



**REQUEST FOR PROPOSALS**

**2010 JANITORIAL SERVICE**

**GARY / CHICAGO INTERNATIONAL AIRPORT**

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

The Gary/Chicago International Airport (GCIA) is requesting proposals from vendors for the furnishing of all staff and equipment necessary to provide janitorial services on specified Airport property for the Year 2010.

## **GENERAL**

The GCIA is a municipal entity in the City of Gary, IN that is managed and operated by the Gary/Chicago International Airport Authority (GCIAA). The Airport operates as a non-hub commercial aviation service airport with airline, corporate, military, and general aviation activities. The Airport is located in Northwest Indiana, approximately twenty-five (25) miles southeast of downtown Chicago and approximately five (5) miles northwest of downtown Gary.

## **MINIMUM REQUIREMENTS**

Interested party must possess two (2) or more continuous years of janitorial service experience and have a minimum of three (3) references indicating janitorial service experience. References must include company, contact person, address, and telephone number.

## **SPECIFICATIONS**

A specification packet may be obtained online at <http://www.garychicagoairport.com/rfp> or the GCIA Administration Building reception desk located at 6001 West Industrial Highway, Gary, IN 46406. Telephone: (219) 949-9722.

## **SERVICE SCHEDULES**

Janitorial services to be provided within the scope of nineteen (19) schedules as follows:

### **SCHEDULE A: ADMINISTRATIVE OFFICE (DAILY)**

Schedule A shall be completed daily, Monday through Friday (except holidays), during the hours 5:00 PM to 10:30 PM. Schedule A shall be completed four (4) times per week during those weeks with a holiday occurring on a weekday.

Floors:

- Tile floors shall be swept, damp-mopped, and buffed. Scuffs, other markings, and spills shall be removed. Residue as a result of inclement weather shall be cleaned as required.

- Porcelain tile floors shall be swept, wet-mopped with neutral cleaner, and buffed. Scuffs, other markings, and spills shall be removed. Residue as a result of inclement weather shall be cleaned as required.
- Concrete floors shall be swept and damp mopped. Scuffs, other markings, and spills shall be removed. Residue as a result of inclement weather shall be cleaned as required.

Carpets:

- Carpets shall be vacuumed in traffic lanes and around/under desks.
- Spills and stains shall be spot cleaned.
- Chairs shall be replaced to original position.

Entrances:

- Entrance doorframes shall be cleaned and dry-shined.
- Door windows shall be cleaned and left streak-free.

Ceilings, walls, and doors:

- Ceilings, walls, and doors shall be kept clear of cobwebs and dust clumps.
- Wall surfaces shall be spot cleaned as needed.
- Doorknobs and adjacent areas shall be spot cleaned as needed.
- Door windows shall be cleaned and left streak-free.

Glass partitions and panels:

- Inter-office glass partitions and panels shall be spot cleaned as needed and left streak-free.
- Sills and ledges shall be dusted with a treated cloth or damp cloth.

Water fountains:

- Water fountains shall be cleaned with a non-pungent germicidal disinfectant solution then dry-shined.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Break Room:

- Countertops, tabletops, appliance exteriors, and water cooler shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- The paper towel dispenser shall be replenished.

Restrooms:

- Ceilings, walls, doors, and trash receptacles shall be attended to as specified above.

- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commodes and urinals shall be washed and dried inside and out, and seats shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Stall partitions shall be spot cleaned as needed with an acceptable, non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free.
- Washbasins and countertops shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

Building exterior:

- Trash receptacles shall be emptied. Plastic liners will be installed in all trash receptacles.
- Cigarette butts and debris shall be removed from receptacles.
- The sidewalk and landscaped areas in front of the building (for the entire length of the building) shall have trash, cigarette butts, and other such waste removed.
- All waste shall be collected and removed to a central disposal area.

SCHEDULE B: ADMINISTRATIVE OFFICE (WEEKLY)

Schedule B shall be completed weekly during the hours 5:00 PM to 10:30 PM on Monday through Friday.

Carpets:

- Carpets shall be thoroughly vacuumed.
- Accessory tools shall be used for hard-to-reach areas.

Baseboards and Low Vents:

- Baseboards and low vents shall be dusted.

Copy room and conference rooms:

- Countertops and tabletops shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- Office machinery shall be dusted with a soft cloth.

Desks and chairs:

- Desks and chairs shall be dusted on all horizontal and vertical surfaces.
- Wood surfaces shall be dusted with a soft, treated cloth. Vinyl, metal, and glass surfaces shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.

- Desktop services shall be limited to areas reasonably clear of documents and files. Heavily laden desktops shall be dusted only in exposed areas.
- Fabric upholstered chair seats and arms shall be vacuumed or whisk broomed.
- Telephones shall be damp wiped with a disinfectant solution.
- Personal computers shall be dusted with a soft cloth.

Miscellaneous furniture, wall pictures, and windows:

- Distribution receptacles, file cabinets, bookcases, coat racks, and other miscellaneous furniture shall be thoroughly dusted with a treated cloth or damp cloth.
- Wall pictures and other adornments shall be dusted with a treated cloth or damp cloth.
- Windowsills, ledges, and blinds shall be dusted with a treated cloth or damp cloth.
- Interior windows shall be spot cleaned as needed and left streak-free.

#### SCHEDULE C: ADMINISTRATIVE OFFICE (SEMI-ANNUALLY)

Schedule C shall be completed semi-annually during hours to be coordinated between the Airport and janitorial service provider.

Floors:

- All tile floors, including restrooms, shall be stripped, waxed, and buffed.

Carpets:

- All carpets shall be shampooed.

Windows:

- All interior and exterior windows shall be cleaned and left streak-free.

#### SCHEDULE D: ADMINISTRATIVE OFFICE (ANNUALLY)

Schedule D shall be completed annually during hours to be coordinated between the Airport and janitorial service provider.

Overhead light fixtures:

- All exposed overhead light fixtures shall be dusted with a treated cloth or damp cloth.

Overhead fans:

- All overhead fans shall be dusted with a treated cloth or damp cloth.

Overhead structures:

- All overhead beams, pipes, and ducting shall be dusted with a treated cloth or damp cloth.

## SCHEDULE E: MAINTENANCE FACILITY (DAILY)

Schedule E shall be completed daily, Monday through Friday (except holidays), during the hours 5:00 PM to 10:30 PM. Schedule A shall be completed four (4) times per week during those weeks with a holiday occurring on a weekday.

### Floors:

- Tile and concrete floors shall be swept and damp-mopped. Scuffs, other markings, and spills shall be removed. Residue as a result of inclement weather shall be cleaned as required.

### Carpets:

- Carpets shall be vacuumed.
- Spills and stains shall be spot cleaned.

### Entrances:

- Entrance doorframes shall be cleaned and dry-shined.
- Door windows shall be cleaned and left streak-free.

### Ceilings, walls, and doors:

- Ceilings, walls, and doors shall be kept clear of cobwebs and dust clumps.
- Wall surfaces shall be spot cleaned as needed.
- Doorknobs and adjacent areas shall be spot cleaned as needed.
- Door windows shall be cleaned and left streak-free.

### Glass partitions and panels:

- Inter-office glass partitions and panels shall be spot cleaned as needed and left streak-free.
- Sills and ledges shall be dusted with a treated cloth or damp cloth.

### Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

### Supply Storage Room:

- The supply storage room shall be kept neat and orderly.

### Break Room:

- Countertops, tabletops, appliance exteriors, and water cooler shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- The paper towel dispenser shall be replenished.

Restrooms:

- Ceilings, walls, doors, and trash receptacles shall be attended to as specified above.
- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commodes and urinals shall be washed and dried inside and out, and seats shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Stall partitions shall be spot cleaned as needed with an acceptable, non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free.
- Washbasins and countertops shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

SCHEDULE F: MAINTENANCE FACILITY (WEEKLY)

Schedule F shall be completed weekly during the hours 5:00 PM to 10:30 PM on Monday through Friday.

Floors:

- Tile floors shall be wet-mopped and buffed.

Baseboards and Low Vents:

- Baseboards and low vents shall be dusted.

Desks and chairs:

- Desks and chairs shall be dusted on all horizontal and vertical surfaces.
- Wood surfaces shall be dusted with a soft, treated cloth. Vinyl, metal, and glass surfaces shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- Desktop services shall be limited to areas reasonably clear of documents and files. Heavily laden desktops shall be dusted only in exposed areas.
- Fabric upholstered chair seats and arms shall be vacuumed or whisk broomed.
- Telephones shall be damp wiped with a disinfectant solution.
- Personal computers shall be dusted with a soft cloth.

Miscellaneous furniture, wall pictures, and windows:

- Distribution receptacles, file cabinets, bookcases, coat racks, and other miscellaneous furniture shall be thoroughly dusted with a treated cloth or damp cloth.
- Wall pictures and other adornments shall be dusted with a treated cloth or damp cloth.

- Windowsills, ledges, and blinds shall be dusted with a treated cloth or damp cloth.
- Interior windows shall be spot cleaned as needed and left streak-free.

Restrooms:

- Showers shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Lockers shall be dusted with a treated cloth or damp cloth.

SCHEDULE G: MAINTENANCE FACILITY (SEMI-ANNUALLY)

Schedule G shall be completed semi-annually during hours to be coordinated between the Airport and janitorial service provider.

Floors:

- All tile floors, including restrooms, shall be stripped, waxed, and buffed.

Carpets:

- All carpets shall be shampooed.

Windows:

- All interior and exterior windows shall be cleaned and left streak-free.

SCHEDULE H: MAINTENANCE FACILITY (ANNUALLY)

Schedule H shall be completed annually during hours to be coordinated between the Airport and janitorial service provider.

Overhead light fixtures

- All exposed overhead light fixtures shall be dusted with a treated cloth or damp cloth.

Overhead structures:

- All overhead beams, pipes, and ducting shall be dusted with a treated cloth or damp cloth.

SCHEDULE I: AIR TRAFFIC CONTROL TOWER (DAILY)

Schedule I shall be completed three (3) times per week Monday through Friday (except holidays), during the hours 5:00 PM to 10:30 PM, and at the discretion of the air traffic controller on duty. Schedule I shall be completed two (2) times per week during those weeks with a holiday occurring on a weekday.

Floors:

- Tile and concrete floors shall be swept and damp-mopped. Scuffs, other markings, and spills shall be removed. Residue as a result of inclement weather shall be cleaned as required.

Stairway:

- Stairs shall be swept.
- Stairway ledges shall be dusted with a treated cloth or damp cloth.

Carpets:

- Carpets shall be vacuumed.
- Spills and stains shall be spot cleaned.

Ceilings, walls, and doors:

- Ceilings, walls, and doors shall be kept clear of cobwebs and dust clumps.
- Wall surfaces shall be spot cleaned as needed.
- Doorknobs and adjacent areas shall be spot cleaned as needed.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Cab:

- Consoles shall be dusted with a treated cloth.

Supply Storage Room:

- The supply storage room shall be kept neat and orderly.

Break Room:

- Countertop, tabletop, and appliance exteriors shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- The paper towel dispenser shall be replenished.

Restroom:

- Ceilings, walls, doors, and trash receptacles shall be attended to as specified above.
- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commode shall be washed and dried inside and out, and seat shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Mirror shall be cleaned and left streak-free.

- Washbasin and countertop shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

SCHEDULE J: AIR TRAFFIC CONTROL TOWER (WEEKLY)

Schedule J shall be completed weekly, during the hours 5:00 PM to 10:30 PM, and at the discretion of the air traffic controller on duty.

Floors:

- Tile floors shall be wet-mopped and buffed.

Stairway:

- Stairs shall be damp-mopped.

Baseboards and Low Vents:

- Baseboards and low vents shall be dusted.

Desks and chairs:

- Desks and chairs shall be dusted on all horizontal and vertical surfaces.
- Wood surfaces shall be dusted with a soft, treated cloth. Vinyl, metal, and glass surfaces shall be dusted with a treated cloth or damp cloth. Rings and other minor spillages will be removed.
- Desktop services shall be limited to areas reasonably clear of documents and files. Heavily laden desktops shall be dusted only in exposed areas.
- Fabric upholstered chair seats and arms shall be vacuumed or whisk broomed.
- Telephones shall be damp wiped with a disinfectant solution.
- Personal computers shall be dusted with a soft cloth.

Miscellaneous furniture, wall pictures, and windows:

- Distribution receptacles, file cabinets, bookcases, coat racks, and other miscellaneous furniture shall be thoroughly dusted with a treated cloth or damp cloth.
- Wall pictures and other adornments shall be dusted with a treated cloth or damp cloth.
- Windowsills, ledges, and blinds, other than those in the cab, shall be dusted with a treated cloth or damp cloth.
- Interior windows, other than those in the cab, shall be spot cleaned as needed and left streak-free.

#### SCHEDULE K: AIR TRAFFIC CONTROL TOWER (MONTHLY)

Schedule K shall be completed monthly during hours to be coordinated between the Airport and janitorial service provider, and at the discretion of the air traffic controller on duty.

##### Cab windows:

- All interior and exterior windows shall be cleaned and left streak-free.
  - o Exterior windows shall be cleaned as weather permits.
- All window ledges shall be dusted with a treated cloth or damp cloth.

#### SCHEDULE L: AIR TRAFFIC CONTROL TOWER (SEMI-ANNUALLY)

Schedule L shall be completed semi-annually during hours to be coordinated between the Airport and janitorial service provider, and at the discretion of the air traffic controller on duty.

##### Floors:

- All tile floors shall be stripped, waxed, and buffed.

##### Carpets:

- All carpets shall be shampooed.

#### SCHEDULE M: AIR TRAFFIC CONTROL TOWER (ANNUALLY)

Schedule M shall be completed annually during hours to be coordinated between the Airport and janitorial service provider, and at the discretion of the air traffic controller on duty.

##### Overhead light fixtures

- All exposed overhead light fixtures shall be dusted with a treated cloth or damp cloth.

##### Overhead structures:

- All overhead beams, pipes, and ducting shall be dusted with a treated cloth or damp cloth.

#### SCHEDULE N: PASSENGER TERMINAL (WEST WING)

The passenger terminal is not currently used on a daily basis. The frequency of Schedule N completion will vary depending on passenger terminal activities. Schedule N shall be completed as coordinated between the Airport and janitorial service provider.

Floors:

- Tile floors shall be swept, damp-mopped, and buffed. Scuffs, other markings, spills, and debris shall be removed. Residue as a result of inclement weather shall be cleaned as required.

Carpets:

- Carpets shall be thoroughly vacuumed, to include areas behind passenger ticket and rental car counters.
- Accessory tools shall be used for hard-to-reach areas.
- Spills, stains, and debris shall be spot cleaned.
- Seats, chairs, tables, passenger traffic lane stanchions, waste receptacles, and all such similar items shall be replaced to original position.

Baseboards and Low Vents:

- Baseboards and low vents shall be dusted.

Entrances:

- Entrance doorframes shall be cleaned and dry-shined.
- Exterior and interior windows shall be cleaned and left streak-free.

Walls and doors:

- Walls and doors shall be kept clear of cobwebs and dust clumps.
- Wall surfaces shall be spot cleaned as needed.
- Doorknobs and adjacent areas shall be spot cleaned as needed.
- Door windows shall be cleaned and left streak-free.
- Wall pictures and other adornments shall be dusted with a treated cloth or damp cloth.
- Televisions and other electronic displays shall be dusted with a treated cloth or damp cloth.

Glass partitions and panels:

- Inter-facility glass partitions and panels shall be spot cleaned as needed and left streak-free.
- Sills and ledges shall be dusted with a treated cloth or damp cloth.

Windows:

- Sills and ledges shall be dusted with a treated cloth or damp cloth.
- Interior windows shall be spot cleaned as needed and left streak-free.

Vending and automatic teller machines:

- Vending and automatic teller machines shall be dusted with a treated cloth or damp cloth.
- Glass panels shall be spot cleaned as needed and left streak-free.

Restaurant:

- The janitorial service provider shall not clean or disturb the food preparation/storage area.
- Floors shall be attended to as specified above.
- Walls and doors shall be attended to as specified above.
- Baseboards and low vents shall be attended to as specified above.
- Glass partitions shall be attended to as specified above.
- Windows shall be attended to as specified above.
- Tabletops shall be washed with a non-pungent germicidal disinfectant solution. Metal surfaces shall be dusted with a treated cloth or damp cloth and then dry-shined.
- Seating shall be dusted on all horizontal and vertical surfaces with a treated cloth or damp cloth. Spills and debris will be removed.

Passenger ticket and rental car counters:

- Countertops shall be dusted with a treated cloth or damp cloth.
- Rings and other minor spillages will be removed.
- The janitorial service provider shall not clean or disturb passenger ticket or rental car workstation counters, office machinery, computer equipment, or telephones.

Passenger security processing equipment:

- The janitorial service provider shall not clean or disturb passenger security processing apparatus.

Passenger seating:

- Passenger seating shall be dusted on all horizontal and vertical surfaces with a treated cloth or damp cloth.
- Spills and debris will be removed.

Luggage carousel:

- Metal components shall be cleaned and dry-shined.
- Conveyor belt shall be cleaned with a treated cloth or damp cloth.

Water fountains:

- Water fountains shall be cleaned with a non-pungent germicidal disinfectant solution then dry-shined.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Restrooms:

- Walls, doors, and trash receptacles shall be attended to as specified above.

- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commodes and urinals shall be washed and dried inside and out, and seats shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Stall partitions shall be spot cleaned as needed with an acceptable, non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free.
- Washbasins and countertops shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

Building exterior:

- Trash receptacles shall be emptied. Plastic liners will be installed in all trash receptacles.
- Cigarette butts and debris shall be removed from receptacles.
- The sidewalk and landscaped areas between the sidewalk and terminal building shall have trash, cigarette butts, and other such waste removed.
- All waste shall be collected and removed to a central disposal area.

SCHEDULE O: PASSENGER TERMINAL (EAST WING)

The passenger terminal is not currently used on a daily basis. The frequency of Schedule O completion will vary depending on passenger terminal activities. Janitorial service dates for completion of Schedule O will be coordinated between the Airport and provider on an as needed basis.

Floors:

- Tile floors shall be swept, damp-mopped, and buffed. Scuffs, other markings, spills, and debris shall be removed. Residue as a result of inclement weather shall be cleaned as required.

Carpets:

- Carpets shall be thoroughly vacuumed.
- Accessory tools shall be used for hard-to-reach areas.
- Spills, stains, and debris shall be spot cleaned.
- Seats, chairs, tables, passenger traffic lane stanchions, waste receptacles, and all such similar items shall be replaced to original position.

Baseboards and Low Vents:

- Baseboards and low vents shall be dusted.

Walls and doors:

- Walls and doors shall be kept clear of cobwebs and dust clumps.

- Wall surfaces shall be spot cleaned as needed.
- Doorknobs and adjacent areas shall be spot cleaned as needed.
- Door windows shall be cleaned and left streak-free.
- Wall pictures and other adornments shall be dusted with a treated cloth or damp cloth.
- Televisions and other electronic displays shall be dusted with a treated cloth or damp cloth.

Glass partitions and panels:

- Inter-facility glass partitions and panels shall be spot cleaned as needed and left streak-free.
- Sills and ledges shall be dusted with a treated cloth or damp cloth.

Windows:

- Sills and ledges shall be dusted with a treated cloth or damp cloth.
- Interior windows shall be spot cleaned as needed and left streak-free.

Vending machines:

- Vending machines shall be dusted with a treated cloth or damp cloth.
- Glass panels shall be spot cleaned as needed and left streak-free.

Passenger assistance counters:

- Countertops shall be dusted with a treated cloth or damp cloth.
- Rings and other minor spillages will be removed.
- The janitorial service provider shall not clean or disturb passenger assistance workstation counters, office machinery, computer equipment, or telephones.

Passenger security processing equipment:

- The janitorial service provider shall not clean or disturb passenger security processing apparatus, counters, filing cabinets, or other equipment.

Passenger seating:

- Passenger seating shall be dusted on all horizontal and vertical surfaces with a treated cloth or damp cloth.
- Spills and debris will be removed.

Jetways:

- Floors shall be attended to as specified above.
- Carpets shall be attended to as specified above.
- Walls and doors shall be attended to as specified above.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Restrooms:

- Walls, doors, and trash receptacles shall be attended to as specified above.
- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commodes and urinals shall be washed and dried inside and out, and seats shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Stall partitions shall be spot cleaned as needed with an acceptable, non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free.
- Washbasins and countertops shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

SCHEDULE P: PASSENGER TERMINAL (CHARTER AIRLINE OPERATIONS)

The passenger terminal is used by charter airlines on an intermittent basis (approximately fifteen (15) times per year). The typical charter airline operation consists of passengers departing the airport for the charter destination and then returning three (3) to four (4) days later from the charter destination. Schedule P addresses janitorial service requirements in support of charter airline operations. Janitorial service dates for completion of Schedule P will be coordinated between the Airport and provider on an as needed basis.

The janitorial service provider shall complete Schedules N and O one (1) to three (3) days prior to a scheduled charter airline operation.

The janitorial service provider shall complete the following tasks within one (1) day of a charter returning with passengers:

Floors:

- Tile floors shall be swept. Spills and debris shall be removed. Residue as a result of inclement weather shall be cleaned as required.

Carpets:

- Carpets shall be vacuumed only in passenger traffic lanes.
- Spills, stains, and debris shall be spot cleaned.
- Seats, chairs, tables, passenger traffic lane stanchions, waste receptacles, and all such similar items shall be replaced to original position.

Entrances:

- Exterior and interior windows shall be cleaned and left streak-free.

Restaurant:

- The janitorial service provider shall not clean or disturb the food preparation/storage area.
- Floors shall be attended to as specified above.
- Tabletops shall be washed with a non-pungent germicidal disinfectant solution.
- Spills and debris will be removed from seating.

Passenger security processing equipment:

- The janitorial service provider shall not clean or disturb passenger security processing apparatus.

Passenger seating:

- Spills and debris will be removed.

Water fountains:

- Water fountains shall be cleaned with a non-pungent germicidal disinfectant solution then dry-shined.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied, wiped clean, and returned to original location.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Restrooms:

- Trash receptacles shall be attended to as specified above.
- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Commodes and urinals shall be washed and dried inside and out, and seats shall be washed top and bottom, using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Stall partitions shall be spot cleaned as needed with an acceptable, non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free.
- Washbasins and countertops shall be washed and dried using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry-shined.
- Toilet tissue, paper towels, and liquid soap shall be replenished.

Building exterior:

- Trash receptacles shall be emptied. Plastic liners will be installed in all trash receptacles.
- Cigarette butts and debris shall be removed from receptacles.

- The sidewalk and landscaped areas between the sidewalk and terminal building shall have trash, cigarette butts, and other such waste removed.
- All waste shall be collected and removed to a central disposal area.

SCHEDULE Q: PASSENGER TERMINAL (AIRSHOW EVENTS)

The passenger terminal is opened to the public twice a year during the summer months for airshow events. The typical airshow event lasts three (3) to four (4) days with janitorial service presence required approximately eight (8) hours per day. Schedule Q addresses janitorial service requirements in support of airshow events. Janitorial service dates for completion of Schedule Q will be coordinated between the Airport and provider on an as needed basis.

The janitorial service provider shall complete Schedules N and O one (1) to three (3) days prior to a scheduled airshow event and within one (1) day after an airshow event.

The janitorial service provider shall schedule one (1) female and one (1) male employee to be present at the passenger terminal during, and immediately following, airshow events to maintain its cleanliness, without closing any of the facilities to public use, as follows:

Floors:

- Tile floors shall be spot cleaned as required.
- Spills and debris shall be removed.

Carpets:

- Carpets shall be spot cleaned as required.
- Spills, stains, and debris shall be removed.

Entrances:

- Entrances shall be spot cleaned as required

Restaurant:

- The janitorial service provider shall not clean or disturb the food preparation/storage area.
- Floors shall be spot cleaned as required.
- Tabletops shall be washed with a non-pungent germicidal disinfectant solution at least hourly.
- Spills and debris will be removed from seating.

Passenger security processing equipment:

- The janitorial service provider shall not clean or disturb passenger security processing apparatus.

Passenger seating:

- Spills and debris will be removed.

Trash Receptacles:

- Wastebaskets and trash receptacles shall be emptied as needed.
- Plastic liners will be installed in all wastebaskets and trash receptacles.
- All waste shall be collected and removed to a central disposal area.

Restrooms:

- Trash receptacles shall be attended to as specified above.
- Floors shall be attended to as specified above.
- Commodes and urinals shall be cleaned non-pungent germicidal disinfectant solution at least hourly.
- Stall partitions shall be spot cleaned as needed with a non-pungent germicidal disinfectant solution.
- Mirrors shall be cleaned and left streak-free at least hourly.
- Washbasins and countertops shall be washed with a non-pungent germicidal disinfectant solution at least hourly.
- Toilet tissue, paper towels, and liquid soap shall be replenished as needed.

Building exterior:

- Trash receptacles shall be emptied as needed. Plastic liners will be installed in all trash receptacles.
- Cigarette butts and debris shall be removed from receptacles as needed.
- The sidewalk and landscaped areas between the sidewalk and terminal building shall have trash, cigarette butts, and other such waste removed as needed.
- All waste shall be collected and removed to a central disposal area.

SCHEDULE R: PASSENGER TERMINAL (SEMI-ANNUALLY)

Schedule R shall be completed semi-annually during hours to be coordinated between the Airport and janitorial service provider.

Floors:

- All tile floors, including restrooms, shall be stripped, waxed, and buffed.

Carpets:

- All carpets shall be shampooed.

Windows:

- All interior and exterior windows shall be cleaned and left streak-free.

SCHEDULE S: PASSENGER TERMINAL (ANNUALLY)

Schedule S shall be completed annually during hours to be coordinated between the Airport and janitorial service provider.

Overhead light fixtures:

- All exposed overhead light fixtures shall be dusted with a treated cloth or damp cloth.

Overhead fans:

- All overhead fans shall be dusted with a treated cloth or damp cloth.

Overhead structures:

- All overhead beams, pipes, and ducting shall be dusted with a treated cloth or damp cloth.

OTHER:

The Airport may request additional janitorial services due to unforeseen events or circumstances. Additional services, and costs for those services, will be coordinated on a case-by-case basis.

**RFP SCHEDULE**

The Airport will adhere to the following timetable.

Issue RFP: November 3, 2009

Question deadline: November 17, 2009 at 3:00 P.M. CST

Deadline for Submittal of Proposal: December 1, 2009 – 2:00 P.M. CST

Vendor selection and notification: No later than December 14, 2009

**PROPOSAL SUBMISSION**

Interested parties are invited to schedule an appointment to tour the targeted property by contacting Steven L. Landry, Deputy Airport Director at (219) 949-4936.

Those interested should submit a proposal to:

Steven L. Landry, Deputy Airport Director  
Gary/Chicago International Airport  
6001 West Industrial Highway  
Gary, IN 46406  
Phone: (219) 949-4936

All proposals must be submitted in a sealed envelope and clearly marked **RFP- Year 2010 Janitorial Service**. The Gary/Chicago International Airport Authority must receive all proposals no later than December 1, 2009 at 2:00 P.M. CST.

Please provide two (2) copies of all documents requested.

No electronic or fax proposal is acceptable.

## **PROPOSAL PREPARATION**

Proposals should be prepared simply, economically, and provide a straightforward, detailed description of capabilities to satisfy requirements of the request, and should include any limitations. Emphasis should be placed on meeting requirements of the request.

Proposals must include the following:

- A brief narrative of interested party, abilities, and experience in providing janitorial services.
- Name(s) of individuals who will be performing janitorial services and their area(s) of responsibility.
- A completed copy of the form on Page 23 of this RFP.
- Interested parties must possess two (2) years experience in janitorial service and have a minimum of three (3) references indicating janitorial service experience. References must include name, contact person, address and telephone number.
- A list and explanation of any special requirements that the interested party may require from the GCIAA.
- A list and explanation of the equipment that the interested party will utilize.
- A brief narrative explaining how the interested party will document/report work performed.
- Copies of all applicable business certificates, licenses, and permits required to operate.
- A Certificate of Insurance that lists the Gary/Chicago International Airport Authority as an additional insured for general public liability insurance equal to \$1,000,000.00 per person and \$1,000,000.00 per occurrence.
- A copy of certificates showing the vendor is bonded for a minimum of \$20,000.
- A copy of certificates showing that vendor employees are covered by workers compensation insurance.
- A brief narrative indicating the level of flexibility dealing with federal and government agency regulations, security requirements, and evolving aviation industry practices.

## **EQUIPMENT AND SUPPLIES**

The janitorial service provider shall provide, without reimbursement from the Airport, all staff, cleaning supplies, and equipment for janitorial services.

The janitorial service provider shall provide restroom and break room paper supplies (such as toilet paper and paper towels) and be reimbursed by the Airport after submittal of a detailed itemized list and appropriate invoice.

## **SELECTION**

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

- Price for services,
- Ability for all employees performing work at the Airport to pass a background check,
- Ability to conform to the Schedules and specifications outlined in this document; and
- Company background, experience and references.

## **SECURITY / BADGING REQUIREMENTS**

All vendor employees performing work at the Airport must be able to obtain an Airport secure area badge (which may require a background check). The cost of background checks, finger printing, security badges, and other requirements shall be the responsibility of the janitorial service provider at a fee not included or covered by the provisions of this RFP or acceptance of a proposal by the Airport. Such secure area fees will be determined upon award of a contract and prior to the commencement of service.

## **SCOPE OF SERVICES REQUIRED**

The vendor who provides janitorial service shall ensure the highest quality and dependability during the contractual period.

## **HOURS OF OPERATION**

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

## **DELIVERIES**

Vendor shall be responsible for receiving all equipment and supplies that the vendor orders.

## **TERMS / CONDITIONS**

The GCIA reserves the right to accept or reject any and all proposals and negotiate the terms and conditions of all or part of the proposals as determined to be in the GCIAA's best interest and at its sole discretion.

The Airport reserves the right to waive minor irregularities in any proposal.

The Airport reserves the right to request clarification of information submitted and to request additional information from an interested party.

Any proposal may be withdrawn up until the date and time set for when proposals are due. **No proposal will be accepted after the above specified date and time.**

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

Failure to submit any requested information in response to this RFP will result in the rejection of any proposal for non-compliance.

**CONDITIONS**

Upon contract award, the vendor acknowledges that:

1. He/She will be able to comply with insurance provisions of the Gary/Chicago International Airport Authority and provide, along with submitted proposal, a certificate of insurance per Page 21 of this RFP prior to commencing janitorial service.
2. He/She will have in their possession (and on premises), prior to commencing janitorial service, valid business licenses, certificates or certifications, as appropriate, or any other required permits/documents required by all federal, state, municipal governmental agencies.
3. Proposer agrees to the terms and conditions in this request.

**PROPOSER (complete all fields below):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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

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

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

**NOTARIZATION**

Acknowledged before me by \_\_\_\_\_ (name) as

\_\_\_\_\_ (Title)

of \_\_\_\_\_ (company) this \_\_\_\_ (day) of \_\_\_\_\_, 2009.

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

My commission expires \_\_\_\_\_

Affix Seal

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

**A completed copy of the form on Page 26 of this RFP must accompany all proposal submissions.**

**Fill in the form on Page 26 of this RFP using the following instructions:**

1. Providing the fee you would charge to complete each Schedule in the “ONE-TIME FEE” column. For example, Schedule A is to be completed daily. You estimate it would take 2 hours to complete the Schedule each day. Your hourly rate for janitorial services is \$15.00. The entry for Schedule A in the “ONE-TIME FEE” column would be “\$30.00” based on the following calculation: 2 hours multiplied by \$15 per hour equals \$30.00 to complete Schedule A each day.
2. Multiply the fee you entered in the “ONE-TIME FEE” column by the number appearing in the “TIMES REQUIRED PER YEAR” column and enter the result in the “ANNUAL FEE” column. For example, you entered \$30.00 in the “ONE-TIME FEE” column for Schedule A. The entry for Schedule A in the “ANNUAL FEE” column would be “\$5,580.00” based on the following calculation: \$22.50 daily fee multiplied by 248 days required per year equals \$5,580.00 to complete Schedule A during the Year 2010.

NOTE: Janitorial services provided for Schedules N, O, and P will depend upon use of the passenger terminal based upon scheduled and chartered airline service. The Airport cannot determine the “TIMES REQUIRED PER YEAR” because the Airport does not control airline schedules. Proposal submitters must complete the “ONE-TIME FEE” column for Schedules N, O, and P but should not complete the “ANNUAL FEE” column for Schedules N, O, or P.

3. Add all “ANNUAL FEE” entries and enter result in the “TOTAL ANNUAL FEE” block at the bottom of the form.
4. An abbreviated form with examples appears below:

SCHEDULE	ONE- TIME FEE	TIMES REQUIRED PER YEAR	ANNUAL FEE
A	30.00	248	7,440.00
B	22.50	52	1,170.00
C	45.00	2	90.00
N	45.00	As required.	As required.
Q	120	2	240.00
R	45.00	2	90.00
S	60.00	1	60.00
<b>TOTAL ANNUAL FEE</b>			<b>9,090</b>

SCHEDULE	ONE- TIME FEE	TIMES REQUIRED PER YEAR	ANNUAL FEE
A		249	
B		52	
C		2	
D		1	
E		249	
F		52	
G		2	
H		1	
I		144	
J		52	
K		12	
L		2	
M		1	
N		As required.	As required.
O		As required.	As required.
P		As required.	As required.
Q		2	
R		2	
S		1	
TOTAL ANNUAL FEE			