

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

**SOLICITATION FOR BID FOR
TERMINAL CLEANING SERVICES**

BID INFORMATION

Solicitation: Terminal Cleaning Services

The Airport is requesting bids from qualified bidders to perform the above services.

Pre-Bid Meeting: November 8, 2022 11:00 AM (ZOOM)

RSVP to Gigi Glasper, gxglasper@flystl.com

Questions Due: November 10, 2022

Bid Due Date: November 30, 2022 2:00 PM

STL Contact: Gigi Glasper
Contracts Supervisor
Airport Properties Division
(314) 890-1802
gxglasper@flystl.com



October 14, 2022

PROSPECTIVE BIDDERS:

Attached is the Solicitation for Bids for **Terminal Cleaning Services** at St. Louis Lambert International Airport. Sealed bids will be received at the **St. Louis Lambert International Airport, Airport Properties Division, 10701 Lambert International Drive, MTN 2501, St. Louis, Missouri 63145** until **November 30, 2022 until 2:00 PM** at which time they will be publicly opened and read. Bids will be opened in the Director's Conference Room located in the Administrative Offices in Terminal 1 at the above address.

Bids must be submitted on the included APPENDIX "C." Bids, which may be submitted via electronic email or regular mail service, should be submitted in strict accordance with instructions given in Appendix A, Section 35 of the SFB. If the bids are mailed via regular mail, one copy must be presented in a sealed envelope addressed to the Airport Contract Supervisor at the address provided above, with the words "**BID FOR TERMINAL CLEANING SERVICES**" clearly written across the left hand face of the envelope.

Any conditioned bid, any bid with erasures, alterations, or alternatives, or any bid not accompanied by all of the items identified on the enclosed Bidder's Checklist may be rejected. The City of St. Louis reserves the right to reject any or all bids, to cancel this Solicitation For Bids, or to advertise for new bids, or to do any combination of the above.


A Pre-Bid Meeting will be conducted on **November 8, 2022, 11:00 AM** local time via ZOOM. Pre-Bid Meeting participation is not mandatory, but is highly recommended. Please see Appendix A, Section 34 of the SFB for more information.

The successful bidder(s) will be determined on the basis of the lowest and best bid submitted on APPENDIX "C" along with the bidders' ability to comply with Appendix A, Technical Specifications and Appendix "B," General Specifications.

It is the policy of the City of St. Louis Airport Authority to provide disadvantaged, minority and women owned businesses the maximum opportunity to participate in contracting opportunities at St. Louis Lambert International Airport, pursuant to Chapter 8.118 of the St. Louis City Revised Code. All inquiries regarding this solicitation are to be made in writing on or before **November 10, 2022** and should be addressed to Gigi Glasper, Contract Supervisor.

In addition to the above, Bidders should note that the MBE/WBE requirements and documents have been revised substantially. A memorandum explaining the changes made follows this cover letter. Bidders should pay particular attention to the explanation and the new requirements and forms. Any questions by Bidders concerning the MBE/WBE requirements should be addressed to the Airport Business Diversity Development Office at BDDComplianceTeam@flystl.com with a copy to the undersigned at gxglasper@flystl.com.

Sincerely,



Gigi Glasper
Contract Supervisor

Enclosure



MEMORANDUM

To: Prospective Bidders/Proposers

From: Francoise Lyles-Wiggins, Asst. Airport Community Programs/BDD

Date: 10/1/2020

Subject: Ordinance 70767 and the New Certification and Compliance Rules dated August 2020

Ordinance 70767 replaced Mayor's Executive Order #28, as amended. Ordinance 70767 and the Certification and Compliance Rules dated August 2020 became effective October 1, 2020. A copy of the Ordinance and Rules can be obtained at www.flystl.com.

Ordinance 70767 establishes project goals within five eligible groups: African American, Hispanic American, Asian American, Native American and Women to ensure that M/WBE utilization on City construction, professional services, goods and other services contracts reflects the level of M/WBE availability. Additionally, bid incentives on Construction, Goods and Service Contracts and Incentive Credits on Professional Service Contracts have been established. Bid incentives and Incentive Credits will be applied during the evaluation process.

Construction and Goods & Services

Project Goals for Construction and Goods & Services:

Eligible Groups	Percentage
African American	21%
Hispanic American	2%
Asian American	0.5%
Native American	0.5%
Women	11%

- Proof of project goals shall be submitted at time of bid opening on the M/WBE Utilization Plan;
- Each percentage for eligible groups must be met;
- Bids that fail to meet each goal for each eligible group must provide evidence of "Good Faith Efforts";
- Bids that do not meet the goals or demonstrate a sufficient "Good Faith Effort" will be deemed non-responsive;

- M/WBE firms certified as both MBE and WBE can only count as either MBE or WBE

Bid Incentives for Construction, Goods and Service Contracts

- A 5% bid discount shall be applied on M/WBE prime contracts on construction and goods and services contracts of \$300,000 or less.
- 5% discount will be applied during the evaluation process
- 5% bid discount reduces M/WBEs bid amount for the evaluation process
- Contract award for eligible M/WBEs is not reduced

Bid Incentive for Construction, Goods and Other Services	Contract Type	Eligible Groups
5%	Construction Prime Contracts	African American Hispanic American Asian American Native American Women
5%	Goods and Services Prime Contracts	African American Hispanic American Asian American Native American Women

Professional Services

Goals for all Professional Services: 25% MBE and 5% WBE

15% Incentive Credit Professional Service Contracts

- A 15% incentive credit part of the total points evaluated on professional service prime contracts shall be applied to eligible M/WBE prime contracts.

- M/WBE prime proposer must include in its proposal or statement of qualifications proof of certification.

Incentive Credits	Contract Type	Eligible Groups
15% Credit	Professional Services Prime Contracts	African American Hispanic American Asian American Native American Women

Additional Key Items Established Under Ordinance 70767:

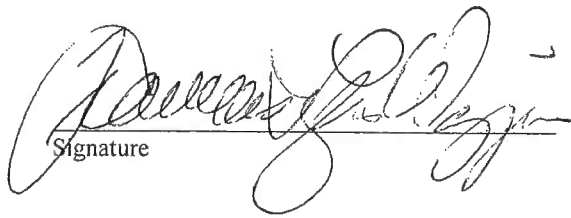
- **Mobilization Payments:** When applicable, subcontractors may request mobilization payments not to exceed 5% of their contract from the Prime Contractor when mobilization payments are approved as a contract line item for the Prime Contractor and receive mobilization payment no later than five business days before the subcontractor is required to mobilize to start their contracted work.
- **Liquidated Damages:** Liquidated Damages will be assessed in the event M/WBE goals are not met and “good faith efforts” have not been shown. Assessed Liquidated Damages may not exceed the M/WBE goal shortfalls.

Definition of Suppliers/Regular Dealers, Manufacturers and Brokers:

- A **Supplier or Regular Dealer** is a firm that owns, operates or maintains a store, warehouse, equipment or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, and regularly sold or leased to the public in the usual course of business.
- A **Manufacturer** is a firm that operates or maintains a factory, apparatus, or establishment that produces, the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications.
- **Brokers** or other persons who arrange or expedite transactions are not regular dealers, with respect to materials or supplies purchased from an M/WBE which is neither a manufacturer nor a regular dealer.

Determination of Counting M/WBE Suppliers Toward M/WBE Goals:

- Suppliers or Regular Dealers count at 60% of their cost/expenditure towards M/WBE goals.
- Manufacturers count at 100% of their cost/expenditure towards M/WBE goals.
- Commissions and fees paid to brokers or other persons count towards M/WBE goals provided the fees are reasonable and not excessive. The cost of the materials or supplies themselves do not count toward M/WBE goals.


Signature

cc:

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
APPENDIX “A”	
1.0 DEFINITIONS	11
2.0 SOLICITATION	12
3.0 QUALIFICATIONS	15
4.0 INVESTIGATION OF CONDITIONS	22
5.0 SCOPE OF WORK	22
6.0 STAFFING	28
7.0 REQUIRED FULL-TIME EQUIVALENT STAFFING PLAN	29
8.0 QUALITY ASSURANCE	37
9.0 EXTRA WORK	37
10.0 TERM	38
11.0 ADMINISTRATIVE PROCEDURES	38
12.0 RULES AND REGULATIONS	40
13.0 REPAIR OF DAMAGE	41
14.0 PAYMENTS	41
15.0 NOTICE OF LOSS OR CLAIMS	44
16.0 REPLACEMENT OF PERSONNEL	44
17.0 PROHIBITED ACTS	44
18.0 RIGHT OF REVIEW	45
19.0 GOVERNING LAW AND FORUM SELECTION	45
20.0 WAIVERS OF LIEN	46
21.0 FACILITIES PROVIDED BY THE AIRPORT	46

22.0 PRECAUTIONARY MEASURES.....	46
23.0 STORAGE AND STAGING AREA.....	47
24.0 BADGING.....	47
25.0 UNIFORMS.....	49
26.0 PERFORMANCE & PAYMENT BOND.....	49
27.0 MISSOURI UNAUTHORIZED ALIENS LAW.....	50
28.0 GENERAL PROVISIONS.....	51
29.0 PREVAILING WAGE AND FRINGE BENEFITS.....	52
30.0 MEDIA INQUIRIES/ADVERTISING.....	53
31.0 CUSTOMER SERVICE.....	54
32.0 INSPECTIONS.....	55
33.0 FAILURE TO PERFORM.....	55
34.0 PRE-BID MEETING.....	56
35.0 BID SUBMITTAL.....	57
APPENDIX “B”	
1.0 INSURANCE AND INDEMNIFICATION.....	58
2.0 CANCELLATION.....	60
3.0 ASSIGNMENT AND SUBCONTRACTING.....	61
4.0 AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION.....	62
5.0 MBE/WBE PARTICIPATION.....	63
6.0 RIGHT TO AUDIT CLAUSE.....	72
7.0 CIVIL RIGHTS GENERAL PROVISIONS.....	73
8.0 CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS.....	73

9.0 FEDERAL FAIR LABOR STANDARDS ACT PROVISION	76
10.0 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970.....	76
11.0 SEISMIC SAFETY.....	77
12.0 DISTRACTED DRIVING.....	77
13.0 CLEAN AIR AND WATER POLLUTION CONTROL.....	77
14.0 LIVING WAGE.....	77
15.0 ANTI-DISCRIMINATION AGAINST ISRAEL ACT REQUIREMENT.....	79

APPENDIX “C”

BID FORMS.....	26 pages
----------------	----------

ATTACHMENTS/FORMS

BIDDER’S CHECKLIST.....	2 pages
ATTACHMENT 1.....	1 page
Proposal To Bond Form	
ATTACHMENT 2.....	23 pages
M/WBE Utilization Plan	
ATTACHMENT 3.....	2 pages
M/WBE Good Faith Efforts Forms	
ATTACHMENT 4.....	4 pages
Notice of Intent To Perform As A Subcontractor/Material Supplier	
ATTACHMENT 5.....	1 page
Authorized Submission Form	
ATTACHMENT 6.....	2 pages
Airport Authority Subcontractor/Supplier List	
ATTACHMENT 7.....	1 page
Subcontractor Business Information	
ATTACHMENT 8.....	1 page
Bidder’s Listing of Comparable Experience	

ATTACHMENT 9 1 page
Bidder's Listing of Subcontractor's Comparable Experience

EXHIBITS

EXHIBIT "A" 1 page
Manpower List

EXHIBIT "B" 1 page
Equipment List

EXHIBIT "C" 53 pages
Scope of Work

EXHIBIT "D" 10 pages
Scope of Work Area Maps

EXHIBIT "E" 16 pages
Staffing Guidelines

EXHIBIT "F" 1 page
Missouri Unauthorized Aliens Law Acknowledgement & Acceptance Declaration

EXHIBIT "G" 1 page
Missouri Unauthorized Aliens Law Affidavit

EXHIBIT "H" 1 page
Living Wage Acknowledgement & Acceptance Declaration

EXHIBIT "I" 1 page
Living Wage Adjustment Bulletin

EXHIBIT "J" 1 page
Airport Supplied Equipment

EXHIBIT "K" 1 page
Airport Supplied Products

EXHIBIT "L" 4 pages
Elevator List

EXHIBIT "M" 2 pages
Guidelines for Cleaning and Maintaining Lactation Suites

EXHIBIT “N”	1 page
Guidelines for Cleaning and Maintaining Service Animal Relief Areas	
EXHIBIT “O”	1 page
Storage and Office Locations	
EXHIBIT “P”	1 page
Anti-Discrimination Against Israel Act Acknowledgement & Acceptance Declaration	
EXHIBIT “Q”	1 page
Anti-Discrimination Against Israel Act Affidavit	
EXHIBIT “R”	7 pages
M/WBE Good Faith Efforts Presentation	

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

APPENDIX "A"

**TECHNICAL SPECIFICATIONS
Terminal Cleaning Services**

1. DEFINITIONS

The following terms and definitions are used in this solicitation:

- A. **"Agreement"** means the contract to be executed between The City of St. Louis and the Contractor for Terminal Cleaning Services.
- B. **"Airport"** means St. Louis Lambert International Airport, together with any additions, improvements, or enlargements made from time to time, which is owned by the City and is operated for the City by the Airport Authority of the City of St. Louis, a department of the City.
- C. **"Airport Authority"** means the Airport Authority of The City of St. Louis, the City department responsible for managing and operating the Airport.
- D. **"Airport Representative"** means the Airport Deputy Director of Operations or his/her authorized or designated representative.
- E. **"Bid"** means the documents and information submitted in response to this SFB as more fully described in Appendix A, Section 2.A of this SFB.
- F. **"Bidder"** means a person or entity submitting a Bid under this SFB.
- G. **"City"** means The City of St. Louis, Missouri, owner and operator of St. Louis Lambert International Airport.
- H. **"Commencement Date"** means the date the term of the Agreement begins which is March 1, 2023 as provided for in Appendix A, Section 10 of this SFB.
- I. **"Contractor"** means the Successful Bidder.
- J. **"days"** means consecutive calendar days unless otherwise expressly stated.
- K. **"Director"** means the Director of Airports of The City of St. Louis or his/her authorized representatives or designated representative.
- L. **"Expiration Date"** means the date the term of the Agreement ends which is February 28, 2026 as provided for in Appendix A, Section 10 of this SFB.
- M. **"Extras"** means additional service work or modifications, additions, or extras

ordered in writing by the Director, as more fully described in Appendix A, Section 9.

- N. **“Holiday”** means New Year’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- O. **“Monthly Service Charge”** means the Monthly Service Charge for each bid as more fully defined and provided for in Appendix A, Section 14. E, 14.F, and Appendix C of this this SFB.
- P. **“Provision(s)”** means the terms, covenants, conditions, warranties, and provisions of the Agreement.
- Q. **“Required Full-time Equivalent Staffing”** or **“Required FTE Staffing”** means the Required Full-time Equivalent Staffing level for each bid, as more fully defined in Appendix A, Sections 5 and 7 of this SFB.
- R. **“Solicitation For Bid”** or **“SFB”** means this solicitation for bids for Terminal Cleaning Services.
- S. **“Successful Bidder”** means a responsive and qualified Bidder submitting the lowest and best bid in accordance with the provisions of this SFB.
- T. **“Terrazzo Floor Care Specialist”** means any subcontractor retained to implement a terrazzo floor care an cleaning program for Epoxy and Non-Epoxy terrazzo flooring, as further described in Appendix A, Sections 3.D and 5.H

2. **SOLICITATION**

A. Bid Award

The City will select the Successful Bidder on the basis of the lowest and best Bid submitted on Appendix C, Bid Forms, along with the Bidder's qualifications and ability to comply with the Appendix A, Technical Specifications, and Appendix B, General Specifications (collectively referred to as the **“Bid”**). The City’s Airport Commission and its Board of Estimate and Apportionment must approve the Successful Bidder as well as the Provisions of the Agreement. The City reserves the right to award a contract to a qualified and responsive Bidder that submits the lowest and best Bid as determined by the City in its sole discretion. During the evaluation process of bids for construction, goods, and other services for contracts in the amount of \$300,000 or less, a five percent (5%) bid discount shall be applied to Bids submitted by African American, Hispanic American, Asian American, Native American, and Women-Owned Business Enterprise Bidders. It shall lower the eligible M/WBE’s Bid but shall not reduce the contract award amount.

B. Disqualifications

If a bidder (“**Bidder**”) submits more than one Bid under the same or different names, the City will not consider any of that Bidder’s Bids. Bids will be rejected if there is reason to believe collusion exists among Bidders and no participant in such collusion will be considered in future bids for providing the Terminal Cleaning Services.

C. Rights Reserved by City

1. The City reserves the right to thoroughly investigate the financial status, experience, qualifications, competence, reputation, and record of the Bidder and the City reserves the right to reject any or all bids.
2. The City reserves the right to disqualify any Bidder and reject any Bid if, in the City’s sole judgment or opinion:
 - a. Bidder does not have the minimum qualifications as stated below, (see Appendix A, Section 3), including the necessary experience, the financial capacity or the competence and ability to perform the scope of work or service;
 - b. the Bid, or contracting with the Bidder, is not in the City’s best interest.
4. The City reserves the right to reject any Bid if the Bid:
 - a. is a conditioned Bid;
 - b. contains erasures, alterations, or alternatives;
 - c. is not accompanied by all the items identified on the Bidder's Checklist;
 - d. is submitted without the required or requested Bid information; or
 - e. is not in compliance with the procedural requirements for submitting a Bid as set out in the cover letter to this Solicitation for Bids (“**SFB**”);
5. The City reserves the right in its sole discretion to reject any Bid from any Bidder that:
 - a. is in arrears or is currently in default to the City upon any debt or contract; or that is a defaulter as surety or otherwise

upon any obligation to the City within the last three (3) years; or

- b. has failed in the City's sole determination and discretion to properly, adequately, or faithfully perform any previous contract within the last three (3) years with the City.

6. The City reserves the right in its sole discretion to reject any Bid from any Bidder that is currently involved in litigation with the City regarding any previous contract obligations.

7. The City reserves the right to take one, all, or any combination of the following actions:

- a. Reject any or all Bids;
- b. Advertise for new Bids;
- c. Cancel this SFB.

8. The City, in its sole determination reserves the right to:

- a. Waive minor irregularities and formalities;
- b. Establish a "cure" period, if a Bidder or Bidders have not submitted the required Bid information for the purpose of obtaining complete Bid submittals and correcting other defects in a Bid.

9. This list of the City's rights is not all inclusive.

D. Bidders Responsible For Bid

- 1. The Bidder will carefully examine this SFB (including any attachments, exhibits, and addenda) and the premises of the Airport, and will judge for itself all circumstances and conditions affecting the Bidder's Bid.
- 2. All information or data in this SFB and any subsequent addenda is to be used by the Bidder at its sole risk, and the City does not accept any responsibility or liability in any fashion for its use in structuring a Bid by any Bidder in a response to this SFB.

E. Forfeiture

- 1. If a Successful Bidder refuses or neglects to timely execute the Agreement with the City or fails to furnish the required insurance certificates and

endorsements, bonds, affidavits, or other required or requested documents or information within twenty (20) days after notice of the award, the Bid Bond submitted (if any) with the Bid will be forfeited by the Bidder and retained by the City as liquidated damages. No pleas by a Bidder of error or mistake in its Bid or change in circumstances will be available to the Bidder as a basis for the recovery of its deposit.

2. The City, in its sole discretion, may select the next lowest and best Bidder as determined by the City, who will be subject to the same procedures and timetables as provided for in this Section 2.E. If the second lowest and best Bidder also refuses or neglects to timely execute the Agreement or fails to furnish the required insurance certificates and endorsements, bonds, affidavits, or other required or requested documents or information, then the next lowest and best Bidder, if selected, will be subject to the foregoing provisions, and so on, as determined by the City.

F. Not A Contract

This SFB is not a contract or a commitment of any kind by the City or the Airport. Nor does it commit the City to pay for any costs incurred by the Bidder in the submission of its Bid or any cost incurred prior to the approval and execution of a formal contract with the City. The award of the Agreement to the Contractor under this SFB as well as the Provisions of the Agreement to be awarded must be approved by the City's Airport Commission and its Board of Estimate and Apportionment.

- G. The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration for an award.

3. QUALIFICATIONS

Bidders, at a minimum, must meet the following qualifications:

- A. **Large High Traffic Facility Experience** – To be deemed qualified, Bidder must have a minimum of six (6) years of experience within the last eight (8) years providing cleaning services of the nature described in this SFB, as a prime or subcontractor at a large high traffic facility that is open 24 hours a day, seven (7) days a week, every day of the year, including holidays. The facility must be at least **900,000 square feet, and Bidder must be responsible for cleaning an area of not less than 400,000 square feet.**

1. At least three (3) of the five (5) years of this large high traffic facility experience described above must be in a geographic location that experiences seasonal weather, such as snow and ice, wind and rain.
- B. **Large High Traffic Transportation facility** – To be deemed qualified, Bidder must also have at least three (3) years of experience within the last five (5) years providing cleaning services of the nature described in this SFB, as a prime or subcontractor at a large high traffic transportation facility (such as an airport, bus station, train station or other transportation center) that is open 24 hours a day, seven (7) days a week, every day of the year including holidays. The transportation facility must average at least 10 million annually, and Bidder must be responsible for cleaning an area of not less than 400,000 square feet.
- C. If Bidder is using or satisfying any portion of the qualification requirements in 3.A and/or 3.B above by using or considering experience as a **subcontractor**, as opposed to experience as the prime contractor, the Bidder must also satisfy the following requirements:
1. Bidder must currently be providing cleaning services of the nature described in the SFB, as the prime contractor at an airport facility with at least 6 million annual passengers with responsibility for cleaning an area of not less than 400,000 square feet.
 - a. The airport cleaning experience described in this sub-section must be in a geographic location that experiences seasonal weather, such as snow and ice, wind and rain.
- D. Bidder's subcontractors (excluding suppliers, vendors, and any Terrazzo Floor Care Specialist) must have a minimum of two (2) years of experience within the last three (3) years in providing cleaning services of the general nature described in this SFB. The minimum required level of experience of a subcontractor during two (2) of the last three (3) years is determined by the formula below and depends on the amount of participation or the utilization of the subcontractor, as reflected under the column entitled "SUBCONTRACT AMT/%" of **Attachment 6** entitled "AIRPORT AUTHORITY SUBCONTRACTOR/SUPPLIER LIST" of this SFB and the work that the Bidders subcontractor will be performing. Bidder must submit a completed Attachment 6 with its Bid (see Bidder's Checklist Item 18). Terrazzo Floor Care Specialist must have a minimum of five (5) years of experience within the last six (6) years in providing epoxy and non-epoxy terrazzo floor care services of the nature described in this SFB, as a prime or subcontractor at a large high traffic facility. A large high traffic facility in this context means a facility of at least 900,000 square feet that experiences seasonal weather, such as snow and ice, wind and rain, and that is open 24 hours a day, seven (7) days a week, every day of the year, including holidays.
1. MINIMUM CLEANING AREA RESPONSIBILITY EXPERIENCE

FORMULA FOR SUBCONTRACTORS:

(400,000 sq. ft. Cleaning Area X Percentage (%) of Terminal Cleaning Services to be proposed to be done by subcontractor = Minimum Cleaning Area Experience needed, annually)

EXAMPLE: Bidder expects to use a subcontractor for 25% of the Total Dollar Amount of the Contract each year for the Terminal Cleaning Services, as reported on Attachment 6, then the Minimum Cleaning Area Experience is 100,000 square feet (400,000 sq. ft. X .25 percent = 100,000 sq. ft.) per year in two of the last three years.

Additional Examples

	% of Work Prime proposes to subcontract	Cleaning Area selected subcontractor must be experienced in (annually)
Terminal 1	5%	20,000
and	10%	40,000
Terminal 2	15%	60,000
	25%	100,000

E. Bidder must provide:

1. Three (3) professional references for each company that is part of the bid (prime and subcontractor);
2. A biography for the Bidder's proposed Operations Manager; and
3. A resume for each staff member the Bidder deems to be key personnel.

The City, at its sole discretion, based on the information submitted with the Bid will determine whether the proposed Operations Manager and key personnel are qualified and in good standing (see Bidder's Checklist Item 11 and Exhibit E entitled "Staffing Guidelines").

NOTE: The terms of the Agreement to be awarded under this SFB will require the Successful Bidder's Operations Manager ("OM") and Supervisor/Trainers ("ST") be employed and available on a full time basis during the entire term of the Agreement in accordance with the Provisions of the Agreement and that **prior to replacing any OM or ST, the Contractor must have in place a qualified replacement.** (SEE: SECTION 6 ENTITLED STAFFING, SECTION 7 ENTITLED

REQUIRED FULL-TIME EQUIVALENT STAFFING PLAN, and
EXHIBIT E.)

- F. Bidder must prepare a written synopsis that includes a **“Statement of Qualifications” (“SOQ”)** that describes in detail, the organization of the Bidder’s firm and each subcontractor’s firm and clearly articulates and demonstrate that the Bidder and all subcontractors have the required cleaning and organizational experience and qualifications as described in this SFB. The SOQ must, at a minimum, address or include the following information (see Bidders Check List Item 8).
1. A statement of corporate capabilities, including range of services offered, length of time in business, knowledge of techniques, methods, and strategies of cleaning and maintaining a high traffic facility and/or airport Terminal environment; corporate structure, professional registration, licenses, professional affiliations, etc. for the Bidder and each subcontractor.
 2. A list of owners (with an ownership interest of ten percent or more), directors and officers of the Bidder and all proposed subcontractors. (See also Appendix B, Section 3, entitled “Assignment & Subcontracting”).
 3. A description of the services expected to be performed by the Bidder, and any and all subcontractors. Additionally, any services (administrative, management, etc.) the Bidder may perform on behalf of a subcontractor must be clearly articulated in the SOQ. Bidder must illustrate how the Bidder, including its subcontractors satisfy all of the qualifications and experience requirements of the SFB.
 4. A listing of clients for which the Bidder provided comparable services of the nature contemplated in this SFB including a description of the services provided to those clients (see **Attachment 8** entitled **“Bidder’s Listing of Comparable Experience”**). The Listing of Bidder’s Comparable Experience must include at a minimum the company name, address, contact person(s) name and title providing a reference, phone numbers, description of services provided including a description of the facility being cleaned and the cleaning area that Bidder was responsible for including square feet. (See Bidder’s Checklist Item 9.)
 5. A listing of clients for which the Bidder’s’ subcontractors provided comparable services of the nature contemplated in this SFB including a description of the services provided to those clients (see **Attachment 9** entitled **“Bidder’s Listing of Subcontractor’s Comparable Experience”**). The Listing of Bidder’s Subcontractor’s Comparable Experience must be provided as part of the Bidder’s Bid and must include at a minimum the subcontractor’s name, contact persons and title,

addresses, phone numbers, description of services provided by the subcontractor including a general description of the facility being cleaned and the cleaning area that the subcontractor was responsible for, including square feet. The Bidder's Subcontractor's Listing of Comparable Experience must illustrate that the Bidder's subcontractors satisfy the minimum qualification and experience requirements for subcontractors under the SFB. (See Bidder's Checklist Item 10.)

6. A written acknowledgement statement that explains how the Bidder has responsive corporate leadership at a level above the Operations Manager and how that leadership will make the required semi-routine quarterly site visits to the Airport or when reasonably required by the Airport Representative, and will efficiently manage the Required FTE Staffing level proposed. (See Appendix A, Section 3.E and Bidder's Checklist Item 11.)
7. A written acknowledgement statement that explains how the Bidder demonstrates the ability of a senior manager (at the corporate level above the Operations Manager position), to respond promptly to the Airport within four (4) hours of a request by the Airport Representative.
8. An organizational chart, including subcontractors, that shows how the Bidder will organizationally provide the services contemplated and the required management oversight, as well as depicts the relationship of its key personnel to that of the President/CEO and other key members of the management team.
9. A brief written summary or description (**1 page or less preferred for each plan or policy**) of the **following plans for the Prime Contractor and all subcontractors performing labor under this SFB except the "Management Plan", which only applies to the Prime Contractor:**
 - a. **"Recruitment Plan"** to attract qualified personnel to perform the work contemplated in this SFB;
 - b. **"Training Plan"** for new hires and recurrent training in order to address customer service and Airport terminal cleaning proficiency;
 - c. **"Retention Plan"** to help retain qualified employees and reward cleaning services above and beyond expectations and good customer service behavior;
 - d. **"Discipline Policy"** to ensure employees not meeting the Contractor's and the Airport Authority's standards of behavior or quality of service are timely corrected or addressed, including, when

appropriate, the removal of the employee from performing work under the Agreement;

- e. **“Quality Assurance Plan”** explaining how supervisors will monitor employees regarding their knowledge, training, work performance, adherence to job assignments, accurate reporting including accuracy of logs, and responsibility for cleaning duties and assignments covered in the scope of work; and
- f. **“Management Plan” (Prime Contractor Only)** addressing how the services under the Agreement will be managed by the Contractor, and how cooperative relationships will be built with subcontractors, vendors, and others. The Management Plan should outline Bidders plans to utilize subcontractors performing labor on this solicitation.

NOTE: It is preferred by the City and highly recommended that subcontractors be given a specific area of responsibility in a specific location within the Terminal or Terminals.

For example: – “Subcontractor _____ shall be responsible for the entire scope of work in Terminal 2 Public Area on 1st & 2nd shifts”.

- G. Bidder and subcontractor must have the financial capability to perform the applicable “Scope of Work” as described in Appendix A, Section 5 of this SFB and the Bidder must submit the last two (2) years financial statements, prepared in accordance with generally accepted accounting principles, including an independent CPA’s statement attached, if said CPA’s statement is available. Examples of acceptable financial statements include Balance Sheets, Statement of Changes in Financial Position, and Income Statements, as well as all accompanying footnotes. (See Bidder’s Checklist, Item 7.)
- H. Bidder and all proposed subcontractors must be licensed to do business in the State of Missouri at the time of execution of the Agreement and will submit a current Certificate of Good Standing from the Missouri Secretary of State, if applicable. The Bidder and all proposed subcontractors must also submit proof of registration with the Missouri Secretary of State. (See Bidder’s Checklist, Item 12.)
- I. The Bidder shall submit a list of all equipment (**“Equipment List”**) that the Bidder anticipates using in the performance of the services described herein. The Bidder’s list must indicate the equipment that the Bidder has on hand as well as the equipment the Bidder plans to acquire in order to perform the requested services. The Bidder shall provide this information by completing **Exhibit B**, which is attached hereto and incorporated herein. (See Bidder’s Checklist, Item 16.)

- J. Bidder must submit as part of its Bid a written synopsis which fully discloses and explains the following events: i) any termination for cause of a cleaning service contract in which the Bidder or the Bidder's affiliates, are or were a party to that were terminated for cause within the past five (5) years; and ii) any debarment proceedings recommended or initiated, or debarment decisions, in the past five (5) years against the Bidder or the Bidder's respective directors, officers or employees, including their respective affiliates. Bidder shall include as part of its Bid copies of any termination notices and any debarment recommendations, notices, complaints, or reports, finding of fact or law, rulings or decisions of debarment (see Appendix A. Section 2.C entitled "Rights Reserved by City"). For purposes of this Section 3.J, an "**affiliate(s)**" means a person or entity that directly or indirectly through one or more intermediates controls, or is Controlled by, or is under common control with, the Bidder. (See Bidder's Checklist, Item 17.)
- K. **Documents To Be Submitted After Contract Award.**
1. **Employee Manpower List.** The Successful Bidder, **prior to performing any work under the Agreement**, will be required to submit to the Airport Representative for review and approval an "**Employee Manpower List**" in a form acceptable by the Airport Representative showing the number of employees to be used in each job class. The Successful Bidder will be required to provide this information by completing **Exhibit A**, entitled "Manpower List," which is attached hereto and incorporated herein. The Contractor will be required to acknowledge and agree that the Manpower List must be consistent with the Required FTE Staffing levels as set out in Appendix A, Section 7, unless otherwise expressly authorized in writing by the Airport Representative. (Note: the Employee Manpower List is to be completed after the award of the contract and is not to be submitted with the Bid.)
 2. **Contingency Plan.** The Successful Bidder, **prior to performing any work under the Agreement**, will be required to submit to the Airport Representative for review and approval a "**Contingency Plan**" in a form acceptable by the Airport Representative showing, in detail, their plans for dealing with unexpected equipment failures and manpower shortages. (Note: the Contingency Plan is to be completed after the award of the contract and is not to be submitted with the Bid.)
- L. The City will not enter into an Agreement with any Bidder who is found to be delinquent on City of St. Louis Earnings Taxes or is unable to procure a City of St. Louis Business License, if such license is applicable.

4. INVESTIGATION OF CONDITIONS

A. The Bidder should:

1. investigate all conditions for the required work contemplated herein;
2. carefully read the specifications; and
3. inform itself fully of the conditions under which the work is to be performed.

The City will not provide additional compensation to a Bidder who has failed to investigate the conditions carefully, read the specifications, or fully inform itself of items prior to submitting a Bid or for a change in the Bidder's circumstances.

B. The submission of a Bid means that the Bidder has made such examinations and investigations, and agrees to fulfill all requirements of the Agreement in full accordance with the Provisions of the Agreement and the specifications, and that the Bidder is entirely familiar with and thoroughly understands all such requirements.

5. SCOPE OF WORK

A. The Contractor warrants, represents, covenants, and agrees that the Contractor shall at its own expense furnish all supervision, labor, equipment, tools, materials, supplies, chemicals, uniforms and vehicles to perform the Terminal Cleaning Services contemplated herein in accordance with the cleaning schedules as set out in Exhibit C entitled "Scope of Work" attached hereto and incorporated herein, and in accordance with and subject to the Provisions of the Agreement.

The Airport cleaning areas to be serviced under the Agreement are more fully described in **Exhibit C** entitled "Scope of Work" and more fully illustrated in **Exhibit D** entitled "Scope of Work Area Maps" which is attached hereto and is incorporated herein.

Exhibit D: All square footage amounts noted thereon are for reference only, and are inexact. Contractor agrees that Exhibit D may be amended by the Airport Representative at any time without the consent of the Contractor and without formal amendment to the Agreement.

B. **Airport-Provided Equipment & Supplies.** The Airport may provide the Contractor some of the equipment and supplies needed to perform the duties outlined in the Agreement.

1. The Airport shall provide the equipment listed in Exhibit J entitled "Airport Supplied Equipment" and the products listed in Exhibit K, entitled "Airport Supplied Products" to be used by the Contractor to perform the duties outlined in the Agreement.
2. Airport-provided products must be accounted for by each location and supplies shall not be comingled with other sites.
3. Airport-provided supplies and equipment shall be kept in the designated storage locations listed in Exhibit O.
4. The Contractor is solely responsible for the security of the Airport-provided supplies and equipment. Contractor shall not remove from the Airport, for its own use or any other reason, any supplies or equipment furnished by the Airport at any time.
5. The Contractor shall submit orders to the Airport Representative on form provided, via email, when supplies are needed at each location. The order form must be submitted no later than 12PM each Monday to facilitate Thursday delivery.
6. The Airport will not deliver Airport-supplied products to the Contractor. The Contractor shall be responsible for the resupply of Airport-supplied products at each Terminal. Airport-supplied products are available for pickup each Thursday between the hours of 8:00 AM to 1:00 PM at:

Airport Central Stores
4780 St. Andrew Lane
Bridgeton, MO 63044

7. The Contractor shall be responsible for supplying all propane necessary to operate all propane powered cleaning equipment. The Airport will *not* supply or deliver propane to Contractor. When not in use, propane cylinders must be stored outside of the premises in appropriately marked, secure, tamperproof, steel mesh safety cages or storage cabinets. These cabinets must be located at least five feet away from any building opening (door or window).
- C. **Radios.** To communicate with the Airport Authority staff and expedite cleaning requests, Contractor shall purchase and maintain, at Contractor's expense, a minimum of six (6) Motorola two-way portable radios, batteries and charging stations. Designated Contractor employees are expected to have these radios on their persons at all times (daily, on all shifts) and respond to radio calls without delay.

- D. **Closing Restrooms.** Contractor acknowledges, stipulates, and agrees that the restrooms **shall not** be closed for cleaning between the hours of 6:00am and 10:00pm, seven (7) days per week including Holidays, unless approved by the Airport Representative in writing.
- E. **Restroom Alert System.** Contractor shall actively utilize the web-based real-time restroom management system entitled “Restroom Alert System” located in all public and employee-only restrooms, Service Animal Relief Areas, and Lactation Suites.
1. The Airport may add or delete locations from the Restroom Alert System during the term of the Agreement without the Contractor’s approval. Contractor will receive notice of any changes to the Restroom Alert System.
- F. **Canine Turf.** Contractor shall clean the canine turf located in each Service Animal Relief Area (SARA) following the guidelines in Exhibit N, attached hereto. Contractor shall purchase and replace the canine turf located in each SARA on **May 1st of each year of the contract.** The existing canine turf (Turf-Mate; K-9 Turf; 4ft x 8ft) was purchased from “Dog-ON-it-Parks”. Contractor shall coordinate the replacement of the canine turf with the Airport Representative.
- G. **Walk-Off Mats.** Contractor shall subcontract with a janitorial supply vendor to supply commercial walk-off mats in the quantities, types and sizes listed below. Existing walk-off mats shall be replaced with clean walk-off mats on a weekly basis or more frequently based on weather conditions and/or usage. Mat quantities shall be increased and decreased seasonally. Approximate quantities, seasons and sizes are listed below. Mat quantities, types, sizes and locations are subject to change during the term of the Agreement.

Approximate Quantities – Summer (May 1st – October 31st)

Rubber / Active Scraper 3’ X 5’	3’ X 10’	4’ X 6’
12	50	143

Approximate Quantities – Winter (November 1st – April 30th)

Rubber / Active Scraper 3’ X 5’	3’ X 10’	4’ X 6’
14	72	220

- H. **Terrazzo Flooring.** Bidders who do not meet the qualifications for a Terrazzo Floor Care Specialist shall subcontract all terrazzo floor care work to a contractor that meets the Terrazzo Floor Care Specialist qualifications described in Appendix A, Section 3.D. Any such Terrazzo Floor Care Specialist or Bidder (if qualified) must implement a terrazzo floor care program for Epoxy and Non-Epoxy terrazzo

flooring. The terrazzo floor care program shall include monthly maintenance of terrazzo flooring and baseboards in all restrooms and quarterly maintenance of all terrazzo flooring in all non-restroom locations.

1. All terrazzo floor care work shall take place between the hours of 10pm and 6am.
2. All terrazzo floor care maintenance shall be performed by a contractor that meets the qualifications for the Terrazzo Floor Care Specialist as described in Appendix A, Section 3.D.
3. Contractor and/or subcontractor shall follow “The Care of Terrazzo” guidelines set forth by the National Mosaic & Terrazzo Association.
4. Terrazzo floor care qualifications for Contractor or sub-contractor must be included in the Statement of Qualifications. (See Section 3.F.)
5. After contract award, Contractor shall provide the Airport Representative with a written terrazzo floor care work plan.

I. **Preventative Maintenance of Airport-Owned Floor Machines.** Contractor shall contract with a janitorial equipment vendor to have bi-monthly preventative maintenance performed on Airport-owned floor machines and escalator cleaning machine.

1. Vendor must be an authorized repair service technician, dealer or manufacturer, and qualified to perform maintenance on *Tennant* brand and *ICE* brand floor machines and escalator cleaning machine.
2. Bi-monthly preventative maintenance shall be performed in the following months:
 - a. January
 - b. March
 - c. May
 - d. July
 - e. September
 - f. November
3. All preventative maintenance shall be coordinated in advance with the Airport Representative.
4. The Airport Representative shall be present when preventative maintenance is performed. If the Airport Representative is not present when preventative maintenance is performed, the Contractor shall be responsible for all costs associated with that preventative maintenance.

5. The Airport will not pay for repairs caused by abuse or negligence. If, during preventative maintenance, the repair technician attributes any repairs to abuse or negligence, the Contractor shall be responsible for all costs associated with those repairs.
- J. **Non-Preventative Maintenance Repairs of Airport-Owned Floor Machines.** To ensure all Airport-owned floor machines are operational at all times, Contractor shall contract with a janitorial equipment vendor to service and/or make repairs caused by normal wear and tear, abuse or negligence as defined by the Airport Representative. The Contractor is responsible for all costs associated with these non-preventative maintenance repairs and service.
1. Vendor must be an authorized repair service technician, dealer or manufacturer, and must be qualified to perform maintenance on Tennant brand and ICE brand floor machines and escalator cleaning machines.
- K. **Inoperable Airport-Owned Floor Machines.** If any floor machine is inoperable for more than 24 hours due to wear and tear, abuse or negligence, as determined by the Airport Representative, the Contractor shall be responsible for promptly providing a replacement machine at the Contractor's expense. (Also see 5.A above.)
- L. **Emergency Response and Irregular Operations.** The Airport is a constantly changing, 24/7 environment and unforeseen and/or irregular operations outside of the normal scope of work are to be expected. The Contractor shall respond to unusual or irregular operational requests, emergency calls, special events, plumbing repairs, drain back-ups, leaking ceilings/roofs, weather-related clean-up, or other unforeseen circumstances. The Contractor shall respond to the problem location within 15 minutes of notification, and with all appropriate equipment and supplies, Contractor shall remain on the job until the problem has been resolved or the Airport Representative gives the Contractor permission to leave the job site.
1. Contractor and subcontractor employees shall receive training, both initial and recurrent, on bio-hazard clean-up, flood clean-up, and sewer and drain back-up clean-up procedures and protocols. If Contractor or subcontractor employees are unable to clean-up a bio-hazard event, Contractor shall, at their cost, bring in an outside contractor to remediate the bio-hazard event. Note – additional training may be needed to fulfil the response requirements listed in this Section L.
- M. **Disinfection.** Contractor shall comply with CDC guidelines on facility disinfection found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and use EPA certified chemicals that are proven effective against COVID-19 and found the on the EPA N-list

<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>.

- N. **Contractor-Supplied Equipment.** All cleaning equipment, accessories, and tools including, but not limited to, floor scrubbing machines, vacuums, high dusting equipment, waxing and polishing machines, upholstery cleaners, vehicles, carts, brooms, brushes, mops, microfiber mops, pails, microfiber cloths, dust cloths, dust wands, and other equipment needed to perform the tasks and duties identified in this Agreement shall be furnished and maintained by the Contractor.
1. At the start-up of this Agreement, all cleaning equipment must be either new or in like new condition to perform tasks effectively and efficiently.
 2. Equipment must be of the size and type customarily used in work of this kind.
 3. The Contractor shall not use, or shall immediately discontinue the use of, equipment that damages or may damage the Airport or its contents.
 4. Contractor shall keep logs for all powered equipment indicating the date of purchase, dates of all maintenance and repair activities, and the manufacturer specification technical sheets for each type of equipment. The Airport Representative shall inspect equipment and equipment logs on a random basis.
 5. Contractor shall have a preventative maintenance and repair program in place for all tools and equipment. Contractor shall ensure that an appropriate number of tools and equipment are in working order to perform the tasks required. Lack of tools and/or equipment will not be accepted as a reason for tasks and services not to be performed.
 6. Contractor's equipment, signs, carts and tools used within the view of the public shall be kept in good condition, clean and free of accumulated dirt, grime, grease, stickers, tape, and markings. The Airport Representative reserves the right to remove equipment, signs, carts and tools determined to be in poor condition.
- O. **Contracting with Airport Tenants.** Contractor is not permitted to provide cleaning services to airport tenants, such as airlines, tenants or partners that have or will have revenue-generating agreements in place with the Airport Authority.
- P. **Required Full Time Equivalent Staffing.** Contractor hereby covenants, stipulates, warrants and agrees that the Contractor shall comply with all Required Full-time Equivalent Staffing levels ("**Required FTE Staffing**") as set out in Appendix A, Section 7. **The Contractor acknowledges, stipulates and agrees that the Airport Representative may modify, amend or make changes to the Required FTE**

Staffing levels without the Contractor's approval and without making a formal amendment to the Agreement by providing thirty (30) Days' notice (see Appendix A, Section 7 entitled "Required Full-time Equivalent Staffing Plan" and Appendix A, Section 14 entitled "Payments"). It is understood that staffing levels may also need to be adjusted due to circumstances and the Contractor's experience. However, any adjustments to the Required FTE Staffing levels must be proposed in writing and approved in writing by the Airport Representative. The Contractor agrees that Exhibit E entitled "Staffing Guidelines and Requirements" may be modified or amended by the Airport Representative at any time without the consent of the Contractor and without a formal amendment to the Agreement by giving Contractor thirty (30) Days written notice. (See Appendix A, Section 6 entitled Staffing").

- Q. **Scope of Work.** The scope of work including guidelines, duties and frequencies are set out in Exhibit C. The Contractor may need to increase the equipment, frequency, supplies and/or techniques utilized, in consultation with the Airport Representative, to meet the City's desired quality standard.
- R. **Airport Authority Offices Scope of Work.** The prime contractor shall completely subcontract out the Airport Authority Offices Scope of Work and shall designate one subcontractor to complete that area in its entirety. The subcontractor responsible for the Airport Authority Offices scope of work shall not perform any other services on this contract, and shall only perform work on Airport Authority Offices (in its entirety) unless permission is granted by the Airport Representative on a case-by-case basis to deal with unforeseen emergencies.

6. STAFFING

- A. The Contractor hereby covenants, stipulates, warrants, and agrees that the Contractor shall comply with all applicable staffing requirements as outlined in the "Staffing Guidelines and Requirements" which are attached hereto as incorporated herein as **Exhibit E** at all times during the term of the Agreement.
- B. **Working From Home is Strictly Prohibited.** This applies to all personnel working under this Agreement including management and administrative staff.
- C. **Regular and Consistent Attendance.** Management and administrative staff are expected to have regular and consistent attendance and, at a minimum, be onsite and available to the Airport Representative during the times listed in the Staffing Schedule. The Airport Representative will monitor management and administrative staff hours on Airport property. In the event management and/or administrative staff are not onsite regularly and consistently, the Contractor will not receive payment for those hours.

7. **REQUIRED FULL-TIME EQUIVALENT STAFFING PLAN**

- A. It is understood that staffing levels may need to be adjusted due to circumstances and take into consideration Contractor's experience. No adjustments to staffing levels shall occur without the written approval of the Airport Representative.
- B. Staffing Levels will need to accommodate specific shift and periodic tasks, and peak traffic periods.
- C. Contractor staff shall only use Airport-issued badges and Airport-issued time clocks, and no other employee time clock, so the Airport Representative may monitor and confirm daily the Contractor staffing levels and compliances with the Provisions of the Agreement.
- D. Contractor shall provide automatic, computer-generated certified payroll, which includes actual employee clock in and clock out times, with its invoices as provided for in Appendix A, Section 14 entitled "Payments," so the Airport Representative may monitor and confirm daily the Contractor staffing levels and compliances with the Provisions of the Agreement.
- E. The Contractor, subject to and in accordance with the Provisions of the Agreement, warrants, represents, and agrees that it shall maintain the following Required Full-time Equivalent (FTE) Staffing level or workforce as set out below.
- F. **The Contractor warrants, represents, and agrees that it will have no less than ninety percent (90%) of the Required FTE Staffing in place on the Commencement Date and one hundred percent (100%) within thirty (30) Days of the Commencement Date.**
- G. **The Contractor acknowledges, stipulates, and agrees that the Airport Representative may modify, amend or make changes to the Required FTE Staffing levels without obtaining the Contractor's approval and without a formal amendment to the Agreement by providing thirty (30) Days written notice (see Appendix A, Section 5.P and Appendix A, Section 14 entitled "Payments").**
- H. **Contractor acknowledges, stipulates and agrees that such changes to the Required FTE Staffing levels will require a modification, amendment or change to the Monthly Service Charge, which will be made by the Airport Representative, without obtaining the Contractor's approval and without a formal amendment to the Agreement, using the Hourly Rates set out in Appendix C of this SFB (see Appendix A, Section 14.F.).**
- I. **Contractor acknowledges, stipulates, and agrees that the Contractor shall only invoice the City, and the City shall only be obligated to pay for the**

actual number of FTE hours the Contractor is able to staff in a designated area, in a given monthly billing cycle.

1. For illustration purposes, if during a monthly billing cycle the Contractor's Required FTE Staffing level in the "Custodians Terminal 1 Upper Level Public & Non-Public Area" was 1,456 hours and the Contractor had to two 8 hour call-offs in this area, in that month, the Contractor's Actual Full-time Equivalent Staffing hours was 1,440, then the Contractor's actual invoice should reflect being billing the City the hourly rate in the contract multiplied by the actual hours the Contractor was able to staff (1,440).

J. **Liquidated Damages.** The Contractor hereby agrees and stipulates that their or their subcontractor(s)'s failure to comply with the Required FTE Staffing levels requirements during any billing cycle would result in an administrative, operational, and financial burden to the City. Therefore, the Contractor agrees and stipulates that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to comply with the Required FTE Staffing levels. The stated liquidated damages in this subsection are in addition to any other remedies that City may have under the Agreement or at law or in equity (see Appendix A, Section 30 entitled "Failure to Perform" and Appendix B, Section 2 entitled "Cancellation").

1. Any failure during a billing cycle to obtain ninety-five percent (95%) or better of the Required FTE Staffing level requirement in effect will require the Contractor to promptly and timely pay liquidated damage to the City of twenty-five dollars (\$25.00) per hour for each man hour worked below the Required FTE Staffing level during the billing cycle. All liquidated damages will be deducted by the City's next payment schedule. In the case there is no future payment(s) to the Contractor, the Contractor will make the liquidated damage payment to the City within 30 Days of written notice by the City of the breach.
2. For illustration purposes, if during a monthly billing cycle the Contractor's Required FTE Staffing level was 52 and the Contractor's Actual Full-time Equivalent Staffing was 46, then the Contractor's actual Full-time Equivalent Staffing percentage is 88.461% (actual Full-time Equivalent Staffing of 46 divided by Required FTE Staffing level of 52). Given the Contractor failed to maintain 95% or better of the Required FTE Staffing Level, City may deduct in liquidated damages up to \$27,037.92 from the City's next payment schedule. [6 FTE shortfall X 4.333 weeks/month X 40 hours X \$25.00 per hour = \$27,037.92.]

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Operations Manager (M-F, 8:30am-5pm)		1	1	1	1	1		1	173.33
HR/Admin (M-F, 8:30am-5pm)		1	1	1	1	1		1	173.33
<u>Supervisor/Trainer</u> Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port Shifts Per Day: 3 Supervisors Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Lead</u> Terminal 1 – All Levels; Bus Port Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Floor Tech</u> Terminal 1 - All Levels Shifts Per Day: 1 (3 rd shift) Techs Per Shift: 4	4	4	4	4	4	4	4	5.6	971
<u>Custodians</u> Terminal 1 Exterior Curbs & Sidewalks Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Custodians</u> Terminal 1 - Upper Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
<u>Custodians</u> Terminal 1 - Mid Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 3	9	9	9	9	9	9	9	12.6	2,184
<u>Custodians</u> Terminal 1 - Lower Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 1 st shift – 2; 2 nd shift – 2; 3 rd shift - 3	7	7	7	7	7	7	7	9.8	1,699
<u>Lead</u> A Concourse – All Levels Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Floor Tech</u> A Concourse – All Levels Shifts Per Day: 1 (3 rd shift) Techs Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> A Concourse - Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3 rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> A Concourse - Concourse Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2 1 st shift – 2; 2 nd shift – 2; 3 rd shift - 2.	6	6	6	6	6	6	6	8.4	1,456

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
<u>Custodians</u> A Concourse - Ramp Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 0.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.1	364
<u>Lead</u> C Concourse – All Levels Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Floor Tech</u> C Concourse – All Levels Shifts Per Day: 1 (3 rd shift) Techs Per Shift: 2	2	2	2	2	2	2	2	2.8	485
<u>Custodians</u> C Concourse - Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3 rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> C Concourse - Concourse Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 4	12	12	12	12	12	12	12	16.8	2,912
<u>Custodians</u> C Concourse - Ramp Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 0.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.1	364

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
<u>Supervisor/Trainer</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot Shifts Per Day: 3 Supervisors Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Lead</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; Pear Tree Lot Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Floor Tech</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels Shifts Per Day: 1 (3 rd shift) Techs Per Shift: 6	6	6	6	6	6	6	6	8.4	1,456
<u>Custodians</u> Terminal 2 Exterior Curbs & Sidewalks Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Custodians</u> Terminal 2 Upper Level Pre-Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
<u>Custodians</u> Terminal 2 Lower Level Pre-Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456
<u>Custodians</u> Terminal 2 E Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3 rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> Terminal 2 F Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3 rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> Terminal 2 Upper Level Post Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 7	21	21	21	21	21	21	21	29.4	5,096
<u>Custodians</u> Terminal 2 Lower Level Post Security Public & Non-Public Areas; OSAR Area Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
<u>Custodians</u> Customs Shifts Per Day: 1 (1 st shift) Custodians Per Shift: 2	2	2	2	2	2	2	2	2.8	347
<u>Custodians</u> Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2 Shifts Per Day: 1 (3 rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> Outer Buildings Shifts Per Day: 1 (1 st shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Supervisor/Trainer</u> Airport Authority Offices – All Areas; Airport Office Building – All Areas Shifts Per Day: 1 (2 nd shift) Supervisors Per Shift: 1	1	1	1	1	1	1	1	1.4	243
<u>Custodians</u> Airport Authority Offices Shifts Per Day: 2 (1 – 1300-2130 & 1730 - 0130) Custodians Per Shift: 4	8	8	8	8	8	8	8	11.2	1942
Total Required Staffing								192.4	33,215

8. QUALITY ASSURANCE

A. Consequences of Contractor's Failure to Perform Required Services.

Contractor shall perform the Scope of Work requirements subject to and in accordance with the Provisions of the Agreement. The City will apply one or more of the surveillance methods mentioned below and will deduct an amount from the Contractor's invoice or otherwise withhold payment or invoice the Contractor for unsatisfactory work performance or work not performed as set out in Appendix A, Section 11.C and Section 33 entitled "Failure to Perform." The City reserves the right to change surveillance methods at any time during the term of the Agreement without notice to Contractor.

B. Surveillance Methods.

The City may apply surveillance methods to determine Contractor compliance with the Provisions of the Agreement. These methods may include, but are not limited to: routine inspection, random sampling, Access Control Systems, Closed Circuit Television (CCTV), planned sampling, random inspections, and validated customer complaints.

9. EXTRA WORK

A. At the written request and direction of the Director, additional Terminal Cleaning Services work, or modifications, additions, or extras ("**Extras**") may be required. The fee or charge for Extras will be agreed upon in advance in writing on a case-by-case basis. See Appendix A, Section 14.D. For all work conducted under the Agreement, the total amount to be paid to the Contractor must not exceed the total Contract Not-To-Exceed Amount of the Agreement. (See Appendix A, Section 14.L.)

B. Any work not specified in the Agreement that may be reasonably implied as included in the Agreement will be done by the Contractor without extra charge. The Director shall solely make such determinations regarding reasonably implied work and Extras.

1. The Contractor will perform all Extras that may be requested or ordered in writing by the Director. No Extras shall be performed unless ordered in advance by written request of the Director.
2. The Contractor will furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City.

3. All bills for Extras done in any month, will be submitted to the Director, in writing, before the 15th day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements approved by the Director.
4. As proof of costs, the Contractor must submit copies of itemized invoices received from the Contractor's approved subcontractor(s) that have been reviewed and approved previously by the Contractor.
5. Extras will be paid for based on a fixed amount, rate, charge, or any combination thereof agreed upon and approved by the Contractor and the Director in writing prior to such Extras being performed. (See Appendix A, Section 14.E.)

10. **TERM**

The term of the Agreement will be for thirty-six (36) months beginning on the Commencement Date specified below and ending 36 months thereafter unless terminated or cancelled as provided for in Appendix B, Section 2. The Agreement is expressly subject to and will not become effective or binding on the City until fully executed by all signatories of the City. The commencement and expiration dates are as follows:

"Commencement Date": March 1, 2023 "Expiration Date": February 28, 2026

11. **ADMINISTRATIVE PROCEDURES**

- A. Before commencing work under the Agreement, the Contractor will designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full-time employee of the Contractor as the Contractor's **"Project Coordinator."** The Project Coordinator will be fully authorized to act for the Contractor in all matters covered by the Agreement. The Contractor will also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the Provisions thereof.
- B. When necessary, or as requested by the Airport Representative, the Contractor will make periodic reports and recommendations to the Airport Representative concerning conditions, transactions, situations, or circumstances encountered by the Contractor relating to the services to be performed under the Agreement.
- C. The Contractor's performance must meet the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services required by the Agreement. All work will be executed in the most workman-like, safe and substantial manner. The Contractor will furnish everything necessary to

complete and perfect the aforesaid work contemplated herein according to the design and intention, whether particularly specified or which may be inferred from the Agreement and its specifications. Work which should properly be performed by skilled laborers, will not be attempted by common laborers.

- D. The Contractor will ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with the Contractor's name and telephone number (if applicable).
- E. The Contractor must clean up the work site each day. This clean-up must include placing material, tools, and equipment in a neat, safe, and orderly arrangement. Equipment must never block access to existing facilities. Rubbish, debris, rubble, and garbage must be properly removed daily and disposed of in accordance with all applicable local, state, and federal laws and regulations. St. Charles County, Missouri; St. Clair County, Illinois; St. Louis County, Missouri; The City of St. Louis, Missouri; and their respective officers, employees, and agents are not responsible or liable for, in any way whatsoever, any hazardous condition created by, arising out of, or incidental to the Terminal Cleaning Services performed by the Contractor or its officers, employees, contractors, representatives, or agents under the Agreement. (See Appendix B, Section 1 entitled "Insurance and Indemnification.").
- F. The Contractor will all at times, ample equipment to properly and safely carry out the required work including such tools or equipment as may be necessary to meet emergency requirements.
- G. The Contractor will furnish to the Airport Representative a list of all employees (including subcontractor's employees) performing services under the Agreement. (See also Appendix B, Section 3 entitled "Assignment and Subcontracting") The Contractor will maintain and update this list throughout the term of the Agreement. The Contractor will be present at the work site continuously during working hours throughout the progress of the work, either in person, or through his Project Coordinator or supervisory personnel to receive directions and furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Contractor will be considered the same as given to the Contractor in person.
- H. Contractor, at its cost, will secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of the Agreement.
- I. The Contractor will attend a pre-performance conference prior to commencement of any work under the Agreement. Said conference will be after the date of Agreement execution, and prior to start of the work.
- J. The work under the Agreement may be on an active airport. If so, prior to the start of any work under the Agreement, the Contractor will provide the Airport Representative with a work schedule which will indicate a proposed sequence and

time schedule of the work to be accomplished for the Airport Representative's prior written approval. (See Appendix A, Section 5.)

- K. In case of an emergency, the Director, Deputy Director of Operations and Maintenance, or designee will have authority to order the Contractor to immediately terminate work and clear the area of personnel and equipment. The Contractor will immediately comply with such an order with all possible speed.
- L. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise related to the proper performance of the Agreement, and his decisions will be final, except as provided for in Appendix A, Section 18.
- M. The City reserves the right to solicit bids and award contracts to other contractors for any modifications or additions to the Terminal Cleaning Services. The City reserves the right to furnish components, parts, supplies, and materials at its discretion or to perform the work contemplated herein or to hire other contractors to perform the work contemplated herein. (See Appendix A, Sections 14.I. and 28.G.)

12. RULES AND REGULATIONS

- A. The Bidder will comply with all applicable rules and regulations including, resolutions, plans, operating directives, Airport Certification Manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as amended, in performing the required work or services. The Bidder will comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City as amended, and all federal, state, city, local and other governmental authorities, now or hereafter applicable, in performing the required work and service.
- B. The Contractor will be responsible for compliance with all applicable Airport Security Regulations, Airport Security procedures, and TSA 1500 as amended. Any and all violations by the Contractor or its officers, employees, subcontractors, independent contractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City.
- C. The Contractor will be responsible for the work of all subcontractors and agents, and all work must be kept under the Contractor's control. A complete list of all such subcontractors will be submitted to the Airport Representative for his/her prior written approval. (See Appendix B, Section 3.)

- D. The Contractor will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

13. REPAIR OF DAMAGE

- A. The Contractor will promptly report any property of the City or third parties damaged by Contractor's or subcontractor's operations or employees. The Contractor will not make repairs or replacements to City property without prior written approval of the Airport Representative.
- B. In all instances where any property and/or equipment is damaged by Contractor or subcontractor employees, a full report, including pictures of the incident and extent of such damage, shall be submitted in writing to the Airport Representative within 24-hours of the occurrence.
- C. The Contractor is responsible for the repair of all damages resulting from its activities while working onsite, including any damages caused by incorrect cleaning techniques. If the Contractor is not able to or otherwise fails to make such required repairs, the Airport will have the right to accomplish these repairs and deduct the costs from the Contractor's next scheduled payment.
- D. The Contractor is responsible for taking the action necessary to protect Airport-issued supplies, materials and equipment from loss, damage and/or theft.

14. PAYMENTS

- A. The Contractor shall submit to the Airport Representative for payment by the City, a **monthly itemized hourly invoice and supporting documentation for work or services performed during the previous month** under the Agreement at the rates, charges, and amounts outlined in the attached Appendix C, subject to and in accordance with the Provisions of the Agreement. The monthly itemized hourly invoice and supporting documentation shall be in a form acceptable to the Airport Representative.
- B. Invoices will be submitted to the Airport Accounting Department at:

AirportAccountsPayable@flystl.com (preferred)
or

St. Louis Lambert International Airport
Accounts Payable
P. O. Box 10036
St. Louis, MO 63145
Contact Phone Number: (314) 426-1303

- C. The invoice must include:
1. Contract number;
 2. Ordinance number;
 3. Service(s) performed (see Appendix C);
 4. Date service(s) were performed;
 5. Amount owed by the City; and
 6. The percentage of the Required FTE Staffing level actually worked and the total full time equivalent hours actually worked in each area during the billing cycle (see Appendix A, Sections 5.F, 7, 14.F, and Appendix C).
- D. The Contractor shall also provide such other documentation or proof of payment reasonably required by the Airport Representative (see Sections 7.C & 7.D).
- E. For Extras authorized in writing by the Director, the Contractor will invoice the City the actual labor, parts, and materials required to complete the modifications or additions authorized in writing by the Director as set out in Appendix A, Section 9. For cleaning materials or equipment ordered in writing by the City that are not specifically identified in the Scope of Work or Contractor's selected products, Contractor shall submit at cost plus five percent (5%) mark-up.
- F. Contractor agrees that the payment for performance will be the Monthly Service Charge unless otherwise agreed to in writing by the City, as outlined in Appendix "C," except as provided for below. Payments for Extra Work ordered by the Director in writing will be at the rates or amounts as provided for in Appendix "A," Section 9. All payments by the City are contingent upon the appropriations of sufficient funds by the City annually.
- G. Notwithstanding Appendix A, Section 14.E, the Contractor acknowledges, covenants, stipulates and agrees that the Contractor will only bill, invoice and be paid for the number of staff that are actually hired, badged, and working on the job site, subject to and in accordance with the Provisions of the Agreement. Contractor will bill only the percentage of the Monthly Service Charge amount based on the percentage of the Required FTE Staffing level actually worked, as authorized by the Airport Representative in writing (see Appendix A, Section 5.F and Appendix A, Section 7, entitled "Required Full-time Equivalent Staffing Plan"). The Contractor acknowledges, covenants, stipulates, and agrees that only a portion of

the Monthly Service Charge, based on the percentage of the actual Required FTE Staffing actually worked, will be paid to the Contractor.

Contractor shall provide along with its monthly invoices certified payroll reports in a form and content acceptable to the Airport Representative, so the Airport Representative may monitor and confirm daily Contractor staffing levels and appropriate billing amounts. Contractor acknowledges, understands, stipulates and agrees that the Airport Representative, subject to and in accordance with the Provisions of the Agreement, may modify or amend the Required FTE Staffing levels as set out in Appendix A, Section 7, the Manpower List (see Appendix A, Section 5.P), and the Monthly Service Charge as set out in Appendix C, without the consent of the Contractor or a formal amendment to the Agreement, by giving the Contractor thirty (30) days written notice (see Section 7).

Contractor acknowledges, stipulates and agrees that such changes to the Required FTE Staffing levels will require a modification, amendment or change to the Monthly Service Charge which will be made by the Airport Representative, without obtaining the Contractor's approval and without a formal amendment to the Agreement, using the Hourly Rates set out in Appendix C of this SFB (see Appendix A, Section 7.F & 7.G. and Appendix C.)

- H. Contractor acknowledges, covenants, stipulates and agrees that the Contractor will only be paid for work performed within the scope of work contemplated herein. If work is not performed in a specific area(s) or a task(s) is not performed, as outlined in Appendix C, Contractor will not be paid for that work, task and/or location.
- I. Acceptance by Contractor of the final payment will constitute payment in full for all work done.
- J. The Agreement will not create a debt, liability, or obligation of any kind whatsoever on the City for the City to order or request any particular amount of work or services. (See also Appendix A, Sections 11.M and 28.G.)
- K. The Contractor will submit invoices for the services and work performed pursuant to the Agreement in a timely manner and as provided for in the Agreement. The City will not be required or obligated to pay any invoice submitted to the City by the Contractor more than six (6) months after the expiration or earlier termination of the Agreement or be responsible for any costs or expenses incurred by the Contractor for services or work performed pursuant to the Agreement for which invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of the Agreement.
- L. The total Contract Not-To Exceed Amount of the Agreement is \$ _____ (TO BE DETERMINED). The Contractor understand and agrees that any increase in the Contract Not-To-Exceed Amount of the Agreement would require a formal

amendment to the Agreement.

15. NOTICE OF LOSS OR CLAIMS

- A. The Contractor will indemnify, defend, and save harmless the St. Charles County, Missouri; St. Clair County, Illinois; St. Louis County, Missouri; the City of St. Louis, Missouri, and its Board of Aldermen and Airport Commission; and their officers, employees, and agents and their respective officers, agents and employees (the “Indemnified Parties”) from all suits or actions, or losses brought against or suffered by the Indemnified Parties for or on account of any injuries or damages received or sustained by any party or parties by or from the Contractor, its employees, representative, subcontractors, or agents, in the performance of the work herein specified, or in consequence of any negligence in guarding the same, or any defective materials or equipment used, or by or on account of any act or omission of the Contractor or its employees, representatives, subcontractors, or agents (see Appendix B, Section 1 entitled “Insurance and Indemnification”).
- B. The Contractor will indemnify, defend, and save harmless the Indemnified Parties from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material or process used by the Contractor or its officers, employees, representative, or agent in the execution of the Agreement.
- C. The Contractor will provide written notification to the Director of all suits or action or losses arising out of the Agreement within seven (7) days of service or demand.

16. REPLACEMENT OF PERSONNEL

Contractor will promptly replace the manager or any employee working under the Agreement should the Director believe and recommend that such should be done for the good of the services being rendered. (See Section 3.E.) The Director’s decision will be final and binding.

17. PROHIBITED ACTS

- A. Contractor will not do or permit to be done any act which:
 - 1. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;

2. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;
 3. In the opinion of the Airport Representative, will constitute a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in the Agreement;
 4. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance of a nuisance in or on the Airport; or;
 5. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.
- B. If by reason of the Contractor's failure to comply with the provisions of this Section 17, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Contractor will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport which was charged because of such violation by the Contractor. For this section, "Airport" includes all structures or improvements located thereon.

18. RIGHT OF REVIEW

Contractor may request that the Director review any decision or direction of the Airport Representative. The decision of the Director will be final and binding. All requests for review must be in writing and within twenty-four (24) hours of the Airport Representative's decision in dispute and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Appendix A, Section 11.L.)

19. GOVERNING LAW AND FORUM SELECTION

The Agreement is entered into in the State of Missouri, and Missouri law, the City's Charter, and City ordinances, will govern and apply to the Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to the Agreement must be brought before a court sitting in competent jurisdiction within The City of St. Louis, Missouri. Bidder and the City consent to the jurisdiction and venue of such courts. The provisions of this section survive the expiration or early termination of the Agreement.

20. WAIVERS OF LIEN

Upon completion of all work, and if requested by the City, the Contractor will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of the Agreement. Lien waivers must be submitted on forms and executed in a manner acceptable to the Airport Representative. Contractor will not permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, contractor, or any other reason.

21. FACILITIES PROVIDED BY THE AIRPORT

A. City, subject to and in accordance with the Provisions of the Agreement, shall provide the right of ingress and egress to all areas herein specified in order for the Contractor to perform the work and services contemplated herein.

B. **Parking.** The City will provide parking in the Terminal 1 Parking Garage, Red Level for the following job classifications:

Operations Manager – 1 parking spot

Human Resources/Administrative Coordinator – 1 parking spot

Supervisors – 6 parking spots

1. The City will not provide parking for any other job classifications or personnel working under this Agreement, except as provided for in this Section 21. The Contractor is responsible for all other parking arrangements.

C. **Power & Water.** The Contractor may use Airport's electrical power outlets (110 volts) to operate equipment. The Contractor shall be responsible for any damage to the electrical outlets and outlet covers caused by the improper use of the outlet or improper disconnection of equipment. Contractor may use Airport custodial sinks and hot and cold water connections. The Contractor shall be responsible for any damage to the sinks or water connections, clogged drains or pipes or by flooding caused by clogged drains or faucets that are not turned off.

22. PRECAUTIONARY MEASURES

A. Contractor will exercise every precaution to prevent injury to persons, damage to property, and inconvenience to the City's travelers, licensees, invitees, airlines operating at the Airport, and other users of the Airport. The precautionary measures

the Contractor will undertake include but are not limited to: placing watchmen; erecting barricades and railings; giving warnings; using display lights, signals, or signs; and undertaking precautions against fire, or electrocution; and taking other precautions as may be necessary, proper, and desirable.

- B. Contractor shall comply with Social Distancing guidelines in effect at such time that are recommended by the CDC in coordination with the Airport Representative.
- C. Contractor shall be responsible for developing and implementing plans and procedures to prevent and mitigate the spread of COVID-19 or any other infectious disease within their work area to the maximum extent practical, with approval from the Airport Representative.

23. **STORAGE AND STAGING AREA**

- A. The Airport Representative will assign space for the purposes of storing and transferring (“**Transfer Area**”) in writing, if applicable. If assigned, the Transfer Area will be used for storage of the Contractor’s equipment and property and will be maintained by the Contractor at its cost and to the City’s standards as provided for in the Agreement. Assignment of the space will be based on availability of space. (See Exhibit O entitled Storage & Office Locations.)
- B. The Contractor will be responsible for the security of its equipment and will maintain and improve the Transfer Area as directed by the Airport Representative. The City will not be responsible or liable for any vandalism, theft, casualty, loss, or damages of any kind whatsoever to the Contractor’s equipment, containers, compactors, parts, tools, or supplies, or other personal property.
- C. City will provide the right of ingress and egress to all areas required in the performance of the Contractor’s services.

24. **BADGING**

- A. *All* Contractor’s and subcontractor’s employees performing work under the Agreement *must* be issued, and *must* maintain, an unexpired Airport ID Badge issued by Airport Security Operations. The Airport will not escort Contractor or subcontractor employees into secured areas.
- B. The Contractor will comply with all applicable federal, state, and local governmental laws and regulations and rules and regulations, as more fully described in Appendix A, Section 12.A.

- C. The Contractor at its cost will supply to and update as needed for the Airport Security Operations, a list of the Contractor's employees to be issued an Airport ID Badge.
- D. The Contractor will, when directed by the Airport Representative, schedule its employees to be issued an Airport ID Badge and fingerprinted for a criminal history check by the Airport Security Operations. The Contractor will maintain at all times adequate control of said identification badges. All employees issued identification badges will be required to attend the Security Identification Display Area (SIDA) class, and any other security or ID Badge-related training classes required by the Airport, at Contractor's expense.
- E. The Contractor will bear the cost of providing new and/or renewal badge for the Contractor's and subcontractor's employees performing work under the Agreement. The cost for initial badging is \$85.00 per employee. This fee includes the cost of the badge, fingerprinting, mandatory Security Threat Assessment, computer-based training and the SIDA class. Badges must be renewed every 12 months at a cost of \$35.00 per badge. The cost for status change, lost, stolen, or damaged identification badges and any associated training will be the sole responsibility of the Contractor. The replacement cost for a lost badge is \$75.00 for the first badge, \$100.00 for the second badge, and \$175.00 for a third badge. No fourth badge will be issued. Rates for Airport ID Badges are subject to change during the term of this Agreement. For information concerning Badging, visit: <https://stlairportal.flystl.com/security-operations>
- F. Upon expiration or termination of Agreement or termination of employment of any Contractor or subcontractor employees working under this Agreement, *all Airport-issued keys* and *Airport-issued ID Badges* shall be immediately surrendered to the Airport Representative or Airport Security Operations.
- G. In the event of the Contractor's or subcontractor's badge loss, as a result of excessive lost or non-returned badges, the Contractor will be responsible for all costs associated with re-badging including, but not limited to, purchasing replacement badge stock.
- H. For keys that are not returned or are deemed lost, Contractor shall be charged \$500.00 per key plus the cost of re-keying all doors accessible with the lost/non-returned key.
- I. Contractor's or subcontractor's employees assigned to work in or who need access to the U.S. Customs and Border Protection area must have a "Customs Seal" affixed to their Airport ID Badge. As part of the badging process, the Contractor will be responsible for ensuring all employees requiring this access submit the appropriate Customs and Border Protection paperwork.

- J. The Contractor will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as amended. Any and all violations by the Contractor or its officers, employees, subcontractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. The City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City. (See Appendix A, Section 12.B.)
- K. All employees that are granted and accept Airport Identification Badges at the Airport are subject to search of their persons and property when entering, when exiting, or while in the Air Operations Area (AOA), to include cargo bays and aircraft hangars, other Security Identification Display Areas (SIDAs), and sterile areas including concourses. **Employees are required to use stadium-approved clear backpacks or clear tote bags to carry personal belongings when in the aforementioned regulated areas.** Employee screening may be conducted by the Transportation Security Administration (TSA), the Airport Police Department, or contract security. Compliance with employee inspections is mandatory. Failure to comply may result in suspension or revocation of the employee's Airport-issued ID badge.
- L. During the hours the TSA Screening Checkpoint is open, all employees are required to enter through the TSA Screening Checkpoint. No other access is authorized.
- M. If the Contractor is providing or utilizing employee lockers or similar area for personal belongings on premises, the Contractor shall be responsible to conduct random security inspection searches of lockers at the Contractor's expense, no less than every three (3) months. Notification of inspections should be given to the Airport Police Department and an inspection log and report shall be given to Security Operations.

25. UNIFORMS

Contractor, at its costs, will provide uniforms for all employees and personnel performing work under this Agreement. Such uniforms are to bear the company's name and be approved by the Airport Representative in writing.

26. PERFORMANCE & PAYMENT BOND

- A. At or prior to the execution of the Agreement, the Successful Bidder or Contractor(s) will immediately execute a Performance Bond and a Payment Bond each in the amount of Eight Hundred Thousand Dollars (\$800,000.00) with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of the Agreement to be executed. Affirmation by the Surety Company to execute the

Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 26. The Contractor will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds and/or Payment Bonds and if the Contractor's Performance Bonds and/or Payment Bonds are terminated, cancelled, not renewed or extended, the Contractor shall promptly provide the City with a replacement bond(s) in full compliance with this Section 26. Any sum or sums derived from said Performance Bond and/or Payment Bond will be used for the completion of the Agreement and the payment of laborers and material suppliers, as the case may be.

- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of the Agreement begins.
- C. Bidder will submit along with the Bidder's Bid, a completed "**Proposal To Bond Form**" attached hereto as Attachment 1 and incorporated herein, executed by the Bidder's Surety Company or a Proposal To Bond on the Surety Company's stationary for the Bid submitted by the Bidder. (See Bidder's Checklist Item 2 and **Attachment 1**, entitled "Proposal to Bond Form" incorporated herein.)

27. MISSOURI UNAUTHORIZED ALIENS LAW

- A. Requirements: Bidders are advised that the Agreement executed with the successful Bidder pursuant to this SFB, is subject to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the "**Missouri Unauthorized Aliens Law**"). As a condition for the award of the Agreement, the Successful Bidder, will, **by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the Agreement. The Successful Bidder will also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as **Exhibit G** entitled "Affidavit." See Bidder's Checklist Item 14. Each Bidder must submit the attached "Missouri Unauthorized Aliens Law Acknowledgment & Acceptance Declaration" with its Bid (see attached **Exhibit F**, incorporated herein and Bidder's Checklist Item 13.) Failure to submit this declaration with your Bid will result in rejection of the Bid. Successful Bidder's failure to comply with the Provisions of the Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of the Agreement by the City and other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties for violation of the Missouri Unauthorized Aliens Law as set forth therein. The Successful Bidder will deliver a fully

executed original of the Affidavit (see Exhibit G) including required documentation in accordance with the Missouri Unauthorized Aliens Law, within twenty (20) days after notice to the successful Bidder of the award and prior to performing any work under the Agreement.

- B. Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <http://ago.mo.gov/faqs/unauthorized-alien-workers.htm>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll/>.

28. GENERAL PROVISIONS

- A. The Contractor is an independent contractor and nothing herein will be interpreted or construed to mean that the Contractor or any of its employees or agents is an employee or agent of the City.
- B. The Contractor will coordinate the services performed under the Agreement with the Airport Representative.
- C. The Agreement will be the entire agreement and no amendment or modification will be made (except as expressly provided for herein) unless in writing and signed by the parties hereto.
- D. The Agreement and all contracts entered into under the Provisions of the Agreement will be binding upon the parties and their successors and permitted assigns.
- E. A waiver by one party of any the Provision(s) to be performed by the other party will not waive any subsequent default or breach of any of the Provisions of the Agreement. Any waiver by either party must be in writing and signed by the party waiving.
- F. The Contractor will keep and maintain such records and reports necessary for the City to determine compliance with the Agreement. Records must be maintained by the Contractor for at least three (3) years after the expiration or termination of the Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, to determine compliance with the Agreement. (See Appendix B, Section 6 entitled "Right to Audit Clause")
- G. The City retains the right to receive bids and award contracts on any modifications, deletions, or additions to the Terminal Cleaning Services contemplated herein. In addition, the City retains the right to furnish materials or supplies at its discretion, or perform for itself any work, or hire other contractors to perform the work contemplated herein. (See Appendix A, Sections 11.M and 14.I).

- H. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with the Agreement.
- I. Neither party will be in violation of the Agreement, if it is prevented from performing any of the obligations by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Appendix A, Section 28.K below.)
- J. If any Provision herein contained is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision, herein contained, provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of the Agreement.
- K. The parties agree that time will be of the essence in the performance of each and every obligation and understanding of the Agreement.
- L. When the authorization, consent, approval, waiver, certification, determination, or any other action (“**Approval**”) of other party is required under the terms of the Agreement, such Approval must be in writing and signed by the party approving. Whenever the Approval of the City or the Director is required, the Approval must be from the Director or his/her authorized or designated representative. In taking such actions, the Director shall act reasonably, and take into consideration the best interest of the City, the Airport, and travel public. The City and Contractor agree that extensions of time for performance may be made by the written mutual consent of the Director, on behalf of the City, and Contractor or its designee. Whenever the Approval of the City, or the Director, or Contractor is required herein, no such Approval shall be unreasonably requested, conditioned, or withheld.
- M. The Agreement will become effective and binding only upon the execution and delivery hereof by the City and Consultant. The Agreement and any companion document or instruments referred to herein, may be executed in any number of counterparts, each of which will be original, but all of which will constitute one document or instrument or instrument, and it will constitute sufficient proof of the Agreement to present any copy, electronic copies or facsimiles signed by the parties hereto.

29. **PREVAILING WAGE AND FRINGE BENEFITS**

- A. The Contractor warrants, represents, stipulates and agrees that it shall pay to employees and subcontractor’s employees not less than the prevailing hourly rate

of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the Metropolitan St. Louis area pursuant to 41 U.S.C. 351 et seq., as amended except for any person engaged in an executive, administrative or professional capacity. This section is subject to and shall be in accordance with City Ordinance No 62124 as codified in Chapter 6.20 of the Revised Code of The City of St. Louis 2020 Annotated.

- B. Subject to and in accordance with Chapter 6.20.010.A of the Revised Code of The City of St. Louis, such fringe benefits may include medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, unemployment benefits, life insurance, disability and sickness insurance, accident insurance, vacation and holiday pay, costs of apprenticeship or other similar programs and other bona fide fringe benefits to be provided by the service contractor and not otherwise required by federal, state or local law. The term "minimum prevailing fringe benefits "may include any contributions of fringe benefits equivalent to the foregoing or differential payments in cash.
- C. Contractor shall keep full and accurate records identifying the names and classification of every service employee employed by them in the performance of the Agreement, together with an accurate record of the number of hours worked by each employee and the actual wages and fringe benefits paid therefor. Said records shall be open to inspection by the Comptroller of the City or his/her authorized representative at any reasonable time and as often as may be necessary and such records must not be destroyed or removed from their customary location for the period of one (1) year following the completion of the work under this Agreement.

30. MEDIA INQUIRIES / ADVERTISING

- A. If contacted by any media entity or other third party ("**Media Entity**") about the Agreement or the services performed by the Contractor under the Agreement ("**Airport Project**"), the Contractor will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.
- B. Any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Contractor. Contractor will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.

- C. Contractor will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Contractor will timely inform the City of any such order or subpoena prior to releasing said confidential information.
- D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a prominent disclaimer that neither the City nor the Airport necessarily endorses the Contractor's work.
- E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.
- F. Photos taken by Contractor of Airport Projects must be pre-approved in writing by the Airport's Public Relations Manager. Contractor acknowledges and understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.
- G. The Airport's Public Relations office must be given at least three (3) business days notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

31. CUSTOMER SERVICE

Contractor, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees and service providers at the Airport, no matter their role or function. Contractor agrees that all of its employees performing service at the Airport pursuant to the Agreement will:

- A. Demonstrate excellent customer service at all times when in contact with users of the Airport.
- B. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport, including but not limited to, appropriate greetings and assistance to travelers, if and when applicable.
- C. Help ensure that travelers have a positive Airport experience and at all times, behave in a businesslike and professional manner while on Airport property.
- D. Refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users;

be actively working while on duty and refrain from gathering and “chatting” in groups while on duty, unless necessary; refrain from the use of non-business cell phones while on duty; refrain from napping or sleeping in public areas.

- E. Not utilize public seating, boarding areas, gate areas or lounge areas within the terminals and concourses. The above areas are intended for use by the traveling public and not as rest or lounge facilities for Contractor’s employees.

32. INSPECTIONS

- A. The Airport Representative will at all times have free access to Contractor’s worksites, equipment, and shops to determine Contractor’s compliance with the Provisions of the Agreement. The Airport Representative may perform periodic inspections of the work as outlined in the Agreement to determine if Contractor’s services meet required standards. Contractor will be required to timely and promptly make any improvements required by the Airport Representative at no additional charge to the City. (See Appendix A, Sections 5 and 11.)

33. FAILURE TO PERFORM

- A. If the Airport Representative determines at his/her sole discretion that the quality or quantity of any work required to be performed under the Agreement is unacceptable or that the Contractor has failed or refused to perform the work, the City may take reasonable and necessary actions to perform the work or remedy the Contractor’s failed or under performance(s). (See Appendix A, Sections 11.C and 11.L.).
- B. All reasonable costs or expenses incurred by the City will be promptly and timely paid or reimbursed by the Contractor as provided for herein. The City may deduct such costs, plus 15% for administrative costs, from any payments due to the Contractor under the Agreement or the City may invoice the Contractor for such costs which will be due within thirty (30) days of the City’s written request.
- C. **The work, if necessary, and any other actions taken by the City pursuant to this subsection may be performed only after first providing at least three (3) working days’ notice to Contractor of such failure to comply.** Subsequent to receipt of notice that the City will perform the work or remedy the breach or default, the Contractor must not undertake further performance of such work without the specific prior authorization from the Airport Representative.
- D. During the three (3) days’ notice the Contractor may demonstrate to the City why no such alleged failure is present or to timely remedy such alleged failure. However, the City’s right to perform such work will not arise, if such failure cannot be reasonably cured within three (3) working days and the Contractor promptly and with due diligence takes prompt and appropriate corrective action

and diligently pursues until the failure is corrected to the City's reasonable satisfaction (see also Appendix B, Section 2 entitled "Cancellation").

34. **PRE-BID MEETING**

A pre-bid meeting will be held via ZOOM on November 8, 2022 at 11:00 AM. Participation in the Pre-Bid Meeting is not mandatory, but is highly encouraged. If you have questions regarding the meeting or wish to participate, please email Ms. Glasper at gxglasper@flystl.com. The link for the meeting is:



Hi there,

GIGI GLASPER is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

One tap US: [+1408-961-3927](tel:+1408-961-3927), [1855-758-1310](tel:+1855-758-1310), [87293928052#](tel:+1872-939-28052) (Toll Free)
mobile:

Meeting <https://flystl.zoom.us/j/87293928052?pwd=TIRET2VHU0U2eTBiTVhpMmxneXdsUT0>

URL: [9](https://flystl.zoom.us/j/87293928052?pwd=TIRET2VHU0U2eTBiTVhpMmxneXdsUT0)

Meeting 872 9392 8052

ID:

Passcode 780866

:

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 408-961-3927 or 1 855-758-1310 (Toll Free)

Meeting 872 9392 8052

ID:

International numbers

35. BID SUBMITTAL

Written or Electronic Bids will be received up until the hour of **2:00 PM, November 30, 2022**. All Bids may submitted in one of the following ways:

- A. Written proposals must be addressed and delivered to:

**Gigi Glasper, Contract Supervisor
St. Louis Lambert International Airport
Airport Properties Division
10701 Lambert International Boulevard, MTN 2501
St. Louis, Missouri 63145**

One copy of the Bid must be submitted. Bids received after the due date and time, or not delivered to the designated point, **will not be considered**. The Bid must be presented in a **sealed** envelope addressed to Ms. Glasper at the address provided above, with the words **“Terminal Cleaning Services”** plainly written across the left end face of the envelope. The name and address of the Bidder must also appear on the face of the envelope.

OR

- B. Electronic Bids may be addressed and sent via email to:

Gigi Glasper gxglasper@flystl.com

With copies also sent via email to:

Briana Bryant bnbryant@flystl.com

and

Robert Salarano rcsalarano@flystl.com

BIDDER MUST SUBMIT BID PRIOR TO THE DEADLINE NOTED ABOVE AND SHOULD REQUEST AN EMAILED CONFIRMATION OF THE RECEIPT FROM MS. GLASPER.

Bids submitted electronically must be submitted in one **PDF** document, titled **“Bid For Terminal Cleaning Services,”** followed by the name of the Bidder. This information must also appear in the subject line of the email. Please allow ample time for the email to be transmitted. **The submittal time of record will be the time the email reaches Ms. Glasper. Also note, the size limit for emails is 10 megabytes, however it is recommended that any document over 10 megabytes be compressed before sending to avoid possible delays in transmitting. Note: Please send the document in the PDF format requested. Do not provide a link to the documents.**

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

APPENDIX "B"

**GENERAL SPECIFICATIONS
TERMINAL CLEANING SERVICES**

1. INSURANCE AND INDEMNIFICATION

- A. The Contractor, at its expense, at all times during the term hereof, St. Charles County, Missouri; St. Clair County, Illinois; St. Louis County, Missouri; the City of St. Louis, Missouri, and its Board of Aldermen and Airport Commission; and their officers, employees, and agents and their respective officers, agents and employees (the "**Insured Parties**") and the Contractor to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors pursuant to the Agreement under the following types of coverage:
1. Comprehensive General Liability;
 2. Comprehensive Automobile Liability (any vehicles, including owned, hired and non-owned).
- B. **The minimum limits of coverage for the above classes of insurance must equal a single limit of Three Million Dollars (\$3,000,000.00) comprised of such primary and excess policies of insurance as the Contractor finds it feasible to purchase during the term of the Agreement** and will name the **Insured Parties** by endorsement as an "Additional Insured." Prior to execution of the Agreement, Contractor will provide certificates of said insurance and all endorsements required pursuant to the Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Contractor will also mail or fax a copy of the Certificate of Insurance and all required endorsements to:

St. Louis Airport Police Department
P.O. Box 10212, Lambert Station
St. Louis, Missouri 63145
Attn: Security Operations
Phone: 314-890-1839
Fax: 314-890-1325

- C. Such liability insurance coverage must also extend to damage, destruction and injury to the Insured Parties' owned or leased property and Insured Parties' personnel, and caused by or resulting from work, acts, operations, or omissions of Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors and, contractual liability insurance sufficient to cover Contractor's indemnity obligations hereunder. The Insured Parties will have no liability for any premiums charged for such coverage, and the inclusion of the Insured Parties as an Additional Insured is not intended to, and does not make the Insured Parties a partner or joint venturer with Contractor in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the Insured Parties when any policy issued to the Insured Parties provides duplicate or similar coverage and in such circumstances, the Insured Parties' policy will be excess over Contractor's policy.
- D. The Contractor will protect, defend, and hold the Indemnified Parties and their respective officers, agents and employees completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to the Agreement and the use or occupancy of the City's premises and the acts or omissions of Contractor's officers, agents, employees, contractors, subcontractors, licensees, invitees, or independent contractors regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the gross negligence of the City. The Director or his/her designee will give to Contractor reasonable notice of any such claims or actions. The Contractor will also use counsel reasonably acceptable to the City Counselor of the City or his/her designee, after consultation with the Director or his/her designee, in carrying out its obligations hereunder. The provisions of this section survive the expiration or early termination of the Agreement.
- E. The Contractor will maintain Workers' Compensation and Employers Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Contractor will require that all of its subcontractors or licensees similarly provide such coverage. The Indemnified Parties, their officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by Contractor's failure to comply with the provisions of this subsection. The indemnification Provisions of the Agreement apply to this subsection. It is expressly agreed that the employees of the Contractor are not employees of the Indemnified Parties for any purpose, and that employees of the Indemnified Parties are not employees of the Contractor.

2. **CANCELLATION**

- A. The City retains the right to cancel the Agreement immediately upon written notice to Contractor if:
 - 1. Contractor fails to properly keep any Provision of the Agreement; or,
 - 2. The quality of service falls below the specified standards as determined by the City; or,
 - 3. Contractor fails or refuses to render the amount of service required.
- B. Contractor has the right to cancel the Agreement if:
 - 1. The City fails to keep, perform, or observe any material Provision of this Agreement for a period of ninety (90) days after written notice by Contractor specifying the material breach by the City;
 - a. Failure to keep, perform, or observe any material Provision of this Agreement will not give rise to Contractor's right to terminate this Agreement if the material breach can be cured but cannot, with due diligence, be cured within ninety (90) days', if the City institutes corrective action within ninety (90) days' and diligently pursued until the material breach is corrected.
- C. Contractor retains the right to cancel the Agreement without cause upon one hundred twenty (120) days written notice to the City. There will be no liability to Contractor and such a cancellation will be a no-fault cancellation.
- D. The City retains the right to cancel the Agreement without cause upon thirty (30) days' written notice to Contractor. There will be no liability to the City and such a cancellation will be a no-fault cancellation.
- E. Notwithstanding anything to the contrary herein, it is expressly understood by the parties that the Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.
- F. Upon cancellation, termination, or the expiration of the Agreement, or if requested in writing by the Airport Representative, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by Contractor within one (1) business day.

3. ASSIGNMENT AND SUBCONTRACTING

- A. Contractor will not assign or transfer the Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At least ninety (90) days prior to any assignment of the Agreement, Contractor will submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without cause or justification, such requests. No assignment will be made or will be effective unless Contractor is not in default on any of the other Provisions of the Agreement. The party to whom such assignment is made will expressly assume in writing the Provisions of the Agreement. The parties to the Agreement understand and agree that the Contractor is and will remain responsible for the performance of its assigns under the Agreement, unless agreed to in writing by the City. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.
- B. Contractor will not subcontract or transfer any part of the services or work to be performed hereunder without the prior written approval of the Director of Airports. At least sixty (60) days prior to any subcontracting of service or work or the transfer of any part of the services or work to be performed hereunder, Contractor will submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement. The City reserves the right to refuse without cause or justification, such requests. At a minimum, any sub-contractor agreement must expressly require strict compliance with the Provisions of the Agreement. The Contractor will furnish all authorized subcontractors or agents a copy of the Agreement. The parties understand and agree that the Contractor is responsible for the performance of its subcontractors or agents under the Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.
- C. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for in this Section 3, will constitute default on the part of the Contractor under the Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this Provision.
- D. Contractor will submit along with the Contractor's Bid a completed "SUBCONTRACTOR/SUPPLIER LIST" (attached hereto as Attachment 6).
- E. Notwithstanding any other term or provision in the Agreement, the City may assign the Agreement at its sole discretion by providing Notice to Contractor.

4. AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION

- A. Contractor agrees during performance under the Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.
- B. Contractor agrees during performance under the Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.
- C. If the Contractor or City determine that Contractor will be unable to conform to the approved positive employment program, submitted to determine eligibility under the Fair Employment Division Practices Provisions of the City Code, then the Contractor will notify the Fair Employment Division of the St. Louis Council on Human Relations within ten (10) days as to the steps to be taken by the Contractor to achieve the provisions of this program.
- D. Contractor will permit reasonable access by the City to such persons, reports and records as are necessary to ascertain compliance with fair employment practices.
- E. If the Contractor fails to comply with the nondiscrimination clauses of the Agreement, or fails to furnish information or permit records and accounts to be inspected, within twenty (20) days from the date requested, the Airport may cancel, terminate, or suspend the Agreement, in whole or part. Further, the Airport may declare the Contractor ineligible for further City contracts for a period of one year, at the City's option. If the contract is canceled, terminated, or suspended for failure to comply with fair employment practices, the Contractor will have no claim for any damages against the City.
- F. Contractor will incorporate the above Sections 4.A through 4.E in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with the Agreement.
- G. If the Contractor is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with Sections 4.A through 4.E, such contractor will notify the City Counselor in writing of such suit or threatened suit within ten (10) days
- H. The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from

participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

- I. The City of St. Louis, Missouri, 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, [disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

5. **MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE MBE/WBE) PARTICIPATION**

A. **Definitions:**

As used in this requirement, "Minority Business Enterprise" or "MBE" and "Women Business Enterprise" or "WBE" are defined as follows:

1. **"Minority Business Enterprise" or "MBE"** means a minority business enterprise as defined in Ordinance 70767.
2. **"Women Business Enterprise" or "WBE"** means a women's business enterprise as defined in Ordinance 70767.

B. **Policy:**

It is the policy of the City of St. Louis Airport Authority to ensure the maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its sub-recipients through the competitive Bidding process. The provisions of this policy apply to all contracts awarded by the City, its departments and agencies and to all recipients of City funds or City-administered government funds and will be liberally construed for the accomplishments of its policies and purposes.

C. **M/WBE Goals and Bid Discount:**

1. The City of St. Louis Minority and Women Business Enterprise Program has amended the goals within the program to achieve the

nondiscrimination of multiple groups. The goals established in connection with the Agreement are as follows:

MBE goal is as follows: **21% - African American**
 2% - Hispanic American
 .50% - Asian American
 .50% - Native American

Each group must be represented to meet the goal of the contract. The total participation cannot be comprised of only one group, it must include each group to meet the established goals.

The WBE goal is 11%.

The goals remain in effect throughout the life of the Agreement. When award of the contract is made with Minority and Women Business Enterprise (M/WBE) participation less than the goals, the Contractor shall continue to perform and document good faith efforts throughout the life of the Agreement in order to increase M/WBE participation and to meet the Agreement goal.

Please note: Contractors certified as either an MBE or WBE must still fulfill both goals. In addition, Contractors certified as both an MBE and a WBE can only fulfill either the MBE goal or the WBE goal, not both goals.

2. Bid Discount

If applicable, a five percent (5%) Bid discount will be applied to construction, goods and other services prime contracts on contracts \$300,000 or less during the evaluation process to prime African American, Hispanic American, Asian American, Native American and Women-Owned Business Enterprise Bidders. It shall lower the eligible M/WBE's Bid but shall not reduce the contract award amount. In order to qualify for the Bid discount, the eligible M/WBE Bidder shall include in its Bid a copy of their current certification letter and/or notification indicating the M/WBE continues to meet the certification guidelines of the M/WBE Program.

D. **Obligation:**

1. The Contractor agrees to take all reasonable steps to ensure that MBEs/WBEs have maximum opportunity to participate in contracts and subcontracts financed by the City of St. Louis Airport Authority provided under the Agreement. The Contractor will not discriminate on the basis of

race, color, national origin, or sex in the award or in the performance of contracts financed by the City of St. Louis Airport Authority.

2. A current Directory of M/W/BE firms certified by the City of St. Louis is available online at www.flystl.com/bdd.

E. **Good Faith Efforts Requirement:**

1. The quality, quantity and intensity of the Bidder's good faith efforts will be evaluated by the City. A Bidder must make sufficient good faith efforts to meet the goal. The Bidder can meet this requirement in either of two ways. First, the Bidder can meet the goal, documenting commitments for participation by M/WBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the Bidder can document adequate good faith efforts. This means that if the M/WBE goal is not met the Bidder must show that it took all necessary and reasonable steps to achieve the M/WBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient M/WBE participation, even if they were not fully successful. If the M/WBE goal is not met the Bidder must demonstrate and document those efforts by submitting the "Good Faith Efforts Report Form" attached hereto as Attachment 3 with the Bid. Additionally, when the M/WBE goals cannot be met, the Bidder must also include a statement as to why the goals could not be met. (See Bidder's Checklist Item 4). Examples of good faith efforts are but not limited to the following:
 - a. Efforts made to select portions of the work proposed to be performed by M/WBEs in order to increase the likelihood of achieving the stated goal, including, where appropriate, but not limited to, breaking down contracts into economically feasible units to facilitate M/WBE participation. Selection of portions of work are required to at least equal the goal for M/WBE utilization specified in the contract.
 - b. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified M/WBEs who have the capability to perform the work required by the Contract. **Such solicitations must take place at least fifteen (15) business days prior to the bid opening date** to allow M/WBEs sufficient time to prepare bids/proposals and respond to the solicitation, and the Contractor must take appropriate steps to follow such mass solicitations with personal frequent and persistent contact. The prime contractor should promptly return all calls, faxes and e-mail that it receives from interested M/WBEs. The follow-up should take the form of a telephone call, fax or e-mail during normal business hours.

- c. Written notification to disadvantaged economic development assistance agencies and organizations which provide assistance in recruitment and placement of M/WBEs, of the type of work, supplies, or services being considered for M/WBEs on this contract.
- d. Efforts made to negotiate with M/WBEs for specific items of work including evidence on:
 - i. The names, addresses, telephone numbers of M/WBEs who were contacted, the dates of initial contact and whether initial solicitations of interest were followed up by contacting the M/WBEs to determine with certainty whether the M/WBE is interested. Personal or phone contacts are expected.
 - ii. A description of the information provided the M/WBEs regarding the plans and specifications and estimated quantities for portions of the work to be performed.
 - iii. A statement of why additional agreements with M/WBEs were not reached, and
 - iv. Documentation of each M/WBE contacted but rejected and the reasons for the rejection
- e. Absence of any agreements between the contractor and the M/WBE in which M/WBE promises not to provide subcontracting quotations to other Bidders.
- f. Efforts made to assist the M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit required by the contractor.
- g. Documentation that qualified M/WBEs are not available, or not interested.
- h. Attendance at any meeting scheduled by the user department, or the SLDC to encourage better contractor-subcontractor relationships, forthcoming M/WBE utilization opportunities (i.e. pre-Bid, workshops, seminars), etc.
- i. Advertisement, in general circulation media, trade association publications, disadvantaged-focused media, of interest in utilizing M/WBEs and area of interest.

- j. Efforts to effectively use the services of available disadvantageded community organizations; disadvantageded contractor's groups; local, state and federal disadvantageded business assistance offices; and other organizations that provide assistance in recruitment and placement of M/WBEs.
- 2. Examples of actions not acceptable as reasons for failure to meet the M/WBE goal.
 - a. M/WBE unable to provide performance or payment bonds or both.
 - b. Rejection of reasonable Bid based on price.
 - c. M/WBE would not agree to perform items of work at the unit Bid price.
 - d. Union versus nonunion status.
 - e. Contractor normally would perform all or most of the work of the contract.
 - f. Solicitation by mail only.
 - g. Restricting to only those general group of items which may be listed in Bids under such headings "Items Subcontractible to M/WBE firms."
- 3. The demonstration of good faith efforts by the contractor must prove the Contractor actively and aggressively sought out M/WBEs to participate in the project. See Exhibit Q entitled "M/WBE Good Faith Efforts Presentation" for further information on demonstrating good faith efforts.
- 4. The information provided will be evaluated to determine if the low Bidder is responsive. All the information provided must be accurate and complete in every detail. The apparent low Bidder's attainment of the M/WBE goal or demonstration of good faith effort will assist in determining the award of the contract.

F. Eligibility:

Contractor should access the online directory at www.flystl.com/bdd to obtain a list of eligible MBEs/WBEs certified by the City of St. Louis and to verify the eligibility of the MBE/WBE firms it intends to utilize in the Agreement.

G. **Counting MBE/WBE Participation toward Goals:**

1. MBE/WBE participation towards the attainment of the goals will be credited on the basis of the total subcontract prices agreed to between the Contractor and subcontractors for the contract items being sublet as reflected on the “MBE/WBE Utilization Plan” attached hereto as Attachment 2 and incorporated herein. Bidder must complete and submit with its Bid the MBE/WBE Utilization Plan (See Bidders Checklist, Item 3). Firms must be certified prior to the Bid opening in order to be used to fulfill the participation goals.
2. In addition, the Bidder must also submit the “Notice of Intent to Perform as a Subcontractor or Material Supplier Form,” attached hereto as Attachment 4 and incorporated herein. (See Bidder’s Checklist, Item 5).
 - a. Contractors should be aware that supplies and materials procured from certified suppliers, manufacturers and brokers are defined and counted toward M/WBE goals as follows:
 - i. A ***Supplier or Regular Dealer*** is defined as a firm that owns, operates or maintains a store, warehouse, equipment or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, and regularly sold or leased to the public in the usual course of business. ***Suppliers or Regular Dealers count at 60% of their cost/expenditure towards M/WBE goals.***
 - ii. A ***Manufacturer*** is defined as a firm that operates or maintains a factory, apparatus, or establishment that produces, the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications. ***Manufacturers count at 100% of their cost/expenditure towards M/WBE goals.***
 - iii. ***Brokers*** are defined as brokers or other persons who arrange or expedite transactions are not regular dealers, with respect to materials or supplies purchased from an M/WBE which is neither a manufacturer nor a regular dealer. Brokers entire commissions and fees charged for assistance in the procurement of the materials and supplies, or less or transportation charges for the delivery of materials or supplies required on a job site count towards M/WBE goals provided the fees are determined by the City to be reasonable and not excessive as compared with fees customarily allowed for

similar services. The cost of the materials or supplies themselves do not count toward M/WBE goals.

- iv. M/WBE trucking firms expenditures may count at 100% toward M/WBE goals. The M/WBE trucker must manage and supervise the trucking operations with its own employees and use equipment owned and/or leased by the M/WBE. No credit will be counted for the purchase or sale of material hauled unless the M/WBE trucker is also a certified M/WBE supplier. No credit will be counted unless the M/WBE trucker is an approved subcontractor.

If the M/WBE trucker plans to supplement its trucking operations with additional trucking firms it must seek prior approval perform the start of the operation from the City.

If the M/WBE trucker leases trucks from a non-M/WBE trucking firm only the fees and/or commissions will count toward goal attainment.

H. Post Award Compliance:

If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Contractor of the responsibility to continue good faith efforts to maximize participation of MBEs/WBEs during the term of the Agreement.

I. Substitution of MBE/WBE Firms after Award:

- 1. The Contractor will conform to the scheduled MBE/WBE participation goal. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Contractor will immediately notify the contracting department and City of St. Louis Airport Authority Business Diversity Development (BDD) office prior to replacement of the firm.
- 2. Substitutions of MBE/WBE must be approved in writing by the Director. See Appendix B, Section 3. Substitutions of MBE/WBE will be allowed only when the MBE/WBE has failed to perform due to a default (material breach) of its subcontract or agreement. Contractor will not cancel or terminate its agreement with the MBE/WBE without cause and will timely forward supporting documentation substantiating the cause of the default or termination to the Director for review.

J. Record Keeping Requirements:

The Contractor shall keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the City of St. Louis Airport Authority to determine compliance with the MBE/WBE contract obligations. The City of St. Louis Airport Authority reserves the right to investigate, monitor and review actions, statements, and documents submitted by any contractor, subcontractor, or MBE/WBE.

K. Reporting Requirement:

1. The Contractor shall utilize the St. Louis Lambert International Airport Certification and Compliance Diversity Compliance Management System web based program made available at <https://flystl.diversitycompliance.com/>. The Contractors shall log into the system utilizing their username and password and request to add each subcontractor scheduled to perform work on this contract. BDD will confer with BPS and the department/agency before approving the firm to be added to the contract. The Contractor shall upload a copy of each M/WBEs fully executed contract to provide services when requesting to add M/WBEs to the contract.
2. The Contractor must submit monthly reports on MBE/WBE involvement to the City of St. Louis Airport Authority Business Diversity Development Office via the BDD online reporting system. Actual payments to MBEs/WBEs will be verified. The Contractor shall ensure its subcontractors are also submitting monthly reports on MBE/WBE participation via the BDD online reporting System.
 1. Liquidated Damages. The Contractor hereby agrees and stipulates that their or their subcontractor(s)'s failure to comply with the MBE/WBE reporting requirements could result in an administrative or financial burden or both to the City. Therefore, the Contractor agrees and stipulates that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to report. The stated liquidated damages in this sub-section are cumulative over the term of the Agreement and are in addition to any other remedies City may have under the Agreement or at law or in equity:
 - i. The first failure to report violation will result in a warning letter;
 - ii. The second failure to report violation will require Contractor to pay liquidated damages to the City not to exceed \$25.00 for each week past due;

- iii. The third failure to report violation will require Contractor to pay liquidated damages to the City not to exceed \$50.00 for each week past due; and
- iv. The fourth failure to report violation will require Contractor to pay liquidated damages to the City not to exceed \$75.00 for each week past due.
- v. Payment of Liquidated Damages. All liquidated damages will be deducted by the City's next payment schedule. If there is no future payment(s), the Contractor will make the liquidated damage payment to the City within thirty (30) days' written notice of the violation.
- vi. Notice. For any failure to report a violation specified in this section with associated liquidated damages, the City will provide written notice. Including liquidated damages due and payable to the City

L. Applicability of Provisions to MBE/WBE Contractors:

These provisions are applicable to all contractors including MBE/WBE contractors. If the MBE/WBE contractor intends to sublet any portion of the Agreement, the MBE/WBE contractor shall comply with provisions regarding contractor and subcontractor relationships.

M. Liquidated damages for Failure to Perform a Good Faith Effort:

Contractor acknowledges, stipulates and agrees that the Contractor's failure to meet the City's M/WBE goals and/or show a good faith effort has been performed may result in liquidated damages being assessed in an amount not to exceed the M/WBE shortfall, which is the difference between the M/WBE goals set in the Agreement and the amounts actually paid to M/WBE contractors.

- 1. The City shall periodically evaluate the Contractor's Compliance with the M/WBE goals set in the Agreement and determine whether the Contractor has performed and is currently performing in accordance with the terms of the Agreement. If the Contractor has failed to perform as required under the M/WBE provisions of the Agreement, then the City may impose liquidated damages as provided herein to be withheld from any amounts due and owed the Contractor, such liquidated damage withheld must be authorized by the City Compliance Officer and the Director. Such liquidated damages should be assessed prior to the expiration of the Agreement (generally not sooner than six (6) months prior to the expiration of the Agreement. If there is no future payment(s) owed the City, the Contractor will make the liquidated damage payment to the City within thirty (30) days' of written notice.

N. **Mobilization**

If applicable, when mobilization payments are approved as a contract line item for the prime contractor, the subcontractor shall be paid a reasonable amount not to exceed five percent (5%) of their contract by the prime contractor no later than five-(5) business days before the subcontractor is required to mobilize to start their contracted work. Subcontractors request can be in contained on their initial Bid, quote and/or proposal to the prime or in the form of an invoice/request for payment which details the request. The prime contractor shall submit a request to the City for mobilization payments which includes all subcontractors request for mobilization through the approved billing process as outlined in contract documents.

6. **RIGHT TO AUDIT CLAUSE**

- A. The Contractor's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of the Agreement, and for a period of three years after the early termination or the expiration of the Agreement or longer if required by law. Contractor may maintain such records at its corporate office but must make true, accurate, and complete and auditable records available at the Airport upon 15 days' notice.

- B. The Contractor's "**records**" as referred to in the Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by the Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Contractor records which may have a bearing on matters of interest to the City in connection with the Contractor's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation of:

1. Contractor's compliance with the Provisions of the Agreement or the performance of the services; or
2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Contractor or any of its payees or subcontractors, if any.

7. **CIVIL RIGHTS GENERAL PROVISIONS**

- A. The Contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person will, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.
- B. The provisions bind the Contractor and sub tier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

8. **CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS**

- A. During the performance of the Agreement, the Contractor, for itself, its assignees, and successors in interest agrees as follows:
 1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as amended, which are herein incorporated by reference and made a part of the Agreement.
 2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin 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 Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
 3. **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 subcontractor 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.

4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor 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.
 5. **Sanctions for Noncompliance:** If a Contractor fails to comply with this Section, the City will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the Agreement until the contractor complies; and
 - b. Cancelling, terminating, or suspending the Agreement, in whole or in part.
 6. **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 exempt 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 interests 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.
- B. During the performance of the Agreement, 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:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
6. 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);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of 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, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act of 1990, which 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 (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination 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;
11. 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 to 74100); or
12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

9. FEDERAL FAIR LABOR STANDARDS ACT PROVISION

- A. All contracts and subcontracts that result from this solicitation must incorporate by reference the provisions of 29 CFR Sect. 201, 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.
- B. 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.

10. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All Contracts and subcontracts that result from this solicitation must incorporate by reference the requirements of 29 CFR Section 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and its subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor 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.

11. **SEISMIC SAFETY**

When applicable, the Contractor agrees to ensure that all work performed under the Agreement, including work performed by its subcontractor(s), conforms to a building code standard that provides a level of seismic safety and substantially equivalent to standards established by the National Earthquake Hazards Reduction Program (“NEHRP”). Local building codes that model their code after the current version of the International Building Code meet the NEHRP equivalency level for seismic safety.

12. **DISTRACTED DRIVING**

The City encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease accidents caused by distracted drivers, including policies that ban text messaging while driving. The Contractor must include the substance of this section in all subcontracts that involve driving a motor vehicle in performance of the work associated with the Agreement.

13. **CLEAN AIR AND WATER POLLUTION CONTROL**

Contractor agrees to comply with all applicable standards, Executive Orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. Sec. 740-7671q) and the Federal Water Pollution Act as amended (33 U.S.C. Sec. 1251-1387). The Contractor agrees to report any violation to the City immediately upon discovery. The City assumes responsibility for notifying the Environmental Protection Agency and the Federal Aviation Administration.

14. **LIVING WAGE**

A. Living Wage Requirements: Bidders are hereby advised that the City’s Living Wage Ordinance 65597 (“**Ordinance**”) and associated “**Regulations**” apply to the service for which Bids are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the Successful Bidder and the City must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin (see **Exhibit I**, attached and incorporated herein), and, if the rates are adjusted during the term of the Agreement pursuant to the Ordinance, applicable rates after such adjustment is made. Each Bidder must submit the “Living Wage Acknowledgment and Acceptance Declaration” with its Bid which is attached hereto as **Exhibit H** and incorporated herein (See Bidder’s Checklist, Item 15). Failure to submit this declaration with the Bid will result in rejection of the Bid. A Successful Bidder’s failure to comply with Provisions related to the Living Wage Ordinance may result in termination of the Agreement and the imposition of additional penalties as set forth in the Ordinance and Regulations.

B. Living Wage Compliance Provisions: The Agreement to be awarded under the SFB is subject to the St. Louis Living Wage Ordinance Number 65597 (“**Ordinance**”) and the “**Regulations**” associated therewith as may be amended, which are incorporated herein by this reference. The Ordinance and Regulations require the following compliance measures, and Bidder hereby agrees to comply with these measures:

1. **Minimum Compensation:** Bidder hereby agrees to pay an initial hourly wage to each employee performing services related to the Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (See **Exhibit I**). The initial rate will be adjusted each year no later than April 1, and Bidder hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.
2. **Notification:** Contractor will provide the Living Wage Bulletin to all employees together with a “Notice of Coverage,” in English, Spanish, and other languages spoken by a significant number of the Contractor’s employees within thirty (30) days of contract execution for existing employees and within thirty (30) days of employment for new employees.
3. **Posting:** Contractor will post the Living Wage Bulletin, together with a “Notice of Coverage,” in English, Spanish, and other languages spoken by a significant number of the Contractor’s employees, in a prominent place in a communal area of each worksite covered by the Agreement.
4. **Subcontractors:** Bidder hereby agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors. Contractor will include these Living Wage Compliance Provisions in any contract with such Subcontractors.
5. **Term of Compliance:** Bidder hereby agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to the Agreement is being performed by Bidder’s employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Contractor will provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. **Penalties:** Bidder acknowledges and agrees that failure to comply with any provision of the Ordinance or Regulations may result in penalties specified in the Ordinance or Regulations. Penalties may include, without limitation, suspension or termination of the Agreement, forfeiture or repayment of City

funds, disbarment, and the payment of liquidated damages, as provided in the Ordinance and Regulations.

15. ANTI-DISCRIMINATING AGAINST ISRAEL ACT REQUIREMENT

- A. Bidders are advised that the Agreement executed with the successful Bidder pursuant to this SFB is subject to Section 34.600 of the Revised Statutes of Missouri 2000, as amended (the “**Anti-Discriminating Against Israel Act**”). As a condition for the award of the Agreement the successful Bidder will, **by sworn affidavit**, affirm it is not currently engaged in and shall not, for the duration of the Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business with the State of Israel.
- B. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as **Exhibit Q** entitled “Affidavit”. (See Bidder’s Checklist Item 20.) Each Bidder must submit the attached “Anti-Discriminating Against Israel Act Acknowledgment & Acceptance Declaration” with its Bid (see attached **Exhibit P**, incorporated herein and Bidder’s Checklist Item 19.) Failure to submit this declaration with your Bid will result in rejection of the Bid. A successful Bidder’s failure to comply with the Provisions of the Agreement related to the Anti-Discriminating Against Israel Act may result in the termination of the Agreement by the City and other remedies available to the City at law or in equity. Bidder will deliver a fully executed original of the Affidavit (see **Exhibit Q**), within twenty (20) days after notice to the successful Bidder of the award and prior to performing any work under the Agreement unless the Anti-Discriminating Against Israel Act does not apply to the award of the Agreement. The Anti-Discriminating Against Israel Act does not apply to contracts with a total potential value of less than One Hundred Thousand Dollars (\$100,000) or to Contractors with fewer than ten (10) employees.

BID FORM

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

APPENDIX "C"

BID FOR TERMINAL CLEANING SERVICES

The Undersigned, _____, acting on behalf of _____, the Contractor, understands all the requirements of the work set out in APPENDIX "A," the requirements set out in APPENDIX "B" and agrees to perform the required work for the following amounts subject to and in accordance with the Provisions of the Agreement.

The amount to be paid to the Contractor will be determined by the charges or rates listed below. The charges or rates will include all labor, personnel, supervision, equipment, supplies, tools, parts, and materials required to properly perform the Terminal Cleaning Services as ordered and directed by the City and in accordance with the Provisions of the Agreement.

Signature

Address

Title

City, State, Zip

Contractor

Telephone Number

Federal I.D. #

Email Address

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

**APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES**

YEAR 1

YEAR 1 MONTHLY ITEMS	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Operations Manager		x	173.33	x	12	=\$
HR/Admin		x	173.33	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=\$ _____
<u>Lead</u> Terminal 1 – All Levels; Bus Port		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 1 - All Levels		x	971	x	12	=\$
<u>Custodians</u> Terminal 1 Exterior Curbs & Sidewalks		x	728	x	12	=\$
<u>Custodians</u> Terminal 1 - Upper Level Public & Non-Public Areas		x	1,456	x	12	=\$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 1 - Mid Level Public & Non-Public Areas		x	2,184	x	12	=\$
<u>Custodians</u> Terminal 1 - Lower Level Public & Non-Public Areas		x	1,699	x	12	=\$
<u>Lead</u> A Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> A Concourse – All Levels		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> A Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Lead</u> C Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> C Concourse – All Levels		x	485	x	12	=\$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=\$
<u>Custodians</u> C Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=\$
<u>Lead</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; Pear Tree Lot		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Exterior Curbs & Sidewalks		x	728	x	12	=\$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 2 Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 E Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 F Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	728	x	12	=\$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Customs		x	347	x	12	=\$
<u>Custodians</u> Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=\$
<u>Custodians</u> Outer Buildings		x	243	x	12	=\$
<u>Supervisor/Trainer</u> Airport Authority Offices – All Areas; Airport Office Building – All Areas		x	243	x	12	=\$
<u>Custodians</u> Airport Authority Offices		x	1942	x	12	=\$
YEAR 1 MONTHLY ITEMS TOTAL (Total of column D)						=\$

YEAR 1 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
A Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
C Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
YEAR 1 OTHER TASKS TOTAL (Total of column G)			=\$

YEAR 1	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Charge for Restroom Alert System	\$ _____ Monthly	x12	=\$
Charge for Walk-Off Mats	\$ _____ Monthly	x12	=\$

Charge for Airport Cleaning Machines Preventative Maintenance	\$ <u> </u> Bi-Monthly	x6	=\$
Service Animal Relief Area Canine Turf Replacement	\$ <u> </u> Annual	x1	=\$
YEAR 1 TOTAL (Total of column J)			=\$

YEAR 1 GRAND TOTAL (D+G) *** DO NOT INCLUDE COLUMN J ***	=\$
---	-----

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

**APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES**

YEAR 2

YEAR 2 MONTHLY ITEMS	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Operations Manager		x	173.33	x	12	=\$
HR/Admin		x	173.33	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=\$ _____
<u>Lead</u> Terminal 1 – All Levels; Bus Port		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 1 - All Levels		x	971	x	12	=\$
<u>Custodians</u> Terminal 1 Exterior Curbs & Sidewalks		x	728	x	12	=\$
<u>Custodians</u> Terminal 1 - Upper Level Public & Non-Public Areas		x	1,456	x	12	=\$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 1 - Mid Level Public & Non-Public Areas		x	2,184	x	12	=\$
<u>Custodians</u> Terminal 1 - Lower Level Public & Non-Public Areas		x	1,699	x	12	=\$
<u>Lead</u> A Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> A Concourse – All Levels		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> A Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Lead</u> C Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> C Concourse – All Levels		x	485	x	12	=\$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=\$
<u>Custodians</u> C Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=\$
<u>Lead</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; Pear Tree Lot		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Exterior Curbs & Sidewalks		x	728	x	12	=\$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 2 Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 E Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 F Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	728	x	12	=\$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Customs		x	347	x	12	=\$
<u>Custodians</u> Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=\$
<u>Custodians</u> Outer Buildings		x	243	x	12	=\$
<u>Supervisor/Trainer</u> Airport Authority Offices – All Areas; Airport Office Building – All Areas		x	243	x	12	=\$
<u>Custodians</u> Airport Authority Offices		x	1942	x	12	=\$
YEAR 2 MONTHLY ITEMS TOTAL (Total of column D)						=\$

YEAR 2 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
A Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
C Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
YEAR 2 OTHER TASKS TOTAL (Total of column G)			=\$

YEAR 2	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Charge for Restroom Alert System	\$ _____ Monthly	x12	=\$
Charge for Walk-Off Mats	\$ _____ Monthly	x12	=\$

Charge for Airport Cleaning Machines Preventative Maintenance	\$ <u> </u> Bi-Monthly	x6	= \$
Service Animal Relief Area Canine Turf Replacement	\$ <u> </u> Annual	x1	= \$
YEAR 2 TOTAL (Total of column J)			= \$

YEAR 2 GRAND TOTAL (D+G) *** DO NOT INCLUDE COLUMN J ***	= \$
---	------

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

**APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES**

YEAR 3

YEAR 3 MONTHLY ITEMS	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Operations Manager		x	173.33	x	12	=\$
HR/Admin		x	173.33	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=\$ _____
<u>Lead</u> Terminal 1 – All Levels; Bus Port		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 1 - All Levels		x	971	x	12	=\$
<u>Custodians</u> Terminal 1 Exterior Curbs & Sidewalks		x	728	x	12	=\$
<u>Custodians</u> Terminal 1 - Upper Level Public & Non-Public Areas		x	1,456	x	12	=\$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 1 - Mid Level Public & Non-Public Areas		x	2,184	x	12	=\$
<u>Custodians</u> Terminal 1 - Lower Level Public & Non-Public Areas		x	1,699	x	12	=\$
<u>Lead</u> A Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> A Concourse – All Levels		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> A Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Lead</u> C Concourse – All Levels		x	728	x	12	=\$
<u>Floor Tech</u> C Concourse – All Levels		x	485	x	12	=\$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=\$
<u>Custodians</u> C Concourse - Ramp Level Public & Non-Public Areas		x	364	x	12	=\$
<u>Supervisor/Trainer</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=\$
<u>Lead</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; Pear Tree Lot		x	728	x	12	=\$
<u>Floor Tech</u> Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Exterior Curbs & Sidewalks		x	728	x	12	=\$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Terminal 2 Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=\$
<u>Custodians</u> Terminal 2 E Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 F Checkpoint Queueing & Processing Areas		x	243	x	12	=\$
<u>Custodians</u> Terminal 2 Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=\$
<u>Custodians</u> Terminal 2 Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	728	x	12	=\$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Customs		x	347	x	12	=\$
<u>Custodians</u> Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=\$
<u>Custodians</u> Outer Buildings		x	243	x	12	=\$
<u>Supervisor/Trainer</u> Airport Authority Offices – All Areas; Airport Office Building – All Areas		x	243	x	12	=\$
<u>Custodians</u> Airport Authority Offices		x	1942	x	12	=\$
YEAR 3 MONTHLY ITEMS TOTAL (Total of column D)						=\$

YEAR 3 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
A Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
C Concourse – Concourse Level High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	\$ _____ Quarterly	x4	=\$
YEAR 3 OTHER TASKS TOTAL (Total of column G)			=\$

YEAR 3	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	\$ _____ Monthly	x12	=\$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	\$ _____ Quarterly	x4	=\$
Charge for Restroom Alert System	\$ _____ Monthly	x12	=\$
Charge for Walk-Off Mats	\$ _____ Monthly	x12	=\$

Charge for Airport Cleaning Machines Preventative Maintenance	\$ <u> </u> Bi-Monthly	x6	=\$
Service Animal Relief Area Canine Turf Replacement	\$ <u> </u> Annual	x1	=\$
YEAR 3 TOTAL (Total of column J)			=\$

YEAR 3 GRAND TOTAL (D+G) *** DO NOT INCLUDE COLUMN J ***	=\$
---	-----

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

APPENDIX "C"

BID FOR TERMINAL CLEANING SERVICES

BID SUMMARY

YEAR ONE GRAND TOTAL	
YEAR TWO GRAND TOTAL	+
YEAR THREE GRAND TOTAL	+
3-YEAR BID TOTAL AMOUNT ***USED FOR THE PURPOSES OF BID EVALUATION***	=
3-YEAR TOTAL AMOUNT (COLUMN J FROM YEAR 1 + COLUMN J YEAR 2 + COLUMN J YEAR 3) *** USED FOR THE PURPOSES OF ESTABLISHING CONTRACT NOT TO EXCEED AMOUNT ***	=

Notes:

- * All costs are to be shown in dollars and cents.
- ** The amounts, as referenced above, are not to be construed as an indication of the amount of work to be completed by the Bidder. They are used only as a model to aid in determining the lowest and best bidder. The actual amount of work to be performed by the successful Bidder may be greater or less than the amounts used in the model.
- *** The sum of the values entered for the *3-Year Bid Total Amount* [Years 1 – 3] plus the 3-year total amount should be used as the Total Dollar Amount of Contract by Bidders when completing the MBE/WBE Utilization Plan (Attachment 2).

BIDDER'S CHECKLIST
(Required Submittals)

Please review the enclosed Bidder's checklist VERY carefully. ALL Bidders MUST SUBMIT EACH AND EVERY DOCUMENT LISTED ON THE CHECKLIST.

Note to certified M/WBEs: If M/WBE participation is included, you MUST complete, sign and submit the Utilization Plan and Good Faith Effort Forms. Please include your company as one of the participants on the M/WBE Utilization Plan along with your chosen M/WBE subcontractors, if any. (See Appendix B, Section 5 of this SFB.)

ONLY certified M/WBEs (as noted in the document!) may be counted towards participation goals! Read the related solicitation specification carefully! (See Appendix B, Section 5 of this SFB.)

Any and all questions about the M/WBE Program and what companies are and are not certified may be answered by the Airport Business Diversity Development (BDD) Office (314) 426-8111. Or see the web: <http://www.flystl.com/bdd>.

- 1. Signed Original Bid Form**
(See Appendix C)
- 2. Proposal To Bond Form**
(See Appendix A, Section 26 & Attachment 1)
- 3. Completed M/WBE Utilization Plan**
(See Appendix B, Sections 5.G & Attachment 2)
- 4. Completed Good Faith Efforts Documentation Forms**
(See Appendix B, Section 5.E & Attachment 3)
- 5. Notice of Intent To Perform As A Subcontractor/Material Supplier**
(See Appendix B, Section 5.G & Attachment 4)
- 6. Completed Authorized Submission Form**
(See Attachment 5)
- 7. Financial Statements**
(See Appendix A, Section 3.G)
- 8. Statement of Qualifications (SOQ) – Written Synopsis**
See Appendix A, Section 3.F, subsections 1, 2 3, 6, 7, 8, & 9

9. Bidder's Listing of Comparable Experience

(See Appendix A, Section 3.F (4) & Attachment 8)

10. Bidder's Listing of Subcontractor's Comparable Experience

(See Appendix A, Section 3.F (5) & Attachment 9)

11. Operations Manager (Proposed) Resume & Biography

(See Appendix A, Section 3.)

12. State of Missouri Certificate of Good Standing

(See Appendix A, Section 3.H)

13. Missouri Unauthorized Aliens Law Acknowledgement & Acceptance Form

(See Appendix A, Section 27 and Exhibit F)

14. Missouri Unauthorized Aliens Law Affidavit

(See Appendix A, Section 27 and Exhibit G)

15. Living Wage Acknowledgement & Acceptance Form

(See Appendix B, Section 14 and Exhibit H)

16. Equipment List

(See Appendix A, Section 3.I and Exhibit B)

17. Synopsis of any Termination or Debarments

(See Appendix A, Section 3.J)

18. Airport Authority Subcontractor/Supplier List

(See Appendix A, Sections 3.D & Attachment 6)

19. Anti-Discrimination Against Israel Act Acknowledgment & Acceptance Declaration

(See Appendix B, Section 15 & Exhibit P)

20. Anti-Discrimination Against Israel Act Affidavit

(See Appendix B, Section 15 & Exhibit Q)

21. Subcontractor Business Information

(See Attachment 7)

Attachment 1

Proposal To Bond Form

PROPOSAL TO BOND

The authorized representative of [Surety Company Name & Address]:

licensed in Missouri, as Surety, does hereby state that he/she understands the obligation of the Bidder under the bid(s) presented above and further understands and agrees to perform as surety for the Bidder as required by APPENDIX A Technical Specifications, Section 26, PERFORMANCE AND PAYMENT BOND, in the event that the bid(s) of _____, the Bidder, is accepted by the City of St. Louis, Missouri.

Signature _____

Title _____

Date _____

PERFORMANCE AND PAYMENT BONDS

- A. At or prior to the execution of the Agreement, the Successful Bidder or Contractor(s) will immediately execute a Performance Bond and a Payment Bond each in the amount as provided for in this section with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of the Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 26. The Contractor will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds and/or Payment Bonds and if the Contractor's Performance Bonds and/or Payment Bonds are terminated, cancelled, not renewed or extended, the Contractor shall promptly provide the City with a replacement bond(s) in full compliance with Appendix A, Section 26. Any sum or sums derived from said Performance Bond and/or Payment Bond will be used for the completion of the Agreement and the payment of laborers and material suppliers, as the case may be. The Contractor must provide a Performance Bond and a Payment Bond each in the amount of Eight Hundred Thousand Dollars (\$800,000.00).
- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of the Agreement begins.
- C. Bidder will submit along with the Bidder's Bid, a completed "**Proposal To Bond Form**" attached hereto as Attachment 1 and incorporated herein, executed by the Bidder's Surety Company or a Proposal To Bond on the Surety Company's stationary for the Bid submitted by the Bidder. (See Bidder's Checklist Item 2 and **Attachment 1**, entitled "Proposal to Bond Form" incorporated herein).

Attachment 2

MBE/WBE Utilization Plan

Bidders, please see the pdf entitled “Solicitation Fillable Forms for SFB” located on the Airport website for the form in this attachment.”

Attachment 3

MBE/WBE Contractor's Good Faith Efforts Forms

Bidders, please see the pdf entitled "Solicitation Fillable Forms for SFB" located on the Airport website for the form in this attachment."

Attachment 4

Notice of Intent To Perform As A Subcontractor And/Or Material Supplier

Bidders, please see the pdf entitled “Solicitation Fillable Forms for SFB” located on the Airport website for the form in this attachment.”

Attachment 5

Authorized Submission Form

AUTHORIZED SUBMISSION

The undersigned, in submitting this Bid, represents that he/she is authorized to obligate his/her firm and that the firm is not currently in arrears or default to the City upon any debt or contract and is not a defaulter as surety or otherwise, upon any obligation to the City within the last three (3) years and to the best of the undersigned's knowledge and belief, the information provided in this bid submission is true and correct.

Submitted by:

(Firm Name)

By:

(Signature)

(Typed or Printed Name)

(Title)

(Date)

Address:

Telephone Number:

Email Address:

Federal ID Number:

Attachment 6
Airport Authority Subcontractor/Supplier List

Bidders, please see the pdf entitled “Solicitation Fillable Forms for SFB” located on the Airport website for the form in this attachment.”

Attachment 7

Subcontractor Business Information

SUBCONTRACTOR BUSINESS INFORMATION
(Complete for EACH subcontractor to be utilized – attach additional pages as needed)

Business Name #1

Address (with Zip Code)

Federal Tax Identification Number

Business Name #2

Address (with Zip Code)

Federal Tax Identification Number

Business Name #3

Address (with Zip Code)

Federal Tax Identification Number

Attachment 8

Bidder's Listing of Comparable Experience

Bidder's Listing of Comparable Experience

Company Name: _____ Address _____ Date Established _____

Contact _____ Title _____ Phone _____ Email _____

Please provide a brief overview of the company and its capabilities.

Please provide a list of contract references which meet the qualifications as outlined in SFB and support the percentage of work proposed in the utilization plan

Vendor- Contact Name Facility Address Phone Email	General Description of Facility and Services Provided	Square Footage Cleaned	Contract Start Date	Contract End Date

Attachment 9

Bidder's Listing of Subcontractor's Comparable Experience

Bidder's Listing of Subcontractor's Comparable Experience

Company Name: _____ Address _____ Date Established _____

Contact _____ Title _____ Phone _____ Email _____

Please provide a brief overview of the company and its capabilities.

Please provide a list of contract references which meet the qualifications as outlined in SFB and support the percentage of work proposed in the utilization plan

Vendor- Contact Name Facility Address Phone Email	General Description of Facility and Services Provided	Square Footage Cleaned	Contract Start Date	Contract End Date

Exhibit A

Manpower List

MANPOWER LIST

Prior to performing any work under the Agreement, the Successful Bidder(s), subject to and in accordance with the Provisions of the Agreement will provide a list of employees to be used per shift by class, the number of male and female employees per shift, a breakdown of number employees per concourse or combined areas per shift, and staffing to accomplish the required cleaning schedule contained in Appendix "A." ANY CHANGES TO THE MANPOWER LIST SUBMITTED BY THE CONTRACTOR MUST BE APPROVED IN ADVANCE BY THE AIRPORT REPRESENTATIVE IN WRITING. **(SEE APPENDIX A, SECTION 3.j. Note: During the hours of 6AM until 10PM the restrooms will not be closed for cleaning.**

Total number of employee's anticipated _____ (Please show total number of Male ("M"), Female ("F"), and Supervisory ("S") Employees)

Area	Days				Afternoons				Nights			
	Total Employees	M	F	S	Total Employees	M	F	S	Total Employees	M	F	S
Terminal 1 public												
A Concourse												
C Concourse												
Terminal 2 public												
Terminal 2 concourse												
Terminal 2 Customs												
Apron Level – A and C Concourses												
Hold Rooms												
Floor Techs	N/A				N/A							
Total Employees Per Shift												

M = Male Employee F = Female Employee S – Supervisor, Assistant Manager, Project Manager

Note: The Manpower List is not to be submitted with your Bid. See Appendix A, Section 3K of the SFB

Exhibit B

Equipment List

EQUIPMENT LIST

Equipment On Hand

Equipment To Acquire

[illegible][illegible]

Exhibit C

Scope of Work

**TERMINAL 1 - PRE SECURITY
UPPER LEVEL / MID LEVEL / LOWER LEVEL**

Exterior Curbs & Sidewalks

**Upper Level: Departing Flights Drive Sidewalk & Courtyards. T1 Metrolink Platform.
Mid Level: Arriving Flights Drive Sidewalk & Island**

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x

ENTRYWAYS & EXITS

**Upper Level: Exits 1 - 6
Mid Level: Exits 11 - 18 & Red Level Doors near Exit 12 & Exit 17**

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x
Exit 12 & Exit 17 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x
Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
Exit 12 & Exit 17 - Wet mop landing, stairs and ramps with disinfectant solution.	Once per 8 Hour Shift			x
Exit 12 & Exit 17 - Wet mop landing, stairs and ramps with disinfectant solution.	Once per 8 Hour Shift			x

CORRIDORS & HALLWAYS

Upper Level. Mid Level. Lower Level (T1 Loading Dock area; T1 Bag Room; TSA Matrix Area; Inflight)

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	
Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	
Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	

Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Stage - Vacuum.	Once Every 8 Hour Shift			x
B/C Connector - Vacuum.	Once Every 8 Hour Shift			x
The Meeting Place/Lambert Gallery - Vacuum	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Replace Walk Off Mats	Weekly or as needed based on weather conditions.			x
Stage - Clean and polish piano.	Weekly			x
Art Display Windows - Cleaning Windows (both sides)	Weekly			x
Art Display Windows - Vacuum area behind windows	Weekly			x
Red Chairs & Associated Tables - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Red Benches - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
T1 Bag Room - Pan and broom.	Weekly			x
T1 Bag Room - Vacuum.	Weekly			x
T1 Bag Room - Machine scrub concrete floor. *Safety vest must be worn when working in the T1 Bag Room.	Weekly			x
T1 Bag Room - Wipe down and disinfect poles, bollards, vents, signs, etc. Use degreaser as necessary. *Safety vest must be worn when working in the T1 Bag Room.	Weekly			x
T1 Bag Room - Dust air curtains.	Weekly			x
T1 Bag Room - Dust all light fixtures.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x

Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Ticket Counter Office Roofs - Sweep, vacuum, dust and remove all debris on top of ticket counter roofs.	Annually			x
RESTROOMS & FAMILY ASSISTS				
Upper Level: Exit 6; T1 Metrolink. Mid Level: Joanne Wayne Conference Room; West Public; East Public; Exit 15 Employee Only; Exit 11. Level: Inflight; T1 Bag Room East End (MT-1054); T1 Bag Room Inside Matrix; T1 Bag Room West End (MT-1071 & MT-1083).				Lower
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x

Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Replace urinal screens	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
CUSTODIAL CLOSETS; SLOP SINK AREAS; TRASH ROOMS				
Upper Level. Mid Level. Lower Level.				
CLEANING DUTIES	INTERVAL	SHIFT		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Wet mop and machine scrub compactor room floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and scrub T1 Loading Dock catwalk and ramp with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and scrub trash room floor leading to catwalk with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and machine scrub floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and machine scrub custodial closet floor with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x
ELEVATORS & ESCALATORS				
Elevators: T1-1; T1-2; T1-3; T1-4; T1-5; T1-6; T1G-1; T1G-2; T1G-3; T1G-4; T1G-5; T1G-6. Escalators: T1-7; T1-8; T1-10; T1-11; T1-12; T1-15; T1-16.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
FIRE STAIRWELLS				
Upper Level. Mid Level. Lower Level.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		

Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
JOANNE WAYNE CONFERENCE ROOM; AIRPORT CONFERENCE ROOM; LINDBERGH CONFERENCE ROOM				
MTS-2510; D-1018; MT-3002				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Once Per 8 Hour Shift			x
Spot mop spills or stains on floor.	As Needed	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings.	Once Every 8 Hour Shift			x
Carpet - Vacuum.	Once Every 8 Hour Shift			x
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Deep clean and disinfect chairs, per fabric care instructions.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
SECURITY GUARD OFFICE & BREAKROOM				
MTS-2548				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	

Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, railings, etc.)	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Tile Floors - Machine scrub and wax floors	Weekly		x	
Deep clean and disinfect chairs, per fabric care instructions.	Weekly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Dust and wipe down large cloud-style light fixtures.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly		x	
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
B CONCOURSE TRAINING ROOM				
B-2004				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			
Wipe down and disinfect tables, computer cubicals and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x

Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

OTHER CLEANING DUTIES

TERMINALS & CONCOURSE - REQUESTS FOR SERVICE; RESTROOM ALERT NOTIFICATIONS; MECHANICAL/ELECTRICAL ROOMS; VACANT SPACES

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Respond to requests for service (emergency clean ups, wet spills, bio clean-ups, etc.)	Upon Request	UPON REQUEST		
Respond to Restroom Alert notifications.	Upon Request	UPON REQUEST		
Pick up trash/debris.	Upon Request	UPON REQUEST		
Sweep floors.	Upon Request	UPON REQUEST		
Carpet - Vacuum.	Upon Request	UPON REQUEST		
Tile Floors - Mop with disinfectant cleaner.	Upon Request	UPON REQUEST		
Tile Floors - Machine scrub and wax floors	Upon Request	UPON REQUEST		
Clean and polish base moldings	Upon Request	UPON REQUEST		
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Upon Request	UPON REQUEST		
Spot clean any spills or carpet stains.	Upon Request	UPON REQUEST		
Clean and polish base moldings	Upon Request	UPON REQUEST		
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request	UPON REQUEST		
Damp wipe all doors and frames and window ledges.	Upon Request	UPON REQUEST		
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request	UPON REQUEST		
Dust lighting, fixtures and sign faces and tops.	Upon Request	UPON REQUEST		
Dust and wipe down large cloud-style light fixtures.	Upon Request	UPON REQUEST		
Clean walls and vertical surfaces.	Upon Request	UPON REQUEST		
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request	UPON REQUEST		

High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Upon Request	UPON REQUEST		
Other cleaning needs as requested.	Upon Request	UPON REQUEST		
A CHECKPOINT				
PASSENGER QUEUEING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x

Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360.	Weekly (Sundays)			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate.	Quarterly			x
A CONCOURSE CONCOURSE LEVEL & RAMP LEVEL				
CORRIDORS & HALLWAYS				
Concourse & Ramp Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas (near Gate A8)	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x

Clean and polish base moldings	Once Every 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
RESTROOMS & FAMILY ASSISTS				
Concourse Level - A2; A8 & A16. Ramp Level - A16				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x

Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
LACTATION SUITE				
A10				

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
SERVICE ANIMAL RELIEF AREA (SARA)				
A16				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and chrome fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x
Empty trash containers.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash containers.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

Replace K-9 turf	Annually	x		
HOLD ROOMS				
Between Gate A3 & Starbucks; Gate A9; Gate A15 (Subject to change)				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Concourse Level & Ramp Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x

Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	x
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Wet mop and machine scrub compactor room floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Scrub and disinfect trash chute doors (inside and outside) and walls.	Monthly			x
Wet mop and machine scrub custodial closet floor with cleaner/degreaser and disinfectant.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x
ELEVATORS				
A8 & A17				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (elevator interior; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
FIRE STAIRWELLS				
8 Stairwells - Doors Ending in "FS"				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

C CHECKPOINT				
PASSENGER QUEUEING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x

Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
C CONCOURSE CONCOURSE LEVEL & RAMP LEVEL				
CORRIDORS & HALLWAYS				
Concourse Level. Ramp Level On Request.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x

Deep clean and disinfect, per fabric care instructions, red chairs and associated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
RESTROOMS & FAMILY ASSISTS				
Concourse Level - C2; C9; C17; C23 & C28. Ramp Level - C5				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x

Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
LACTATION SUITE				
C9				

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
SERVICE ANIMAL RELIEF AREA (SARA)				
C24				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and chrome fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x
Empty trash cans.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly			x
Replace K-9 turf	Annually	x		
HOLD ROOMS				

Gate C2; The Magic House Play Port; Gate C3; Gate C9; Gate C17; Gate C24; Gate C25; Gate C27; Gate C28; Gate C29 & Gate C31 (subject to change)				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust art work	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Concourse Level & Ramp Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x

Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
ELEVATORS				
C7, C18 & C28				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
FIRE STAIRWELLS				
Stairwells - Doors Ending in "FS"				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
D CONCOURSE CONCOURSE LEVEL				
CORRIDORS & HALLWAYS				

Concourse Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	x		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x		
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Floors - Pan and broom trash and litter.	Upon Request	Upon Request		
Floors - Spot mop spills and stains.	Upon Request	Upon Request		
Floors - Vacuum.	Upon Request	Upon Request		
Spot clean walls and metal brightwork.	Upon Request	Upon Request		
Remove gummed labels from walls and metal surfaces.	Upon Request	Upon Request		
Wipe down and disinfect railings and hand rails.	Upon Request	Upon Request		
Clean and disinfect phones and phone areas.	Upon Request	Upon Request		
Clean walls, floor, ceiling and air vent at water fountain area.	Upon Request	Upon Request		
Clean signs and hand sanitizers and bases.	Upon Request	Upon Request		
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Upon Request	Upon Request		
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Upon Request	Upon Request		
Clean and polish base moldings	Upon Request	Upon Request		
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Upon Request	Upon Request		
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request	Upon Request		
Damp wipe all doors and frames and window ledges.	Upon Request	Upon Request		
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request	Upon Request		
Dust corridor lighting, fixtures and sign faces and tops.	Upon Request	Upon Request		
Dust and wipe down large cloud-style light fixtures.	Upon Request	Upon Request		
Clean walls and vertical surfaces.	Upon Request	Upon Request		
Clean and disinfect inside and outside of all trash containers.	Upon Request	Upon Request		
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request	Upon Request		
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Upon Request	Upon Request		
FAMILY ASSIST & WATER FOUNTAIN				
Concourse Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Per 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Per 8 Hour Shift	x		

Refill soap dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Per 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Per 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Per 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Per 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Per 8 Hour Shift	x		
Pick up litter.	Once Per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Per 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Per 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x

Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Concourse Level & Ramp Level				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Per 8 Hour Shift	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
ELEVATORS				
D8				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	Upon Request	Upon Request		
Wipe down and disinfect buttons (interior and exterior).	Upon Request	Upon Request		
Wipe down and disinfect handrails.	Upon Request	Upon Request		
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Upon Request	Upon Request		
FIRE STAIRWELLS				
Stairwells - Doors Ending in "FS"				
CLEANING DUTIES	INTERVAL	SHIFT		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
TERMINAL 2 - PRE SECURITY UPPER LEVEL / LOWER LEVEL				
Exterior Curbs & Sidewalks				
Upper Level: Departing Flights Drive Sidewalk & T2 Metrolink Platform & Elevator Vestibule. Lower Level: Arriving Flights Drive Sidewalk & Island & "U"				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings and poles. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x
ENTRYWAYS & EXITS				
Upper Level: Exits 1 - 3 Lower Level: Exits 10 - 16				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x
Exit 16 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x

Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
CORRIDORS & HALLWAYS				
Upper Level. Lower Level.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	
Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	
Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, red chairs and associated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x

Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
RESTROOMS & FAMILY ASSISTS				
Upper Level: Exit 3. Lower Level: Exit 12 & Exit 16				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x

Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Replace urinal screens	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Upper Level. Lower Level.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	

Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
T2 Loading Dock Hallway & Ramp - Wet mop and scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
ELEVATORS & ESCALATORS				
Elevators: T2-1; T2-2; T2G-1; T2G-2; T2G-3; T2G-4 (T2 Metrolink). Escalators: T2-3 & T2-4.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	x
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
FIRE STAIRWELLS				
Stairwells - Doors Ending in "FS"				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
AIRPORT POLICE DEPARTMENT - T2 SUBSTATION				
ET-1009				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	

Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, telephones, etc.)	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Deep clean and disinfect chairs, per fabric care instructions.	Monthly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
T2 TRAINING ROOM				
E-1079				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			
Wipe down and disinfect tables, computer cubicals and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, light switches, telephones, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x

Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
E CHECKPOINT				
PASSENGER QUEUEING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x

Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
F CHECKPOINT				
PASSENGER QUEUEING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x

Clean and disinfect inside and outside of all trash containers.	Monthly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
TERMINAL 2 - POST SECURITY UPPER LEVEL / LOWER LEVEL				
CORRIDORS & HALLWAYS				
Upper Level / Lower Level (Btw Gate E33 & E34 & TSA OSAR Space)				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD

Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Vacuum carpeted areas.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
RESTROOMS & FAMILY ASSISTS				
Upper Level: E10; E18; E33 & E40. Lower Level: D-1440; D-1442 & TSA OSAR (D-1434A & D-1434B).				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	

Refill paper towel dispensers; test dispenser to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect stall door handles and locks.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect baby changing tables.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot clean walls, metal brightwork, and mirrors.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot mop spills or stains on floor.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Pick up litter.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Empty all trash and sanitary napkin containers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Complete Restroom Inspection Verification Form.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	

In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x

Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
LACTATION SUITE				
E33				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
SERVICE ANIMAL RELIEF AREA (SARA)				
E4 & E40				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x

Empty trash cans.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly			x
Replace K-9 turf	Annually	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
HOLD ROOMS				
E29 (subject to change)				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Upper Level / Lower Level				
		SHIFT		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
ELEVATORS				
Elevators: E-1; E-2; E-3; E-4; E-5; E-6				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
FIRE STAIRWELLS				
Stairwells - Doors Ending in "FS"				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x

Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
CUSTOMS				
CORRIDORS, HALLWAYS & OPEN AREAS				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	Once Every 8 Hour Shift	x		
Floors - Vacuum.	Once Every 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	x		
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x		
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x		
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x		
Clean glass partitions on inspection stations.	Once Every 8 Hour Shift	x		
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift	x		
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift	x		
Clean and polish base moldings	Once Every 8 Hour Shift	x		
Tile Floor - Machine scrub and wax tile floor.	Weekly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Dust and wipe down large cloud-style light fixtures.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly	x		
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
RESTROOMS & FAMILY ASSISTS				
2 Large Restroom; 2 Small Restrooms; 2 Family Assist				
CLEANING DUTIES	INTERVAL	SHIFT		

		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	x		
Pick up litter.	Once Every 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift	x		
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift	x		
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		

Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	x		
Complete Restroom Inspection Form.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly	x		
Clean and polish stainless steel base molding.	Weekly	x		
Dust and clean ceilings	Weekly	x		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly	x		
Replace urinal screens	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Wash walls and remove mold/mildew from tile grout.	Monthly	x		
Change deodorizers, as needed.	Monthly	x		
Tile Floors - Machine scrub and wax floors	Monthly	x		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly	x		
CUSTOMS AND BORDER PROTECTION EMPLOYEE RESTROOMS				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Pick up litter.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift; Wed - Sun Only	x		

Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift; Wed - Sun Only	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift; Wed - Sun Only	x		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. <i>*Note--Special care must be taken to assure no mop build-up around the edges and corners.</i>	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean mirrors.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean and disinfect baby changing tables.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Restock paper towels, toilet paper and toilet seat covers.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Complete Restroom Inspection Form.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Sanitize restroom with Clorox 360	Weekly (Sundays)	x		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	x		
Clean and polish stainless steel base molding.	Weekly (Sundays)	x		
Dust and clean ceilings	Weekly (Sundays)	x		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly (Sundays)	x		
Replace urinal screens	Monthly (First Sunday of the Month)	x		

Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	x		
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	x		
Change deodorizers, as needed.	Monthly (First Sunday of the Month)	x		
Tile Floors - Machine scrub and wax floors	Monthly (First Sunday of the Month)	x		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly (First Sunday of the Month)	x		
CUSTOMS AND BORDER PROTECTION OFFICES & BREAK ROOM				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty all trash containers.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Wipe down and disinfect break room tables and chairs.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Dust offices	Once Every 8 Hour Shift; Wed - Sun Only	x		
Wipe down and disinfect high touch areas (door handles, knobs, telephones, etc.)	Once Every 8 Hour Shift; Wed - Sun Only	x		
Sweep floor.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Mop floors.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Vacuum carpet.	Once Every 8 Hour Shift; Wed - Sun Only	x		
Sweep/mop hallway	Once Every 8 Hour Shift; Wed - Sun Only	x		
Strip and wax floors.	Quarterly	x		
EXTERIOR TRASH COMPACTOR AREAS				
OUTSIDE OF THE BUILDINGS ON THE RAMP LEVEL & AT THE LOADING DOCKS				
Terminal 1 Loading Dock; Gate A9; Gate C7; Gate C24; Terminal 2 Loading Dock; Gate E10; Gate E18; Gate E33; Gate E40				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Sweep, remove and dispose of all debris.	Bi-Monthly (Once Every Two Weeks) or more frequently as needed			x
Power wash all floors, pavement, walls, outsides of compactors and outsides of trash container units with cleaner/degreaser and disinfectant to remove grease, dirt, debris and odor from compactor, container and compactor containment area. Do not spray directly on electrical controls.	Bi-Monthly (Once Every Two Weeks) or more frequently as needed			x
Note - These trash compactors areas are located outside of the building, on the Ramp Level. Some locations have at least one side open to the elements, while other locations have all sides open to the elements. All locations have accessible water spigots except for Gate C24. Contractor will need to make arrangements to get water to the Gate C24 location. Contractor will need to acquire a water key to access the water spigots.				
OUTER BUILDINGS				
BUS PORT				
Restrooms, Custodial Closet, Common Area, Interior Staircase into Garage & Exterior Sidewalk				
CLEANING DUTIES	INTERVAL	SHIFT		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Interior Staircase and Landing - Pan and broom and pick up trash/debris.	Once Per 8 Hour Shift	x		
Exterior Sidewalk - Pan and broom and pick-up trash/debris.	Once Per 8 Hour Shift	x		
Sweep floor.	Once Per 8 Hour Shift	x		
Pick up trash/debris.	Once Per 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x		
Wipe down and disinfect chairs and tables.	Once Per 8 Hour Shift	x		
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	x		
Pick up litter.	Once Every 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		

Clean drain cover and pour approved solution into floor drains.	Weekly	x		
Clean and polish stainless steel base molding.	Weekly	x		
Dust and clean ceilings, vents, lights and signs.	Weekly	x		
Interior Staircase & Landing - Wet mop and scrub with disinfectant.	Weekly	x		
Replace urinal screens	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Wash walls and remove mold/mildew from tile grout.	Monthly	x		
Change deodorizers, as needed.	Monthly	x		
Clean windows.	Monthly	x		
Tile Floors - Machine scrub and wax floors	Monthly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
OUTER BUILDINGS				
PEAR TREE LOT (TAXI CAB STAGING LOT)				
Restrooms & Custodial Closet				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Sweep floor.	Once Per 8 Hour Shift	x		
Pick up trash/debris.	Once Per 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x		
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		

Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		
Clean drain cover and pour approved solution into floor drains.	Weekly	x		
Dust and clean ceilings, vents, lights and signs.	Weekly	x		
Replace urinal screens	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Wash walls and remove mold/mildew from tile grout.	Monthly	x		
Change deodorizers, as needed.	Monthly	x		
Tile Floors - Machine scrub.	Monthly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
OUTER BUILDINGS				
AIRPORT OFFICE BUILDING				

To be cleaned after 5pm. 1st Floor Lobby Area; 4th Floor; Fire Stairwells; All Elevators				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	Once Every 8 Hour Shift		x	
Floors & Stairs - Spot mop spills and stains.	Once Every 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift		x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift		x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift		x	
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift		x	
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift		x	
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Vacuum all carpeted areas.	Once Every 8 Hour Shift		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift		x	
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect buttons (interior and exterior).	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect handrails.	Once Every 8 Hour Shift		x	
Elevator Floors - Mop and disinfect floor (interior elevator; landings, stairs & vestibules) or vacuum.	Once Every 8 Hour Shift		x	
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift		x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift		x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift		x	
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift		x	
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift		x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift		x	
Spot mop spills or stains on floor.	Once Every 8 Hour Shift		x	
Pick up litter.	Once Every 8 Hour Shift		x	
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift		x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift		x	

Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift		x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift		x	
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift		x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift		x	
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift		x	
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift		x	
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift		x	
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift		x	
Clean mirrors.	Once Every 8 Hour Shift		x	
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift		x	
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift		x	
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift		x	
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift		x	
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Sanitize restroom with Clorox 360	Weekly (Sundays)		x	
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)		x	
Clean and polish stainless steel base molding.	Weekly (Sundays)		x	
Dust and clean ceilings	Weekly (Sundays)		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly (Sundays)		x	
Clean ceilings and dust light fixtures.	Weekly (Sundays)		x	
Damp wipe and disinfect doors and door frames.	Weekly (Sundays)		x	
Replace urinal screens	Monthly (First Sunday of the Month)		x	
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)		x	
Change deodorizers, as needed.	Monthly (First Sunday of the Month)		x	
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust corridor lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	

Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Tile Floors - Machine scrub and wax floors	Quarterly		x	
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
OUTER BUILDINGS				
MATERIALS MANAGEMENT; WHITE HOUSE; AIRFIELD MAINTENANCE; LANDSCAPING; BUILDING MAINTENANCE; WEST CLIMATE CONTROL, ELECTRIC SHOP, K9 & EAST CLIMATE CONTROL.				
Materials Management: Monday - Friday. Cleaned prior to 4pm. Building closes at 4pm. Entry foyer, hallways, offices, conference room, breakroom, mailroom, kitchen area, file room, front restrooms, back warehouse restroom, warehouse aisles and warehouse office.				
White House: Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.				
Airfield Maintenance: High traffic building. Daily Service. 2nd Floor office cleaned prior to 3pm. Entry area, hallways, multiple offices, several large breakrooms, multiple locker rooms, and large restrooms with showers.				
Landscaping: Monday - Friday. Cleaned prior to 2:30pm. Building closes at 2:30pm. Entry foyer, common areas, hallways, office and restrooms.				
Building Maintenance: Daily Service. Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.				
West Climate Control: Daily Service. Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.				
Electric Shop: Daily Service. Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.				
K9: Monday/Wednesday/Friday. Coordinate with Airport Police to access facility. Entry foyer, common areas, hallways, offices, training rooms, restrooms, breakroom.				
West Climate Control: Daily Service. Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom trash and litter.	Once Every 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift		x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift		x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift		x	
Clean and disinfect door knobs, handles and other high touch items.	Once Every 8 Hour Shift		x	

Wipe down and disinfect tables, chairs, countertops.	Once Every 8 Hour Shift		x	
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift		x	
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift		x	
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Vacuum all carpeted areas.	Once Every 8 Hour Shift		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift		x	
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift		x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift		x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift		x	
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift		x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift		x	
Spot mop spills or stains on floor.	Once Every 8 Hour Shift		x	
Pick up litter.	Once Every 8 Hour Shift		x	
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift		x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift		x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift		x	
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift		x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift		x	
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift		x	
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift		x	
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift		x	
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift		x	
Clean mirrors.	Once Every 8 Hour Shift		x	
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift		x	
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift		x	

Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift		x	
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift		x	
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift		x	
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean and disinfect showers.	Once Every 8 Hour Shift		x	
Sanitize restroom with Clorox 360	Weekly (Sundays)		x	
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)		x	
Clean and polish stainless steel base molding.	Weekly (Sundays)		x	
Dust and clean ceilings	Weekly (Sundays)		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly (Sundays)		x	
Clean ceilings and dust light fixtures.	Weekly (Sundays)		x	
Damp wipe and disinfect doors and door frames.	Weekly (Sundays)		x	
Replace urinal screens	Monthly (First Sunday of the Month)		x	
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)		x	
Change deodorizers, as needed.	Monthly (First Sunday of the Month)		x	
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust corridor lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Tile Floors - Machine scrub and wax floors	Quarterly		x	
High Dusting - Dust and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

Exhibit D

Scope of Work Area Maps

**MAPS WILL BE ADDED
AT A LATER DATE VIA
AN ADDENDUM TO
THE SFB.**

**CHECK THE WEBSITE
FOR ANY ADDENDUMS
THAT ARE ISSUED.**

Exhibit E

Staffing Guidelines & Requirements

Exhibit E

STAFFING GUIDELINES AND REQUIREMENTS

2.1 **POSITION: OPERATIONS MANAGER (OM) –**

- 2.1.1 Normal hours OM will be on site on 1st shift, Monday through Friday, however, all shifts will require the manager to be on site at scheduled and unscheduled times to support staff and Terminal needs, i.e., emergency operations, weather support, etc.
- 2.1.2 This position will represent the Contractor at the Airport. The Operations Manager (OM) shall have the ability to make decisions and have authority to obligate the Contractor on a financial and personnel basis. The OM will be the point of contact between the Management Team and the Contractor. The OM manages all contacted custodial operations including supervision, scheduling, inspection, and control of all custodial and related services as communicated and directed by the Airport. **This position will be responsible for and expected to monitor and enforce a progressive discipline policy, approved by the Airport Representative. It is expected the OM will take strict action, up to and including termination, to prevent abuse of call outs, lack of performance, poor customer service and no-shows.**
- 2.1.3 The OM must have knowledge of custodial means and methods and staffing skills necessary to achieve satisfactory results in an efficient manner.
- 2.1.4 The OM must have knowledge of contract requirements and creation of efficient work force planning to maintain properly skilled staffing levels to satisfy the contract.
- 2.1.5 The OM shall supervise custodial staff in a manner that does not disrupt, endanger, unreasonably interfere with, or delay the operations or activities or the tenants or movement of the traveling public.
- 2.1.6 The OM ensures cleaning practices; safety and quality control are being maintained while being compliant with all applicable OSHA, EPA, and direction provided by the Airport.
- 2.1.7 The OM communicates and interacts effectively with Airport Representative, the Airport Engineering Technicians and the Airport Housekeeping Manager.
- 2.1.8 **ESSENTIAL DUTIES AND RESPONSIBILITIES**
 - 2.1.8.1 The OM maintains current knowledge of best practice in cleaning and assessment and work related skills.
 - 2.1.8.2 The OM shall be in charge of the Contractor's staffing, including work schedules and absence management which shall include scheduling vacations, Holidays, sick time,

etc. The OM shall maintain up to date payroll records, and provide reports as required by the Airport's Management Team.

- 2.1.8.3 Evaluates the performance of subordinate staff, monitors and documents attendance and behavior patterns, confers with employees, and writes performance evaluations.
- 2.1.8.4 Initiates, and participates in the disciplinary process; coordinates, plans, commends and carries out disciplinary actions as needed.
- 2.1.8.5 Updates documentation of all primary work processes such as Cleaning, Loss Prevention, Emergency Response, and Disaster Recovery Plans to be reviewed annually.
- 2.1.8.6 Supervises and coordinates the work direction for workers to ensure productive work flow.
- 2.1.8.7 Able to function appropriately and direct the crew under demanding conditions and in emergency situations.
- 2.1.8.8 Counsels, coaches, and supervises all custodial employees associated within assigned contract.
- 2.1.8.9 Implements Daily/Weekly/Monthly/Quarterly/Annual schedules and checklists.
- 2.1.9 REPORTING REQUIREMENTS
 - 2.1.9.1 The OM shall provide a work status report in a Daily Summary to the Airport Representative in a form acceptable to the Airport Representative.
 - 2.1.9.2 The OM shall provide a comprehensive Monthly and Annual Report to the STL Ops & Mx team in a form acceptable to the Airport Representative.
 - 2.1.9.3 The Airport requires the Contractor to keep records on the following, and the Operations Manager shall keep the following records in a form acceptable to the Airport Representative:
 - 2.1.9.3.1 Contractor's and Subcontractor's personnel records.
 - 2.1.9.3.2 An up-to-date database for equipment and inventory.
 - 2.1.9.4 The manager and the contracting firm must keep books; records, and documents of the Contractor and its Subcontractor(s), as they relate to Work performed under this Agreement.
 - 2.1.9.5 A comprehensive Monthly and Annual Report must contain and address and resolve the following, but not be limited to:

- 2.1.9.5.1 Serious issues and concerns with operations
- 2.1.9.5.2 Staffing, equipment, supplies, materials issues
- 2.1.9.5.3 Electronic records of weekly time for each employee and Subcontractor(s)
- 2.1.9.5.4 Complete description of the method and procedures for collection of data
- 2.1.9.5.5 A summary of Daily Maintenance Log Sheets
- 2.1.9.5.6 Accounting for parts and labor spend on corrective unsatisfactory, incomplete work or failed inspections.
- 2.1.9.7.7 Work management and progress
- 2.1.9.5.8 Work status and request for extensions
- 2.1.9.5.9 Customer Service issues, and comments
- 2.1.9.5.10 Outstanding issues and/or resolution\
- 2.1.9.5.11 QA Reports (Daily/Weekly/Monthly/Quarterly/Annual reports)
- 2.1.9.5.12 Special projects and completion status
- 2.1.9.5.13 Safety, Training, and Compliance Audit Report
- 2.1.9.5.14 Safety incidents
- 2.1.9.6 The Operations Manager is responsible for promptly notifying the Airport Police and the Airport Ops Center of all accidents arising from the performance of the Agreement involving bodily injury to workers, building occupants, visitors, or other persons.
- 2.1.9.7 Records must be maintained for three (3) full years from the date of the final payment or longer as required by law.
- 2.1.10 QUALITY CONTROL REQUIREMENTS
- 2.1.10.1 Contractor's program shall include, but not be limited to, all elements of the quality control program.
- 2.1.10.2 The OM utilizes quality control inspections as a means of monitoring work performance to ensure services are being provided in accordance with the Specification.
- 2.1.10.3 Maintains contact with the public and with other departments regarding custodial services; investigates and responds to complaints, requests for work, and emergencies;

- explains procedures, regulations, and available resources in order to coordinate work flow and establish effective working relationships.
- 2.1.10.4 Shall provide tenants with active support and communication regarding requested custodial needs; while tenants must be able to communicate their service needs in a timely manner, they are to be given reasonable expectations as to when those needs will be met.
 - 2.1.10.5 Resolves custodial concerns and complaints by investigating, making onsite visit inspections, taking immediate corrective action, and conducting follow-up calls.
 - 2.1.10.6 Performs inspections both during and after completion of work.
 - 2.1.10.7 Makes sure within one work week, the deficiency should be corrected and its reoccurrence to be avoided
 - 2.1.10.8 Performs a quality control inspection for each shift and submits a written report to the Airport weekly.
 - 2.1.10.9 Performs site inspections with a designated representative of Airport when requested.
 - 2.1.10.10 A visible effort toward continuous improvement of productivity and cost-effectiveness shall be maintained.
 - 2.1.10.11 Documentation, such as inspection forms and corrective action forms, to record inspections and corrective action performed:
 - 2.1.10.11.1 Collects all shift supervisors' quality assurance check lists
 - 2.1.10.11.2 Perform queries for status of open and/or closed CM and PM work orders
 - 2.1.10.11.3 Perform random inspections of the facility and equipment
 - 2.1.10.11.4 Conducts assessments
 - 2.1.10.11.5 Takes corrective measures for any deficiencies found
 - 2.1.10.11.6 Communicates between various shifts to ensure applicable completion of tasks
 - 2.1.10.11.7 Follow up on inspections
 - 2.1.10.12 Responsible for the quality and accuracy of any and all work performed in conjunction with this Contract and keeping records.
 - 2.1.11 INVENTORY CONTROL / EQUIPMENT MAINTENANCE REQUIREMENTS

- 2.1.11.1 Takes periodic inventory of equipment and supplies and perform an inventory analysis to efficiently augment material usage and consumption.
- 2.1.11.2 Ensure proper use of equipment and cleaning methods and quality.
- 2.1.11.3 Inspects and maintains all equipment meets Airport requirement and standard.
- 2.1.12 TRAINING REQUIREMENTS
- 2.1.12.1 Trains subordinates on policies and procedures, and monitors and evaluates the duties of personnel.
- 2.1.12.2 Cross trains staff to handle other areas other than his/hers daily designated areas to function in emergency situations.
- 2.1.12.3 Ensures continuously training in current practices, any updates and quality improvement.
- 2.1.12.4 Ensures Environmental and Safety Provisions are met during custodial practices.
- 2.1.12.5 Ensures waste disposals are in compliance with Airport requirement, applicable environmental and waste management laws and regulations.
- 2.1.12.6 Maintains entire crew's professionalism.
- 2.1.12.7 Foster safe working environment.
- 2.1.12.8 Addresses no tolerance policy pertaining to any illegal activity.

2.2 **POSITION: HUMAN RESOURCES / ADMINISTRATIVE COORDINATOR (HR/AC) –**

Normal hours HR/AC will be on site on 1st shift, Monday through Friday, however, all shifts will require the HR/AC to be on site at scheduled and unscheduled times to support staff and Terminal needs.

2.2.1 The HR/AC will have prior office experience. The HR/AC will have excellent verbal and written communication skills, strong computer skills, and exceptional organizational and time management skills. The HR/AC will be detailed-oriented, have the ability to quickly grasp and implement new concepts, and work independently and in a collaborative environment.

2.2.2 **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 2.2.3.1 Manage the Airport ID badging process and associated training classes, including obtaining all required paperwork and official signatures, for all employees and badge types and issues.
- 2.2.3.2 Work with Corporate HR office to ensure new hire and employee separation information is sent for timely entry into respective payroll, and other required HR systems.
- 2.2.3.3 Coordinate benefit enrollment periods and distribute all required communication.
- 2.2.3.4 Fill vacancies; recruit new hires.
- 2.2.3.5 Develop and manage the new employee onboarding program.
- 2.2.3.6 Issues new employee uniforms; monitor uniform distribution and inventories.
- 2.2.3.7 Manages time and attendance time cards and issues; support Corporate Payroll department.
- 2.2.3.8 Reads and routes incoming correspondence to appropriate individual.
- 2.2.3.9 Prepares outgoing mail and correspondence.
- 2.2.3.10 Composes and types routine correspondence, procedures and operational guidance documents.
- 2.2.3.11 Schedules appointments.
- 2.2.3.12 Greets walk-in traffic, screens and directs visitors to appropriate individuals, and escorts scheduled visitors to appropriate area or person.
- 2.2.3.13 Makes copies of correspondence or other printed materials.
- 2.2.3.14 Orders and maintains supplies and arranges for office equipment maintenance.
- 2.2.3.15 Provides customer billing support.
- 2.2.3.16 Drafts QA and audit reports.
- 2.2.3.17 Participates in related special projects and tasks.

2.2 **POSITION: SUPERVISOR / TRAINER (ST) –**

Normal hours the ST will be on site 1st, 2nd and 3rd shift, Monday through Friday, however, all shifts, including weekends, will require the ST to be on site at scheduled

- and unscheduled times to support training of staff, Terminal needs and proper to ensure proper supervision.
- 2.2.1 The Supervisor / Trainer will have operations experience and training knowledge for all staff and supervisor positions.
 - 2.2.2 The Supervisor / Trainer shall support and reinforce the correct cleaning practices on a daily basis.
 - 2.2.3 The contracting company will not utilize contract paid hours to do initial assessment and training of new employees. Each employee's off-site assessment / training will be provided before starting at the airport job sight.
 - 2.2.4 The Supervisor / Trainer will assess each employee's ability to speak, read, and understand English and their ability to read and understand training materials in their primary language.
 - 2.2.5 The Contractor shall take all necessary precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to persons, properties, equipment, and vehicles.
 - 2.2.6 Securing work area (i.e., barricades, barriers, caution wet floor signs, etc.) to ensure the safety of the public, airport employees, and/or airport facilities.
 - 2.2.7 Responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Specification.
 - 2.2.8 **ESSENTIAL DUTIES AND RESPONSIBILITIES**
 - 2.2.8.1 The Supervisor / Trainer will oversee all aspects of cleaning operations during the 2nd & 3rd shift, Monday – Friday with periodic checks on the weekends. This shift requires additional duties, limited time to access work areas and equipment, using trained techniques to perform the job effectively. This shift requires an experienced Supervisor / Trainer at the site.
 - 2.2.8.2 Develops and directs training for new and incumbent custodial staff, provide instruction in proper custodial procedures and the safe use of chemicals, equipment, and supplies.
 - 2.2.8.3 Provides Airport On-Board Training to understand the environment and security requirements to protect everyone in the assigned work areas.
 - 2.2.8.4 Conducts meetings and training sessions, preparing written instructions and procedures.
 - 2.2.8.5 Logs training topics, dates and names of attendees.

- 2.2.8.6 Trains staff on policies and procedures, high-performance and safe cleaning practices, and monitors the duties of personnel.
- 2.2.8.7 Evaluates the performance of subordinate staff, writes performance evaluations, and recommends additional training and when necessary, provide constructive disciplinary actions as needed.
- 2.2.8.8 Ensures all equipment is in proper working condition to ensure safe operations.
- 2.2.8.9 Has a strong knowledge in and ensures all training includes, but is not limited to:
 - 2.2.8.9.1 Proper customer/passenger interaction practices.
 - 2.2.8.9.2 Responding to questions from the traveling public.
 - 2.2.8.9.3 Approved cleaning practices
 - 2.2.8.9.4 Safety and quality assurance requirements
 - 2.2.8.9.5 High-Performance Cleaning Training includes all aspects of basic daily cleaning – How to clean
 - 2.2.8.9.6 Proper use of chemicals and materials
 - 2.2.8.9.7 Proper handling and uses of equipment
 - 2.2.8.9.8 Safety training on powered equipment
 - 2.2.8.9.9 Proper maintenance of equipment
 - 2.2.8.9.10 Proper storage of supplies and chemicals
 - 2.2.8.9.11 Uniform standards
 - 2.2.8.9.12 Proper handling of waste
 - 2.2.8.9.13 Blood-borne Pathogen Clean-up
 - 2.2.8.9.14 Wood floor care
 - 2.2.8.9.15 Carpet care
 - 2.2.8.9.16 VCT floor care
 - 2.2.8.9.17 Ceramic floor care

- 2.2.8.9.18 Terrazzo floor care
- 2.2.8.9.19 Green Cleaning Policy
- 2.2.8.9.20 Microfiber cleaning system
- 2.2.8.9.21 HEPA filter vacuum cleaners and maintenance
- 2.2.8.9.22 Proper uses of PPE (Personal Protective Equipment) as performing duties dictate
- 2.2.8.9.23 Dress Code
- 2.2.8.9.24 Public use of cell phones and other electronic devices/accessories
- 2.2.8.9.25 Public use of amenities while on duty and/or in uniform (restrooms, seating, etc.)
- 2.2.8.9.26 Proper chemical, materials and equipment preparations and uses as directed by the manufacturer's instructions
- 2.2.8.9.27 MSDS/SDS BOOK availability at work sites
- 2.2.8.9.28 Fire Prevention and Protection
- 2.2.8.9.29 Smoking Restrictions
- 2.2.8.9.30 Lost and Found Property
- 2.2.8.9.31 Infection control
- 2.2.8.9.32 Bio-Hazard/Hazardous Material
- 2.2.8.9.33 Foster safe working environment
- 2.2.8.9.34 No tolerance policy pertaining to any illegal activity
- 3. The OM or the ST must be able to be on-site within two hours if notified as such by the Airport representative.
- 3.1. The manager must be back filled for any scheduled or unscheduled absence greater than 3 consecutive days or 4 days in a two week period.
- 3.2. The ST can fulfill the backfilling requirement for the OM.

2.4. POSITION: LEAD CUSTODIAN

- 2.4.1. Lead Custodians will perform traffic studies to address the custodial needs of the facilities' tenants and will modify their operational approach to fulfill the cleaning needs; it could be on routine basis or seasonal basis to increase cleaning frequencies in assigned areas.
- 2.4.2. In addition to overseeing assigned custodians' cleaning performances and practices, this position is required to pick up custodian duties that the staff will not be able to complete in the normal assigned work shift. Lead Custodians will observe traffic and demands on daily basis and guides custodians work flows.
- 2.4.3. Lead Custodians shall perform custodian duties according to the Airport standard cleaning practices, safety and quality assurance are being maintained while being compliant with all applicable OSHA, EPA, and the Airport's rules and practices, including directives issued by the Operations, Police and Fire Department while on the Airport property.
- 2.4.4. The Lead Custodian position will have an understanding of Airport's daily activities, the operations or activities of the tenants, and movement of the traveling public.
- 2.4.5. The Lead Custodian position will have a full understanding of janitorial methods, procedures, materials, chemicals, disinfectants and equipment used in cleaning an airport facility.
- 2.4.6. The Lead Custodian will understand and is able to practice the approved methods to care for and maintain all types of floors, including wood, vinyl, stone, terrazzo, ceramic tiles, and carpet:
 - 2.4.6.1. Knowledge of carpet cleaning materials and chemicals, methods, and procedures for wet extraction, and spotting techniques.
 - 2.4.6.2. Knowledge of vinyl floor strip, wax and buffing
 - 2.4.6.3. Knowledge of natural stone and terrazzo floor care, cleaning and maintaining.
 - 2.4.6.4. Knowledge to operate all automatic floor machines.
- 2.4.7. ESSENTIAL DUTIES AND RESPONSIBILITIES
 - 2.4.7.1. Interprets, explains and enforces all of the Airport's safety standards, cleaning standards, policies and procedures of the Airport and the department to work with custodians.

- 2.4.7.2. Under Manager's direction, supervises, guides, inspects and evaluates custodians engaged in performing a variety of cleaning tasks in the terminal, and activities of custodians to achieve high quality custodial services.
- 2.4.7.3. Understands and follows schedules, instructions and procedures of cleaning operations to work independently in the absence of supervision.
- 2.4.7.4. Completes tasks as assigned by manager and does related work as required according to established standards.
- 2.4.7.5. Communicates clearly and effectively with custodians and customers.
- 2.4.7.6. Effectively solves cleaning problems with Custodians.
- 2.4.7.7. Promotes, establishes and maintains cooperative and effective working relationships with customers with a strong commitment to customer service.
- 2.4.7.8. Stays current and on schedule with Preventive Maintenance and assigned work schedules.
- 2.4.7.9. Supervises custodial operations for special events.
- 2.4.7.10. Responds to emergency situations.
- 2.4.7.11. Monitors and/or participates in moving furniture and equipment to perform custodial tasks effectively and to prevent potential or actual safety hazards.
- 2.4.7.12. May serve as a contact person for the public and for other departments regarding custodial services
- 2.4.7.13. Performs related duties and responsibilities as required by the Operations Manager and the Airport Board within area of responsibilities.

2.4.8. REPORTING RESPONSIBILITIES

- 2.4.8.1. Communicates and reports to Operations Manager or Supervisor / Trainer on staff progress, issues, and performance.
- 2.4.8.2. Communicate with the manager, staff, clients, vendors, and administrator in person or in writing by preparing and completing a variety of forms, reports, memos and emails.

2.4.8.3. Write QA reports, other reports, or correspondence in a clear, concise and effective manner.

2.4.8.4. Records information legibly and accurately on various reports.

2.4.9. QUALITY CONTROL REQUIREMENTS

2.4.9.1. Inspects, verifies, and ensures completion of work assignments according to specified schedules.

2.4.9.2. Captures and identifies reasonable deficiencies in order to instruct and take corrective actions within area of responsibility.

2.4.9.3. Maintains effective audio-visual training materials for assignments involving powered equipment.

2.4.9.4. Receives, investigates, responds, and/or resolves work orders and complaints regarding custodial services.

2.4.9.5. Makes field checks to maintain standards of work performance and a satisfactory work progress ensures quality, and scope of all completed work.

2.4.9.6. Recognizes the need for service for the public during inspections and walkthroughs and act upon that by performing the service or informing the appropriate person that the service is needed.

3.1. POSITION: FLOOR TECHNICIAN (3RD shift)

3.1.1. These are the recommended guidelines for the Contractor's Floor Technicians. They will be responsible to perform all floor care requirements, but his/her duties are not limited to these guidelines.

3.1.2. The Floor Technician shall perform traffic studies to address the custodial/floor care needs of the facilities' tenants and will modify their operations approach to fulfill the cleaning needs; it could be on routine basis or seasonal basis to increase cleaning frequencies in assigned areas.

3.1.3. The Floor Technician shall perform custodial duties according to the airport standard cleaning practices, safety and quality assurance are being maintained while being compliant with all applicable OSHA, EPA and Airport's rules and practices, including directives issued by the Operations & Maintenance, Police and Fire Department while on Airport property.

3.1.4. Work shall be performed so as not to disrupt, endanger, and unreasonably interfere with Airport customer's activities.

3.1.5. ESSENTIAL DUTIES AND RESPONSIBILITIES

3.1.5.1. Under close supervision, the Floor Technician is responsible for the overall floor maintenance of hard surface and carpet at the airport and maintaining a safe, clean and sanitary environment by performing periodic projects.

3.1.5.2. The Floor Technician must have knowledge and understanding of organization, goals and objectives, and policies and procedures.

3.1.5.3. The Floor Technician must have knowledge of and able to operate all required automatic floor care equipment, materials and procedures, and perform quality work in a safe manner at all times.

3.1.5.4. The Floor Technician must know and be able to perform quality work by using approved methods to care for and maintain all types of floors, including but not limited to wood, vinyl, stone, terrazzo, ceramic tiles, and carpet:

3.1.5.4.1. Vinyl floor stripping, waxing, scrubbing, recoating, spray-buffing, burnishing.

3.1.5.4.2. Physical scrubbing of baseboards, corners, seeping/vacuuming/dust mopping, wet/damp mopping hard floors, vacuum carpeted floors, and other tasks to deliver quality floor care.

3.1.5.4.3. Proper cleaning, care and maintenance of ceramic tile, natural stone and terrazzo floors.

3.1.5.4.4. Carpet cleaning materials and chemicals, methods and procedures for wet extraction, and spotting techniques.

3.1.5.4.5. Other restorative tasks for assigned areas.

3.1.5.5. The Floor Technician must follow all safety requirements and procedures at all times and maintain compliance with required hard floors and carpet care training:

- 3.1.5.5.1. The Floor Technician must wear Proper use of Personal Protective Equipment (PPE) and following safety guidelines.
- 3.1.5.6. The Floor Technician performs preventative maintenance check on all equipment prior to use at beginning and end of the shift.
- 3.1.5.7. The Floor Technician has a full understanding of janitorial methods, procedures, materials, chemicals, disinfectants and equipment used in cleaning an airport facility.
- 3.1.5.8. The Floor technician has an understanding of Airport's daily activities, the operations or activities of the tenants, and movement of the traveling public
- 3.1.5.9. The Floor Technician must be able to do lift, climb, bend, crouch, pull, push and operate heavy equipment.
- 3.1.5.10. The Floor Technician requires standing and/or walking eight hours a day.
- 3.1.5.11. The Floor Technician is regularly required to use hand to finger, handle, or feel objects, tools, or controls.
- 3.1.5.12. The Floor Technician must have ability to hear the spoken word as well as telephone and equipment alarms.
- 3.1.5.13. The Floor Technician must have specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust hours.
- 3.1.5.14. The Floor Technician must be able to assist in lifting equipment moving and moving furniture when necessary and will occasionally be required to lift or move up to 50 pounds.
- 3.1.5.15. Attends in-service training as required.
- 3.1.5.16. Participates in safety meetings.
- 3.1.5.17. Participates in work task involving Airport special events.
- 3.1.5.18. Responds to emergency situations.
- 3.1.5.19. Monitors and/or participates in moving furniture and equipment to perform custodial/floor care tasks effectively and to prevent potential or actual safety hazards.

- 3.1.5.20. Performs related duties and responsibilities as required by the Operations Manager and the Airport Board within area of responsibilities.

3.1.6. QUALITY ASSURANCE REQUIREMENTS

- 3.1.6.1. Inspects, verifies, and ensures completion of work assignments according to specified schedules.
- 3.1.6.2. Receive, investigate, respond, and/or resolve work orders and instructions from managers regarding floor care followed by a quality review of project.
- 3.1.6.3. Captures and identifies reasonable deficiencies in order to deliver quality work and take corrective actions within area of responsibility followed by a quality review of project.
- 3.1.6.4. Maintains effective audio-visual training materials for assignments involving powered equipment.
- 3.1.6.5. Maintains standards of work performance and a satisfactory work progress, ensures quality, and scope of all completed work.
- 3.1.6.6. Recognizes the need for service forth public during task performance and act upon that by performing the service or informing the appropriate person that the service is needed.

3.1.7. INVENTORY CONTROL / EQUIPMENT MAINTENANCE REQUIREMENTS

- 3.1.7.1. Monitors floor care supply and material inventories and report to Operations Manager of the need for supplies and equipment in a timely manner.
- 3.1.7.2. Promptly reports equipment problem issues to the Operations Manager.
- 3.1.7.3. Records equipment maintenance check lists for daily, weekly, monthly and/or quarterly maintenances recommended by manufacturers.
- 3.1.7.4. Checks equipment before and after its uses; maintain its proper functions, cleanliness, and storage.
- 3.1.7.5. Properly secures all equipment at completion of tasks.
- 3.1.7.6. Keeps storage/Custodial closets orderly.

3.1.8. REPORTING REQUIREMENTS

- 3.1.8.1. Communicates and reports to Operations Manager or Supervisor on work progress, and issues.
- 3.1.8.2. Writes QA reports, other reports, or correspondence in a clear, concise and effective manner.
- 3.1.8.3. Records information legibly and accurately on various reports.

Exhibit F

**Missouri Unauthorized Aliens Law
Acknowledgment & Acceptance Declaration**

**MISSOURI UNAUTHORIZED ALIENS LAW
ACKNOWLEDGMENT & ACCEPTANCE DECLARATION**

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: _____

Bidder's Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder, I hereby acknowledge that the Bidder understands that the contract or agreement that will be executed with a successful Bidder pursuant to this solicitation is subject to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the "Missouri Unauthorized Aliens Law"). If awarded a contract pursuant to this solicitation, the Bidder hereby agrees to comply with all applicable sections of the Missouri Unauthorized Aliens Law including, without limitation, Section 285.530(2) & (5) of RSMo. 2000, as amended. I am authorized to make the above representations on behalf of the Bidder.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature

Name (Printed): _____

Title: _____

Date: _____

Exhibit G

**Affidavit
(Missouri Unauthorized Aliens Law)**

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (**Name of Affiant**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name of Affiant**), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____ (**Contractor**).

I have the legal authority to make the following assertions:

1. _____ (**Contractor**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with _____ (the "**Agreement**"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, _____ (**Contractor**) does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires:

Exhibit H

Living Wage Acknowledgement & Acceptance Declaration

**ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ACKNOWLEDGEMENT & ACCEPTANCE DECLARATION**

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: NA

Bidder's Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder or Proponent, I hereby acknowledge that the Bidder/Proponent understands that the contract or agreement that will be executed with a successful Bidder/ Proponent pursuant to this solicitation is subject to the St. Louis Living Wage Ordinance and the Regulations associated therewith. The Bidder/Proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the Bidder or Proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature

Name (Printed): _____

Title: _____

Date: _____

Email: _____

Exhibit I

Living Wage Adjustment Bulletin

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES EFFECTIVE APRIL 1, 2022

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$14.39** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$18.39** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.60** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of APRIL 1, 2022. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.flystl.com/bdd> or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8111

Exhibit J

Airport Supplied Equipment

AIRPORT SUPPLIED EQUIPMENT LIST

The Airport may supply the equipment listed below to the Contractor. Bi-monthly preventative maintenance must be performed on the equipment listed below. All equipment subject to change.

<u>EQUIPMENT</u>		<u>PURCHASE DATE</u>
4 -Tennant [Model: 7100]	<u>Small Rider Floor Scrubbers</u>	
#1	S/N: 7100 1052 8587	2011
#2	S/N: 7100 1055 8255	2012
#3	S/N: 7100 1055 6373	2012
#4	S/N: 7100 1055 6374	2012
2 - Tennant [Model: T12]	<u>Compact Battery-Powered Rider Scrubber</u>	
#5	S/N: T12-10610674	2013
#6	S/N: T12-10763934	2013
3 - ICE [Model: RS26L]	<u>Ride-on Auto Scrubbers</u>	
#11	S/N: 6010 6100 153	2018
#12	S/N: 6010 6100 155	2018
#13	S/N: 6010 6100 154	2018
#30	S/N: 6030 7100 114	2020
#31	S/N: 6030 7100 125	2020
2 - ICE [Model: i20NBTL-OB]	<u>Walk-behind Scrubbers</u>	
#20	S/N: 6010 2100 463	2019
#21	S/N: 6010 6100 474	2019
4 - Aztec	<u>Propane Burnishers</u>	2012 / 2018
2 – Clorox Total 360	<u>Electrostatic Sprayer</u>	
#1	Asset Tag: 10166	2020/2021
#2	Asset Tag: 10167	2020/2021
*1 – Rotomac [Model: 340]	<u>Escalator Cleaning Machine</u>	2008

*Bi-monthly preventative maintenance only; not available for Contractor use.

Exhibit K

Airport Supplied Products

AIRPORT SUPPLIED PRODUCTS LIST

The Airport may provide the supplies listed below to the Contractor. All supplies subject to change.

<u>Item #</u>	<u>Description</u>
19375	2-Ply White Coreless Bath Tissue
GP-89470	White High Capacity Touchless Roll Towels for Paper Towel Dispensers
GP-89430	White High Capacity Touchless Roll Towels for Family Assist (recessed) Paper Towel Dispensers
5700754	Sloan (SJS-1751) Healthminder Sensor Deck-Mount Foam Soap
TFX5665-02	GOJO Cleaner Hand Foam 1250ML – Airport Authority & Bus Port
FMX5265-02	GOJO Cleaner Hand Foam 2000ML– Airport Authority & Bus Port
CX8545-04	GOJO Cleaner Hand Foam 2300ML– Airport Authority & Bus Port
7395-00000	Discreet Seat Half-Fold Toilet Seat Covers
KL260	Kraft Waxed Liners for Sanitary Napkin Disposal
1493P-95	Screen Z Urinal Deodorizers - Citrus Zest
1493P-95	Screen Z Urinal Deodorizers - Ocean Breeze
WC-375-C-8	WhiskCare Instant Hand Sanitizer Gel with Alcohol
91590-07	Kleenex Moisturizing Foam Hand Sanitizer for Kleenex Stand Dispensers at A, C & T2 Security Checkpoints
1000043936	Germ-X Hand Sanitizer 1150ML - Terminal 2 & E Concourse Only
2450	Mutt Mitt Pet Waste Bag Refill - Service Animal Relief Areas (SARA)
PCSJHRN	28" x 45" Natural Can Liners (Recycle)
PSJHRBK	28" x 45" Black Can Liners (Trash)
PC44XHBK	36" x 47" Black Can Liners (Trash)
1607-11	Sienna 27-inch Buffer pads
1607-12	Red 14-inch Buffer pads
1607-13	Purple 27-inch Buffer pads
1607-14	Thick Green 13-inch Buffer pads for ICE floor machines
TBD	Clorox 360 Spore Defense Cleaner Disinfectant - Clorox 360 Machines Only

Exhibit L

Elevator List

ELEVATOR LIST

ELEVATOR ID

LOCATION

Terminal 1

T1G - 1	Terminal 1 Parking Garage – West End
T1G - 2	Terminal 1 Parking Garage – West End
T1G - 3	Terminal 1 Parking Garage – Center
T1G - 4	Terminal 1 Parking Garage – Center
T1G - 5	Terminal 1 Parking Garage – East End
T1G - 6	Terminal 1 Parking Garage – East End
T1 – 1 AKA: 2-Stop	Lower Level: Terminal 1 Loading Dock Mid Level: Near A Checkpoint
T1 – 2 Freight	Lower Level: Terminal 1 Loading Dock Freight Elevator Upper Level: Inside Food & Beverage Concession near Exit 6
T1 – 3 AKA: 3-Stop	Upper Level: Near Exit 6 Mid Level: Across from Airport Administrative Offices
T1 – 4 AKA: Glass Back	Upper Level: Near Exit 5 Mid Level: Near Stage & Entrance to B Concourse
T1 – 5 Employee Only	Upper Level: Across from Exit 3 Behind AA Ticket Counter Lower Level: T1 Bag Room Near Door 28

T1 - 6	Terminal 1 Metrolink
---------------	----------------------

A Concourse

A8	Concourse Level: Near Gate A8 behind Door A-2082-L Lower Level: Near Gate A8 behind Door A-1100
A17	Concourse Level: Near Gate A17 behind Door A-2163-L Lower Level: Near Gate A17 behind Door A-1117

B Concourse

B14	Concourse Level: Near Gate B14 behind Door B-2096-L Lower Level: Near Gate B14 behind Door B-1080
------------	--

C Concourse

C7	Concourse Level: In Gate C7 Hold Room Lower Level: Near Gate C7
C18	Concourse Level: Across from Gate C17 behind Door C-2216 Lower Level: Near Gate C18 behind Door C-1186
C28	Concourse Level: Near Gate C28 Lower Level: Near Gate C28 inside Door C-1300

D Concourse

D13	Concourse Level: Near Gate D8 Lower Level: In Gate D8/10 Hold Room
------------	---

Terminal 2

T2G - 1	Terminal 2 Parking Garage
T2G - 2	Terminal 2 Parking Garage
T2G - 3	Terminal 2 Parking Garage
T2G - 4	Terminal 2 Metrolink
T2-1	Terminal 2 Lobby – South
T2-2	Terminal 2 Lobby – North
E-6	Concourse Level: Between Gates E10 & E12 behind Door E-2036 Lower Level: Between Gates E10 & E12 behind Door E-1040
E-5	Concourse Level: Between Gates E18 & E20 behind Door E-2078 Lower Level: Between Gates E18 & E20 behind Door E-1082
E-4	Concourse Level: Across from Gate E24 behind Door E-2115 Lower Level: Near T2 Bag Room Door 26 behind Door E-1142

Customs

E-3	Concourse Level: Near Gate E29 through Door E-2148 Lower Level: Inside Customs – West End
E-2	Concourse Level: Near Gate E31 through Door E-2156 Lower Level: Near Gate E31 near Door E-1220
E-1	Concourse Level: Near Gate E33 through Door E-2166 Lower Level: Inside Customs – East End

Airport Office Building (AOB)

AOB-1	Main Lobby – West
AOB-2	Main Lobby – East
AOB-3	Southeast side of Building
AOB-4	East side of Building

***List Subject to Change**

Exhibit M

Guidelines For Cleaning And Maintaining Lactation Suites

GUIDELINES FOR CLEANING AND MAINTAINING LACTATION SUITES

I. Routine Cleaning Duties

Floors swept, mopped and/or vacuumed

- Trash can emptied and relined
- Sink (if applicable) cleaned and disinfected
- Furniture cleaned and disinfected
- Walls/doors spot cleaned
- Lighting, electrical and heating/cooling in good working order
- Restock supplies (hand sanitizer, brochure, log sheets, pump wipes, and disinfecting wipes)

II. General Guidelines

- 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 cleaned, 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.
- 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 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, counters, trash receptacles and all other permanently fixed equipment or finishes to prevent buildup of odor causing bacteria.

III. Specific Guidelines

Lactation Suites are special rooms, and because of this, they have special cleaning needs. The suites shall be kept clean and spotless and shall not become dull in appearance.

The protocol to follow for cleaning lactation suites shall include the following:

A. Floor Care

The use of mops is prohibited. Vacuum-enabled mop alternatives such as dispense-and-vac or what ISSA [International Sanitary Supply Association], the worldwide cleaning organization, calls "spray-and-vac" systems are options. These systems apply cleaning solution to the floors. All moisture as well as soils are then vacuumed up. It is also recommended to use a cleaner/disinfectant with these systems. The cleaner helps

removes soils from surfaces, allowing the disinfectant to "kill" any germs or bacteria on them.

B. Surface Care

Given the sensitivity of lactation rooms, employees must follow strict protocols and guidelines for the cleaning of all surfaces in the lactation room, including: chairs, tables, sinks, counters, and high-touch areas such as light switches and doorknobs.

1. Cleaning professionals **MUST** always wear protective gear, specifically disposable gloves, when cleaning lactation suites.
2. Always work from the top down to avoid moisture, soils, or contaminants falling on floors and lower areas after they have been cleaned.
3. All lactation suite surfaces must be cleaned and disinfected; in every instance, this is a two-step process—clean first, then sanitize/disinfect. In some cases, a third step may be required: rinsing the surface after cleaning or sanitizing/disinfecting.
4. Always use a fresh cleaning cloth, or even a fresh side for each new surface every time a lactation suite is cleaned; since the cleaning cloth can harbor bacteria and germs. Replace cleaning cloths and other tools/products often.
5. Due to the uncertainty as to the nature of the soils or contaminants on these surfaces, use an **EPA-registered, broad-spectrum disinfectant**, designed to kill many different types of bacteria and pathogens. Use an effective cleaning solution, a sanitizer, and a disinfectant. A sanitizer reduces the number of pathogens on a surface to levels deemed safe for public health. A disinfectant is an antimicrobial that destroys specific pathogens on a surface.
6. Follow all protocols as to diluting the disinfectant along with surface “contact time” before wiping; this can be as much as 10 minutes with some disinfectants. Mix chemicals with an auto dilution system. Do not mix chemicals manually.
7. Change regularly-used sanitizers and disinfectants to prevent pathogens on lactation suite surfaces from building up an immunity to them.
8. To remove potentially hazardous spills on the floor, a spill kit is required. Use the spill kit to cover and absorb the spill. Afterwards, the area should be cleaned and disinfected using a floor-cleaning alternative such as an auto vac, dispense-and-vac, or spray-and-vac system, mentioned previously.
9. The use of chemical sprayers, fogs, or mists to disinfect lactation suites is strictly prohibited.

Exhibit N

Guidelines For Cleaning And Maintaining Service Animal Relief Areas

GUIDELINES FOR CLEANING AND MAINTAINING SERVICE ANIMAL RELIEF AREAS

I. Routine Cleaning Duties

- Clean and disinfect turf area, including fire hydrant
- Clean and disinfect underneath turn area
- Clean and deodorize trash receptacles
- Clean and polish all bright work
- Clean mirrors and shelves
- Clean sinks and chrome fixtures
- Clean walls
- Empty trash cans
- Restock pet waste bags
- Scrub floor

II. General Guidelines

- All fixtures including sinks, faucets, etc., shall be washed inside and outside utilizing a disinfectant and shall be free of stains and odors.
- Floors shall be swept/dust mopped and free of dirt and wet mopped with disinfectant.
- All waste receptacles shall be emptied, cleaned, disinfected as required, and pet waste bags replenished as appropriate.
- Mirrors shall be cleaned and polished.
- Walls shall be cleaned free of film, streaks, and stains.
- All metal fixtures and hardware will be cleaned.
- Animal relief area shall be sufficiently rinsed, deodorized, and free of all pet waste.
- Solid surface materials shall not become stained or dingy.
- Use of non-toxic and low-odor cleaning solutions will avoid distracting service animals or preventing them from toileting.

Exhibit O

Storage & Office Locations

STORAGE AND STAGING LOCATIONS

DOOR

DESCRIPTION

LOCATION

TERMINAL 1

MTS-2217	Office (Pre-Security)	Near	Exit 16
MTS-2514-C	Storage & Supply Closet	Near	Exit 18

A CONCOURSE

A-2082A	Storage & Supply Closet	Near	Gate A8
---------	-------------------------	------	---------

C CONCOURSE

C-2073	Storage & Supply Closet	Near	Gate C9
D-2073	Office (Post Security)	Near	Doors to D Concourse

D CONCOURSE

D-2054	Supply Distribution Closet	Near	Gate D6
--------	----------------------------	------	---------

TERMINAL 2

E-1027	Storage & Supply Closet	Near	T2 Loading Dock
E-2097-C	Storage & Supply Closet	Near	Gate E20
E-2196-A	Storage & Supply Closet	Near	Gate E33
D-2270-C	Storage & Supply Closet	Near	Gate E40

Exhibit P

Anti-Discrimination Against Israel Act Acknowledgement and Acceptance Declaration

**ANTI-DESCRIMINATION AGAINST ISRAEL ACT
ACKNOWLEDGMENT & ACCEPTANCE DECLARATION**

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: NA

Bidder's (Company) Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder, I hereby acknowledge that the Bidder understands that the contract or agreement that will be executed with a successful Bidder pursuant to this solicitation is subject to Section 34.600 of the Revised Statutes of Missouri 2000, as amended (the "**Anti-Discrimination Against Israel Act**"). If awarded a contract pursuant to this solicitation, the Bidder hereby agrees to comply, if applicable, with the Missouri Unauthorized Aliens Law. I am authorized to make the above representations on behalf of the Bidder.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Exhibit Q

Anti-Discrimination Against Israel Act Affidavit

STATE OF _____)
) SS
COUNTY OF _____)

AFFIDAVIT OF COMPLIANCE WITH ANTI-DISCRIMINATION AGAINST ISRAEL ACT
(Effective 8-28-2020) (Contracts in excess of \$100,000.00/Companies 10 employees or more)

Before me, the undersigned Notary Public, personally appeared

(Name)

who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable
of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (Position/Title)

of _____ (Company)

of St. Louis.

I have the legal authority to make the following assertion:

Pursuant to RSMo. § 34.600, _____ (Company) of St.
Louis is not currently engaged in and shall not, for the duration of the contract, engage in a
boycott of goods or services from the State of Israel; companies doing business in or with
Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or
persons or entities doing business in the State of Israel.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal
this

_____ day of _____, 20____.

Notary Public

Exhibit R

Good Faith Efforts Presentation



Good Faith Efforts

BDD looks at the

- Quality
- Quantity
- Intensity

There is no set formula or checklist. Each solicitation is unique but...

Identify Subcontracting Opportunities



Search the Directory

**Search
Directory**



- Identify NAICS Codes
www.census.gov/naics
- Must include the primary area of work
- Search Directory
flystl.diversitycompliance.com

Searching the Directory




5

Contact the Firms



- Contract Name
- Owner (St. Louis Lambert International Airport)
- Your Firm with Your Contact Information
- Specific Scope of Work
- Full Specifications and Drawings (or access to them)
- Deadline for Response

6




Follow Up!

= Intensity

STL ST. LOUIS LAMBERT
INTERNATIONAL AIRPORT.

7

Document, Document, Document



KEEP
CALM
AND
DOCUMENT
EVERYTHING

- Firm Name
- Contact
- Scope Solicited
- Method of Solicitation
- Date and Time
- Response
- Comments (e.g., reasons the firm did not bid, reason firm was not selected)

STL ST. LOUIS LAMBERT
INTERNATIONAL AIRPORT.

8

Quality

- Did you identify sufficient areas of work to meet the goal?
- Did you identify firms with appropriate NAICS codes?
- Did you vet potential partners?
- Did you negotiate?
- What are your general practices around diversity and inclusion (not limited to this bid process)?

Quantity

- How many firms did you contact out of the available firms?

Intensity

- How often and what ways did you contact the firms?

Pitfalls



- Not identifying sufficient work areas
- Not including the primary scope of work in subcontracting opportunities
- Only contacting enough firms to meet the goal
- Not providing a narrative (in cases where goal is not met)
- Not providing adequate documentation to verify efforts

Contact Info

Business Diversity Development Compliance Team

[BDD Compliance Team@flystl.com](mailto:BDD_Compliance_Team@flystl.com)

314.426.8111



St. Louis Lambert International Airport and other trademarks identified herein are trademarks exclusively owned
By The City of St. Louis, Missouri, owner and operator of St. Louis Lambert International Airport.
©2017 City of St. Louis, Missouri. All rights reserved.