHTS RESERVED

In addition to all other rights reserved, the Authority reserves the following rights:

- a. To extend the date for submittal of responses.
- b. To request additional information from any or all Bidders.
- c. To supplement, amend, or otherwise modify the RFB through addenda issued.
- d. To cancel this RFB with or without substitution of another RFB.
- e. To reissue this RFB.
- f. To make such reviews and investigations, as it considered necessary and appropriate, for evaluation of the bids.
- g. To not select any Bidder if the proposed price is more than the Authority's budget for the work.
- h. To reject any bid in the event that the Authority's analysis of the Bidder's financial status and capacity indicates, in the Authority's judgement, that the Bidder is not able to successfully perform the work.
- i. To cancel the RFB process in the event only one bid is received by the deadline.
- j. To deem a bid non-responsive if the Authority obtains information from any reference check that reveals concerns about the Bidder's past performance or their ability to successfully perform the work.

## GENERAL CONDITIONS

- A. It is not the intent of the specifications to preclude reputable contractors from participating. It is the intent of the specifications to secure for the Authority the services which will be most suitable for its need as described in the scope of services.
- B. The Authority has made every effort to include enough information within this RFB for all Bidders to prepare a responsive bid. Bidders are encouraged to submit the most comprehensive and competitive information possible. Bids that do not respond completely or sufficiently to the evaluation criteria in this RFB may be rejected as non-responsive or not be further considered.
- C. The labor rate quoted shall be for the requested services in accordance with the specifications.
- D. Submission of a bid will be construed as a conclusive presumption that the Bidder is thoroughly familiar with the RFB documents and specifications and that the Bidder understands and agrees to abide in strict accordance with each and all of the stipulations and requirements contained therein.
- E. DISADVANTAGED BUSINESS ENTERPRISE (DBE)
  - 1. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, religion, age, marital status, sexual orientation, national origin, or the presence of any sensory, mental or physical disability in consideration of an award or performance of this contract. The Authority requires participation by all firms qualifying under this solicitation regardless of business size or ownership.
  - 2. The Authority further encourages Proposers to utilize DBE subcontractors throughout this agreement. Any anticipated DBE subcontractor participant or recently utilized DBE subcontractors shall be listed.

### F. FREEDOM OF INFORMATION ACT

The Authority is subject to the Freedom of Information Act, 5 U.S.C. § 552. Accordingly, notwithstanding any claim of confidentiality or that any or all of the Bidder's submittal contains proprietary information, the Bidder understands by its submission of a bid that such bid may be disclosed pursuant to a public records request.

### G. PROTEST APPEAL PROCEDURE

In accordance with the Authority's Purchasing Policy, a Protester may file with the Authority's Chief Executive Officer a protest about any or all of the following:

- 1. Alleged defects in a Competitive Solicitation process;
- 2. A contract award recommendation reached through a Competitive Solicitation process; or

### 3. Award of a contract.

In order for a protest to be valid, the Protestor shall file the protest prior to award of the contract to which it relates, unless the Protester did not know and could not have known of the facts giving rise to such protest prior to the contract award. In such cases, the protest must be filed within 3 business days after the award of the contract to which the protest pertains. A Protester shall be deemed to have known of the facts giving rise to its protest prior to the contract award if the Authority sent notice of the contract award recommendation to the Protestor at least 5 business days prior to the award of the contract.

In order for a protest to be valid, it shall be filed in writing and include the following information:

- A. Name, address, telephone number, and email of the Protester.
- B. Description of the Competitive Solicitation to which the protest relates.
- C. A detailed statement of the legal or factual grounds, or both, for the protest. The protest shall include copies or specific reference to all documents, statutes or other materials the Protester wants the Authority to consider, and the Authority may, but need not, consider any data or material not included with or made specific reference to in the protest.
- D. A statement of the relief requested by the Protester.

The contract award process shall not proceed further until the Authority makes a written determination about the merits of the protest, unless the Authority, in consultation with the General Counsel, determines in writing that:

- a) The protest does not provide sufficient information to make a determination on its merits; or
- b) Award of the contract without delay is necessary to protect the Authority's best interests.

If the Authority determines that the protest is without merit, the solicitation or contract award process may continue.

If the Authority determines that the protest is with merit, then the Authority shall recommend relief to address the protest to the Chief Executive Officer, and the Authority shall provide any relief approved by the Chief Executive Officer. No matter the outcome, the Authority shall provide the Protester with the outcome of the protest along with a description of how the Authority reached such outcome.

Failure to meet any applicable deadline for a protest shall constitute a waiver of any and all rights to protest.

### H. SAMPLE JANITORIAL PROFESSIONAL SERVICES AGREEMENT

An example of the Authority's standard form Professional Service Agreement and appropriate provisions is attached as Attachment F. The Janitorial Professional Services Agreement will be in a form that substantially conforms to Attachment F.

### I. PERSONNEL

The selected Bidder must provide adequate personnel to complete all work each day in accordance with the schedule proposed. To ensure appropriate knowledge of custodial practices, custodial and customer service training should be ongoing throughout the length of this contract and is considered the responsibility of the selected Bidder.

#### J. IDENTIFICATION

Employees of the selected Bidder are required to wear uniforms at all times while working at the Airport. Uniforms shall have the prior approval of the Authority. As employees will be required to perform services within the security areas of the Airport, the selected Bidder will be required to complete a ten-year background investigation of each employee assigned to the Airport. The background investigation shall be updated annually. All employees must submit to a Security Threat Assessment, as well as fingerprint-based criminal history records check (CHRC). These investigations are conducted by the Bishop International Airport Authority Department of Public Safety. An Airport Identification Badge will not be issued to an employee who fails to pass the required records check. All employees must comply with all TSA and Authority requirements regarding security and badging at all times. Employees will be required to display the appropriate Airport ID badge at all times while performing their duties within security areas of the Airport.

The cost of initial background and fingerprint check is \$50.00 per individual. The following are the 2023 Security Fees (fees subject to change).

<b><u>Security Fees</u></b>	
<b><u>Badges:</u></b>	
SIDA, Sterile, Non-SIDA, and construction (any media)	\$50.00
Renewal with 2-yr recurrent CHRC (Criminal History Record Check)	\$29.00
Renewal without CHRC	\$ 0.00
Renewal past expiration date (\$25.00/employee and \$25.00 to employer)	\$50.00
Replacement for damaged badge (above normal wear and tear)	\$15.00
 <b><u>Lost Badge fees**</u></b>	
First time lost	\$50.00
Second time lost	\$75.00
Third time lost	\$100.00
Fourth time lost badge will not be replaced	
Lanyard, badge reel, and protective case	\$ 2.00
Lanyard or Badge Reel	\$ 1.00
Protective case only	\$ 0.00
**fee will be refunded if badge is returned before badge expiration	
Badge fees are not waived for Federal agencies (TSA, FAA, etc.)	

#### K. KEYS

The Authority will supply the selected Bidder with an adequate number of keys to the Terminal building and janitorial storage areas. Keys shall be used for job related functions only. A key request must be filled out by the applicant; signed by the applicant and the applicant's supervisor, who is thereby authorizing the applicant's use of the key. The application shall be turned into the Authority Department of Public Safety who will then issue a key.

**There will be a charge of \$150 for each lost or unreturned key.**



#### L. LOSSES

The Authority will not be responsible for losses of the selected Bidder's supplies, tools or equipment. It is the responsibility of the selected Bidder and the selected Bidder's employees to provide for proper identification and security for such items.

#### M. DAMAGES

The selected Bidder will be responsible for damages to Authority property cause by the selected Bidder's employees.

#### N. AIRPORT LIASION REVIEW AND INSPECTIONS

An Authority representative may conduct random inspections of the area(s) covered under this contract. A crew supervisor or operations manager of the selected Bidder shall meet with the Authority's representative a minimum of every month, or more often if needed, to discuss any problems or areas of concern.

Tours of the facility will be taken to ensure a proper level of cleanliness is being strictly maintained and all services are being performed appropriately. Complaints or feedback received from Airport employees, building tenants or airport patrons will be shared with the crew supervisor or manager.

#### O. JANITORIAL SUPERVISOR CONTACT NUMBER

The selected Bidder shall provide the Authority with a contact number to a phone that will be carried at all times by an onsite supervisor or shift lead while janitorial staff is present at the Airport. This number may be used to facilitate requests for service, share observations and feedback, and to coordinate review and inspections.

#### P. STORAGE SPACE

The selected Bidder may store supplies, materials, and equipment in storage areas within the Terminal building as designated by the Authority. The identified portions of storage areas shall be kept organized and in accordance with all applicable regulations (environmental and fire). Storage in any area of the Terminal building must first be authorized by the Authority and all clearances and controls for the area will be strictly maintained by the selected Bidder.

Materials and equipment shall not be stored or temporarily set in restrooms or other spaces accessible to the public.

## BISHOP INTERNATIONAL AIRPORT AUTHORITY

### BID SUBMISSION CHECKLIST

Refer also to Bid Contents

The following information and documents must be submitted in the order noted below as part of the sealed bid for the bid to be considered responsive:

#### **Attached or Included**

- |  |                    |
|--|--------------------|
| 1. Cover Letter / General Firm Information | Yes _____ No _____ |
| 2. Organizational Plan                     | Yes _____ No _____ |
| 3. Operational Plan                        | Yes _____ No _____ |
| 4. Transition Plan                         | Yes _____ No _____ |
| 5. References                              | Yes _____ No _____ |
| 6. Non-Collusion Affidavit                 | Yes _____ No _____ |
| 7. Bid Cost and Labor Rates                | Yes _____ No _____ |
| 8. Weekly Proposed Schedule                | Yes _____ No _____ |
| 9. Bid Guarantee                           | Yes _____ No _____ |
| 10. Acknowledgement of Addenda(s)          | Yes _____ No _____ |
| 11. Certification of Insurance             | Yes _____ No _____ |
| 12. Attachments                            | Yes _____ No _____ |

#### **Submission Due Date: March 11, 2024 – 10:00am**

Complete Package:	Yes _____ No _____
-------------------	--------------------

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## BID CONTENTS

### **Preparation of Proposal:**

Bidders shall prepare a bid as described below. Each Bidder shall provide detailed evidence of its competency, capability and expertise to complete the Scope of Services. The Authority desires succinct submittals that address the specific content requirements. To facilitate the review of all bids, each bid shall be:

- Printed on 8 ½" by 11" sheet size paper (folded 11" x 17" exhibits are acceptable);
- Typewritten no smaller than 10-point font size for the body of the bid;
- 9-point font in graphics or captions is acceptable;
- All forms provided with this solicitation must be filled out completely and submitted with the bid; and
- The entire bid shall not exceed thirty (30) pages; excluding the front and back covers, dividers, and table of contents. Additional pages may be added for attachments requested as part of this RFB.

Each bid shall consist of the following elements in the prescribed order:

- A. Cover Letter / General Firm Information
- B. Organizational Plan
- C. Operational Plan
- D. Transitional Plan
- E. Non-Collusion Affidavit
- F. Bid Cost and Labor Rates
- G. Weekly Proposed Schedule
- H. Acknowledgement of Addenda(s), if issued
- I. Certificate of Insurance
- J. Attachments

Bids shall provide information in the same order as presented in this document with the same headings. Forms included in the RFB should be used for appropriate sections. This will not only be helpful to the evaluators of the bid, but should assist the Bidder in preparing a thorough response.

All documents must be original, signed documents and shall include insurance requirements and listed affidavits as included in this RFB document.

### *COVER LETTER / GENERAL FIRM INFORMATION*

Provide a bid cover letter that includes the following items:

- Name and brief description of the firm;
- The name, work address, email address and telephone number of the primary point of contact;
- Home office location and location of other offices that may be performing the work;
- Number of employees that will be performing the majority of the work;

- Lela organization of the firm; and
- Summary of major points contained in the bid.

The cover letter shall be signed by an officer or principle of the Bidder's firm.

### *ORGANIZATIONAL PLAN*

These next three sections of the bid shall establish the ability of the Bidder to satisfactorily perform the required work by reasons to include but not limited to: experience in performing work of a similar nature; demonstrated competence in the services to be provided, staffing capability; and supportive client references.

- Submit a chart showing the organization intended to be established at the Airport.
  - Include on the chart, all function for the requested services.
- Submit a staffing table or proposed shift schedule on the included form. The proposed staffing schedule shall identify the number of personnel assigned per shift (providing coverage 7 days per week, 24 hours per day, including holidays) to adequately meet the requirements of these specifications. A minimum of three-hundred ninety-two (392) scheduled hours of cleaning services should be scheduled each week.
- Discuss line of authority for the proposed organization including the authority of the proposed on-site manager and his/her relationship with the home office, and his/her authority to direct work.
- Discuss relations with the Authority including proposed methods of achieving coordination.
- If subcontractors are proposed, provide a list of subcontractors and functions to be assigned. Bidders shall provide a list of subcontractors, subcontractors experience and qualifications to perform designated work.
- Discuss Bidder's personnel management policies and if employees will be under a collective bargaining agreement.

### *OPERATIONAL PLAN*

- Submit operating plans for the proposed services appropriately keyed to the organizational chart. Identify who will do what and when it should occur. The plan should discuss the approach to performing the required services of this contract.
- Include in the operational plan a description of the following:
  - Authority and responsibility of each supervisor.
  - Authority and responsibility of each subordinate.
  - Managerial quality control devices.
  - Daily work assignments.
  - Shift Schedule.
  - Staffing concept to be implemented which permits flexibility to meet shifting peak workloads. Typical peak workloads are holidays and winter/spring vacations.
  - Discuss performance and quality standards.
  - Discuss initial and recurrent training plans for personnel including proper cleaning techniques and biohazard cleanup. Detail training plans for supervisor/managerial staff.

### *TRANSITION PLAN*

Bidders shall provide the Authority a Start-up Transition Plan describing how it plans to start operations and bring about a smooth transition from the present Contractor.

Start-up Transition Plans shall include but not be limited to:

- Procurement of Equipment (including timing and expected delays)
- Training Syllabus based on requirements of the services as set forth herein
- Obtaining ID Badges: including background checks and security training
- Employee Orientation and Site Tours

If selected, Bidders will cooperate with the Authority and attend any scheduled coordination meetings during the transition period.

### *REFERENCES*

Provide a list of at least three (3) references, not including Bishop International Airport Authority, for similar services provided within the past five years, including the following information.

- Name, title and phone number of point of contact for service contract
- Company name
- Services rendered
- Size of facility(s)
- Number of employees dedicated to the service contract
- Term of service contract
- If not current, why service contract was terminated.

### *BID COSTS AND LABOR RATES*

Submit on the enclosed Authority Bid Costs and Labor Rates Form, a lump sum labor cost on an annual basis for each year of the proposed contract. Each Bidder shall indicate the annual cost for consumables which should not be included in the lump sum labor cost. Also indicate on the form the hourly rate of labor for special services not included within the scope of services. Indicate on the form the total contract sum (labor lump sum total plus consumable total).

### *BID GUARANTEE*

Submit a Bid Bond, Letter of Credit, or a certified cashiers check payable to Bishop International Airport Authority in the amount of five thousand dollars (\$5,000.00) with bid. The bid guarantee will be retained by the Authority for up to ninety (90) calendar days following the due date of the bids or until the contract is executed by the Authority Board approved contractor, at which point the bid guarantee will be returned to all Bidders.

The Bidder agrees that, upon receipt of notice of award by the Authority Board, the approved contractor will, within 15 days, execute the Janitorial Professional Service Agreement in accordance with the bid as accepted, and satisfy the insurance requirements stipulated; and that upon failure or refusal to do so, the bid guarantee accompanying the bid shall be forfeited to and become the property of Bishop International Airport Authority as liquidated damages for such failure or refusal.

## *ATTACHMENTS*

- Attachment 1:* Identify any exceptions to the draft Janitorial Professional Services Agreement (Attachment F of this RFB).
- Attachment 2:* Identify any potential conflicts of interest with the Authority, the Airport, Genesee County, or any other relevant parties.
- Attachment 3:* Identify any legal actions against the Bidder or any key team members that are pending or have been settled or finalized in the last five years.

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## BID FORMS

### *NON-COLLUSION AFFIDAVIT*

The Bidder, by its officers and authorized agents or representatives present at the time of filing of this bid, being duly sworn on their oaths say, that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Bishop International Airport Authority, Flint, MI whereby such affiant or affiant(s) or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public officer anything of value whatever, or such affiant or affiant(s) or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the bid sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the bid, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the bid sought by these solicitation documents.

#### **BIDDING COMPANY**

---

#### **BUSINESS ENTITY**

---

(Corporation-Partnership-Single Owner, etc.)

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE OF BID:** \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Notary's Stamped or Printed Name)

Notary Public, in and for \_\_\_\_\_

County: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## BISHOP INTERNATIONAL AIRPORT AUTHORITY

### *BID COSTS AND LABOR RATES FORM*

Enter below the bid price for each year, annual cost of supplies, lump sum of contract amount, and labor rate per hour to perform work described in the Scope of Services. Prices should include all overhead costs, general, administrative, and profit.

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

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

Phone Number: \_\_\_\_\_

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

<u>CONTRACT YEAR</u>	<u>LABOR LUMP SUM PRICE</u>	<u>ANNUAL COST OF CONSUMABLES</u>
June 2024 – May 2025		
June 2025 – May 2026		
June 2026 – May 2027		

TOTAL CONTRACT AMOUNT – 3 years (including labor and consumables): \_\_\_\_\_

Total Contract Amount Spelled Out:

\_\_\_\_\_

PRICE PER HOUR FOR LABOR (Special Services): \_\_\_\_\_ June 2024 – May 2025

\_\_\_\_\_ June 2025 – May 2026

\_\_\_\_\_ June 2026 – May 2027

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Title



## BISHOP INTERNATIONAL AIRPORT AUTHORITY

### *WEEKLY PROPOSED SCHEDULE*

A	B	C	D	E	F	G	H
Employee Position/Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <sup>ST</sup> Shift							
2 <sup>nd</sup> Shift							
3 <sup>rd</sup> Shift							

Please identify the Employee Position (e.g., cleaner, manager, supervisor, custodian, shift lead, etc.) in Column A and the hours the position will be scheduled to work each day in Columns B-H.

**The schedule should include a minimum of 392 hours each week of cleaning services.** Meal and break periods should not be included in calculating total hours each week. If an employee is scheduled to work 8:00am – 5:00pm with a 1-hour lunch period where no cleaning services is being conducted, only 8 hours would count toward the minimum requirement.

The schedule should include a minimum of 1 employee with Manager or Supervisor responsibilities.

## BISHOP INTERNATIONAL AIRPORT AUTHORITY

### *ACKNOWLEDGEMENT OF ADDENDA*

The following form shall be completed and included in the bid. Failure to acknowledge receipt of all addenda, if any, may cause the bid to be considered nonresponsive.

The undersigned acknowledges receipt of the following addenda to the RFB:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

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

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

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

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

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **BISHOP INTERNATIONAL AIRPORT AUTHORITY**

### **SCOPE OF SERVICES**

The Airport plans to award one janitorial services contract to the most qualified and responsive Bidder, the “Contractor”. Submission of a bid shall demonstrate a Contractor’s intent to enter into a Janitorial Professional Service Agreement with the Airport, see Attachment F.

Attachments A, B and C detail the services to be performed, the location of services, and the frequency at which services should occur and will be incorporated into the Janitorial Professional Service Agreement as attachments.

The Airport reserves the right to contract additional cleaning services at any time for services either listed or not listed in this scope of services.

# **BISHOP INTERNATIONAL AIRPORT AUTHORITY**

## **CONTRACT PROVISIONS**

### **FEDERAL CONTRACT PROVISIONS**

The selected Bidder shall comply with all Required Federal Contract Provisions included in Attachment E and to be attached in the Janitorial Professional Services Agreement. Federal Contract Provisions are subject to change based on updates from the Federal Aviation Administration.

### **GENERAL CIVIL RIGHTS**

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in the Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identify), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

### **TITLE VI SOLICITATION NOTICE**

The Bishop International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC § § 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantage business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for this award.

### **FEDERAL FAIR LABOR STANDARDS ACT**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

## **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **DOMESTIC PREFERENCES FOR PROCUREMENTS**

The Bidder certifies by signing and submitting this bid that, to the greatest extent practicable, the Bidder has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

## **NON-DISCRIMINATION**

The Contractor agrees to abide by and be in compliance with the following laws concerning to non-discrimination including the Authority's lease with the City of Flint:

1. Title VI of the Civil Right Act of 1964
2. City of Flint Lease provision – the Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter related to employment because of such applicant's race, color, religion, national origin, ancestry, age or sex, except where a requirement as to age or sex is based on a bona fide occupational qualification.
3. P.A. 453 of 1976 – Elliot-Larsen Civil Rights Act
4. P.A. 220 of 1976 as amended – Persons with Disabilities Civil Rights Act

A breach in the above covenants shall be regarded as a material breach of this Agreement.

## **CONSTRUCTION OF TERMS**

In the event any covenant, condition or provision contained in this Agreement is held to be invalid by any court or competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision contained in this Agreement; provided that the validity of such covenant, condition or provision does not materially prejudice either the Authority or

the Contractor in its respective rights and obligations contained in the valid covenants, conditions or provisions of this Agreement.

### **GOVERNING LAW**

This Agreement, the rights and obligations of the parties hereto, and any claims or disputes relating thereto shall be governed by, interpreted, construed and enforced in accordance with the laws of the State of Michigan. Venue for any litigation shall be Genesee County, Michigan.

### **ENTIRE AGREEMENT**

This Agreement, together with all Exhibits, constitutes the entire agreement of the parties hereto and may not be changed, modified, discharged or extended except by written instrument duly executed by the Authority and the Contractor. The parties agree that no other representations or warranties shall be binding upon the Authority or the Contractor unless expressly written in this Agreement.

### **DISPUTE RESOLUTION**

If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy shall be attempted to be resolved through direct discussions and negotiations. If the dispute cannot be resolved by the parties, and if all parties agree, it may be submitted to arbitration in accordance with proceedings under American Arbitration Association Commercial Arbitration Rules, and such arbitration will be the exclusive dispute resolution method under this Agreement within the State of Michigan. The decision and award determined by such arbitration will be final and binding upon both parties. Each parties' costs and expenses incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the respective party. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved unless terminated by either party.

### **SUCCESSORS AND ASSIGNS**

This Agreement may not be assigned by either party without the prior written consent of the other party. Furthermore, the benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns. Any use of subcontractors by the Contractor for the performance of this Agreement shall be accepted in writing by the Authority.

### **NO CONFLICT**

The Contractor warrants that the Contractor has not previously assumed any obligations inconsistent with those undertaken by the Contractor under this Agreement.

### **INDEMNIFICATION**

The Bidder hereby agrees to indemnify, defend, save and hold harmless the Bishop International Airport Authority (Authority), its officers, directors, agents, employees and representatives against any and all claims, liabilities, damages, losses, suits, fines, penalties, demands and expenses including costs of lawsuits and attorney fees, which any or all of them may herein incur, be responsible for, or payout as a result of bodily injury (including death) to any person or damage to any property or person, arising out

of any acts or omissions of the Bidder, its agents, guests, invitees, employees or contractors in connection with the Contractor's operations at the Airport.

### **INSURANCE**

The contractor for this contract shall be adequately covered with the following minimum insurance. All required insurance must be in effect and so continue during the life of the agreement in not less than the following amounts:

1. Workers' Compensation Insurance in compliance with the Workers' Compensation laws of the State of Michigan.
2. Employers Liability: \$1,000,000 each accident
3. Disease Policy Limit: \$1,000,000
4. Disease Each Employee: \$1,000,000
5. General Liability: Comprehensive form, including premises/operations, independent contractor & subcontractors, broad form liability insurance, and products/completed operations. Minimum limits: \$1,000,000 per occurrence.
6. Automobile: Michigan "no fault" coverage and residual liability, comprehensive form, covering owned, hired and non-owned automobiles. Minimum limits: \$1,000,000 per occurrence bodily injury, \$50,000 property damage, or \$1,000,000 combined single limit.

A Certificates evidencing the above coverage, in accordance with Attachment D, shall be filed with the Authority before any contract work begins and be updated appropriately. The Authority, Genesee County, and the City of Flint along with their respective directors, officers, agents, appointed officials, and employees shall be listed as additional insureds.

### **TERMINATION OF AGREEMENT**

The Authority reserves the right to terminate the agreement in accordance with the provisions contained within the sample Professional Service Agreement included as Attachment F.

## ATTACHMENT A – Terminal Layout and Description of Spaces

(will be included as “Exhibit A” within the Professional Services Agreement)

### **Sidewalks, Parking Lots, Terminal Drive:**

This area includes the exterior of the Terminal building such as the Terminal Drive from/to Bristol Road, the Cell Phone, Employee, Terminal and Rental Car Parking Lots, the sidewalks within the Terminal Lot, Employee Lot and Rental Car Lot, and the sidewalk along the Terminal curbside and under canopy are.

The approximate length of Terminal curbside sidewalk is 600 feet and is approximately 15,000 square feet of covered curbside sidewalk. The approximate sidewalk length within the parking lots is as follows: Terminal Lot - 650 feet, Rental Car Lot - 530 feet, Employee Lot – 250 feet. There are approximately 15 large waste receptacles within the parking lots and sidewalks.

### **Entrance Vestibule Areas**

There are 9 Entrance Vestibule Areas within the Terminal building. There are 7 vestibules located on the landside portion of the Terminal, along the Terminal curbside. There are 2 vestibules located on the airside of the Terminal, on the first-floor lower hold seating area. Total square footage of all entrance vestibules is approximately 3,000 sq ft.

Walk-off mats with metal tread rail connectors are currently installed within all entrance vestibule areas.

A flooring project within contract term is planned to include the installation of Milliken OBEX Tile entrance floors within all the landside entrance vestibules. This project is expected to commence within the first contract year.

### **Elevators & Adjacent Areas**

There are 3 elevators throughout the Terminal building, each servicing 2 floors. Two elevators are carpeted and one elevator has hard floor. One elevator is used heavily, whereas the remaining two are lightly use, primarily by airport employees and tenants.

### **Escalators & Adjacent Areas**

There are two sets of 2 escalators within the Terminal building servicing 2 floors. The set on the public side of the Terminal building is heavily used and operates continuously. The set on the airside of the Terminal is presently deactivated due to the lack of activities in the lower hold.

### **Public Open Floor Areas**

This includes areas of heavy traffic within the Terminal building such as Airline Ticketing (including floor space behind ticket counters to the office walls), Baggage Claim, Rental Car, restaurant seating and queuing areas, and the connector between the landside and airside sections of the Terminal building.

There is approximately 60,000 sq ft of Public Open Floor Area. Currently, the majority of the space is carpeted with approximately 10,000 sq ft of hard flooring on the airside of the Terminal building.



A flooring project within contract term is planned to include the replacement of carpet on the landside section of the Terminal building and installation of a Thin-set Epoxy Terrazzo Floor covering approximately 10,000 sq ft of the landside section of the Terminal building. This project is expected to commence within the first contract year.

Major cleaning is to be completed between 12:00am and 4:30am, seven days per week including holidays. Daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Awareness and sensitivity must be maintained for passenger traffic flow. For example, open floor areas should be monitored during and after flight activities due to increased patrons utilizing the Terminal building.

### **Restrooms**

Within the Terminal building there are 9 total restrooms encompassing approximately 3,800 sq ft. with small format tile covering on walls and floors and stainless steel partitions separating urinals/commodos. There are 5 men, 5 women, and 2 family restrooms with a total of 17 urinals, 43 commodos and 40 sinks.

Major cleaning is to be completed between 12:00am and 4:30am, seven days per week including holidays. Daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Awareness and sensitivity must be maintained for passenger traffic flow. For example, restrooms must not be closed for cleaning during arrivals and departures of aircraft, and at no time shall any restroom be closed for longer than 30 minutes unless approved by the Airport.

### **Service Animal Relief Area**

There is one Service Animal Relief Area within the airside section of the Terminal building that is approximately 90 square feet with small format tile covering on walls and floors and turf style floor for the animal relief space.

Major cleaning is to be completed between 12:00am and 4:30am, seven days per week including holidays. Daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Awareness and sensitivity must be maintained for passenger traffic flow. For example, restrooms must not be closed for cleaning during arrivals and departures of aircraft, and at no time shall any restroom be closed for longer than 30 minutes unless approved by the Airport.

### **Public Seating Area**

This includes areas of moderate to heavy traffic within the Terminal building such as gate hold areas and meeter/greeter waiting areas.

There is approximately 38,800 sq ft of carpeted Public Open Floor Area.

Major cleaning is to be completed between 12:00am and 4:30am, seven days per week including holidays. Daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Awareness and sensitivity must be maintained for passenger traffic flow. For example, open floor areas should be monitored during and after flight activities due to increased

patrons utilizing the Terminal building.

### **Stairwells & Halls**

Within the Terminal building there are 11 stairwells servicing 2 floors and 2 stairwells servicing 4 floors. All stairwells are either rubber type flooring or painted concrete with metal hand rails. Most stairwells are only lightly used with the main public stairs at the center of the landside section of the Terminal building experiencing heavy use.

There is approximately 7,000 sq ft of carpeted hallway space within the Terminal building with moderate to light use.

### **Airport Authority Offices and Conference Rooms**

The Airport Authority Offices and Conference Rooms consist of the administration area on the second floor, Police Offices on the first floor, conference rooms on the second floor, and any other offices that may from time to time be occupied by the Authority. These areas encompass approximately 8,000 sq ft of space and are mostly carpeted with some small areas of hard floor. At no time shall an employee of the Contractor be permitted to perform cleaning Police Offices without escort by a uniformed BIAA Officer.

Daily cleaning of Airport Authority Offices is to be performed Monday thru Friday, excluding legal holidays, between the hours of 5:00pm and 6:00am. Major cleaning such as carpet cleaning shall be performed on Saturday or Sunday. Daily cleaning of the Police Offices shall be performed between 8:00am and 3:00pm and be coordinated with the BIAA Officer on duty.

### **Passenger Boarding Bridges**

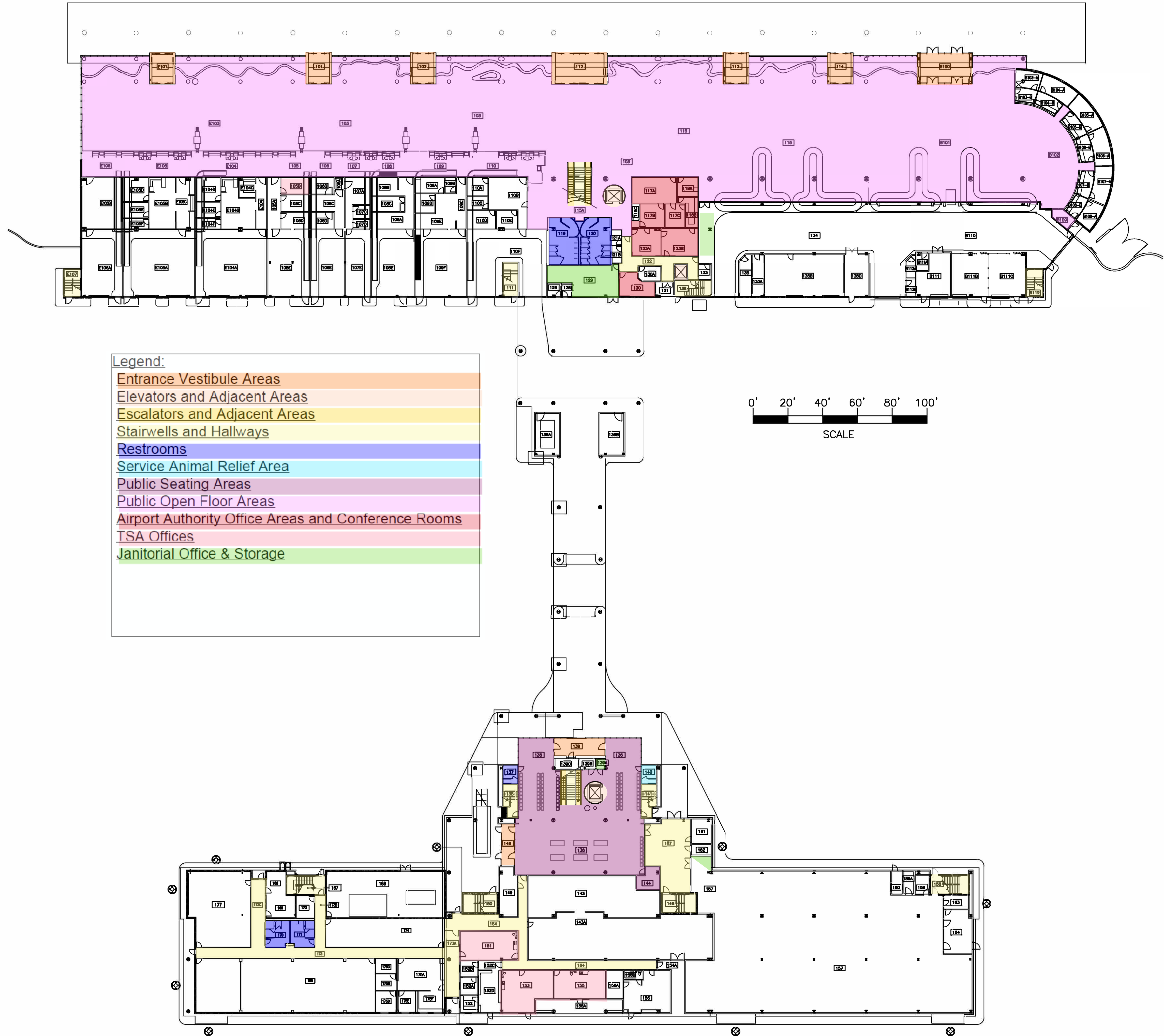
There are 9 Passenger Boarding Bridges. Boarding bridges are carpeted throughout with the exception of the cabin which is a hard rubber floor.

Major cleaning is to be completed between 12:00am and 4:30am, seven days per week including holidays. Daily cleaning is to be completed continuously between 4:30am and 12:00am, seven days per week including holidays. Awareness and sensitivity must be maintained for passenger traffic flow. For example, services should not occur on passenger boarding bridges during flight activities.

### **TSA Leased Areas**

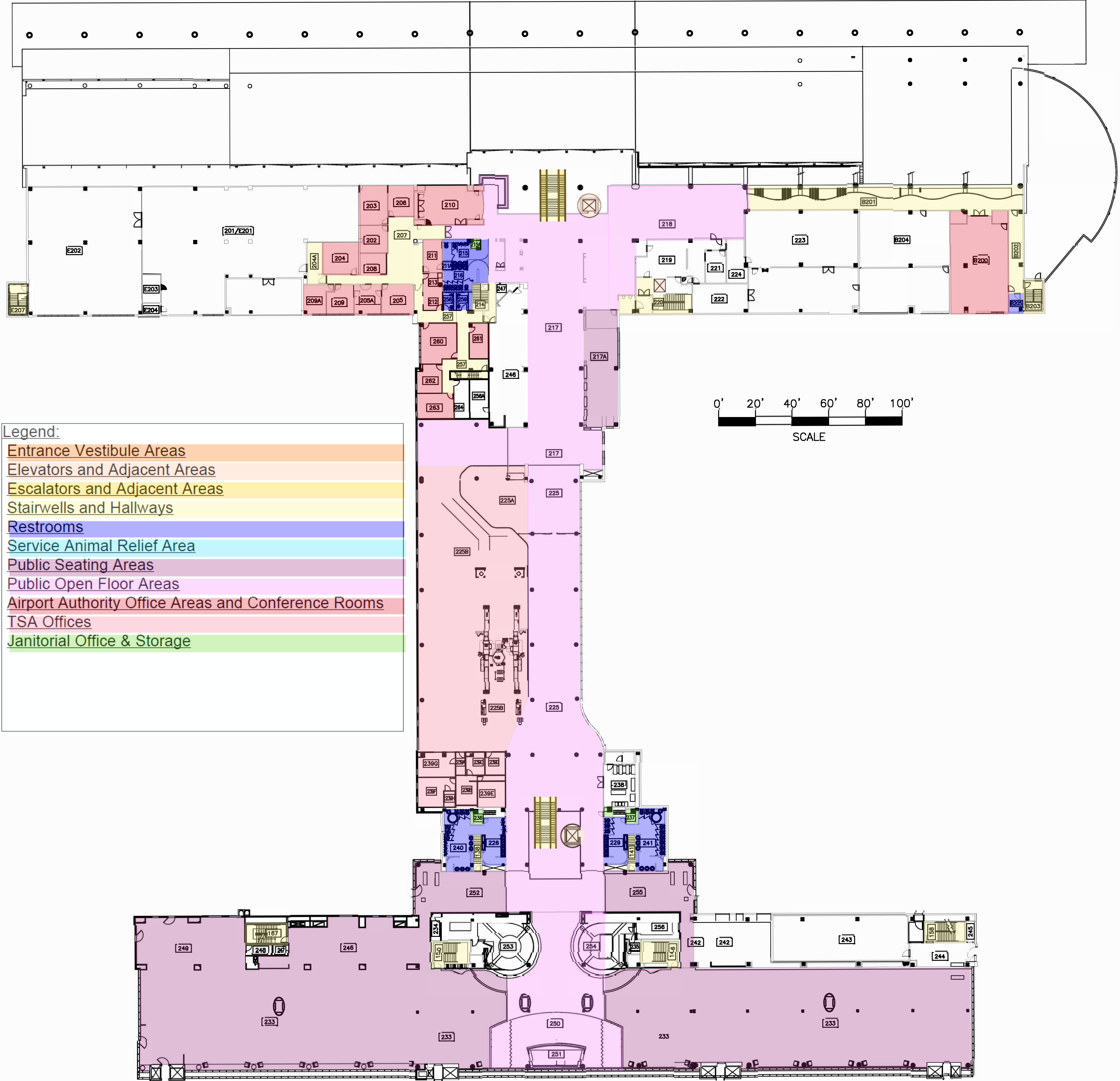
TSA leased areas include: break rooms, locker rooms, office spaces and screening for a total of 13,300 sq ft primarily carpeted. Cleaning schedules are to be coordinated with TSA personnel.

# Attachment A - Terminal Layout First Floor





Attachment A - Terminal Layout  
Second Floor



Legend:

- Entrance Vestibule Areas
- Elevators and Adjacent Areas
- Escalators and Adjacent Areas
- Stairwells and Hallways
- Restrooms
- Service Animal Relief Area
- Public Seating Areas
- Public Open Floor Areas
- Airport Authority Office Areas and Conference Rooms
- TSA Offices
- Janitorial Office & Storage

## ATTACHMENT B – STANDARDS OF SERVICE

(will be included as “Exhibit B” within the Professional Services Agreement)

The Contractor shall furnish all labor, supervision, materials, supplies, tools and equipment necessary for satisfactory contract performance. This includes facilities cleaning, supplying restrooms with soap and paper products, plastic liners for trashcans and wastebaskets, all cleaning solutions, shampoo, scotch guard, etc. When not specifically identified in the specifications, such materials and equipment shall be subject to inspection, test, and approval by the Airport Authority. The required objective is to maintain the facility in such a manner that the locations provides a clean, healthy, and safe environment for patrons of Bishop International Airport.

The Contractor shall be required to perform all cleaning services related to the carpet, hard flooring, glass surfaces, stainless steel, etc., in accordance with manufactures recommendations. Any deviations from these specifications shall require prior written approval of the Authority.

The Contractor shall be required to provide the following minimum janitorial standards:

### **1. Janitorial Standards**

- a. Dusting: A satisfactorily dusted surface is free of all dirt and dust, streaks, lint and cobwebs. Dusting will be accomplished with proper cloths and apparatus. No personal or individual office equipment or supplies will be moved or disturbed.
- b. Plumbing Fixtures and Dispenser Cleaning: Plumbing fixtures (i.e., toilets, sink basins, urinals, faucets, etc.) and dispensers are clean when free of all deposits and stains so that the item is left without dust, streaks, film, odor or stains and has a bright and uniform appearance. Care should be taken to ensure that cleaning chemicals do not harm, dull or mark chrome finishes, do not scratch porcelain fixtures and do not harm, scuff, or stain the finish of walls and stalls.
- c. Sweeping: A satisfactorily swept floor is free of all dirt, dust, gum, grit, lint and debris except imbedded dirt or grit.
- d. Vacuuming: A satisfactorily vacuumed carpet is to be free from dust balls, soil and debris. Vacuumed fibers should be cleaned so as to protect pile from matting (preferably using a machine with cylindrical brushing action). Effective vacuuming requires multiple, slow deliberate passes to ensure the removal of soil and dust at and/or below the carpet surface.

The Contractor shall provide approved commercial-grade vacuums with power driven brushes and HEPA filtration.

Prior to vacuuming an area, easily moveable objects (i.e., chairs, waste receptacles, tables on wheels, boxes, stanchions, etc.) shall be moved and

replaced upon completion.

- e. Dust Mopping: A satisfactorily dust mopped floor is a hard surface floor free of all dirt, dust, lint and debris. The Contractor shall use microfiber mops to reduce airborne contaminants.

Prior to dust mopping an area, easily moveable objects (i.e., chairs, waste receptacles, tables on wheels, boxes, stanchions, etc.) shall be moved and replaced upon completion.

- f. Damp Mopping: A satisfactorily damp mopped floor is free of dirt, dust, marks, film, streaks, debris, and standing water. The Contractor will provide and use appropriately a sufficient number of proper slip hazard signs for each floor area being cleaned to adequately notify and protect the public.
- g. Metal Cleaning: A satisfactorily cleaned metal surface is without deposits or tarnish and with a uniformly bright appearance, free from spots, smudges and streaks. Cleaning agent is to be removed from all adjacent surfaces and surrounding finishes will not be damaged. Oil based cleaners are to be avoided.
- h. Glass Cleaning: A satisfactorily cleaned glass surface is without streaks, film, deposits, and stains and have a uniformly bright appearance and adjacent surfaces, including mullions and window sills have been wiped clean.

Glass cleaning work shall be accomplished with the least possible interference to passengers and operations. Dark or tinted glass is to be included in cleaning service.

- i. Wall Washing: After cleaning, the surfaces of all walls, exposed pipes and equipment will have a uniformly clean appearance, be free from dirt, stains, streaks, lint and cleaning marks. Painted surfaces must not be unduly damaged. Hard finish wainscot or glazed ceramic tile surfaces must be bright, free of film streaks and deposits.
- j. Upholstery Cleaning: All stains, gum, food debris, sticky substances, vomit, trash, bio-hazard spills, and any other substances shall be removed from the upholstery on chairs, benches, and other surfaces. The Contractor shall take care to use a product that will not harm the fabric fibers and ensure complete spot removal. The adjacent surfaces shall be protected or cleaned following cleaning.
- k. Waste Disposal: All trash must be collected and moved by the Contractor to the areas designated by the Airport for disposal (dumpsters). Trash is to be collected in clear liners and transported with the least amount of impact or inconvenience to Airport tenants, employees, or passengers. Trash is not to be left within the public way or within the public view. Areas surrounding dumpsters shall be kept free of all trash and other debris. The Contractor shall ensure dumpster lids are

closed after every use.

The Contractor shall ensure its employees are trained to not utilize the same elevators as the public while transporting waste or offend the public with trash carts, or other cleaning equipment. All trash carts shall be kept clean, odor free, and well maintained. Tracking of oil, dirt, debris, salt, grease, black drag or wheel marks, or other outside substances through the Terminal is to be prevented at all times. The Contractor shall be held responsible for damages to floor finishes or other surfaces caused by improper use or maintenance of trash carts or other equipment. All trash collection containers shall be pretreated and cleaned on a regular basis to prevent offending odors and unprofessional appearance.

Waste receptacles in all interior and exterior locations are to be emptied and spot cleaned to maintain safe and sanitary conditions. Walls or surfaces surrounding the receptacles are to be spot cleaned and the floors under and near the receptacles are to be clean and kept free of stains, spots, rust, and rings. Liners are to be replaced at each emptying of the receptacle; receptacles shall not be allowed to overflow. Receptacles should be cleaned inside and out with germicidal detergent. All receptacles in the public areas are to be kept neatly aligned and receptacles with lettering or signage shall be facing out for easy visibility.

- l. Drinking Fountains: A satisfactorily clean drinking fountain shall be free of streaks, stains, spots, smudges, scale and other removable oil and present a uniformly bright appearance. Clean and disinfect all surfaces including polished metal surfaces such as sink basin, push bars, bubbler and drain. Care shall be taken to prevent overspray or damage to other surrounding finishes or walls. Surrounding walls, floors, and other surfaces shall be kept clean and free of streaks, water spots and stains.
- m. Horizontal Surfaces: All horizontal surfaces (i.e., tables, chairs, desks, window sills, public counters, front portions of ticket counters/gate podiums, baggage claim devices, advertising displays, information displays, automobile displays, miscellaneous furniture, vending machines, signs, carousels, artificial plants, etc.) shall be dusted and, as appropriate, disinfected to be free from dirt or debris. Desks not clear of paperwork are excluded.
- n. Window Cleaning: Cleaning of all interior and exterior windows of the Terminal. Windows shall be free of dust and loose, adhered, and impregnated soil over the entire surface of the glass. When cleaned, the glass shall be clean and free of streaks, drips, mildew and fingerprints and all moisture shall be removed from sunshades, sills, mullions, related supporting structures, light fixtures, walls, and floor surfaces.
- o. Carpet Cleaning: Carpets shall be maintained in such a manner as to promote longevity and shall be left in a clean, orderly and safe condition. Upon

completion of routine work, carpet shall be free of debris, soil and dust and shall present a uniform appearance. The practice of using a bonnet for cleaning or drying of carpet is not allowed. The use of rotary equipment is to be avoided to prevent damage to carpet fibers. Whenever possible, cleaning, extracting, pile lifting and vacuuming shall be accomplished using equipment with a cylindrical action to prevent pile from matting.

- i. **Pile lifting:** Pile lifting is an integral part of carpet cleaning in high traffic areas and is required in all heavy traffic areas.
- ii. **Walk-off Mats:** The Contractor shall vacuum and clean interior and exterior walk-off mats. After vacuuming and cleaning, the mats shall be free of all visible lint, litter and soil. Carpet style entrance mats shall be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Soil underneath entrance mats shall be removed, rubber backing shall be cleaned to prevent mats from shifting or “walking” and clean mats returned to their normal locations. Mats must not overlap each other at any time.
- iii. **Interim Cleaning:** Interim cleaning is low moisture cleaning of carpets and includes the use of properly applied spotting and encapsulation chemicals following manufactures recommendations. Interim cleaning is defined as the spot cleaning, pile lifting, vacuuming, and application and brushing in of encapsulating chemical followed by another complete vacuuming. The nap of the carpet shall be lifted with proper pile lifting and complete vacuuming, following a pattern that will give the carpet pile a clean and uniform appearance. Chairs, trash receptacles, tables, benches, and any other non-fixed items shall be tipped or moved where necessary to allow for cleaning of the whole surface and shall then be placed back into their original positions after the carpets are adequately dry. Fans and air movers can be used to ensure proper drying of carpet.
- iv. **Deep Extraction:** Deep extraction of carpets shall be performed to remove embedded dirt and grime, to lift carpet pile, and to return carpets to a clean, bright and uniform appearance. Extraction is defined as the spot cleaning, pile lifting, vacuuming, operation of the extraction equipment, and grooming of all carpet in an area. All vacuuming, both before and after the use of the hot water extraction equipment, shall be done with an upright or ride on vacuum with active vacuum and cylindrical brushing action. Stained areas shall be treated with spot cleaning solutions following the manufacturer’s recommendations. The spot cleaning process shall be performed until as much of the stain as possible has been removed. Pile lifting shall be done before the extraction process. The extraction process shall be operated over the entire carpeted surface and all instructions provided by the carpet manufacturer, the manufacturer of the equipment, materials and chemicals shall be followed during this process. Chairs, trash



receptacles, tables, benches and any other non-fixed items shall be tipped or moved where necessary to allow for cleaning of the whole surface and shall then be placed back into their original position after the carpets are adequately dry. Fans and air movers can be used to ensure proper drying of carpet. Work shall be scheduled in such a way that it does not disrupt the functions and normal day-to-day operations of the Airport.

- v. **Spot Removal:** Spot removal of carpet in all Public Areas shall be conducted to ensure a visibly clean surface. The Contractor shall remove all stains, gum, food, debris, sticky substances, vomit, trash, bio-hazard spills, and other substances from the carpet using a properly diluted cleaning solution. A carpet satisfactorily spot cleaned is free of all stains, deposits, gum, and spills, leaving a uniform appearance. Care will be taken to use a product that will not harm the carpet fibers and ensure complete surface removal. Adjacent surfaces shall be protected or cleaned following the spot removal operations.

The Contractor is responsible for moving and replacing all furniture, seating, waste receptacles and non-stationary objects in the areas to be cleaned to ensure the entire floor surface will be cleaned. Carpet odors are to be removed and carpet is to be left smelling fresh and clean. All carpet coverings in public areas shall be dry by 4:00am.

Damage to walls caused by operation of the Contractor's equipment and machinery shall be the responsibility of the Contractor and repaired at Contractor's sole cost.

- p. **Hard Floor Finishing:** Hard floors shall be maintained in such a manner as to promote longevity and shall be left in a clean, orderly and safe condition. The end result of all hard floor cleaning procedures is to leave all surfaces free of dust, dirt, soil, gum, cleaning agents and all removable stains. Care shall be taken to avoid damaging any hard floor surfaces irrespective of the method of cleaning technique employed. Hard floor surfaces which have been swept, mopped, or cleaned with an auto scrubber shall present a uniformly clean appearance with no evidence of surface spoilage or spotting. Floors should be dry prior to any metal objects being placed back on the floor so as not to allow any rust to form on the floor. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs and other similar items. The Contractor is responsible for moving and replacing all furniture and small items in the area to be cleaned.

- i. **Floor Finish Removal (stripping):** Stripping is accomplished when all visible floor surfaces, including surfaces that can be exposed by the removal of non-fixed furnishings, have all finish and/or sealer removed down to the flooring materials without causing damage, are free of all dirt, removable stains, deposits, debris, cleaning solution and standing

water, and the floor has a uniform appearance when dry. Floors shall be scrubbed with a floor machine equipped with a stripping pad, except those areas where the use of manual devices is necessary, such as along walls, in corners, etc. The stripping solution and rinse water shall be picked-up with a wet/dry vacuum immediately following finish removal operation. Care is to be taken to clean and leave no finish on window ledges, mullions, base boards, walls, doors, furniture and other adjacent areas.

- ii. **Finish Floor (application):** Application is satisfactorily completed when all old wax/polish has been completely removed, including in corners and along edges, and sufficient coats of wax/polish have been properly applied with enough drying time between each coat to assure that the reflectance shall be uniform with no streaking, swirls, globs, bubbling or yellowing. The use of sealer prior to wax application will only be allowed with prior approval, waxes not requiring sealer are preferred. When waxing a floor, the Contractor shall utilize a premium, high solids, high durable wax that should last one year between stripping processes.
- iii. **Finish Recoating (recoating):** A satisfactorily recoated floor is scrubbed, cleaned and rinsed in preparation to recoat with more finish. Care will be taken to apply finish to worn areas of the floor and feathered into the areas where the finish is not worn, and not to add unneeded layers of finish along edges or in areas where it does not wear.
- iv. **Auto Scrubbing:** Auto scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains and marks, or standing water, and floor has a uniformly clean appearance. The method used must be sufficient to clean all grout and/or uneven floor surfaces.

All finished floors shall be buffed to an acceptable sheen with an acceptable floor buffer or burnisher as needed to sufficiently maintain maximum gloss on flooring without a matte finish. All residual dust from this process will be removed from the floor, edges, baseboards, and surrounding surfaces will be buffed.

Damage to walls caused by operation of the Contractor's equipment and machinery shall be the responsibility of the Contractor and repaired at Contractor's sole cost.

- q. Terrazzo Floor Care: Terrazzo floors shall be dust mopped and damp mopped/scrubbed. Floor should be pre-wet with clean, warm water before beginning the washing operation. Floor shall be rinsed to prevent build-up of cleaner residue and use of a dry cotton cloth to dry terrazzo floor surface. Only neutral cleaners (free of alkalies, acids or other strong ingredients that can permanently damage the floor) shall be used. Sweeping compounds containing

oil, sand or abrasives shall not be used. Auto scrubbing machines equipped with fiber brushes or nylon pads may be used.

- r. Sidewalk Pressure Washing: The Terminal curbside sidewalk shall be cleaned of all dirt, gum, debris, grease and stains using a pressure washing machine.
- s. Under Canopy Cleaning: All lights and structures located under the Terminal curbside sidewalk shall be free of soil, debris, and cobwebs.
- t. Litter Removal: Pieces of trash in exterior areas shall be picked up and disposed in proper containers.
- u. Dispensers and Sharps Containers: All dispensers (soap, toilet paper, paper towel, tampon dispenser, sanitary napkin dispenser, etc.) within the areas serviced by the Contractor shall be stocked by the Contractor. Supplies shall be compatible with presently installed holders, dispensers, racks, etc. The Contractor shall notify the Airport of any damaged or inoperable dispensers. The Airport will provide timely maintenance and repair of dispensers to ensure product availability.

Sharps containers shall be emptied and/or replaced. Disposal of medical waste shall be in accordance with manufacturer, state, and federal guidelines as appropriate. The Contractor shall replace full, broken, defective, or tampered sharps containers located throughout the terminal.

- v. Policing Services: Policing of the Airport Public Areas is a supplement to the Standards listed herein for restrooms, public seating areas, gate hold areas, open floor spaces, terminal exterior and sidewalks, etc. The services performed under Policing reflect the specific items detailed under these Standards, the primary difference in performance of Policing services and the detailed Standards are that not ALL of the services under the Standards are required when Policing services are performed. Whereas in Policing, the Contractor schedules the appropriate level of cleaning and supplies replenishing in a manner necessary to keep the Airport public locations up to acceptable Standards at all times. This may include: removing trash and other discarded materials from public areas, removing foreign substances (i.e., gum, spots of tar, etc.), tidying up drinking fountains, horizontal surfaces, and glass surfaces, mopping wet areas caused by spillage, accidents or inclement weather, servicing paper product dispensers.

The Contractor may have to adjust Policing frequencies at various times and at various locations established at the start of the Contract to accommodate the conditions and usage patterns in the Terminal throughout the Contract Period. Policing shall be done as outlined to ensure the Airport presents a clean image to employees, traveling public and other users of the Airport and to ensure the Airport is free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills and odors.

- w. Bodily Fluid Spill Clean-Up: The Contractor shall be responsible for bodily fluid cleanup and provide its employees with all appropriate personal protective equipment and disposal equipment to ensure safe cleanup of bodily fluids. The Contractor shall ensure that employees utilize the provided PPE and cleaning procedures follow guidelines established by health department professionals.

## **2. Specific Area Cleaning Standards:**

- a. Entrance Vestibule Areas: Entrances to the Airport Terminal shall present a clean, well kept, orderly and welcoming appearance. Debris is to be swept up and put in the trash; walk-off mats are to be maintained free from soil, debris and gum. Doors, advertising displays, walls, glass and doorframes are to be maintained to ensure acceptable appearance at all times.
- b. Sidewalks, Parking Lots and Terminal Drive: Terminal curbside road, Terminal curbside sidewalk, Terminal parking lot sidewalks and Rental Car parking lot sidewalks shall be policed for litter. Waste receptacles and ash receptacles are to be emptied and spot cleaned to maintain safe and sanitary conditions. Terminal curbside sidewalks shall be pressure washed or machine scrubbed to removal all dirt, debris, and gum. Under canopy steel supports, associated lighting and sidewalks along curbside of the terminal shall be free of soil, debris, and cobwebs.
- c. Elevators and Adjacent Areas: All interior and exterior walls, floors, doors, ceilings, door tracks, glass, switches, buttons, controls and equipment shall have a uniformly clean appearance, free from dirt, dust, stickers, stains, streaks, lint and cleaning marks. Floors are to be maintained according to standards for carpet and/or hard surface material as appropriate. Metal is to be maintained in accordance with standards listed herein. All adjacent areas are to be left free of residue and spotting following cleaning procedures.
- d. Escalators and Adjacent Areas: All interior and exterior areas, cladding, glass, treads, risers, landings, handrails, switches, buttons, controls and related equipment will have a uniformly clean appearance, free from dirt, dust, stickers, stains, streaks, lint and cleaning marks and be maintained in accordance with standards listed herein. Adjacent floor areas are to be maintained according to standards for carpet and/or hard surface materials. Metal is to be maintained in accordance with standards listed herein. All adjacent areas are to be left free of residue and spotting following cleaning procedures.
- e. Stairwells and Halls: All walls, floors, stairs, stair treads, doors, door thresholds, and glass will have a uniformly clean appearance, free from dirt, dust, stickers, gum, stains, marks, streaks, lint and cleaning marks. Floor and wall finishes will be maintained in accordance to the standards listed herein. Care and detail shall be paid to treads, grids, edges and base boards to ensure acceptable appearance at all times. Floor and stair surfaces are to be swept of all dirt, dust,

cobwebs and debris. Railings will have a uniformly clean appearance, free from dirt, stains, smudges, adhered foreign substances, grease, oil and grime.

- f. Restrooms (ALL): Restrooms shall be kept clean and shall not become dull in appearance. Waste receptacles are to be emptied and spot cleaned, trash is not allowed to overflow. All surfaces of basins, bowls, toilets, seats, urinals, baby changing stations and all other restroom surfaces within touchable range will be properly clean, sanitized, rinsed and dried spot free. De-scaling shall be performed as required to keep surfaces free from streaks, stains, scale, scum, urine deposits and rust stains. Odor shall be managed through the use of urinal blocks or screens and commercial air fresheners. Dispensers shall be emptied prior to being cleaned and then refilled with supplies. Dispensers shall not run out of supplies during operational hours and supplies will only be stocked or stored in designated locations. Spot clean light switches, doors and walls. All restroom mirrors, basins, shelves/counters, bright work, and stainless steel or solid surface partitions shall have a clean and polished appearance. Solid surface materials shall not become stained or dingy. Floor and wall tile shall be maintained to standards listed herein and special care given to grout, baseboards, drains, and edge details around stall wall supports, counters, trash receptacles and all other permanently fixed equipment or finishes to prevent buildup of odor causing bacteria. Special care shall be given to prevent standing water and slick surfaces and the Contractor shall use appropriate signage to protect against slip and falls. Flooding of restrooms is not acceptable. Policing of restrooms shall be accomplished as often as possible between and as soon as possible after flight departures to provide for the least impact to the traveling public and to maintain restrooms at the highest level of cleanliness possible. Restroom closures shall be minimized. Restrooms cleaned by opposite gender shall be closed during cleaning and an approved sign must be placed at the entrance notifying passengers and tenant employees that the restroom is closed. The Contractor shall notify the Airport of any inoperable fixture within the restrooms.
- g. Service Animal Relief Area: The Service Animal Relief Area shall be maintained in accordance of the Restroom cleaning Standard. The animal relief area shall be sufficiently rinsed, deodorized and be free of all pet waste and odor.
- h. Public Seating Areas: Seating areas are to be maintained free of litter, spills, food and drink waste, packaging, accumulated dust, dirt, gum, stickers, and debris. All furniture surfaces, table tops, counters, seats, backs, legs, feet, arms and seams shall be wiped clean and fabrics shall be spot free and have a uniformly clean appearance, free from dirt, dust, stickers, stains, streaks, lint and cleaning marks. Tables and chairs that have been displaced shall be repositioned and straightened taking care to prevent damage to wall finishes. Floors are to be maintained according to standards for carpet and/or hard surface materials. Metal and bright work is to be maintained in accordance with Standards listed herein. Regular policing of public seating areas shall be done to ensure all seating and adjacent areas are maintained as needed to ensure

acceptable appearance at all times.

- i. Public Open Floor Space Areas: The Airport Terminal, walkways, halls, stairs, and other movement areas are considered to be public open floor space areas. Policing of the public open floor space areas is a supplement to the Standards listed herein. The Standards listed herein for floor finishes, walls, stairs, halls, bright work, drinking fountains, windows and glass, etc. shall be maintained at acceptable cleaning levels at all times. The public open floor space areas shall be policed on a regular schedule to ensure that acceptable standards are maintained at all times.

The Contractor may have to adjust Policing frequencies at various times and at various locations to accommodate the conditions and usage patterns in the terminal throughout the term of the Contract. Policing shall be done as outlined to ensure the Airport presents a clean image to the traveling public and other users of the Airport and is free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills, and odors.

- j. Airport Authority Office Areas and Conference Rooms: Airport Authority office areas and conference rooms shall present a clean, well kept, orderly and professional appearance. Waste receptacles are to be emptied, spot cleaned and liners replaced. Non-carpeted floors are to be swept/dust mopped. Carpeted floors are to be vacuumed and spot cleaned to remove stains, deposits, gum, and spills. Floors are to be maintained according to Standards for carpet and/or hard surface materials. All shelves, counters, cabinets and cases are to be free of accumulated dust and debris. Wipe clean all tables, desks, counters, chairs, counter tops, refrigerators (exterior), cabinets (exterior) coffee makers (exterior), microwave ovens (exterior), trash receptacles, wall area surrounding trash receptacles, sinks, and paper towel dispensers. Spot clean all hard surface walls to remove fingerprints, dust, soil and marks. Blinds shall be dusted or washed to be free of all dirt and dust, streaks, lint and cobwebs. Leave all areas as found with regards to occupant's personal effects and work items. Personal effects and work items are not to be moved or rearranged during cleaning. Desks not clear of paperwork are excluded. The Contractor shall prohibit its employees from opening desk drawers or cabinets, or using the telephone or other office equipment.
- k. Passenger Boarding Bridges (PBBs): All interior finishes of the PBB's shall meet the standards listed herein for floors, walls, glass, doors, handrails and ceilings. The Contractor shall coordinate with the Airport to schedule deep cleaning that requires closing the bridge. Airline tenants are responsible for removal of airline trash from PBB's.
- l. Transportation Security Administration (TSA) Leased Areas: TSA leased areas shall present a clean, well kept, orderly and professional appearance. Waste receptacles are to be emptied, spot cleaned and liners replaced. Non-carpeted floors are to be swept/dust mopped. Carpeted floors are to be vacuumed and

spot cleaned to remove stains, deposits, gum, and spills. Floors are to be maintained according to Standards for carpet and/or hard surface materials. All shelves, counters, cabinets and cases are to be free of accumulated dust and debris. Wipe clean all tables, desks, counters, chairs, counter tops, refrigerators (exterior), cabinets (exterior) coffee makers (exterior), microwave ovens (exterior), trash receptacles, wall area surrounding trash receptacles, sinks, and paper towel dispensers. Spot clean all hard surface walls to remove fingerprints, dust, soil and marks. Blinds shall be dusted or washed to be free of all dirt and dust, streaks, lint and cobwebs. Leave all areas as found with regards to occupant' personal effects and work items. Personal effects and work items are not to be moved or rearranged during cleaning. Desks not clear of paperwork are excluded. The Contractor shall prohibit its employees from opening desk drawers or cabinets, or using the telephone or other office equipment.

- m. Vacated Tenant Spaces: The Contractor may be requested to conduct general cleaning (hard floor and carpet, horizontal surfaces, walls, etc.) of recently vacated tenant leased spaces. Such work will be coordinated and scheduled with the Airport and performed within the timeframe identified during scheduling.

# ATTACHMENT C – SCHEDULE OF SERVICES

(will be included as “Exhibit C” within the Professional Services Agreement)

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Reqd
Sidewalks, Parking Lots, Terminal Drive	Sidewalk Sweeping		X						X
	Waste Disposal	X							X
	Litter Removal	X							X
	Window Cleaning (within 8’ reach)		X						X
	Sidewalk Pressure Washing						X		X
	Under Canopy Cleaning						X		X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Reqd
Entrance Vestibule Areas	Vacuuming	X							X
	Window Cleaning (within 8’ reach)		X						X
	Carpet Cleaning – Walk Off Mats	X							X
	Carpet Cleaning – Spot Removal							X	X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Reqd
Elevators & Adjacent Areas	Dusting		X						X
	Metal Cleaning (within 8’ reach)	X							X
	Metal Cleaning (full height)					X			X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Wall Washing							X	X
	Carpet Cleaning – Pile Lifting			X					X
	Carpet Cleaning – Interim Cleaning				X				X
	Carpet Cleaning – Deep Extraction						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Finish Recoating								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Reqd
Escalators & Adjacent Areas	Dusting		X						X
	Sweeping	X							X
	Metal Cleaning (within 8’ reach)	X							X
	Metal Cleaning (full height)					X			X
	Glass Cleaning	X							X



Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Public Open Floor Areas	Dusting		X						X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Metal Cleaning	X							X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Drinking Fountains	X							X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
	Terrazzo Floor Care		X						X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Restrooms	Dusting		X						X
	Plumbing Fixtures & Dispenser Cleaning	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Metal Cleaning		X						X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Waste Disposal	X							X
	Horizontal Surfaces	X							X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
	Dispensers and Sharps Containers	X							X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Service Animal Relief Area	Dusting		X						X
	Plumbing Fixtures & Dispenser Cleaning	X							X
	Dust Mopping	X							X
	Damp Mopping	X							X
	Metal Cleaning		X						X
	Glass Cleaning	X							X
	Wall Washing		X						X
	Waste Disposal	X							X
	Horizontal Surfaces	X							X
	Hard Floor Finishing						X		X
	Hard Floor Recoating								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Public Seating Areas	Dusting		X						X
	Vacuuming	X							X
	Metal Cleaning	X							X
	Glass Cleaning	X							X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Drinking Fountains	X							X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X

\*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Stairwells & Halls	Dusting		X						X
	Sweeping		X						X
	Vacuuming		X						X
	Dust Mopping		X						X
	Damp Mopping							X	X
	Drinking Fountains	X							X
	Wall Washing							X	X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Removal							X	X
	Hard Floor Finishing						X		X
	Hard Floor Finish Recoating								X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Airport Authority Office Areas & Conference Rooms	Dusting		X						X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting*				X				X
	Carpet Cleaning – Interim Cleaning*					X			X
	Carpet Cleaning – Deep Extraction*						X		X
	Carpet Cleaning – Spot Cleaning							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X
*Carpet cleaning schedule may be adapted according to use and traffic. Areas of high use and heavy traffic may require more frequent carpet cleaning. Frequency of service in areas of light use and low traffic may be reduced appropriately. Coordination shall occur with Airport.									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
Passenger Boarding Bridges	Dusting		X						X
	Vacuuming	X							X
	Sweeping		X						X
	Damp Mopping		X						X
	Wall Washing							X	X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting			X					X
	Carpet Cleaning – Interim Cleaning				X				X
	Carpet Cleaning – Deep Extraction					X			X
	Carpet Cleaning – Spot Removal							X	X
Frequency of services on Passenger Boarding bridges may be adapted according to use and traffic. Services may be needed less frequently on infrequently used bridges (current infrequently used bridges are 3, 4, 5, 9).									

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
TSA Leased Areas	Dusting		X						X
	Vacuuming	X							X
	Dust Mopping	X							X
	Damp Mopping		X						X
	Wall Washing							X	X
	Upholstery Cleaning							X	X
	Waste Disposal	X							X
	Horizontal Surfaces	X							X
	Window Cleaning (within 8' reach)		X						X
	Carpet Cleaning – Pile Lifting				X				X
	Carpet Cleaning – Interim Cleaning					X			X
	Carpet Cleaning – Deep Extraction						X		X
	Carpet Cleaning – Spot Cleaning							X	X
	Hard Floor Finishing						X		X
	Hard Floor Refinishing								X

Area	Service	Minimum Frequency							
		Daily	Wkly	Mnthly	Qtly	Biannu	Annu	As Needed	As Req'd
General Services Terminal Wide	Exterior Window Cleaning (within 8' reach)			X					X
	Policing Services							X	X
	Bodily Fluid Spill Cleanup							X	X

## ATTACHMENT D - INSURANCE REQUIREMENTS

(will be included as "Exhibit D" within the Professional Services Agreement)

All required insurance must be in effect and so continue during the life of this agreement in not less than the following amounts. The insurance requirements herein are minimum requirements for this Agreement. The Authority in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Agreement by the Contractor, its agents, representatives, employees or subcontractors. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages.

- Workers' Compensation Insurance in compliance with the Workers' Compensation laws of the State of Michigan.
- Employers liability: \$1,000,000 each accident
- Disease Policy Limit: \$1,000,000
- Disease Each Employee: \$1,000,000
- Comprehensive General Liability Insurance including Premises/Operations, Independent Contractor and Subcontractors, Broad Form Liability, and Products/Completed Operations. Minimum combined single limit of \$1,000,000 per occurrence including bodily injury and property damage liability. Contract liability coverage shall specifically insure the hold harmless provision of this Agreement
- Automobile: Michigan "no-fault" coverage and residual liability, comprehensive form, covering owned, hired, and non-owned automobiles. Minimum limits: \$1,000,000 per occurrence bodily injury, \$50,000 property damage, or \$1,000,000 combined single limit.

The Contractor shall provide the Authority with a certificate of insurance evidencing such coverages and shall name the Authority, Genesee County, and the City of Flint and their respective directors, officers, agents, appointed officials, and employees as additional insureds.

## ATTACHMENT E – FEDERAL CONTRACT PROVISIONS

(will be included as “Exhibit E” within the Professional Services Agreement)

### Federal Contract Provisions for Janitorial and Skycap Services

#### 1. GENERAL CIVIL RIGHTS PROVISION

*Reference: 49 USC § 47123*

This provision is mandatory for all contracts regardless of funding source.

##### General Civil Rights Provisions

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

#### 2. CIVIL RIGHTS – TITLE VI ASSURANCES

*Reference: 49 USC § 47123, FAA Order 1400.11*

This provision is mandatory for all contracts regardless of funding source.

##### Compliance with Nondiscrimination Requirements

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

- a) **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

- c) **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential contractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- d) **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- e) **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the nondiscrimination provision of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - i. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - ii. Cancelling, terminating, or suspending a contract, in whole or in part.
- f) **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempted by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interest of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

### 3. CIVIL RIGHTS – TITLE VI LIST OF PERTINENT NONDISCRIMINATION AUTHORITIES

*Reference: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration.*

This provision is mandatory for all contracts regardless of funding source.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (24 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of the Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. at 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

#### **4. DOMESTIC PREFERENCES FOR PROCUREMENTS**

*Reference: 2 CFR § 200.322, 2 CFR § 200, Appendix II(H)*

#### **Certification Regarding Domestic Preferences For Procurements**



The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322

## **5. FEDERAL FAIR LABOR STANDARDS ACT**

*Reference: 29 USC § 201, et seq 2 CFR § 200.430*

This provision applies to all contracts and subcontracts and must comply with the FLSA, including the recordkeeping standards of the Act.

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **6. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

*Reference: 29 CFR part 1910*

This provision applies to all contracts and subcontracts.

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **7. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

*Reference: 2 CFR § 200, Appendix II(K), 2 CFR § 200.216*

This provision must be included in all AIP funded contracts and lower-tier contracts.

### **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

**BISHOP INTERNATIONAL AIRPORT AUTHORITY  
JANITORIAL PROFESSIONAL SERVICES AGREEMENT**

THIS SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the **BISHOP INTERNATIONAL AIRPORT AUTHORITY**, a Michigan airport authority (hereinafter "Authority"), having its offices at the Bishop International Airport, 3425 West Bristol Road; Flint, Michigan 48507 and **XXXXXXXXXXXXXX** whose address is **XXX XXXXX, XXXX, XX XXXXX** (hereinafter, "Contractor").

**W I T N E S S E T H:**

**WHEREAS**, The Authority is the operator of Bishop International Airport (hereinafter, "Airport"), located in the City of Flint, County of Genesee, State of Michigan; and

**WHEREAS**, The Contractor is engaged in the business of janitorial services similar in nature to that proposed at the Airport; and

**WHEREAS**, The Contractor is willing to perform janitorial and skycap services under the terms and conditions hereinafter expressed; and

**WHEREAS**, the Authority deems an Agreement between the parties to be advantageous to itself, the public and the efficient operation of the Airport.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

**ARTICLE 1**

**Description of Duties**

The Contractor shall perform in a professional manner all of the job responsibilities as outlined and

described in the bid documents, to include Exhibits "A – Terminal Layout", "B – Standards of Service", "C – Schedule of Service", "D – Insurance Requirements", "E – Federal Contract Provisions", and "F – Minimum Work Schedule" attached hereto and incorporated herein by reference, in accordance with the schedule and requirements set forth in the Exhibits. The terms of this Agreement shall control over any conflicting terms in any referenced agreement or document.

## **ARTICLE 2**

### **Parking**

The Authority shall make parking available, at no expense, to the Contractor's employees working at the Airport, only during the employee's working hours, in an area designated by the Authority.

## **ARTICLE 3**

### **Undertakings of Contractor**

1. The Contractor agrees to provide good, prompt, efficient and courteous service adequate to meet the demands for its service at the Airport, as defined in Exhibits A, B, C, D, E, and F.
2. The Contractor shall control the conduct and demeanor of its agents and employees.
3. The Contractor agrees to supply and require its employees to wear suitable attire when performing janitor services. Contractor shall require its employees to wear appropriately issued Airport ID badges.
4. The Contractor shall meet or exceed each week the number of hours identified in the proposed schedule provided in the Contractors bid documents and included as Exhibit F. Work schedules shall be submitted to the Authority every week.
5. The Contractor shall keep all unauthorized personnel in its employ off the Airport

Operational Areas as designated by the Authority.

#### **ARTICLE 4**

##### **Term**

1. The term of this Agreement shall be for Three (3) Years with an anticipated beginning date of June 1, 2024 and expiring on May 31, 2027.
2. The term may, at the Authority's sole discretion, be extended for an additional three (3)-year option period. The Contractor shall provide to the Authority on or before January 31, 2027, a proposed fee structure for the three-year option period for the Authority's consideration. The Authority shall notify the Contractor of its intent to exercise its option to extend this Agreement, by giving the Contractor ninety (90) days advance written notice. If the agreement is extended, the price, and if necessary, modifications to the terms and conditions will be determined through negotiations.

#### **ARTICLE 5**

##### **Holdover**

In the event that the term expires and a new Agreement has not been executed, then upon written consent of the Authority, this Agreement shall continue in effect on a month-to-month basis under the terms and conditions set forth in this Agreement, subject to the adjustment of the Monthly Installment negotiated by the Authority and the Contractor. The consent of the Authority to continue operating on a month-to-month basis may be terminated upon thirty (30) days written notice to the Contractor.

#### **ARTICLE 6**

##### **Contract Price**

Payment for all services rendered herein shall be as follows:

<u>CONTRACT YEAR</u>	<u>LABOR LUMP SUM PRICE</u>	<u>ANNUAL COST OF CONSUMABLES</u>	<u>MONTHLY INSTALLMENT</u>	<u>SPECIAL SERVICE RATE/HOUR</u>
June 2024 – May 2025				
June 2025 – May 2026				
June 2026 – May 2027				

Total 3 Year Labor Lump Sum Price:

\$ XXX,XXX.XX

Total 3 Year Cost of Consumables:

\$ XX,XXX.XX

Total 3 Year Contract Amount:

\$XXX,XXX.XX

Payment for service shall be made in equal monthly installments. Stock of consumable supplies (hand soap, toilet paper, paper towels, seat covers, etc.) shall be maintained sufficiently and ordered as needed by the Contractor. The Contractor shall be responsible for invoicing the Authority once monthly including the monthly installment. The Authority shall have 30 days from receipt of a proper invoice in which to submit payment to the Contractor. If it is necessary for the Authority to accomplish required items that were not completed by the Contractor, the actual costs of performing this work will be deducted from the invoice. These costs will be based on either the actual costs (including wages and fringes) of airport maintenance personnel or another janitorial service completing the work.

## ARTICLE 7

### Taxes, Licenses, Debts, Liens and Mortgages

1. The Contractor shall promptly pay, when due, any and all taxes or assessments which may be assessed upon its property located at the Airport.

2. The Contractor shall promptly pay, when due, all taxes, license fees and permit fees

Bishop International Airport – Janitorial Services

Attachment F – Sample Agreement

Page | F - 4

applicable to its business and acquire and keep current all licenses and permits, municipal, state and federal, required as a result of its operations at the Airport.

3. The Contractor shall promptly pay, when due, all bills, debts and obligations incurred by Contractor in connection with its operations or activities at the Airport.

## **ARTICLE 8**

### Assignment

This Agreement may not be assigned by either the Authority or the Contractor without the prior written consent of the other party. Furthermore, the benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns. Any use of subcontractors by the Contractor for the performance of this Agreement is dependent upon the acceptance in writing by the Authority of the subcontractor.

## **ARTICLE 9**

### Termination of Agreement

1. This Agreement shall expire at the end of the full term hereof, unless extended pursuant to Article 4 or unless terminated sooner by the Authority.
2. The Authority may, at any time, terminate this Agreement for the Authority's convenience and with or without cause.
  - A. Upon receipt of written notice from the Authority of such termination for the Authority's convenience, except as explicitly directed in writing by the Authority, the Contractor immediately shall proceed with the following obligations regardless of any delay in determining or adjusting amounts due under this Article:

1. cease operations as directed by the Authority in the notice;

2. take actions necessary, or that the Authority may direct, for the preservation of the services previously performed;

3. except for services directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

B. In case of such termination for the Authority's convenience, the Authority shall pay the Contractor for the services properly executed, documented costs incurred by reason of the termination, including costs attributable to termination of any subcontracts. The Authority will not pay the Contractor for loss of anticipated profits or other economic loss arising out of or resulting from the Authority's termination.

3. If this Agreement is terminated by the Authority, such termination shall be without prejudice to any other remedies available to the Authority. The provisions of this Agreement regarding indemnification shall survive the expiration or early termination of this Agreement.
4. The Contractor may terminate this Agreement upon or after the default by the Authority in the performance of any covenant herein required to be performed by the Authority, which covenant substantially affects the Contractor's ability to conduct its business under this Agreement, and the failure by the Authority to cure or to commence to cure and diligently pursue such cure within ten (10) days after receipt of notice of such default from the Contractor.
5. All personal property of the Contractor shall be removed at the Contractor's expense, within ten (10) days of the expiration or termination of this Agreement. In the event the Contractor

fails to remove its personal property within said ten (10) day period, the property will be deemed abandoned and the Authority may remove and store the property at the expense of the Contractor, or remove and sell the property the cost of removal and sale being deducted from the proceeds of the sale. If the Authority decides to remove and store that decision shall not affect the fact of abandonment and the Authority shall assume no responsibility for the safekeeping of the property.

## **ARTICLE 10**

### **Indemnification and Insurance**

1. The Authority shall stand indemnified by the Contractor as provided herein. It is expressly understood and agreed by and between the parties that the Contractor is and shall be deemed to be an independent contractor responsible to all persons for its respective acts or omissions, and the Authority shall in no way be responsible therefore.
2. The Contractor agrees to indemnify, defend, save and hold harmless the Authority, its officers, directors, agents and employees and representatives against any and all claims, liabilities, damages, losses, suits, fines, penalties, demands and expenses, including costs of lawsuit and attorney fees, which any or all of them may herein incur, be responsible for, or pay out as a result of bodily injury (including death) to any person or damage to any property or person, arising out of any acts or omissions of the Contractor, its agents, guests, invitees, employees or contractors in connection with the Contractor's operations at the Airport.
3. The Authority shall notify the Contractor upon the filing with the Authority of a claim for damages arising out of, or alleged to arise out of, any incident for which the Contractor has agreed to indemnify, defend, save and hold harmless the Authority. Any final judgment



rendered against the Authority for any cause for which the Contractor is liable hereunder shall be conclusive against the Contractor as to liability and amount provided the Authority has notified the Contractor of such claim as provided above.

4. The Contractor shall, at its own cost and expense, procure and maintain in full force and effect during the term of this Agreement minimum levels of insurance coverage in the amounts described in Exhibit D.
5. The policies shall be written by reputable companies authorized to write such insurance in the State of Michigan, rated no less than A-IX by A.M. Best, and satisfactory to the Authority. Policies shall provide thirty (30) days written notice be given to the Authority before a policy is canceled, materially changed or not renewed. The usual words in the cancellation clause of the insurance certificate which state "endeavor to" and "failure to mail such notice shall impose no obligation or liability of any kind upon the company" shall be stricken. The Contractor shall furnish to the Authority copies of the required insurance policies and Certificates of Insurance in a form satisfactory to the Authority.
5. The Contractor shall not violate the terms or prohibitions of insurance policies required to be furnished by the Contractor. The Contractor shall promptly notify the Authority of any claim or loss under such insurance policies and certify that proper notice has been given to
6. Upon failure of Contractor to furnish, deliver and maintain such insurance as above provided, the Authority may obtain such insurance and charge Contractor the cost of the insurance plus all appropriate administrative charges and incidental expenses associated with the transaction, which sum shall be immediately due and payable on receipt of a billing from the Authority.

7. All insurance coverages of the Contractor, whether required or not, shall contain a Waiver of Subrogation clause, waiving subrogation against the Authority.

## **ARTICLE 11**

### Notices

1. Notices to the parties required or permitted by any provision of this Agreement shall be directed as follows:

The Authority: Bishop International Airport Authority  
3425 West Bristol Road  
Flint, MI 48507  
ATTN: Airport Chief Executive Officer

The Contractor: XXXXXXXX  
XXXXXXXX  
XXXXXX, XX, XXXXX  
Attn: XXXXXXXX

2. All notices to be given hereunder by either party shall be written and sent by certified mail, return receipt requested, postage prepaid, or by UPS, FedEx or similar service, addressed to the party intended to be notified at the address set forth above. Either party may, at any time, or from time to time, notify the other in writing of a substitute address or substitute person to whose attention the notice is to be sent for that set forth above, and, thereafter, notices shall be directed to such substitute address or substituted person. Notice given as aforesaid shall be sufficient service thereof and shall be deemed given as of the date received, as evidenced by the return receipt of the registered or certified mail.

## **ARTICLE 12**

### Non-Discrimination

1. The Contractor shall comply with all Required Federal Contract Provisions, as may be

amended from time to time by the Federal Aviation Administration, included with this Agreement as Exhibit E.

2. Compliance with the Lease Agreement Between the Authority and the City of Flint:

Contractor agrees that is shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter related to employment because of such employee's or applicant's race, color, religion, national origin, ancestry, age, sex, or disability except where a requirement as to age or sex is based on a bona fide occupational qualification.

3. Compliance with Elliot Larson Act 2209 Civil Rights Act and Persons With Disabilities

Civil Rights Act: In accordance with Act No. 453, Public Acts of 1976, as amended, specifically MCL 37.2209, the Contractor and its subcontractors are not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976, specifically MCL 37.1209, the Contractor and its subcontractors are not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of contract.

4. Compliance with 14 CFR 152 Subpart E: Contractor shall assure that no person is excluded

from participating in, denied the benefits of, or is otherwise subject to discrimination in the conduct of its activities, on the grounds of race, creed, color, national origin or sex and shall comply with the requirements of 14 CFR 152 Subpart E to the extent that such requirements are applicable to Contractor's activities at the Airport.

5. Cooperation with Enforcement Procedures: The Contractor further agrees to comply with such enforcement procedures as the United States might demand that the Authority take in order to comply with the Authority's Assurances to the United States.

### **ARTICLE 13**

#### Conformity with Laws, Ordinances, Rules and Regulations

1. Contractor's performance of its obligations under this Agreement shall be carried out in conformity with applicable federal, state and local laws, ordinances, rules and regulations, including but not limited to all orders, rules, and regulations of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and the Department of Homeland Security (DHS), as they exist now and as they may be amended from time to time. In addition, Contractor shall abide by, and be subject to, the Airport rules and regulations which are now in effect, or may from time to time be formulated by the Authority concerning management, operation or use of the Airport. Provided, however, that such Airport rules and regulations formulated by the Authority shall be deemed null and void when preempted by Federal Law. The Authority reserves the right to deny access to the Airport to any person, firm or corporation that fails or refuses to obey and comply with such rules, regulations or laws. The Contractor shall be responsible to ensure that its employees, agents, representatives, or contractors comply with such laws, ordinances, rules and

regulations. The Contractor shall indemnify and hold harmless the Authority, its officers directors, agents and employees from any and all claims, liabilities, damages, losses, fines, penalties or expenses, including costs of suit and attorney fees, which any or all of them may hereinafter incur, be responsible for, or pay out arising out of the violation of any federal, state, or local laws, ordinances, rules or regulations by said Contractor, its agents, employees, representatives or contractors.

## **ARTICLE 14**

### **General Provisions**

1. The Authority reserves the right to further develop or improve the Airport as it sees fit.
2. The Authority reserves the right to maintain and keep in repair the landing area and all publicly owned facilities of the Airport, together with the right to direct and control all activities of the Contractor in this regard.
3. This Agreement shall be non-exclusive and subordinate to the provisions of the Master Lease between the City of Flint and the Authority and to the provisions of any existing or future agreements between the Authority and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.
4. All agreements included are conditional limitations and not mere covenants, and shall be binding upon the representatives, heirs and successors of the parties.
5. Each of the rights and remedies provided by this Agreement shall be cumulative and shall not be exclusive of any other rights or remedies provided by this Agreement or allowed by law.

6. Failure by either party to insist upon strict performance by the other party of any of the terms or conditions herein contained shall not be a waiver of the right of either party to thereafter enforce any such term or condition, but the same shall continue in full force and effect. The exercise of any right to terminate arising under this Agreement shall not operate to deprive either party of any co-existing right to seek damages or other remedies arising from the defaults of the other party.
7. This Agreement, the rights and obligations of the parties hereto, and any claims or disputes relating thereto shall be governed by, interpreted, construed and enforced in accordance with the laws of the State of Michigan. Venue for any litigation shall be Genesee County, Michigan.
8. This Agreement is made for the sole and exclusive benefit of the Authority and the Contractor, their successors and assigns, and is not made for the benefit of any third party.
9. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
10. The titles of the several articles of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
11. Nothing herein contained shall create or be construed to create a co-partnership between the Authority and the Contractor or to constitute the Contractor an agent of the Authority. The Authority and the Contractor each expressly disclaim the existence of such a relationship between them.
12. In the event any covenant, condition or provision contained in this Agreement is held to be

invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision contained in this Agreement; provided that the validity of such covenant, condition or provision does not materially prejudice either the Authority or the Contractor in its respective rights and obligations contained in the valid covenants, conditions or provisions of this Agreement.

13. Dispute Resolution. If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy shall be attempted to be resolved through direct discussions and negotiations. If the dispute cannot be resolved by the parties, and if all parties agree, it may be submitted to arbitration in accordance with proceedings under American Arbitration Association Commercial Arbitration Rules, and such arbitration will be the exclusive dispute resolution method under this Agreement within the State of Michigan. The decision and award determined by such arbitration will be final and binding upon both parties. Each parties' costs and expenses incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the respective party. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved unless terminated by either party.
14. Force Majeure. Neither the Authority nor the Contractor shall be deemed to be in violation of this Agreement for reason of failure to perform any of its obligations hereunder, by reason of strikes, boycotts, labor disputes embargoes, shortages of material, acts of God, acts of the public enemy, acts of public authority, flight restrictions, weather conditions, riots, rebellion,

accidents, sabotage or any other events, conditions or circumstances for which it is not responsible and/or which are not within its control.

15. Definition of the Term "Days." As used within this Agreement, the term "days," whether used for purposes of giving notice or for accomplishing any task to be done, shall mean calendar days unless otherwise expressly noted.
16. Conflict of Interest. The Contractor covenants and agrees that, upon the signing of this Agreement, or within five (5) days after the acquisition of any interest herein described during the term of this Agreement, the Contractor shall disclose in writing to the Authority whether any board member, officer or employee of the Authority has or hereafter acquires any direct, indirect, legal or beneficial interest in the Contractor or in any contract lease or agreement between the Authority and the Contractor, or in any franchise, concession, right or privilege of any nature herein or otherwise granted by the Authority to the Contractor.

## **ARTICLE 15**

### Entire Agreement

1. This Agreement consists of Articles 1 to 14, inclusive, the bid documents, to include Exhibits "A", "B", "C", "D", "E", and "F".
2. It constitutes the entire agreement of the parties hereto and may not be changed, modified, discharged or extended except by written instrument duly executed by the Authority and the Contractor. The parties agree that no other representations or warranties shall be binding upon the Authority or the Contractor unless expressly in writing in this Agreement.



**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first written above.

Contractor

Bishop International Airport Authority

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Witnessed by:

\_\_\_\_\_

\_\_\_\_\_

# ATTACHMENT G – CURRENT FLIGHT SCHEDULE

Monday, February 26 – Sunday March 3, 2024

*This schedule is only for example, the flight schedule is subject to change and fluctuates throughout the year. Flight schedules will be routinely shared with the selected bidder.*

Monday – February 26, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
Allegiant	FNT	SFB	6:30am		180
American	FNT	ORD	6:54am		50
Allegiant	FNT	PGD	7:00am		180
United	FNT	ORD	7:00am		76
Allegiant	FNT	SRQ	9:00am		180
Allegiant	SFB	FNT		12:49pm	180
Allegiant	FNT	LAS	1:54pm		180
Allegiant	PGD	FNT		1:54pm	180
Allegiant	FNT	PIE	2:44pm		180
Allegiant	SRQ	FNT		3:39pm	180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
Allegiant	FNT	JAX	4:29pm		180
United	FNT	ORD	4:45pm		50
American	FNT	ORD	4:56pm		50
Allegiant	PIE	FNT		9:17pm	180
United	ORD	FNT		10:07pm	76
Allegiant	JAX	FNT		10:22pm	180
Allegiant	LAS	FNT		11:13pm	180
American	ORD	FNT		11:24pm	50

Tuesday – February 27, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
United	FNT	ORD	7:00am		76
Allegiant	FNT	SRQ	8:00am		180
American	FNT	ORD	8:35am		50
Allegiant	FNT	SFB	9:00am		180
Allegiant	FNT	PGD	11:00am		180
Allegiant	SRQ	FNT		2:39pm	180
Allegiant	SFB	FNT		3:19pm	180
Allegiant	FNT	PIE	3:29pm		180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
Allegiant	FNT	BNA	4:09pm		180
United	FNT	ORD	4:45pm		50
American	FNT	ORD	4:56pm		50
Allegiant	PGD	FNT		5:54pm	180

Allegiant	BNA	FNT		8:31pm	180
American	ORD	FNT		8:47pm	50
Allegiant	PIE	FNT		10:02pm	180
United	ORD	FNT		10:07pm	76

Wednesday – February 28, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
American	FNT	ORD	6:54am		50
United	FNT	ORD	7:00am		76
Allegiant	FNT	PGD	8:00am		180
Allegiant	FNT	AZA	9:00am		180
Allegiant	FLL	FNT		12:11pm	180
Allegiant	FNT	FLL	1:01pm		180
Allegiant	PGD	FNT		2:54pm	180
Allegiant	FNT	SFB	3:44pm		180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
United	FNT	ORD	4:45pm		50
American	FNT	ORD	4:56pm		50
Allegiant	AZA	FNT		6:15pm	180
Allegiant	SFB	FNT		10:03pm	180
United	ORD	FNT		10:07pm	76
American	ORD	FNT		11:24pm	50

Thursday – February 29, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
American	FNT	ORD	6:54am		50
United	FNT	ORD	7:00am		76
Allegiant	FNT	SRQ	8:00am		180
Allegiant	FNT	SFB	8:30am		180
Allegiant	FNT	PGD	10:00am		180
Allegiant	SRQ	FNT		2:39pm	180
Allegiant	SFB	FNT		2:49pm	180
Allegiant	FNT	PIE	3:29pm		180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
United	FNT	ORD	4:45pm		50
Allegiant	PGD	FNT		4:54pm	180
American	FNT	ORD	4:56pm		50
Allegiant	FNT	BNA	5:01pm		180
Allegiant	BNA	FNT		9:23pm	180
Allegiant	PIE	FNT		10:02pm	180
United	ORD	FNT		10:07pm	76
American	ORD	FNT		11:24pm	50

Friday – March 1, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
Allegiant	FNT	SFB	6:30am		180
American	FNT	ORD	6:54am		50
Allegiant	FNT	PGD	7:00am		180
United	FNT	ORD	7:00am		76
Allegiant	FNT	SRQ	9:00am		180
Allegiant	SFB	FNT		12:49pm	180
Allegiant	FNT	LAS	1:54pm		180
Allegiant	PGD	FNT		1:54pm	180
Allegiant	FNT	PIE	2:44pm		180
Allegiant	SRQ	FNT		3:39pm	180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
Allegiant	FNT	JAX	4:29pm		180
United	FNT	ORD	4:45pm		50
American	FNT	ORD	4:56pm		50
Allegiant	PIE	FNT		9:17pm	180
United	ORD	FNT		10:07pm	76
Allegiant	JAX	FNT		10:22pm	180
Allegiant	LAS	FNT		11:13pm	180
American	ORD	FNT		11:24pm	50

Saturday – March 2, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
Allegiant	FNT	PGD	6:30am		180
American	FNT	ORD	6:54am		50
United	FNT	ORD	7:00am		76
Allegiant	FNT	PIE	7:30am		180
Allegiant	FNT	SRQ	8:00am		180
Allegiant	FLL	FNT		12:11pm	180
Allegiant	PGD	FNT		1:24pm	180
Allegiant	PIE	FNT		2:03pm	180
Allegiant	FNT	PGD	2:14pm		180
Allegiant	SRQ	FNT		2:39pm	180
Allegiant	FNT	PIE	2:53pm		180
Allegiant	AZA	FNT		3:09pm	180
Allegiant	FNT	SFB	3:29pm		180
United	ORD	FNT		4:07pm	50
Allegiant	FNT	FLL		4:20pm	180
American	ORD	FNT		4:46pm	50
United	FNT	ORD	4:45pm		50
American	FNT	ORD	4:56pm		50

Allegiant	FNT	AZA	6:42pm		180
Allegiant	PGD	FNT		9:08pm	180
Allegiant	PIE	FNT		9:26pm	180
Allegiant	SFB	FNT		9:48pm	180
United	ORD	FNT		10:07pm	76
American	ORD	FNT		11:24pm	50

Sunday – March 3, 2024					
Airline	Departure City	Arriving City	FNT Departure Time	FNT Arriving Time	Total Seats on Aircraft
American	FNT	ORD	6:54am		50
United	FNT	ORD	7:00am		76
Allegiant	FNT	SRQ	8:00am		180
Allegiant	FNT	SFB	8:30am		180
Allegiant	FNT	PGD	10:00am		180
Allegiant	SRQ	FNT		2:39pm	180
Allegiant	SFB	FNT		2:49pm	180
Allegiant	FNT	PIE	3:29pm		180
American	ORD	FNT		3:56pm	50
United	ORD	FNT		4:07pm	50
United	FNT	ORD	4:45pm		50
Allegiant	PGD	FNT		4:54pm	180
American	FNT	ORD	4:56pm		50
Allegiant	FNT	BNA	5:01pm		180
Allegiant	BNA	FNT		9:23pm	180
Allegiant	PIE	FNT		10:02pm	180
United	ORD	FNT		10:07pm	76
American	ORD	FNT		11:24pm	50