



Request for Proposal

CARPET MAINTENANCE SERVICES

Richland – Lexington Airport District West Columbia, SC

ISSUED DATE: January 11, 2017

ISSUED BY: Richland – Lexington Airport District
125A Summer Lake Drive
West Columbia, SC 29170

POINT OF CONTACT: Tamie Head, Terminal and Contracts Manager
Email: t.head@columbiaairport.com

MANDATORY MEETING: January 24, 2017 at 11:30 a.m. EDT
Columbia Metropolitan Airport Carolina Room
3250 Airport Blvd, West Columbia SC 29170

QUESTION DEADLINE: January 31, 2017; no later than 2:00 p.m. EDT

PROPOSAL DEADLINE: February 16, 2017; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Tamie Head, Terminal and Contracts Manager
125A Summer Lake Drive
West Columbia, SC 29170

SCOPE OF WORK

The Columbia Metropolitan Airport is requesting proposals from Service Providers for the furnishing of professional services, skilled labor, materials, tools and equipment necessary to maintain Milliken carpet throughout the passenger terminal. Vacuuming and small spot cleaning/gum removal can be performed during normal business hours Monday through Friday whereas any regular carpet cleaning must be performed during the hours of 8:00 pm and 4:00 am Monday through Friday and scheduled with the Terminal and Contracts Manager.

SPECIFICATIONS

The Service Provider shall clean all carpeted areas per manufacturer's specifications. Service Provider shall clean carpet spots as they are encountered and will not wait for the Terminal and Contracts Manager to point them out.

The moving and replacement of furniture, i.e. stations, tables, chairs, plants, etc. are to be completed by the Service Provider's personnel. All items shall be replaced to their original location.

Surfaces adjacent to the floors, i.e. walls, baseboards, kick plates, etc., shall be protected from damage and debris and from equipment striking the surfaces. All surfaces shall also be free of watermarks or splashing from the cleaning solutions and/or rinse water.

Proper precautions shall be taken to advise tenants and passengers of wet and/or slippery carpet conditions and work areas shall be partitioned off.

Service Provider shall prepare and maintain a log of all work performed each time the Service Provider is on-site for use by the Terminal and Contracts Manager when inspecting the work performed.

During irregular operations (storm/weather events), terminal projects, or special events, the Service Provider shall be prepared to cease work or modify their schedule as requested by the Terminal and Contracts Manager.

AREAS:

AREA A: TERMINAL AREAS (60,396 square feet)

To maintain the carpet, the Service Provider shall perform, at a minimum, the following services:

1. Vacuuming:

All carpeted areas shall be vacuumed with a commercial vacuum cleaner to remove all surface litter, dust, foreign substances, and embedded grit from surfaces including those adjacent to and under furniture, fixtures, trash cans, planted pots and floor mats. Carpeted areas include carpet entrances, terminal areas, jet bridges, stair steps and risers, and elevators. All areas shall be free of all detectable soil, embedded grit, litter, and spots. The vacuum should make a minimum of three passes in all high traffic areas. Vacuuming frequencies are as follows:

- High Traffic Areas (All entrances/exits, baggage claim, connector, gate areas and jetbridges)
Daily – Monday through Friday
- Low Traffic Areas (Stairwells, elevators, lower level gates):
Every other day – Monday, Wednesday and Friday

2. Spot Cleaning and Gum Removal:

In order to maintain a consistent appearance level between periodic maintenance, it's critical that spots and stains be removed on a daily basis Monday through Friday. It is recommended to use Capture® Spot Kit by Milliken, or an equivalent cleaner, for treating most spots. The following procedure is recommended:

1. Remove as much excess material as possible prior to spot removal. Blot up liquids with a clean white terry cloth, vacuum up soil and gently scrap up encrusted material.
2. Spray Capture Pre-mist, or an equivalent cleaner, onto a clean, white terry towel and work in gently. Do not scrub. Blot, absorbing as much of the spot into the towel as possible. Work from the outside edge of the spot into the center to prevent spreading.
3. Apply Capture dry carpet cleaner, or equivalent cleaner, to the spot. Gently agitate with a brush, wait 30 minutes and vacuum.

The Service Provider shall not use any spotting agents containing solvents as they can leave residue that contributes to resoiling and can possibly damage the carpet.

3. Regular Cleaning

Regular cleaning of the carpet is required to remove ground in soil and soil that is bonded to the fiber. Hot water extraction is an acceptable alternative using the following procedures.

An appropriate pre-mist should be sprayed and brushed thoroughly into the carpet using a dual cylindrical brush type scrubber and allowed to work for the recommended dwell time. This should be followed by flushing with the Hot Water Extractor. For conditions where detergent residues are left in the carpet a mild acid (5.0 pH) type pre-mist mixed per label directions with water should be used. For greasy, oily soil conditions, a higher pH product (8.5 or 9.0 pH) mixed with water per label directions should be used as the pre-mist. The Hot Water Extractor should be filled with plain hot tap water containing 5.0 oz. of acid rinse/gallon in the tank at a temperature not to exceed 140F. This procedure should remove as much detergent residue, soil and/or debris as possible. The carpet should be allowed to fully dry using blowers and fans and be examined for wickback. If wickback is evident, repeat the pre-mist extraction process and again allow the carpet to fully dry. Re-check for wickback and repeat above procedure until there is no evidence of wickback. Once restored, the carpet should then be thoroughly vacuumed, and spot cleaned on a regular frequency.

Regular cleaning frequencies are as follows:

- High Traffic Areas (as listed above): Once every four months
- Low Traffic Areas (as listed above): Once every six months

AREA B (OPTIONAL): AIRLINE OPERATION AND CAR RENTAL HALLWAYS (6,874 square feet)

To maintain the carpet, the Service Provider shall perform, at a minimum, the following services Monday through Friday:

1. Vacuuming (Daily)

All carpeted areas shall be vacuumed daily with a commercial vacuum cleaner to remove all surface litter, dust, foreign substances, and embedded grit from surfaces including those adjacent to and under floor mats.

2. Spot Cleaning and Gum Removal (Once a week)

In order to maintain a consistent appearance level between periodic maintenance, it's critical that spots and stains be removed on a weekly basis. It is recommended to use Capture® Spot Kit by Milliken, or an equivalent cleaner, for treating most spots. The following procedure is recommended:

1. Remove as much excess material as possible prior to spot removal. Blot up liquids with a clean white terry cloth, vacuum up soil and gently scrap up encrusted material.
2. Spray Capture Pre-mist, or an equivalent cleaner, onto a clean, white terry towel and work in gently. Do not scrub. Blot, absorbing as much of the spot into the towel as possible. Work from the outside edge of the spot into the center to prevent spreading.
3. Apply Capture dry carpet cleaner, or equivalent cleaner, to the spot. Gently agitate with a brush, wait 30 minutes and vacuum.

The Service Provider shall not use any spotting agents containing solvents as they can leave residue that contributes to resoiling and can possibly damage the carpet.

3. Regular Cleaning (Once every six months)

Regular cleaning of the carpet is required to remove ground in soil and soil that is bonded to the fiber. Hot water extraction is an acceptable alternative using the following procedures.

An appropriate pre-mist should be sprayed and brushed thoroughly into the carpet using a dual cylindrical brush type scrubber and allowed to work for the recommended dwell time. This should be followed by flushing with the Hot Water Extractor. For conditions where detergent residues are left in the carpet a mild acid (5.0 pH) type pre-mist mixed per label directions with water should be used. For greasy, oily soil conditions, a higher pH product (8.5 or 9.0 pH) mixed with water per label directions should be used as the pre-mist. The Hot Water Extractor should be filled with plain hot tap water containing 5.0 oz. of acid rinse/gallon in the tank at a temperature not to exceed 140F. This procedure should remove as much detergent residue, soil and/or debris as possible. The carpet should be allowed to fully dry using blowers and fans and be examined for wickback. If wickback is evident, repeat the pre-mist extraction process and again allow the carpet to fully dry. Re-check for wickback and repeat above procedure until there is no evidence of wickback. Once restored, the carpet should then be thoroughly vacuumed, and spot cleaned on a regular frequency.

EQUIPMENT AND SUPPLIES

All equipment, chemical and supplies needed to meet the requirements of this RFP shall be supplied by the Service Provider.

Safety Data Sheets (SDS) for all chemicals used and stored at the Airport must be supplied to the Terminal and Contracts Manager before contract start date and shall be updated by the Service Provider as needed to stay current.

STORAGE

Secure storage space will be provided for storage of equipment and supplies at no cost to the Service Provider.

PERSONNEL

The Service Provider must assign a site supervisor and submit the name and contact information in the RFP and to the Terminal and Contracts Manager. The site supervisor shall have the authority to act on behalf of the Service Provider in all day-to-day operational matters. He or She shall also be responsible for, but not limited to, record keeping, scheduling, supervising, and contract administration.

All personnel assigned to work at the Airport must successfully clear a background check to be fingerprinted and badged under the Airport's Security Rules and Regulations. The Service Provider will be responsible for all costs associated with this process (approximately \$85.00).

All personnel assigned to work at the Airport shall wear uniforms with the Service Providers company logo.

The Airport requires the Service Provider to maintain sufficient staffing to complete the scope of work and specifications listed in this RFP.

PRICING AND CONTRACT TERM

The Airport is seeking prices per year for three (3) years (January 2, 2017 – January 2, 2020) with the option of two (2) one (1) year extensions. Pricing shall be based on the specifications and schedule set forth in this RFP. Pricing must be all-inclusive and cover every aspect of this RFP. Pricing is to be provided in the Proposal Form included in this RFP.

<END OF SCOPE AND SPECIFICATIONS>

I. PROPOSER INFORMATION

1. Company Name: _____
Address: _____
Phone number: _____
Contact Name: _____
Contact Phone #: _____
Contact Email: _____

2. Does the Service Provider have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?
 Yes No

3. At the time of submitting this proposal, is the Service Provider ineligible to bid on or be awarded a public contract in the state of South Carolina?
 Yes No

4. Has South Carolina OSHA cited and assessed penalties against the Service Provider for any “serious,” “shallful” or “repeat” violations of its safety or health regulations in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

5. Has the federal OSHA cited and assessed penalties against the Service Provider in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

II. REFERENCES

References: Provide five (5) current commercial / institutional customers references for projects of similar size and specifications.

1. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Square footage of Project: _____

2. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Square footage of Project: _____

3. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Square footage of Project: _____

4. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Square footage of Project: _____

5. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Square footage of Project: _____

III. PROOF OF INSURANCE COVERAGE

Service Provider shall provide the District with satisfactory evidence of the Professional Liability Insurance and Automobile Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. If the two insurances are with different companies, submit a form for each company. This form shall be submitted for responsiveness.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Service Provider is required to submit a letter or certificate from the Company providing insurance certifying that the Service Provider has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

IV. CERTIFICATION

I, undersigned, on behalf of the Service Provider, certify and declare that I have read all the foregoing answers to this Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

V. ACKNOWLEDGMENT OF ADDENDUM

Service Provider must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Service Provider section and submit this form with their proposal as acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / Carpet Maintenance Services**

1. ____; 2. ____; and 3. ____.

Dated the ____ day of _____, 20_____

Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

VI. PROPOSAL FORM

As a Competitive Proposal, Area A and Area B may be awarded to separate Service Providers at the Airport's discretion.

Instructions:

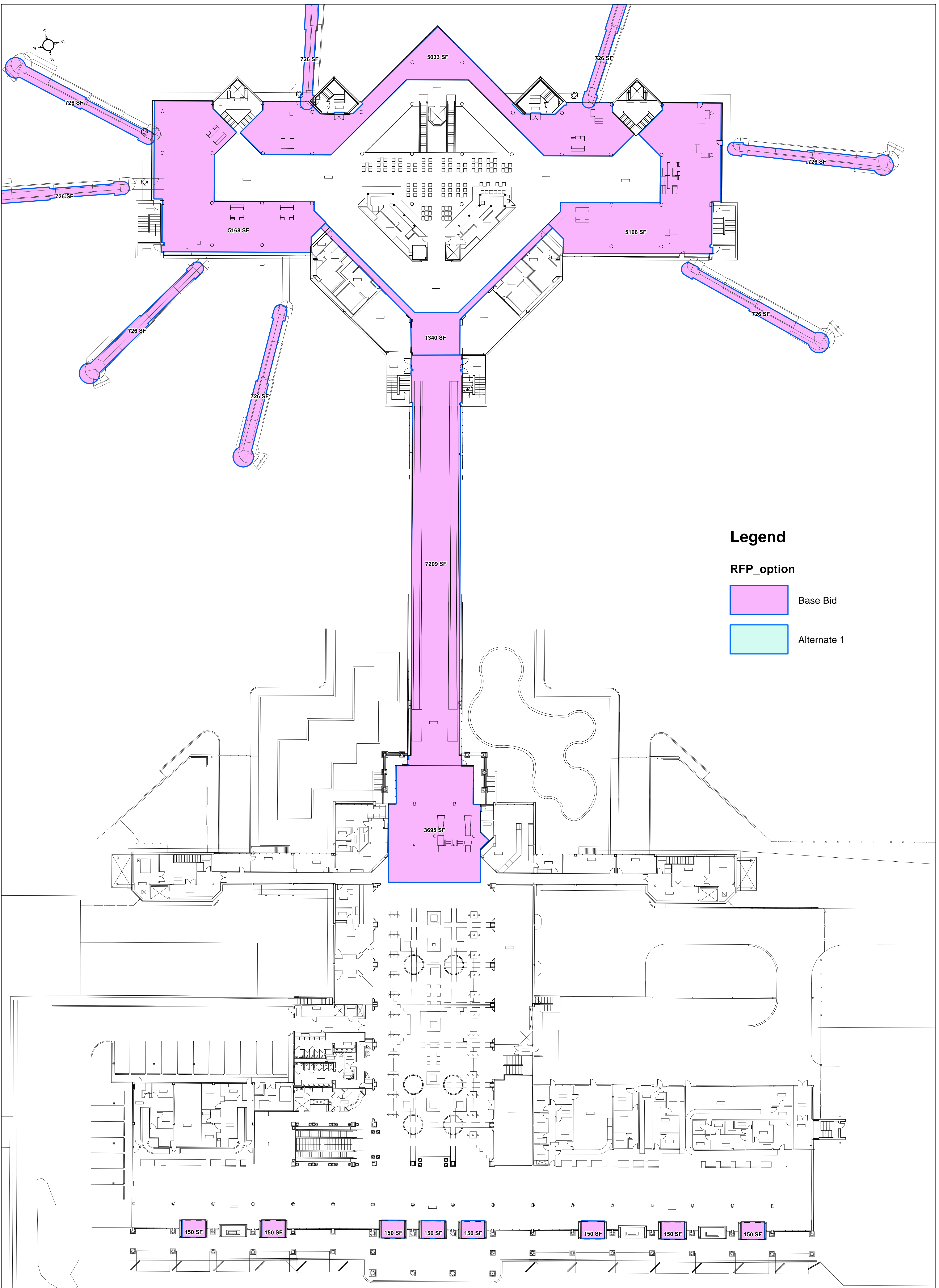
Fill in each section with the cost to perform the services listed under each option of this RFP. If you do not wish to propose on a particular option, place N/A in that column.

Please write legibly. Any proposal that cannot be read will be marked as non-compliant.

	Area A	Area B (optional)
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

Pricing must be all-inclusive and cover every service specified in that area.

Columbia Metropolitan Airport
Terminal Carpet Cleaning Areas - Upper Level
10/19/2016



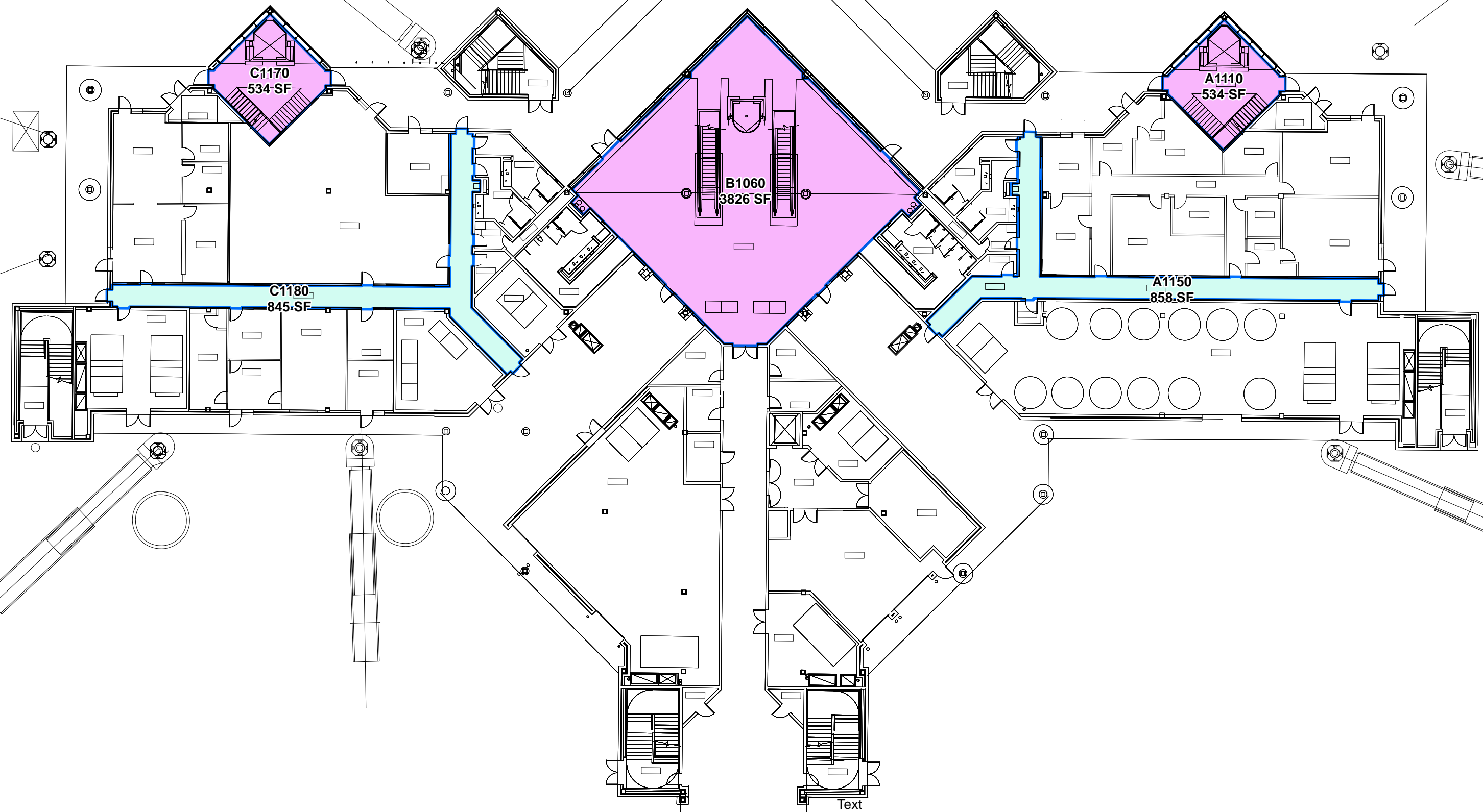
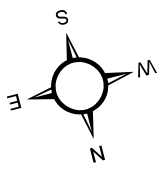
Legend

RFP_option

- Base Bid
- Alternate 1

100 50 0 100 Feet

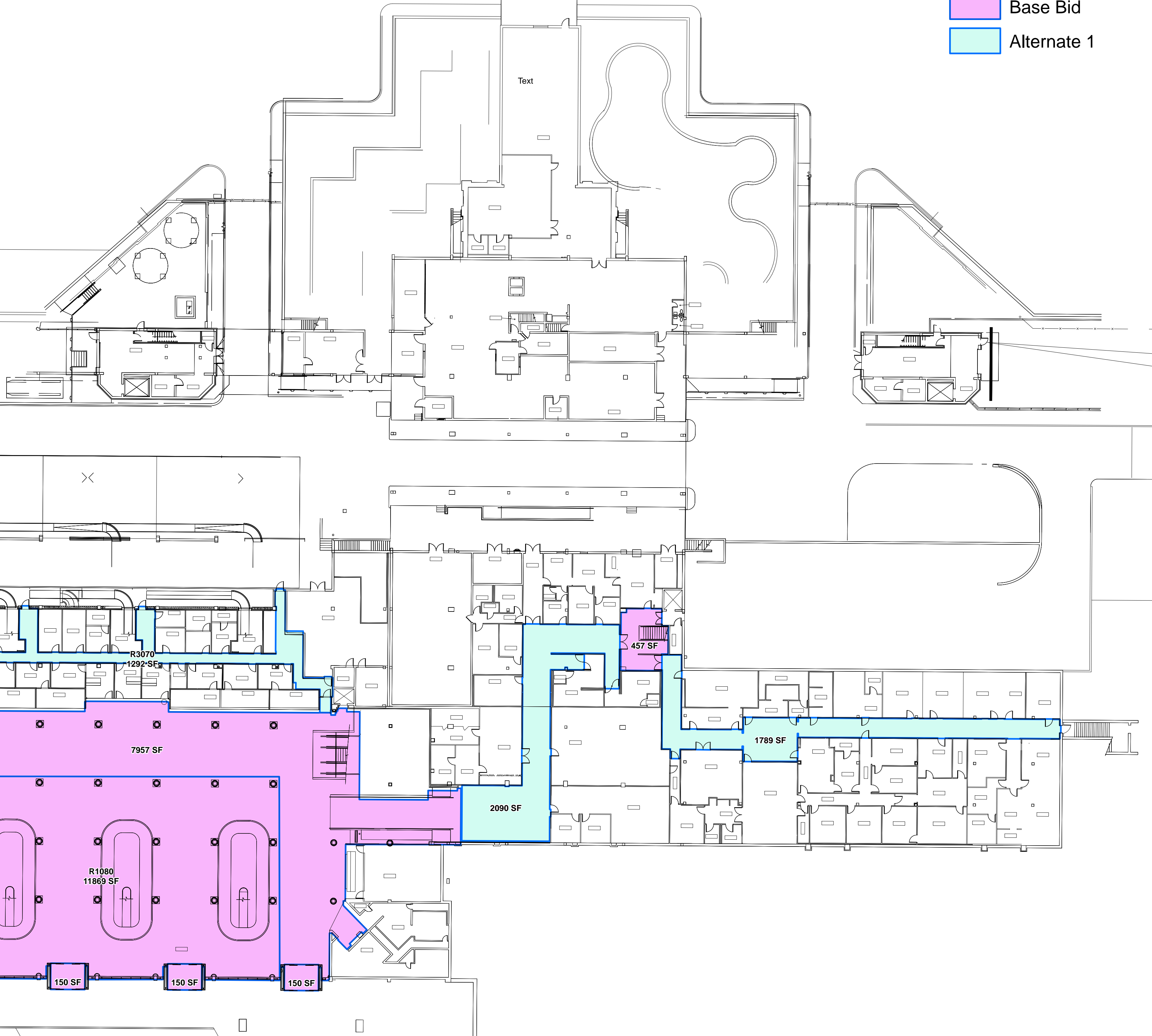
Columbia Metropolitan Airport
Terminal Carpet Cleaning Areas - Lower Level
10/19/2016



Legend

RFP_option

- Base Bid
- Alternate 1



100 50 0 100 Feet

