



INVITATION TO BID

FOR

JANITORIAL AND SKYCAP SERVICE

AT THE

**BISHOP INTERNATIONAL AIRPORT
PASSENGER TERMINAL BUILDING**

**G-3425 WEST BRISTOL ROAD
FLINT, MICHIGAN 48507
(810) 235-6560**

TABLE OF CONTENTS

| | |
|--|----|
| Section I - General Information | 3 |
| Section II - Instruction for Bid Preparation | 11 |
| Attachment A - Janitor Specifications | A1 |
| Attachment B - Skycap Specifications..... | B1 |
| Attachment C – Sample Contract for Services..... | C1 |
| Attachment D – Bid Form..... | D1 |

SECTION I

GENERAL INFORMATION

The Bishop International Airport Authority (herein referred to as the “Authority”) is accepting bids for a janitorial and skycap service contract for the Terminal Building at the Bishop International Airport.

1. General

It is the intent of the Bishop International Airport Authority to award a combined janitorial and skycap service contract to the most qualified Bidder, (the “Contractor”). Submission of a bid shall demonstrate a Bidder’s intent to enter into a Janitorial and Skycap Service Contract with the Authority, see Attachment C. The Authority shall not be obligated to respond to any bid submitted, nor shall the Authority be legally bound in any manner whatsoever by the submission of a bid.

Statistical information contained in this package is provided for informational purposes only. The Authority is not responsible for any inaccuracies or interpretations of said information.

A bid package containing general information, specifications, and contract documents may be obtained beginning **September 24, 2018 at 8:00 am ET** by contacting the Office of the Airport Director, Bishop International Airport Authority, G-3425 W. Bristol, Flint, Michigan, 48507, 810-235-6560, Monday – Friday, 8 AM to 5 PM or by downloading the documents from the web at: <https://bishopairport.org/business-fnt/business-opportunities/public-notices-bid-opportunities>.

*****NOTE FOR BIDDERS DOWNLOADING DOCUMENTS FROM THE WEBSITE***
Addenda will be posted to the airport’s webpage. It is the bidder’s responsibility to check on any addenda during this solicitation process.**

2. On-Site Inspection

A **mandatory** pre-bid meeting will be held **October 1, 2018 at 10:00 am ET** in the Offices of the Airport Authority, James A. Sharp Conference Room, Terminal Building. Please park in the Hourly lot and present your ticket at the meeting for validation.

The purpose of this meeting is to provide a briefing of the scope of work and specifications, and to conduct a tour of the building so that all Bidders have an equal opportunity to ascertain the complexities and locations of the services to be performed. **No other site visits will be scheduled.**

This meeting is mandatory for any Bidders interested in performing the work under the terms of this contract. If a member of the Bidder's organization is not present at this meeting, the Bidder’s bid will not be accepted.

3. Submission of Bids

- a. Bids must be submitted completely and accurately, and include all the information requested in Section 2 of this invitation. If any bid is submitted and judged incomplete or insufficient by the Authority, the Bidder's bid may be rejected.
- b. Bids must be sealed, and submitted by mail or messenger to the following address:

Bishop International Airport Authority
Administration Office
Craig Williams, A.A.E., Airport Director
G-3425 West Bristol Road
Flint, Michigan 48507

Bids must be received by the Airport Director by October 15, 2018 at 10:00 am ET, at which time all bids will be publicly opened and read aloud in the James A. Sharp Conference Room, Airport Terminal. All bids should be clearly marked "*Janitorial and Skycap Bid*" on the outside of the envelope. Any bid received after that time and date will be rejected and returned unopened.

- c. All bids must be typed on one side only of 8-1/2" x 11" paper. Use as many pages as necessary.
- d. All forms provided with this contract must be completely filled out, and submitted with the Bidder's bid.
- e. Bid Evaluation - Bids will be evaluated by the Authority. Major factors to be considered will be cost, experience, past performance, and personnel. The Bishop International Airport encourages the participation of Disadvantaged Business Enterprises (DBEs) and seeks contractors and or sub-contractors that are certified DBEs. It should be understood that the award of this contract may not be based solely on cost. The Authority will make an award recommendation based on the bid it determines to be in the best interest of the Airport and the traveling public. The contract will be in a form that substantially conforms to Attachment C. Bid package for this solicitation includes Forms and Attachments included in Sections I and II as well as Attachments A, B, C, and D.
- f. The Authority reserves the right to accept or reject any or all bids.
- g. The submission of a bid shall be considered evidence that the Bidder has investigated all the conditions related to the Janitorial and Skycap Services Agreement to be entered into. The attention of the Bidder is specifically directed to the attached materials which are incorporated herein by reference. It will be conclusively presumed by the Authority that the Bidder has read and is familiar with all the materials attached hereto.

- h. **No contract or agreement of any kind arising out of this invitation to bid shall be binding or valid against the Authority, its department, officers, employees, or agents unless such contract or agreement is in writing and has been authorized by the Bishop International Airport Authority Board of Directors and signed by the Airport Director, or his designee.**

4. Disqualification of Bidders

Any of the following causes may be considered sufficient to disqualify a Bidder, provided however such list is illustrative only and other causes for disqualification may be found by the Authority:

- * Submission of more than one bid hereunder by an individual, firm, or corporation under the same or different names.
- * Evidence of collusion among Bidders.
- * A Bidder's default or arrearage under any previous or existing agreement with the Authority.
- * Existence of any unresolved claims between the Bidder and the Authority.
- * Misrepresentation or omission of material information submitted by any Bidders.
- * Less than five years' experience providing janitorial services similar in nature to that required herein.

5. Disadvantaged Business Enterprise Participation

The Authority has addressed the issue of Disadvantaged Business Enterprise (DBE) participation in all Bishop Airport contracts and leasing opportunities. It is the policy of the Authority that DBE's have the maximum opportunity to share in the benefits from Airport Concession or Service Agreements. Furthermore, in accordance with Federal Regulations under 49CFR Part 23, it is the Authority's obligation to ensure that DBE firms have the opportunity to compete for these agreements without discrimination on the basis of race, color, sex, or national origin.

6. Period of Performance

The Agreement will be for a period of five **(5) years** with an anticipated beginning of **November 1, 2018**, and ending **November 30, 2023**. The Authority shall have, at its sole option, the right to extend the contract for an additional three (3) year period. The Airport will notify the Contractor of its intent to exercise its option to extend the Contract, by giving

the Contractor ninety (90) days advanced written notice. The Airport Authority reserves the right to change or alter terms and conditions for the initial five-year contract and/or the optional three-year extension period. The successful Bidder shall provide to the Airport at least 60 days in advance of the completion of the initial contract, a proposed fee structure for the three-year extension period for the Airport Authority's consideration and negotiation.

7. Conditions

- a. This request for bids does not commit the Authority to pay any costs incurred in the preparation or submission of a bid. Furthermore, no cost may be incurred by the Authority in anticipation of a contract.
- b. The Authority reserves the right to make an award after receipt of bids without further discussion.
- c. Once the prospective Contractor has been selected, the cost submitted with his/her proposal shall not be subject to increases during the initial 5-year term unless changes are made in the specifications by the Airport Authority.

8. Airport Information

This section furnishes information that may be useful to the Bidder in assessing the janitorial and skycap service requirements of the terminal facilities. In furnishing this information however, the Authority makes no representation of its accuracy or adequacy for any purpose.

A. Air Carrier Service

The Bishop International Airport is currently served by four scheduled airlines and charter flights:

- United
- Delta
- American
- Allegiant
- Charter Operators – periodically throughout the year

B. Passenger Statistics

Passenger statistics for the past five years are as follows:

| <u>Year</u> | <u>Total</u> |
|-------------|------------------------|
| 2013 | 396,930 |
| 2014 | 419,758 |
| 2015 | 411,459 |
| 2016 | 398,225 |
| 2017 | 393,261 |
| 2018 | 223,094 (through July) |
| 2019 | 430,000 (forecast) |

C. Terminal Area:

Consists of approximately 242,000 gross square footage of terminal of which approximately 190,000 is public use space and approximately 30,000 square feet is considered curbside area. The terminal building has the following floor (and glass) coverings:

- 1) Approximately 115,000 square feet of carpeted floor.
- 2) Approximately 15,000 square feet of ceramic tile.
- 3) Approximately 15,000 square feet of window and glass space.
- 4) Approximately 500 square feet of granite floor.
- 5) Approximately 3,500 square feet of rubber tile floor.
- 6) Approximately 9,000 square feet of vinyl floor.

9. Billing and Payment

The Contractor is to invoice the Bishop International Airport Authority each month for the services rendered during the previous month. Payment for these services will be made within fourteen (14) days after the receipt of the proper invoices. If it is necessary for the Authority to accomplish required items which were not completed by the Contractor, the actual costs of performing this work will be deducted from the invoice. These costs will be based on either the actual costs (including wages and fringes) of airport maintenance personnel or another janitorial service.

10. Identification

Contractor employees are required to wear uniforms at all times. Uniforms shall have the prior approval of the Authority. Contractor personnel will be required to display the appropriate airport identification badge at all times while performing their duties within the secured areas of the airport. All Contractor employees must submit to a Security Threat Assessment, as well as, a fingerprint-based criminal history records check (CHRC). These investigations are conducted by the Bishop Airport Department of Public Safety. Contractor employees requiring access to the Secure Identification Display Area (SIDA) of the terminal must attend a SIDA class prior to receiving Bishop Airport access identification. A SIDA badge will not be issued to an employee who fails to pass the records check. All employees must comply with all Transportation Security Administration (TSA) and Bishop Airport requirements regarding security and badging at all times.

11. Complaint Form

The Authority will distribute as necessary a two-part complaint form to each of the tenants of the building. Complaints are to be noted on this form and given to airport administration. The Authority will keep one copy and pass the other copy to the janitorial supervisor so that the problem can be corrected. The Contractor copy is to be signed and returned to the Authority noting date, time, and corrective action taken.

12. Airport Liaison

A crew supervisor or operations manager is to meet with the Authority's Director of Maintenance and Facilities a minimum of every other month or more often if needed to discuss any problems or areas of concern. Tours of the facility will be taken to ensure a proper level of cleanliness is being strictly maintained.

13. Keys

The Authority will supply an adequate number of keys to the Terminal building and janitor storage areas for each of the Contractor's personnel. Discreet use of the keys is required to maintain security and comply with TSA regulations. A key request must be filled out by the applicant; signed by the applicant and the applicant's supervisor, who is thereby authorizing the applicant's use of the key. The application shall be turned in to the airport police who will then issue the key.

The Contractor will be charged \$100 for each key that is lost or not returned.

14. Indemnity and Insurance

The Contractor shall indemnify, defend, save and hold harmless the Authority, its officers, directors, agents, and employees from any and all claims, liabilities, damages, losses, and expenses including costs of lawsuits and attorney fees, which any or all of them may hereinafter incur out of or resulting from the Contractor's performance or non-performance of

the work described. The Contractor shall provide the following minimum insurance coverages in accordance with Attachment C:

- a. Workers' Compensation:
Employers Liability: \$1,000,000 each accident
Disease Policy Limit: \$1,000,000
Disease Each Employee: \$1,000,000
- b. General Liability: Comprehensive form, including premises/operations, independent contractors & subcontractors, broad form contractual liability insurance (explosion, collapse and underground hazards), and products/completed operations. Minimum limits: \$1,000,000/ occurrence.
- c. Automobile: Michigan "no-fault" coverage and residual liability, comprehensive form, covering own, hired and non-owned automobiles. Minimum limits: \$1,000,000/ occurrence bodily injury, \$50,000 property damage, or \$1,000,000 combined single limit.

These coverages shall protect the Contractor, its employees, agents, representatives, and subcontractors against claims arising out of the performance of the work described, and shall specifically name the Authority, City of Flint, and Genesee County as additional insureds.

Certificates evidencing the above coverage, in accordance with Attachment C, shall be filed with the Authority before any contract work begins.

14. Cancellation of the Contract

The Authority reserves the right to cancel the contract in accordance with those provisions contained within Attachment C.

15. Losses

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

16. Damages

The Contractor will be responsible for damages to Authority property caused by the Contractor's employees.

17. Questions

Any questions related to the bid process or these specifications should be directed in writing to: Joseph Medici, A.A.E., Deputy Airport Director – Operations & Maintenance, (810) 235-6560 or e-mail: jmedici@bishopairport.org.

SECTION II

INSTRUCTIONS FOR BID PREPARATION

1. Bid Preparation Instructions

a. Organizational Plan:

Submit a chart showing the organization you propose to establish at the contract site.

- 1) Include on the chart all functions for the proposed contract services.
- 2) Number each block of the chart for easy reference.

b. Submit a staffing table or proposed shift schedule. The proposed staffing schedule shall include the number of personnel assigned per shift, providing coverage 7 days per week, 24 hours per day, including holidays, to adequately meet the requirements of these specifications.

c. Discuss line of authority for the proposed organization including the authority of the proposed on-site local project manager and his/her relationship to the home office, and his/her authority to direct the work.

d. Discuss relations with the Authority at the contract site including proposed methods of achieving coordination.

e. If you propose a joint venture, explain how you will organize to assure control.

f. If subcontractors are proposed, provide a list the functions to be subcontracted. (Subcontractors should be at the pre-bid site meeting.) Bidder shall provide a list of the subcontractors proposed, and a description of the subcontractors experience and qualifications to perform designated work.

g. Discuss your personnel management policies and state whether or not you intend to use collective bargaining agreements.

2. Operational Plans

a. Submit your operating plans for the proposed contract services appropriately keyed to the organizational chart. Your plan should discuss your approach to performing requirements of this contract.

b. Include in your operational plan a description of the following:

- * Authority and responsibility of each supervisor.
- * Authority and responsibilities of subordinate supervisory personnel.
- * Managerial quality control devices.

- * Daily work assignments.
- * Shift schedule.
- * Explain your staffing concepts which permit flexibility to meet shifting or peak workloads in emergencies. Typical peak periods are spring vacations and holidays, such as Easter, Thanksgiving and Christmas.
- * Briefly discuss performance and quality standards.
- * Discuss initial and recurrent training plans for supervisory and production personnel.

3. Cost/Bid Price

- a. To be responsive to this request for bids, you must submit, on the enclosed bid form (Attachment D), a lump sum cost on an annual basis for each year of the proposed contract.
- b. Each Bidder is expected to identify, by separate attachment to the bid, the specific brands purchased for consumption by the general public (hand soap, toilet paper, paper towels, etc). Each Bidder is also **required** to indicate on the enclosed bid form, the monthly costs for those products.

4. Personnel

- a. The Contractor must be fully staffed to complete all work each day. If requested by the Authority, schedules and time statements will be submitted to the administration office on a weekly basis.
- b. Unskilled, careless, and otherwise objectionable employees may result in termination of the contract.
- c. All personnel assigned to work must have some prior custodian training. Evidence of such training shall be provided upon request of the Authority.
- d. Training to update knowledge of Contractor employees should be ongoing throughout the length of this contract and is considered the Contractor's responsibility.
- e. Since the Contractor's personnel will be required to perform services within the security sensitive areas of the Bishop Airport, the Contractor will be required, in accordance with T.S.A. regulations, to complete a ten-year background investigation of each current and future employee who will be assigned to the Airport. The background investigation shall be updated annually. All Contractor employees must submit to a Security Threat Assessment, as well as, a fingerprint-based criminal

history records check. These investigations are conducted by the Bishop Airport Department of Public Safety. Contractor employees requiring access to the Secure Identification Display Area (SIDA) of the terminal must attend a SIDA class prior to receiving Airport access identification. Upon clearance of the background check and completion of training an airport identification badge will be issued. Cost of initial background and fingerprint check is \$50.00 per individual. A deposit will be required of the successful Bidder, sufficient to cover staffing as proposed.

Note: These requirements also apply to all employees of any subcontractor.

The following are the 2018/2019 Security Fees (fee is subject to change annually):

| <u>Security Fees</u> | |
|---|----------|
| <u>Badges:</u> | |
| SIDA, Sterile, Non-SIDA, and construction (any media) | \$50.00 |
| Recurrent CHRC fees (TSA required) | \$29.00 |
| Replacement for damaged badge (above normal wear and tear) | \$15.00 |
| <u>Lost Badge fees**</u> | |
| First time lost | \$50.00 |
| Second time lost | \$75.00 |
| Third time lost | \$100.00 |
| Fourth time lost badge will not be replaced | |
| SIDA Badge Holder | |
| **fee will be refunded if badge is returned before badge expiration | \$2.00 |
| Badge fees are not waived for Federal agencies (TSA, FAA, etc.) | |

5. References

Each Bidder is required to provide a list of references for the past **five** years, including the following information:

1. Name and phone number of personal contact and title.
2. Company name
3. Describe services rendered
4. Size of facility(s)
5. Employees dedicated to the contract
6. If not a current account, why was the contract terminated?
7. Length of current contract.