



# Pinellas County

## Staff Report

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**File #:** 24-0323A, **Version:** 1

**Agenda Date:** 4/23/2024

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**Subject:**

Ranking of firms and agreement with FlagShip Aviation Services, LLC for janitorial services at the St. Pete - Clearwater International Airport.

**Recommended Action:**

Approval of the ranking of firms and agreement with the number one ranked firm, FlagShip Aviation Services, LLC for janitorial services at the St Pete - Clearwater International Airport.

- This contract will provide a mechanism for St. Pete-Clearwater International Airport to provide comprehensive janitorial services for their facilities and equipment comprising the Airport. This service area will include the Terminal and multiple support areas located at/on the Airport Grounds.
- Thirty-seven submittals were received with an award recommendation to the top ranked firm FlagShip Aviation Services, LLC for janitorial services.
- The contract has a term of sixty months with a not-to-exceed value of \$5,833,773.47; the agreement contains provisions for two additional twelve-month periods.
- Funding for janitorial services at St. Pete - Clearwater International Airport are included in the Fiscal Year (FY) 2024 Adopted budget in the amount of \$800,000.00 in the Airport Revenue and Operating Fund. Funding for this service is included in the requested FY25 budget submission in the amount of \$1,100,000.00. Funding for future years of the contract will likely be included in future budget requests.

Contract No. 24-0069-RFP(AJM): not-to-exceed contract value of \$5,833,773.47 for the duration of the 60-month contract; Authorize the Chairman to sign and the Clerk of the Circuit Court to attest.

Contract No. 24-0069-RFP maximum annual contract not-to-exceed amount is \$1,236,729.23.

**Strategic Plan:**

Ensure Public Health, Safety and Welfare

2.1 Provide planning, coordination, prevention, and protective services to create and enhance a safe, secure, and healthy community

2.2 Be a facilitator, convener, and purchaser of services for those in need.

2.3 Provide comprehensive services to connect our veterans and dependents to the benefits they have earned.

Deliver First-Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach.

5.2 Be responsible stewards of the public's resources.

5.3 Ensure effective and efficient delivery of county services and support.

5.4 Strive to exceed customer expectations.

**Summary:**

This contract will provide a mechanism for comprehensive janitorial services for the facilities and equipment comprising the Airport. This service area will include the Terminal and multiple support areas located at/on the Airport Grounds.

Thirty-seven submittals were received with an award recommendation to the top ranked firm FlagShip Aviation Services, LLC for janitorial services. The contract has a term of sixty months with a not-to-exceed value of \$5,833,773.47; the agreement contains provisions for two additional twelve-month periods.

**Background Information:**

A Request for Proposal was released by the Purchasing and Risk Management Division on November 29, 2023. Ranking of firms was determined by the evaluation committee on February 8, 2024, with final negotiation of the agreement concluding on March 18, 2024.

**Fiscal Impact:**

Total contract not-to-exceed:       \$5, 833,773.47

Funding for this is derived from Airport’s operating budget (Airport Revenue and Operating Fund).

The contract is included in the FY24 Adopted Budget and the FY25 budget submission. The annual amount expected to be spent on the contract is approximately 41.5% higher than previous years due to new contract pricing from a new vendor.

**Staff Member Responsible:**

Thomas Jewsbury, Director, Airport  
Merry Celeste, Division Director, Purchasing & Risk, Administrative Services  
Joe Lauro, Director, Administrative Services

**Partners:**

N/A

**Attachments:**

Agreement  
Rankings

## AGREEMENT

24-0069-RFP

St Pete - Clearwater International Airport Janitorial Services Contract

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and FlagShip Aviation Services, LLC. whose primary address is 405 S. Kimball Avenue, Southlake, TX 76092 (hereinafter “CONTRACTOR”) (jointly, the “Parties”).

### ***NOW THEREFORE, the Parties agree as follows:***

#### **A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
  - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
  - e. Contractor's response to Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
  - f. Contractor's response to Solicitation Section 9, titled Pricing Proposal attached as Exhibit F.
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

#### **B. Term**

1. The initial term of this Agreement shall be through delivery and acceptance of all goods/services by County representative.

#### **C. Expenditures Cap**

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed \$5,833,773.47 for the Contract term without a written amendment to this Agreement.

**D. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: Flagship Aviation Services, LLC.

Signature: *James M. Mikacich*

Print Name and Title: **James M. Mikacich - National VP, Aviation Sales**

Date: **March 18, 2024**

For County:

Signature: *Kathleen Peters*

Print Name and Title: **Kathleen Peters, Chair**

Date: **April 23, 2024.**



ATTEST: KEN BURKE, CLERK

By: *Ken Burke*

**APPROVED AS TO FORM**

By: *Amanda S. Coffey*  
Office of the County Attorney

List of Attachments to Agreement:

1. - Exhibit C
2. - Exhibit D
3. - Exhibi E
4. - Exhibit F

## 4. Special Terms & Conditions

### 4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for St Pete - Clearwater International Airport Janitorial Services Contract to be ordered, as and when required.

### 4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

### 4.3. PRICING/PERIOD OF CONTRACT

Duration of the Agreement will be for a period of 60 months with unit prices adjustable at 12 months after the date of award and thereafter annually for the life of the contract, in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the Contractor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence annually, the Contractor's request for adjustment will be submitted between 90-120 days prior to Agreement anniversary date, utilizing the available index at the time of request. The Contractor adjustment request will not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume the Contractor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120 day period above will not be considered.

### 4.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for 2 additional 12 month period(s) beyond the primary contract period. Term extensions

will allow for price adjustments (Decrease/Increase) in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised extension period, the vendor's request for adjustment should be submitted at time of the extension request from the County, utilizing the available index at the time of request. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the extension term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new extension period may not be considered. County has the right to request pricing decreases at any time.

#### 4.5. NON-MANDATORY PRE-SUBMITTAL CONFERENCE:

All questions pertaining to the solicitation or technical specifications will be reviewed at this time. Solicitation suggestions or modifications may be discussed with County representatives at this meeting and may be considered by representatives as possible addenda to the solicitation.

14700 Terminal Blvd, Clearwater, FL 33762

Thursday, December 14, 2023

10:00 am

#### 4.6. NON-MANDATORY SITE VISIT:

The sole purpose of the site visit is to provide a tour of the site(s) that will be supported by the contract. The scope of work and/or solicitation specifications shall not be discussed during this visit. All questions relating to this solicitation and the scope of work or technical specifications must be submitted in writing.

The Non-Mandatory Site Visit will be held at the following location, date, and time:

14700 Terminal Blvd., Clearwater, FL, 33762

Thursday, December 14, 2023

10:30 am

#### 4.7. PRE-COMMENCEMENT MEETING

Upon award of the Agreement, the County will coordinate a pre-commencement meeting with the successful Contractor. The meeting will require Contractor and the County Representative to review specific Agreement details and deliverable documents at this meeting to ensure the scope of work and work areas are understood.

#### 4.8. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

#### 4.9. ASBESTOS MATERIALS

The Contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the Contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful Contractor. The County will furnish a copy of the asbestos survey to the successful Contractor. The Contractor must keep this copy on site at all times during the actual demolition.

#### 4.10. SERVICES

***The terms below are applicable if the Solicitation includes the provision of SERVICES:***

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

#### 4.11. GOODS & PRODUCTS

***The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:***

- A. **DELIVERY/CLAIMS** - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will be identified at time of order. Successful Contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

#### 4.12. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

#### 4.13. PERFORMANCE SECURITY

Not Applicable

## 5. Insurance Requirements

### 5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

### 5.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@ididata.com](mailto:PinellasSupport@ididata.com) by the Vendor or their agent prior to the expiration date.
  1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org). Nothing contained herein shall absolve Vendor of this requirement to provide notice.

2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,.
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
    - a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
    - b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
    - c. Provide that County will be an additional indemnified party of the subcontract;
    - d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
    - e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
    - f. Assign all warranties directly to the County; and
    - g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- F. Each insurance policy and/or certificate shall include the following terms and/or conditions:
1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
  2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.

3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

### 5.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

#### A. Limits

1. Employers' Liability Limits Florida Statutory
  - a. Per Employee \$ 500,000
  - b. Per Employee Disease \$ 500,000
  - c. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

### 5.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

#### A. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000
4. General Aggregate \$ 2,000,000

### 5.5. BUSINESS AUTOMOBILE OR TRUCKER'S/GARAGE LIABILITY INSURANCE

To cover owned, hired, and non- owned vehicles. If the Vendor does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Vendor can show that this coverage exists under the Commercial General Liability policy.

#### A. Limit

1. Combined Single Limit Per Accident \$1,000,000

### 5.6. CRIME/FIDELITY/FINANCIAL INSTITUTION INSURANCE

Coverage shall include Clients' Property endorsement similar or equivalent to ISO form CR 04 01, with at least minimum limits as follows:

#### A. Limits

1. Each Occurrence or Claim \$ 100,000
2. General Aggregate \$ 100,000

### 5.7. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

## 6. Scope of Work / Specifications

### 6.1. OBJECTIVE/JUSTIFICATION

The St. Pete-Clearwater International Airport (Airport) desires to engage a qualified, experienced Contractor to provide Comprehensive Janitorial Services for the facilities and equipment comprising the Airport. This service area will include the Terminal and multiple support areas located at/on the Airport Grounds as further outlined in this Request For Proposal (RFP). These areas encompass an aggregate square footage of approximately 175,000 square feet. The quality and timely responsiveness of service sought under the RFP is of the highest importance to the Airport, its tenants, and customers. The Airport environment is quite different from other commercial environments. It is important for Proposers to understand the Airport operating environment presents unique challenges that do not exist in other commercial settings. Experience in providing first-class Janitorial Services in an environment of equal size and complexity to the Airport is imperative.

The chosen Contractor shall provide all necessary supervision, administrative support, labor, tools, material, equipment, parts, and transportation required to perform comprehensive janitorial services 24 hours per day, 7 days per week and 365 days per year at the Airport. Various tasks provided for will include but are not limited to continual supervision of specified interior and exterior high traffic areas, cleaning, dusting, vacuuming, exceptional restroom care, sanitize, kids play zone, office and conference room care, digital displays and monitors, glass care, floors, trash disposal, public art cleaning (not cleaning the actual art but the show cases that they are in), automatic exit lane portals, and special projects. The Airport has mostly tile and carpeting with a few floor display areas of Terrazzo flooring.

The chosen Contractor shall be fully responsible for its employees and any subcontractors that may be employed under this contract to include but not limited to supervision, staffing, training, and performance. The Airport does have one dedicated Employee that will be overseeing this contract and conducting independent inspections.

### Minimum Expectations

- Airport anticipates services provided to meet the expectations of a nationally recognized airport.
- Provide timely, high quality Janitorial Services that ensure clean and safe facilities that are consistent with first-class travel and customers.
- Manage a productive, positive, and well-trained workforce to minimize turnover.

- Develop and maintain outstanding interpersonal relationships with Airport Staff and tenants while following established Airport practices, policies, rules, and regulations (including badge requirements).
- Maintain complete and accurate records and business systems to document cleaning practices and inspections, insurance claims, and personal issues.

## 6.2. DELIVERABLES

Proposals should include the following:

- Independence** The contractor shall provide an affirmative statement that it is independent of the Airport and County staff. The contractor shall also list and describe the contractor's and proposed subcontractors' professional relationships involving the Airport for the past three (3) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services.
- License to Practice in the State of Florida** An affirmative statement shall be included that the contractor and all assigned staff are properly registered/licensed to do business in the State of Florida.
- Contractor Qualifications and Experience** The submittal shall state the size of the contractor and the number and nature of the staff assigned to perform these services. The Airport will not accept into this RFP multiple joint ventures or consortiums. If there is a section in the Scope Of Work that needs to be subcontracted (for example, cleaning Terrazzo Flooring), the contractor will provide the same information in this first sentence of this paragraph.
- Partner, Supervisory and Staff Qualifications and Experience** Identify the principal management staff that will oversee this contract, including other supervisors and specialists who would be assigned to these services. Provide information on the experience of each person. Provide as much information as possible regarding the number, qualifications, experience, and training of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

- E. **Similar Engagements with Other Airports, Like Size Commercial Square Footage, or Governmental Entities** List three (3) engagements performed in the last five (5) years that are similar to the services described in this document. Indicate the scope of work, date, staff assigned and the name and telephone number for reference.
- F. **Staffing, Training, and Transition Plan** Identify and describe how contractor plan's on complying with the RFP on personnel staffing, and compliance with the Training and Transition requirements outlined in the Scope of Work.

### 6.3. SCOPE OF WORK

The selected Contractor shall provide the Services, which are, the labor, supervision, materials, equipment, chemicals, and incidentals for complete janitorial services at the following locations on the Airport to include all public use areas, stairways, doorways, outside entrances and sweeping sidewalks, restrooms (including the Cell Phone Lot restrooms), Parking Attendant Booths, and Passenger Boarding Bridges. The Contractor will be required to provide non-daily janitorial services also at the Customs and Border Protection area, Airport Maintenance Office, and Pinellas County Sherriff's Aviation Hangar offices. It is the intent of this Scope of Work to describe the janitorial services the selected Contractor shall provide. The selected Contractor shall comply with the detailed provisions herein and shall perform all the work provided for in this Scope of Services. The selected Contractor may also be requested to perform extra and incidental tasks. Please refer to Attachment B - Technical Services Matrix

Services shall include, but are not limited to, the following:

**Administrative & Management Responsibilities.** Separate and apart of janitorial services provided under the Agreement, the selected Contractor will be required to provide oversight, supervision and management of the staff provided to complete the work. During the term, all communication regarding day-to-day scheduling and agreement administrative matters between the selected Contractor and Airport shall be accomplished through the Airport Services Manager.

**Administrative and Management Responsibilities Supervision.** The selected Contractor shall provide a full-time on-site job manager ("Job Manager") who shall devote a minimum of forty (40) hours per week to the Airport. The Job Manager will be responsible to The Airport, for ensuring compliance with the Agreement and for the day-to-day administration of the operations at the Airport. The selected Contractor shall also provide other supervisors as needed to ensure that the Work is complete in the manner set forth in the Scope of Work. Other Supervisory personnel (if provided) shall:

- Ensure prompt and correct compliance with instructions of the Job Manager and Airport.
- Ensure that employees assigned to the crews are properly utilized and trained for the efficient performance of their assignments
- Ensure that assignments are carried out in compliance with operational and safety procedures in accordance with selected Contractor's and The Airport's regulations

**Routine Chemicals & Equipment** As part of the routine work, specific chemicals and equipment must be used. The selected Contractor will be required to provide the chemicals and equipment.

**Consumables Contractor** Contractor shall be responsible for supply and replenishment of consumable products in the restroom, to include toilet paper, toilet seat covers, paper towels, baby changing station liners, and hand soap. The contractor will be responsible for supplying and changing batteries for any applicable consumable dispensers.

**Staffing Plan** As part of the proposal a detailed staffing plan must be included which outlines how the Contractor will complete the required work. The current positions staffed, including a job description, qualifications and hours worked weekly shall be included. As part of proposed staffing plan please include information regarding employee screening, separate and apart from airport ID badging requirements (see attachment) and any intended vacation, sick days or paid time off offered to employees. All supervisory staff must be able to fluently speak, read and write the English language in order to interpret rules and regulations pertaining to the work as well as to receive instructions and properly implement work orders. For safety reasons, all other personnel must be able to speak rudimentary English. The selected Contractor shall provide relief personnel as necessary and/or overtime work at no additional cost to The Airport to ensure that each required assignment is performed during each shift.

**Uniforms** The selected Contractor will be required to provide uniforms for the staff assigned to complete the work. Uniform selection shall be approved by The Airport and must not be a color similar to existing uniforms of other vendors, officials, agencies, or personnel located at the Airport. No head gear, other than that included as part of the Uniform and approved by The Airport, may be worn by the selected Contractor's personnel. Uniforms should include a consistent color for all footwear worn by the selected Contractor's personnel. Uniforms must be kept cleaned and maintained. The Contractor shall provide enough uniforms to each employee so that all personnel are always dressed in a clean and professional manner. In the Staffing Plan a description and picture of the proposed uniform must be included.

**Reports** If at any time damage is caused or observed by Contractor's personnel, immediate notification to The Airport must be made. The selected Contractor will also provide written reports to The Airport concerning any damage to Airport property caused or observed by its personnel and a separate report of any injuries sustained by its personnel within 1 business day.

**Transition Plan** Contractor shall provide The Airport, as part of their Proposals, a Start-up Transition Plan describing how it plans to start operations and bring about a smooth transition from the present Contractor. Transition Plan shall include but not be limited to:

- Procurement of Equipment (including timing)
- Training Syllabus based on requirements of the work as set forth herein
- Obtaining ID Badges: Including background checks and conducting Security Training.
- Employee Orientation and Site Tours

Contractor agrees that, if selected, Contractor will cooperate with The Airport and attend all scheduled coordination meetings during the transition period.

**Badging** All personnel hired to provide the work must obtain identification and clearance issued pursuant to 49 CFR 1542. Further, all personnel will be expected to participate in any necessary training to obtain the identification as well as abide by any associated rules or regulations. Such clearance must be received prior to any of the selected Contractor's employees beginning work at the Airport. **Costs associated with badging will be borne by the selected Contractor.** All personnel hired will be expected to be fully badged no later than 14 business days from the start of their orientation/training (see attachment A).

**Work Cycles** For work required to be performed in cycles, for example, Project Work, the Airport Services Manager, or designee shall have the right to specify the exact time the work is performed. This is to assure The Airport that work will be performed with relatively equal time lapses between performances unless otherwise necessary. The Airport will work with the selected Contractor to plan work in such a way that it is as uniformly distributed as practical throughout the year.

**Temporary Work Changes** The Airport shall have the right to require the selected Contractor's personnel to perform other duties, at the Airport, outside the scope of scheduled work. The selected Contractor will promptly comply with such requirements. During temporary work changes, the selected Contractor shall not be required to simultaneously provide scheduled cleaning services. (An example is twice a year the Airport has food trucks for employee appreciation and the need to clean after the event is needed).

**Training** Within fifteen (15) calendar days of being awarded the Agreement, the selected Contractor shall provide The Airport with a detailed outline of its training program. It shall include session content, designs, methods and learning objectives. The program shall provide the following results:

- A. All custodial personnel shall be able to demonstrate the ability to complete procedures set forth in the technical specifications that are appropriate to their positions. Should an individual's duties change, the selected Contractor must provide training to ensure a commensurate increase in skills and/or knowledge.
- B. Should new supplies, chemicals or equipment be introduced into the Work, the appropriate personnel shall be thoroughly trained in their use.
- C. Supervisory and management personnel shall have demonstrable knowledge and/or skill in the procedures expected of those they supervise. The content of their training will also include supervisory skills, knowledge, and attitude necessary for compliance with the terms of the Agreement.
- D. All selected Contractor's personnel utilized in the performance of the Agreement will have training designed to result in compliance with applicable OSHA Standards and other governmental regulations. They shall have documented knowledge of, and access to, resources required by OSHA or other governmental entities, for example, a written Exposure Control Plan for exposure to blood borne pathogens and/or the disposal of needles in receptacles.
- E. Selected Contractor's workforce must be made cognizant of other factors affecting their well-being and the best interests of The Airport. These include, but are not limited to: An understanding, based on the legal definition of sexual harassment, the difference between acceptable behavior and harassment and their role in preventing it.
- F. Each class or learning opportunity, including on-the-job training, shall have learning objectives that are specific, measurable, attainable, relevant and time lined.
- G. A training record shall be kept for all of selected Contractor's personnel assigned to the perform work at the Airport. All learning opportunities held or scheduled to be held must be documented. Both shall be available to The Airport upon request. This requirement shall be passed down to any subcontractors performing a portion of the work.
- H. The selected Contractor shall instruct its personnel that no gratuities shall be solicited or accepted for any reason whatsoever from The Airport, tenants, passengers or other persons using the Airport.

**Quality Control** As part of the staffing plan, the selected Contractor shall provide to The Airport a detailed Quality Control Program with its Proposal. The program shall include the structure of responsibility for the program and the inspection schedule that will serve to validate the program. The program shall include quality as reflected in aspects of a service industry not only in cleaning results, but in conduct and interaction with passengers and Airport staff. Moreover, the report of any problems or assets that are malfunctioning (for instance, toilets not flushing). The program should be able to be expanded as required.

# Compensation

The proposed compensation to be paid by the County for the services identified in the Statement of Work, including the methodology for determining the compensation. Contractor shall complete the compensation structure provided in the Pricing Proposal.

## Pricing Proposal

Solicitation #24-0069-

Title: St Pete - Clearwater International Airport Janitorial Services Contract

## 9. Pricing Proposal

### PRICING PROPOSAL

Having become familiar with the Scope of Work defined, examination of the premises, circumstances affecting the proper execution of the work, and a review of the Airport Attachments, the undersigned proposes to complete execution of the work for the sum of:

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Year 1	1	Year	\$ 1,098,817.90	\$ 1,098,817.90
2	Year 2	1	Year	\$ 1,131,782.44	\$ 1,131,782.44
3	Year 3	1	Year	\$ 1,165,735.91	\$ 1,165,735.91
4	Year 4	1	Year	\$ 1,200,707.99	\$ 1,200,707.99
5	Year 5	1	Year	\$ 1,236,729.23	\$ 1,236,729.23
TOTAL					\$ 5,833,773.47

## Pricing Approach

We have carefully reviewed the scope of work required in this RFP. Our methodology includes the wage and market compensation analysis of the local market and taking into account local wage laws or ordinances as applicable. We attended the site tour and spent additional time analyzing and developing our staffing plan by evaluating items such as passenger counts, types of flooring, number and locations of restrooms and gates, trash disposal locations, food locations, storage locations and the general traffic patterns. We then benchmarked our plan against our many airport operations and applied the proper management and supervisory levels and equipment needed. We have included all scope items in our pricing, as requested. In summary, our pricing includes and consists of wages, taxes, insurance, benefits, materials, chemicals, consumables, uniforms, technology (including 2 autonomous vacuums), and new equipment.

# St Pete - Clearwater International Airport

## Technical Specification

Cleaning Areas

Minimum Service Level

### 1. GENERAL OFFICE AREAS

a. Vacuum carpeted floors	Daily
b. Empty office trash, replace all liners and return receptacles to original location	Daily
c. Empty recycling bins	Daily
d. Wet mop and remove scuff marks from all non-carpeted floors	Daily
e. Clean and thoroughly polish drinking fountains	Daily
f. Clean and disinfect all public counters	Daily
g. Remove fingerprints from entrance glass	Daily
h. Clean and disinfect doorknobs and light switches	Daily
i. Spray buff all tile / terrazzo floor areas according to industry standards.	M/F
j. Clean vertical and/or mini blinds	Bi-Weekly
k. Dust tops of desk areas in offices.	Weekly
l. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Daily
m. Wipe down doors with sanitizing cleaner	Daily
n. Wipe clean all vents and diffusers	Bi-Weekly
o. Dust horizontal & vertical surfaces	Weekly
p. Spot clean carpets	As Needed
q. Vacuum with hand tool around copy machines and other equipment	Bi-Weekly

### 2. CONFERENCE ROOMS

a. Vacuum carpeted floors	Daily
b. Empty trash, replace all liners and return receptacles to original location	Daily
c. Dust conference table	Daily
d. Clean and disinfect conference tables	Daily
e. Dust all ledges	Weekly
f. Wipe clean all vents and diffusers	Bi-Weekly
g. Clean glass	Weekly
h. Dust horizontal & vertical surfaces	Weekly
i. Spot clean carpets	As Needed

### 3. OPEN REST ROOMS

a. Wet mop floors using a germicidal detergent solution	3xDaily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day

d. Clean and polish mirrors	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces. <b>Waterless urinals require special spray cleaning and maintenance.</b>	3x Daily
f. Wipe towel cabinets	2x Daily
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc. Replacement soap cartridges shall be of the type designated for the dispenser.	Multiple Times per Day
<b>4. KITCHENS AND BREAK ROOMS</b>	
a. Empty kitchen trash and replace liners	Daily
b. Wet mop non-carpeted floors	Daily
c. Clean and disinfect sinks and counters	Daily
d. Vacuum carpeted floors	Daily
e. Wipe down outside of cabinetry	Weekly
f. Clean vertical and/or mini blinds	Month
g. Wipe clean all vents, diffusers, and exhaust hoods	Weekly
h. Clean and polish stainless steel, chrome and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Daily
i. Dust horizontal & vertical surfaces	Weekly
j. Machine scrub floors	Monthly
k. Clean floor grout	Quarterly
l. Clean all tables, chair seats & backs, counters, microwaves, sinks, and refrigerators.	As Needed
<b>5. LOBBIES, PUBLIC AREAS, ENTRANCES &amp; VESTIBULES</b>	
a. Vacuum carpeted floors	Daily
b. Wet mop all non-carpeted floors	Daily
c. Clean entrance glass doors. Clean framework, including transoms and sidelights- interior and exterior	Daily
d. Clean ledges and moldings, inside and exterior of entry way doors	Daily
e. Empty, replace liner, and clean outside of trash cans	Daily
f. Clean, disinfect and polish all public telephones	Daily
g. Clean all door stainless brushed steel	Daily
h. Empty all exterior ashtrays, recycling and trash receptacles of cigarette butts and debris	Daily
i. Continuously dry mop non-carpeted lobby floor on rainy days, during normal business hours	As Needed
j. Wipe clean and polish all glass and mirrored surfaces	Daily

k. Remove unsightly soil, grass, leaves, litter, etc. from the building exterior, and surrounding areas. Maintain areas around all dumpsters free of litter, trash, etc. Police grounds, parking areas, sidewalks (adjacent to buildings out to the curbing of the sidewalks), exterior exit landings, and exterior stairs. Empty all trash cans in Parking Lots.	Daily
l. Dust and wipe clean all flat surfaces, walls, windowsills, pillars and other flat areas	Weekly
m. Machine scrub non-carpeted floors	Daily
n. Clean vertical and/or mini blinds	Weekly
o. Wipe clean all vents and diffusers	Weekly
p. Clean and polish stainless steel, chrome, ensuring the polish does not stain or mark area around push plates or other fixtures	Weekly
q. Dust horizontal & vertical surfaces	Weekly
r. Wash all public waste receptacles	Quarterly
s. Spot clean carpets	As Needed
t. Clean floor grout	Quarterly
v. Dust benches, remove standing water, replace bags around exterior pet relief station	Weekly
<b>6. CORRIDORS</b>	
a. Vacuum carpeted floor	Daily
b. Damp mop and/or spray buff all non-carpeted floors	Daily
c. Empty, replace liner and wipe trash receptacles	Daily
d. Wipe clean all vents and diffusers	Weekly
e. Clean and polish stainless steel, chrome, ensuring the polish does not stain or mark area around push plates or other fixtures.	Daily
f. Dust horizontal & vertical surfaces	Weekly
g. Spot clean carpets	As Needed
h. Clean vertical and/or mini blinds	Bi-Weekly
i. Wax and strip non-carpeted floors	Bi-Annual
<b>7. STAIRWAYS Including FIRESTAIRWELLS/BACK STAIRWELL</b>	
a. Sweep or vacuum steps and landings	M/W/F
b. Wipe banisters and ledges	Daily
c. Wet mop non-carpeted stairs and landings	Weekly
d. Wipe and clean all railings and doors	Weekly
e. Wipe clean all vents and diffusers	Weekly
f. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly
g. Dust horizontal & vertical surfaces	Weekly
h. Spot clean carpets	As Needed
i. Remove chewing gum, litter, mop up spills, knock down cobwebs	M/W/F
<b>8. ELEVATORS</b>	

a. Wipe elevator cab walls to keep high sheen and to remove fingerprints	Daily
b. Clean and disinfect control button panel	Daily
c. Vacuum carpeted floor, wet mop non-carpeted floors	Daily
d. Clean and vacuum all door tracks and polish all door interior and exterior surfaces	M/W/F
e. Wipe mirrored surfaces in the elevator cabs	M/W/F
f. Wipe clean all ledges, vents and diffusers	Weekly
g. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly
h. Dust horizontal & vertical surfaces	Weekly
i. Mop and wax east elevator	As Needed
<b>9. BOARDING &amp; LOADING BRIDGES</b>	
a. Sweep, damp mop, vacuum floors; clean ceilings, walls, hand rails, & light fixtures	Daily
b. Spot and stain removal on carpet	Daily
c. Clean doors, door glass and exterior diffuser. Remove all fingerprints and dirt	Daily
d. Clean carpets	As Needed
e. Mop non carpeted floors including yellow side drain	Daily
<b>10. GATES 2-6 RESTROOMS</b>	
a. Wet mop floors using a germicidal detergent solution	3xDaily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day
d. Clean and polish mirrors	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces. <b>Waterless urinals require special spray cleaning and maintenance.</b>	Multiple Times per Day
f. Wipe towel cabinets	2x Daily
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc. Replacement soap cartridges shall be of the type designated for the dispenser.	Multiple Times per Day
h. Wipe down all partitions	3xDaily
<b>11. GATES 7-11 RESTROOMS</b>	
a. Wet mop floors using a germicidal detergent solution	3xDaily
b. Empty receptacle trash, replace liner	Multiple Times per Day

c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day
d. Clean and polish mirrors	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	Multiple Times per Day
f. Wipe towel cabinets	2x Daily
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc. Replacement soap cartridges shall be of the type designated for the dispenser.	Multiple Times per Day
h. Wipe down all partitions	3xDaily
<b>12. BAGGAGE CLAIM RESTROOMS</b>	
a. Wet mop floors using a germicidal detergent solution	3xDaily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day
d. Clean and polish mirrors	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	Multiple Times per Day
f. Wipe towel cabinets	2x Daily
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc. Replacement soap cartridges shall be of the type designated for the dispenser.	Multiple Times per Day
h. Wipe down all partitions	3xDaily
<b>13. SECOND FLOOR PUBLIC RESTROOMS (Wick Wing)</b>	
a. Wet mop floors using a germicidal detergent solution	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day
d. Clean and polish mirrors	Daily

e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	Multiple Times per Day
f. Wipe towel cabinets	2x Daily
g. Wipe down all partitions	3xDaily
<b>14. RESTAURANT RESTROOMS</b>	
a. Wet mop floors using a germicidal detergent solution	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Multiple Times per Day
d. Clean and polish mirrors	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	Multiple Times per Day
f. Wipe towel cabinets	2x Daily
g. Wipe down all partitions	3xDaily
<b>15. GATES 2-6 SEATING AREA</b>	
a. Vacuum Carpeted Floors	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Clean And polish drinking fountain	Daily
d. Clean all chairs in the passenger seating	Daily
e. Dust horizontal surfaces	Daily
f. Clean Passenger ticketing podiums	Daily
g. Clean windows	Daily
h. Wipe clean all vents and diffusers	Weekly
i. Spot Clean Carpets	As needed
j. Steam clean carpets	Weekly
k. Wipe down doors and clean glass	Daily
<b>16. GATES 2-6 QUEING AREA</b>	
a. Vacuum Carpeted Floors	Daily
b. Empty trash receptacles, replace liner	Multiple Times per Day
c. Dust horizontal surfaces	Daily
d. Clean windows	Daily
e. Wipe clean all vents and diffusers	Weekly
f. Spot Clean Carpets	As needed
g. Steam clean carpets	Weekly
h. Wipe down all walls and remove scuff marks	Daily

**17. GATES 7-11 QUEING AREA**

a.Vacuum Carpeted Floors	Daily
b. Empty trash receptacles, replace liner	Multiple Times per Day
c. Dust horizontal surfaces	Daily
d. Clean windows	Daily
e. Wipe clean all vents and diffusers	Weekly
f. Spot Clean Carpets	As needed
g. Steam clean carpets	Weekly
h. Wipe down all walls and remove scuff marks	Daily

**18. GATES 7-11 SEATING AREA**

a.Vacuum Carpeted Floors	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Clean And polish drinking fountain	Daily
d. Clean all chairs in the passenger seating	Daily
e. Dust horizontal surfaces	Daily
f. Clean Passenger ticketing podiums	Daily
g. Clean windows	Daily
h .Wipe clean all vents and diffusers	Weekly
l. Spot Clean Carpets	As needed
j. Steam clean carpets	Weekly
k. Wipe down doors and clean glass	Daily
l. Damp mop and remove scuff marks from all non carpeted floors	Daily
m. Machine scrub all non carpeted floors	Nightly

**19. BAGGAGE CLAIM**

a.Vacuum Carpeted Floors	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Clean And polish drinking fountain	Daily
d. Clean all chairs in the passenger seating	Daily
e. Dust horizontal surfaces	Daily
f. Clean windows	Daily
g. Damp mop Baggage belts	Daily
h. Wipe clean all vents and diffusers	Weekly
l. Spot Clean Carpets	As needed
j. Steam clean carpets	Weekly
k. Wipe down doors and clean glass	Daily
l. Damp mop and remove scuff marks from all non carpeted floors	Daily
m. Machine scrub all non carpeted floors	Nightly

**20. TICKETING A**

a.Vacuum Carpeted Floors	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Clean And polish drinking fountain	Daily
d. Clean all chairs in the passenger seating	Daily
e. Dust horizontal surfaces	Daily

f. Clean windows	Daily
g. Damp mop Baggage belts	Daily
clean all vents and diffusers	Weekly
l. Spot Clean Carpets	As needed
j. Steam clean carpets	Weekly
down doors and clean glass	Daily
l. Damp mop and remove scuff marks from all non carpeted floors	Daily
m. Machine scrub all non carpeted floors	Nightly
n. Wipe down and sanitize ticketing podiums	Nightly
<b>21. TICKETING B</b>	
a. Vacuum Carpeted Floors	Daily
b. Empty receptacle trash, replace liner	Multiple Times per Day
c. Clean And polish drinking fountain	Daily
d. Clean all chairs in the passenger seating	Daily
e. Dust horizontal surfaces	Daily
f. Clean windows	Daily
g. Damp mop Baggage belts	Daily
clean all vents and diffusers	Weekly
l. Spot Clean Carpets	As needed
j. Steam clean carpets	Weekly
k. Wipe down doors and clean glass	Daily
l. Damp mop and remove scuff marks from all non carpeted floors	Daily
m. Machine scrub all non carpeted floors	Nightly
n. Wipe down and sanitize ticketing podiums	Nightly
<b>22. CELL PHONE BATHROOMS</b>	
a. Wet mop floors using a germicidal detergent solution	6xDaily
b. Empty receptacle trash, replace liner	6xDaily
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	6xDaily
d. Clean and polish mirrors	6xDaily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	6x Daily
f. Wipe towel cabinets	6x Daily
g. restock toilet paper	As Needed
h. Wipe down all partitions	6xDaily
<b>23. FACILITY BUILDING</b>	
a. Vacuum all Carpet	M/W/F
b. Clean and sanitize restrooms and shower	M/W/F
c. Spot clean carpet	As Needed

d. Steam clean carpet	As Needed
e. Remove Trash	M/W/F
f. Clean and mop break room	M/W/F
g. Strip and wax VCT	Twice a year
h. Dust all horizontal surfaces	M/W/F
<b>24. SHERIFF HANGER</b>	
a. Clean and restock restrooms	Twice a week
b. Vacuum all Carpet	Twice a week
c. Remove trash	Twice a week
<b>25. AIRPORT EXTERIOR</b>	
a. Empty FOD containers on ramp	Daily
b. Empty Curbside trash cans	2xDaily
<b>26. CUSTOMS &amp; BORDER PROTECTION AREA</b>	
a. Vacuum all Carpet	Daily
b. Clean and sanitize restrooms and shower	Daily
c. Remove Trash	Daily
d. Strip and wax VCT	As Needed
e. Clean and mop break room	Daily
f. Sweep floor using dust mop	Daily
g. Wipe down counters in Xray room	Daily
h. Mop VCT and remove all scuff marks	Daily
<b>27. GATES 7-11 EXIT PORTALS</b>	
a. Wet mop and remove scuff marks from all non-carpeted floors	Daily
b. Clean windows	Daily
c. Clean Sensor with Q-Tip or similar.	Daily
<b>28. PARKING ATTENDANT BOOTHS</b>	
a. Wet mop and remove scuff marks from all non-carpeted floors	Daily
b. Clean windows	Daily
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces.	Weekly
f. Clean windows	Weekly
<b>29. PASSENGER BOARDING BRIDGES</b>	
a. Vacuum all Carpet	Daily
b. Remove Trash	Daily
c. Damp mop and remove scuff marks from all non carpeted floors	Daily
d. Wipe down control counter	Daily
e. Clean Windows	Daily
<b>30. PUBLIC ARTWORK - KIDS ZONE - VISTOR BOOTH</b>	
a. Vacuum all Carpet	Daily

b. Remove Trash	Daily
c. Damp mop and remove scuff marks from all non carpeted floors	Daily
d. Wipe down control counter	Daily
e. Wipe off Shutter Blinds	Monthly
f. Public Artwork Displays - wipe pexiglass	Weekly