

REQUEST FOR PROPOSALS
Janitorial Services
Metropolitan Topeka Airport Authority
Topeka Regional Airport & Business Center
Topeka, Kansas



January 4, 2021
Mail to: 6510 SE Forbes Ave., Ste. 1 Topeka, KS 66619
(785) 862-2362
Email: mtaa@mtaa-topeka.org

PROPOSAL REQUEST FOR JANITORIAL SERVICES AT THE TOPEKA REGIONAL AIRPORT & BUSINESS CENTER

The Metropolitan Topeka Airport Authority (MTAA), hereby invites interested parties to submit proposals for the award for janitorial services at the Topeka Regional Airport & Business Center pursuant to the terms and conditions herein set forth in these proposal and contract documents.

Commencing Monday January 4, 2021, proposal and contract documents may be obtained at the MTAA Administration Offices, 6510 SE Forbes Ave., Suite 1, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except for scheduled holidays. Proposal and contract documents are available and may be downloaded from our website: www.mtaa-topeka.org.

A Pre-Proposal Meeting will be held at the MTAA Administration Offices, Board Room, on Wednesday, January 6, 2021, at 11:00 a.m. to discuss the contract documents.

Sealed proposals for janitorial services will be received by the MTAA Administration Offices, 6510 SE Forbes Ave., Ste. 1, Topeka KS 66619 until 11:00 a.m. on Friday January 15, 2021, at which time they will be opened in the Board Room of the Metropolitan Topeka Airport Authority and publicly read aloud.

The MTAA reserves the right to reject any or all proposals, portion or parts thereof, and to waive all minor irregularities in the Proposals.

All documents listed on the attached Proposal Submission Checklist must be submitted in a sealed envelope bearing on the outside the name of the Proposer, the address, the date advertised for the opening of the proposals and the words, "Janitorial Services, Topeka Regional Airport & Business Center". Unless delivered in person, the sealed envelope containing the required proposal documents shall be enclosed in another envelope and addressed to the MTAA, Attention: Dan Sheehy, Property/Leasing Manager, 6510 SE Forbes Ave., Suite.1, Topeka KS 66619.

It will be the sole responsibility of Proposers to ensure proposals are in the possession of the MTAA by the appointed date and time.

The MTAA is an Equal Opportunity Employer.

For additional information contact: Dan Sheehy at (785) 862-2362.

REQUEST FOR PROPOSALS (RFP)

INSTRUCTIONS TO PROPOSERS

1. REQUEST FOR PROPOSAL (RFP)

A. Sealed proposals for the award for janitorial services at Topeka Regional Airport & Business Center are solicited by the Metropolitan Topeka Airport Authority (herein referred to as "MTAA").

B. Proposals for janitorial services will be received at the MTAA Administration Offices 6510 SE Forbes Ave, Ste. 1, Topeka, KS 66619, in person or by mail until 11:00 a.m., on Friday, January 15, 2021, at which time all proposals will be taken to the MTAA Board Room where they will be publicly opened and read aloud.

2. PROPOSAL GUARANTY

Each proposal shall be accompanied by a proposal bond, certified cashier's check, or bank draft payable to the MTAA, in the amount of Two Thousand Five Hundred Dollars (\$2,500.00). The check or draft must be attached to the Proposal Form and will be held by the MTAA, without interest, as the proposal guaranty for a reasonable period of time until the successful Proposers have been selected, after which the proposal guaranties of all but the successful Proposers will be returned. The proposal guaranties of the successful Proposers will be held pending their complete execution of the Concession and Lease Agreement, along with evidence of insurance, as required by the Concession and Lease Agreement. If a successful Proposer should fail to execute the Concession and Lease Agreement, or comply with other provisions of the contract documents within fifteen (15) days after written notification of award, the proposal guaranty shall be forfeited to the MTAA as liquidated damages.

3. PROPOSAL FORM

A. Each proposal shall be submitted on the attached "Proposal Form" (Attachment #1).

4. QUALIFICATION FORM

Proposers must submit, as a part of the proposal, the information required on the attached Qualification Form.

6. PROPOSERS AFFIDAVIT

Each proposal must have attached thereto the Proposer's Affidavit that such proposal is genuine and made in good faith, and not deceptive or collusive, or made in the interest of or on behalf of any persons not herein named. The affidavit must also state that the Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a deceptive proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer. Proposer shall submit an affidavit that it agrees to provide janitorial services at the Topeka Regional Airport & Business Center during the term. Any proposal not accompanied by, or which is made without such affidavit, or in violation thereon, will not be considered. If the Proposer is a corporation, said affidavit shall be signed by the duly authorized officer of such corporation. Signatures on said affidavit must be witnessed by a Notary Public.

10. OPENING OF PROPOSALS

Proposals shall be received as set forth in the Notice Inviting Proposals. Late Proposals will not be considered by the MTAA and will be returned unopened to the Proposer.

11. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the time set for the opening of proposals in the Notice Inviting Proposals. No Proposer will be permitted to withdraw its proposal after the time specified in such Notice for the opening of proposals, unless the award is delayed by action of the MTAA for a period exceeding thirty (30) days.

12. REJECTION OF PROPOSALS

A. Proposals which contain any additions, deletions, conditions or limitations of any portion of the request for proposals may be considered non-responsive and may be rejected at the option of the MTAA. The MTAA reserves the right to waive any minor irregularities, technicalities or informalities in any proposal, and to reject any or all proposals.

B. MTAA reserves the right to reject the proposal of any Proposer in arrears or default upon any debt or contract to the MTAA or who has failed to perform faithfully on any previous contracts with the MTAA.

13. **PRE-PROPOSAL MEETING**

A Pre-Proposal meeting shall be held on Wednesday January 6, 2021, at 11:00 A.M. The meeting shall be held in the Board Room, MTAA Administration Offices, 6510 SE Forbes Ave., Ste. 1. A tour will follow the pre-proposal meeting.

14. **ADDENDA**

Should there be any questions concerning the meaning or content of these documents, the Proposer shall notify the MTAA, in writing by 4:30 p.m., on Friday January 8, 2021. All questions should be sent to Metropolitan Topeka Airport Authority, Attention: Dan Sheehy, Property/Leasing Manager, 6510 SE Forbes Ave., Ste. 1, Topeka, KS 66619 or via email: dansheehy@mtaa-topeka.org. Any corrections or changes, if required, will be provided in a written addendum. The MTAA will not be responsible for any other instructions, interpretations or explanations and should not be contacted other than in writing to Dan Sheehy. Written addendum will be deemed to have been properly served if emailed to the email address provided by each Proposer. It is anticipated that any clarification/addendum needed to address questions submitted to the MTAA shall be posted on Monday January 11, 2021 and emailed to those individuals who were in attendance at the Pre-Proposal meeting held on January 6, 2021. The MTAA assumes no responsibility beyond delivery by email and upon being posted on the MTAA's website at www.mtaa-topeka.org.

15. **RESPONSIBILITY OF PROPOSERS**

It is the responsibility of each Proposer to examine all proposal and contract documents. Each Proposer shall judge for themselves all the circumstances and conditions affecting the Proposal. Failure of any Proposer to examine the Proposal and contract documents and to investigate the premises shall not relieve any Proposer from full compliance with the Proposal and shall not constitute grounds for declaration by any Proposer that it did not understand the proposal and contract documents or that it was not familiar with the areas and the facilities at the Topeka Regional Airport & Business Center.

16. PROHIBITION AGAINST LOBBYING

The Proposer shall not lobby, either on an individual or collective basis, the MTAA (its associated City and County Board appointees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the MTAA (its associated City and County Board appointees, or outside advisors) or any federal, state, or local elected or public officials or MTAA staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written proposal.

19. SUBMISSION OF PROPOSALS

All documents listed on the attached Proposal Submission Checklist must be submitted in a sealed envelope bearing on the outside, the name of the Proposer, the address, the date advertised for the opening of the proposals and the words, "Janitorial Services - Topeka Regional Airport & Business Center". Unless delivered in person, the sealed envelope containing the required proposal documents shall be enclosed in another envelope and addressed to the Metropolitan Topeka Airport Authority, Attention: Dan Sheehy, Property/Leasing Manager, 6510 SE Forbes Ave., Suite 1, Topeka, KS 66619.

20. BREAKING OF A TIE PROPOSAL

In the event any tie proposals are received, the means of breaking the tie or ties shall be at the MTAA's sole discretion. The MTAA's ruling shall be final.

21. MODIFICATIONS TO AGREEMENT AFTER PROPOSAL IS AWARDED

If Airline service returns to Topeka Regional Airport, MTAA and the awarded Proposer will renegotiate the cleaning times and agreed price for the Terminal Building only.

JANITORIAL SERVICES PROPOSAL FORM

Name

Date

Address

City, State, Zip code

The Proposer hereby proposes to enter into an agreement with the Metropolitan Topeka Airport Authority (hereinafter referred to as "MTAA") for janitorial services at the Topeka Regional Airport & Business Center under the terms and conditions as set forth in the Notice Inviting Proposals; Instructions to Proposers; Qualification Form; and Proposers Affidavit. It is agreed that Janitorial Services Agreement, together with the attached Exhibits (Exhibits are not to scale) will be executed within fifteen days following written notification of award.

Janitorial Services

(Per Month Beginning February 1, 2021)

First Year – February 1, 2021 to January 31, 2022 \$ _____

Second Year – February 1, 2022 to January 31, 2023 \$ _____

Proposer is bound by this offer for a period of thirty (30) days following the date of proposal opening and may not withdraw its offer during this period. It is understood by the Proposer that the MTAA reserves the right to reject any and all proposals.

Attest: (Seal)

Proposer:

Title: _____

Title: _____

Witness: _____

PROPOSAL SUBMISSION CHECKLIST

The following documents must be submitted as part of the sealed proposal for the proposal to be considered.

1. Proposal Form
2. Qualification Form
3. Proposer's Affidavit (Must be notarized)
4. Proposal Guaranty (\$2,500.00)
5. Acknowledgement of Addenda(s) (if applicable)

PROPOSER: _____

Date: _____

Complete Package: YES _____ NO _____

QUALIFICATION FORM

All information requested in this Qualification Form must be furnished by the Proposer and it must be submitted with the Proposal Documents. Statements must be complete and accurate and, in the form, requested and must be sworn and attested to. Omission, inaccuracy or misstatement may be cause for the rejection of the Proposal.

1. Name and address of Proposer exactly as it is to appear on the Agreement(s).

2. Email: _____ Phone#: _____

3. Proposer, if selected, intends to carry on the business as:
Individual () LLC () Partnership () Corporation ()

4. If operating as a partnership, please answer the following:

A. Name, address and share of each partner:

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Date of organization: _____

5. If operating as a corporation or LLC , please answer the following:

A. When incorporated _____

B. In what state _____

C. Are you authorized to do business in Kansas? _____

If so, as of what year _____

D. Please list the names and address of the following officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

Other _____

6. Please explain your experience in the janitorial services business.
7. Please explain your ability to recruit and train enough qualified employees to service this account including staffing for any holidays, illnesses, or leave of absence.
8. Please explain your supervisory structure, who will be managing the account, hours of operation and emergency and after-hours phone numbers.
9. Please explain the procedures for background screening candidates for employment. Also include any drug screening requirements your company may have.
10. Please explain your training program as it relates to onboarding new employees, maintaining MSDS, Bloodborne Pathogens, your hazard control plan and any other training your employees receive during their tenure.
11. List three (3) references of current clients:

12. The Proposer hereby certifies the truth and correctness of all statements and of all answers to questions made herein. Omission, inaccuracy or misstatement may be cause for rejection of a proposal. The MTAA shall maintain to the fullest possible extent the confidentiality of all financial documents specified as confidential by the Proposer.

ATTEST: _____

SIGNED: _____

TITLE: _____

TITLE: _____

DATE: _____

PROPOSER’S AFFIDAVIT FOR JANITORIAL SERVICES

Affiant, _____, being first duly sworn, deposes and says:

A. Affiant does hereby state that neither the Proposer nor any of Proposer's officers, partners, owners, agents, representative, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Proposer or potential Proposer in regard to the amount, terms or conditions of this proposal and has not paid or agreed to pay, directly or indirectly any person, firm, corporation or other Proposer or potential Proposer any money or other valuable consideration for assistance in procuring or attempting to procure the contract or fix the prices in the attached proposal or the proposal of any other Proposer, and further states that no such money or other reward will be hereinafter paid.

B. Affiant further states that no officer or stockholder of the Proposer is a member of the MTAA Board of Directors or its staff, or related to any members of the MTAA Board of Directors or its staff and employees, except as noted herein below:

Signed _____

Title _____

State of _____)

_____)

County of _____)

Subscribed and sworn before me this _____ day of _____, 2021.

Notary Public

My commission expires: _____

MTAA JANITORIAL SPECIFICATIONS

BUILDINGS

Terminal Bldg.	740 SE Airport Dr.	approximately 20,000 SF
Admin Bldg.	6510 SE Forbes Ave.	8,925 SF
Police and Fire Bldg.	6500 SE Forbes Ave.	3,800 SF
Philip Billard Terminal	3600 NE Sardou Ave.	3,600 SF

MATERIALS & EQUIPMENT

1. All equipment and materials needed to satisfactorily complete all work as set forth under the terms of this proposal shall be furnished by janitorial service.
2. All floor finishes, waxes, and dust treatments should be approved for safety and slip resistance and all equipment shall meet OSHA requirements for safety.
3. All vacuum cleaners, floor machines, buffers, mopping equipment as well as soaps, detergents, floor finishes, polishes and other materials used by cleaning personnel in the performance of their work will be furnished by janitorial service.
4. MTAA shall furnish trash bags, hand towels, hand soap and toilet tissue.

WORKMANSHIP & PERSONNEL

1. All janitorial staff must have a background screen completed by the MTAA Airport Security Coordinator as required by the TSA. Each prospective staff member must fill out a security badge identification application. Janitorial staff will not be able to start working at MTAA until favorable screening is received.
2. Janitorial service must keep an adequate number of screened employees available for time that vacations, sick leave or any/all reasons that may cause janitorial staff to be absent.
3. The janitorial service must provide, at time of proposal, proof of liability insurance, bonding and workers compensation insurance. The janitorial service who wins the award will furnish a new certificate of insurance adding MTAA as additional insured when contract is executed.
4. Janitorial staff will wear uniforms or shirts identifying them as employees of janitorial service. Proper grooming, clean garments and a neat appearance is required at all times.
5. Janitorial service will do random audits of their staff to ensure the buildings are maintained according to the scope of work. MTAA will be notified that the audit was completed.

6. Janitorial service will meet with MTAA staff every month in an effort to enhance communication, provide dates for upcoming services and discuss any issues or problems, notification of cleaning supplies that are needed, etc.

SCOPE OF WORK

Philip Billard Terminal – 3600 NE Sardou Ave.

Tuesday – Thursday - Saturday

- Entranceway, Vestibules, Corridors,
 - Sweep all resilient floors with chemically-treated dust mops
 - Damp-mop floors in inclement weather (as needed)
 - Wipe all hard surfaced furniture
 - Power vacuum all carpeted areas
 - Dust all ledges, picture frames, horizontal surfaces, etc.
 - Clean both sides of glass doors, windows, etc.
 - Clean metal of entrance way door frames/handles
 - Removes spots, fingerprints from walls, doors, light switches, etc.
 - Empty trash receptacles and put in new trash liner as needed
- Restrooms
 - Sweep and mop all floors with disinfectant
 - Empty all trash cans and sanitary napkin receptacles and replace liners as needed
 - Wash with disinfectant solution:
 1. Basins, toilets, urinals
 2. Toilet seats on both sides
 3. All bright work and plumbing connections
 4. Waste receptacles
 5. Sanitary napkin receptacles
 - Polish mirrors
 - Service all towels, toilet tissue cabinets, soap containers
 - Wipe down all stalls, doors and horizontal surfaces
 - Wash tile walls with disinfectant solution
- Pilot Lounge
 - Empty trash and replace liners as needed
 - Dust all chairs and tables
 - Power-vacuum all carpeted areas
 - Dust all window ledges and horizontal surfaces with the exception of desk tops and computers.

SEMI-MONTHLY

- Wipe down all baseboards
- Power-vacuum upholstered furniture

- Dust mini-blinds
- Spot clean all carpets

QUARTERLY

- Strip, scrub, seal, refinish, polish, buff, etc. all resilient tile floors (as needed) to maintain a clean lustrous appearance at all times.
- Clean exterior glass

Police and Fire Building – 6500 SE Forbes Ave.

Monday - Thursday

- Entranceway, Vestibules, Corridors,
 - Sweep all resilient floors with chemically-treated dust mops
 - Damp-mop floors in inclement weather (as needed)
 - Wipe all hard surfaced furniture
 - Power vacuum all carpeted areas
 - Dust all ledges, picture frames, horizontal surfaces, etc.
 - Clean both sides of glass doors, windows, etc.
 - Clean metal of entrance way door frames/handles
 - Removes spots, fingerprints from walls, doors, light switches, etc.
 - Empty trash receptacles and put in new trash liner as needed
- Restrooms
 - Sweep and mop all floors with disinfectant
 - Empty all trash cans and sanitary napkin receptacles and replace liners as needed
 - Wash with disinfectant solution:
 6. Basins, toilets, urinals
 7. Toilet seats on both sides
 8. All bright work and plumbing connections
 9. Waste receptacles
 10. Sanitary napkin receptacles
 - Polish mirrors
 - Service all towels, toilet tissue cabinets, soap containers
 - Wipe down all stalls, doors and horizontal surfaces
 - Wash tile walls with disinfectant solution
- Office areas
 - Empty trash and replace liners as needed
 - Dust all chairs and tables
 - Power-vacuum all carpeted areas
 - Dust all window ledges and horizontal surfaces with the exception of desk tops and computers.
- Kitchen, sleeping quarters and lounge area
 - Empty waste receptacles and replace liner as needed
 - Sweep floors with chemically treated dust mops

- Damp-mop floors
- Wipe down all countertops, chairs and table tops
- Power vacuum all carpeted areas

SEMI-MONTHLY

- Wipe down all baseboards
- Power-vacuum upholstered furniture
- Dust mini-blinds
- Spot clean all carpets

QUARTERLY

- Strip, scrub, seal, refinish, polish, buff, etc. all resilient tile floors (as needed) to maintain a clean lustrous appearance at all times.
- Clean exterior glass

ADMINISTRATIVE BUILDING – 6510 SE Forbes Ave.

Tuesday and Friday

- Entranceway, Vestibules, Corridors and Reception area
 - Sweep all resilient floors with chemically-treated dust mops
 - Damp-mop floors in inclement weather (as needed)
 - Wipe all hard surfaced furniture
 - Power vacuum all carpeted areas
 - Dust all ledges, picture frames, horizontal surfaces, etc.
 - Clean both sides of glass doors, windows, etc.
 - Clean metal of entrance way door frames/handles
 - Removes spots, fingerprints from walls, doors, light switches, etc.
 - Empty trash receptacles and put in new trash liner as needed
- Restrooms
 - Sweep and mop all floors with disinfectant
 - Empty all trash cans and sanitary napkin receptacles and replace liners as needed
 - Wash with disinfectant solution:
 1. Basins, toilets, urinals
 2. Toilet seats on both sides
 3. All bright work and plumbing connections
 4. Waste receptacles
 5. Sanitary napkin receptacles
 - Polish mirrors
 - Service all towels, toilet tissue cabinets, soap containers
 - Wipe down all stalls, doors and horizontal surfaces
 - Wash tile walls with disinfectant solution

- Office areas, conference and work rooms
 - Empty trash and replace liners as needed
 - Dust all chairs and tables
 - Power-vacuum all carpeted areas
 - Dust all window ledges, file cabinets and horizontal surfaces with the exception of desk tops and computers.
 - Clean all glass in doors and sidelights
- Kitchen
 - Empty waste receptacles and replace liner as needed
 - Sweep floors with chemically treated dust mops
 - Damp-mop floors
 - Wipe down all countertops, chairs and table tops

SEMI-MONTHLY

- Wipe down all baseboards
- Power-vacuum upholstered furniture
- Dust mini-blinds
- Spot clean all carpets

QUARTERLY

- Strip, scrub, seal, refinish, polish, buff, etc. all resilient tile floors (as needed) to maintain a clean lustrous appearance at all times.
- Clean exterior glass

TERMINAL BUILDING – 740 SE Airport Dr.

Monday – Wednesday - Friday

- Entranceway, Vestibules, Corridors and Reception area
 - Sweep all resilient floors with chemically-treated dust mops
 - Damp-mop floors in inclement weather (as needed)
 - Wipe all hard surfaced furniture
 - Power vacuum all carpeted areas
 - Dust all ledges, picture frames, horizontal surfaces, etc.
 - Clean both sides of glass doors, windows, etc.
 - Clean metal of entrance way door frames/handles
 - Removes spots, fingerprints from walls, doors, light switches, etc.
 - Empty trash receptacles and put in new trash liner as needed
 - Clean and disinfect drinking fountains
 - Clean public telephone
- Restrooms (2 women's and 3 men's)
 - Sweep and mop all floors with disinfectant
 - Empty all trash cans and sanitary napkin receptacles and replace liners as needed

- Wash with disinfectant solution:
 1. Basins, toilets, urinals
 2. Toilet seats on both sides
 3. All bright work and plumbing connections
 4. Waste receptacles
 5. Sanitary napkin receptacles
- Polish mirrors
- Service all towels, toilet tissue cabinets, soap containers
- Wipe down all stalls, doors and horizontal surfaces
- Wash tile walls with disinfectant solution
- Jet ways, boarding areas, lounge areas, security screening
 - Empty trash and replace liners as needed
 - Dust all chairs and tables
 - Power-vacuum all carpeted areas
 - Dust all window ledges, plant containers
 - Clean all glass in doors and sidelights

SEMI-MONTHLY

- Wipe down all baseboards
- Power-vacuum upholstered furniture
- Dust mini-blinds
- Spot clean all carpets

QUARTERLY

- Strip, scrub, seal, refinish, polish, buff, etc. all resilient and tiled floors (as needed) to maintain a clean lustrous appearance at all times.
- Clean interior and exterior lower-level glass