

REQUEST FOR PROPOSAL



**Mobile Airport Authority
Mobile Alabama
January 17, 2017**

Notice is hereby given that the Mobile Airport Authority (Authority), owner and operator of the Mobile Aeroplex at Brookley and Mobile Regional Airport in Mobile, Alabama, is requesting proposals for:

Janitorial Services

Responding to the Request for Proposal

Proposals must be accepted at the following address no later than 1:00 p.m., Friday, February 3, 2017:

Mobile Airport Authority
Attn: Michelle Melton
1891 Ninth Street
Mobile, AL 36615
251.438.7334

Tours of properties listed below will be scheduled by appointment only for January 23rd & 24th, please call (251) 438.7334 and request to speak to Melissa Klare or email Melissa@mobairport.com to reserve your time.

All proposals must be mailed or hand delivered. No faxed or e-mailed proposals will be accepted.

An original and four (4) color copies of all proposals must be delivered prior to the proposal acceptance deadline. All costs related to the cost of the preparation associated with the RFP are the responsibility of the Proposer.

General Information and Requirements

1. The Authority reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the Authority. In all instances, the Authority's decision shall be final.
2. The Authority is exempt from taxes imposed by the City, State, and Federal Government. Proposals shall not include any taxes or fees.
3. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the RFP. Each variance, if any, to the specifications shall be specifically stated in the proposal.
4. Prospective firms warrant by submission of proposals that all prices, terms, and conditions stated shall be honored for a period of ninety (90) days after the opening of proposals. Any changes could result in automatic disqualification of the vendor.
5. A corporate officer, partner, or authorized representative shall sign the original proposal.
6. Prospective firms hereby warrant by submission of proposals those any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

Specific Information and Requirements

All proposals must contain the following in order to be considered:

1. The Proposer's name, home office address, address of the office providing the services and telephone number for each.
2. General description of the Proposer; include size, number of employees, primary business, other business or services, type of organization (franchise, corporation, partnership, etc.) and other descriptive information.
3. Indication of proposal project staff who will be directly assigned to the Authority. State the qualifications and directly related experience of the supervisor and members of the proposed team.
4. A description of the Proposer's project understanding and approach with scope of services.

Scope of Services

The Mobile Airport Authority is seeking Proposals for Services for a one (1) year period:

Successful Proposer shall provide the Services, cleaning supplies, and paper & soap products at Brookley Aeroplex addresses:

1. MAA's main office located at:
 - a. 1891 9th Street 1st Floor
 - b. 1891 9th Street 2nd Floor
2. 1775 9th Street: Vartan Product Support & Zodiac Aerospace
3. 1890 3rd Street: Safran Landing Systems & Reel USA
4. 1812 15th Street: AAA Aerospace
5. 2203 Perimeter Rd. Suite 100: Multi-Tenant office spaces with shared common area
6. 2203 Perimeter Rd. Suite 200: HPM

Proposer shall provide and explain scheduled management oversight and audit processes of the weekly/monthly/yearly procedures. Management audited checks/logs of provided scope of work for each building to be delivered to MAA monthly.

Duties will include:

- Lobbies, Offices, Board Rooms and Lunch Areas
 - Collect all waste materials and place trash in designated receptacles.
 - Replace trash can liners.
 - Dust and polish all furniture including cabinets, counters, fixtures, etc.
 - Clean all glass topped tables.
 - Clean desk telephones.
 - Spot clean appliances, including microwaves, refrigerators, etc.
 - Sweep all composition tile floor areas.
 - Mop all composition floor areas.
 - Spot clean walls, doors, door jams, partitions, light switches, etc.
 - Clean all windows and glass doors in lobby area, including window sills.
 - Dust and wipe wood surfaces, including baseboards in Board Rooms, Hallways, and Lobby.
 - Dust and clean (remove fingerprints) large Board Room table.
- Hallways
 - Vacuum all carpeted areas.
 - Spot clean all carpeted areas.
 - Dust all tiled areas.
 - Wet mop all tiled areas.

- Restrooms
 - Sweep all composition tile floor areas.
 - Mop and disinfect composition tile floor areas.
 - Clean and sanitize fixtures, wash basin, countertops, urinals, toilets, and toilet seats.
 - Clean and polish all mirrors and bright works including dispensers.
 - Damp wipe walls, doors and partitions.
 - Collect waste materials and place in designated receptacles.
 - Replace trash can liners.
 - Replenish paper and soap supplies as needed.

- Closing Instructions:
 - Turn off all designated lights.
 - Set alarms and lock all designated doors.
 - Leave report on any designated problems.

Weekly:

- A. All areas:
 - Completely clean all doors.
 - Clean all picture frames.
 - Clean base boards.

Monthly:

- B. All areas:
 - High dust, removing any cobwebs.
 - Completely clean all A/C vents.
 - Spot clean carpets.

Quarterly:

- C. All areas:
 - Wash all trash cans.
 - Clean all light fixtures covers inside and outside.

Bi-Annually:

- D. All areas (price separately):
 - Buff composition tile
 - Shampoo all carpeted areas: Hallways, Board Rooms, and Offices.

Annually:

- E. All areas (price separately):
 - Strip, seal and wax composition tile floors.

Cleaning supplies and equipment will be provided by Proposer, (i.e. liners, paper towels, toilet paper, hand soap, cleaning agents).

The cleaning products must meet one or more of the following standards for the appropriate category:

Green Seal GS-37, for general purpose, bathroom, glass and carpet cleaners used for instructional and industrial purposes.

Environmental Choice CCD-110, for cleaning and degreasing compounds.

Environmental Choice CCD-146, for hard surface cleaners.

Criteria for Evaluation

The Authority reserves the right to accept all or a portion of any proposal submitted. Proposals will be evaluated based on the following criteria, by the evaluation committee. Proposals should contain all information relevant to the evaluation of these criteria:

Qualifications and Experience

- Proposer shall have a minimum of three (3) years' experience in providing Janitorial Services which meet the above scope of work in a commercial setting.
- Proposer shall have significant experience and a proven track record working in commercial businesses providing Janitorial Services. (Please provide a list of relevant projects, including client contact names, titles, and phone numbers). A minimum of three (3) are required.
- Proposer shall provide bio of assigned personnel to include their personal commercial references.

Costs

- Outline one (1) year fixed fee for Janitorial Services on an itemized cost basis for each listed location dependent on requested cleaning frequency.
- Outline plan for the purchase and distribution of consumables and paper products by Proposer for each listed location, (i.e. paper towels, toilet paper, hand soap).

The Authority reserves the right to apply the above criteria in any manner it deems necessary, and to evaluate each firm separately or comparatively, using these criteria in any weight or importance as it sees fit. The Authority also reserves the right to seek clarification from prospective firms on any issue in a proposal, invite specific firms for site visits or oral presentations, or take any other action it feels necessary to properly evaluate the proposals and construct a solution in the Authority's best interest.

Timeline:

- Site visits as needed; appointments are required January 23 & 24, 2017.
- All RFI requests from Vendors due by end of business January 27, 2017.
- RFI Responses from MAA by January 31, 2017.
- RFP Proposals due from Vendors on February 3, 2017.
- Vendor determined no later than February 15, 2017.

Building Locations

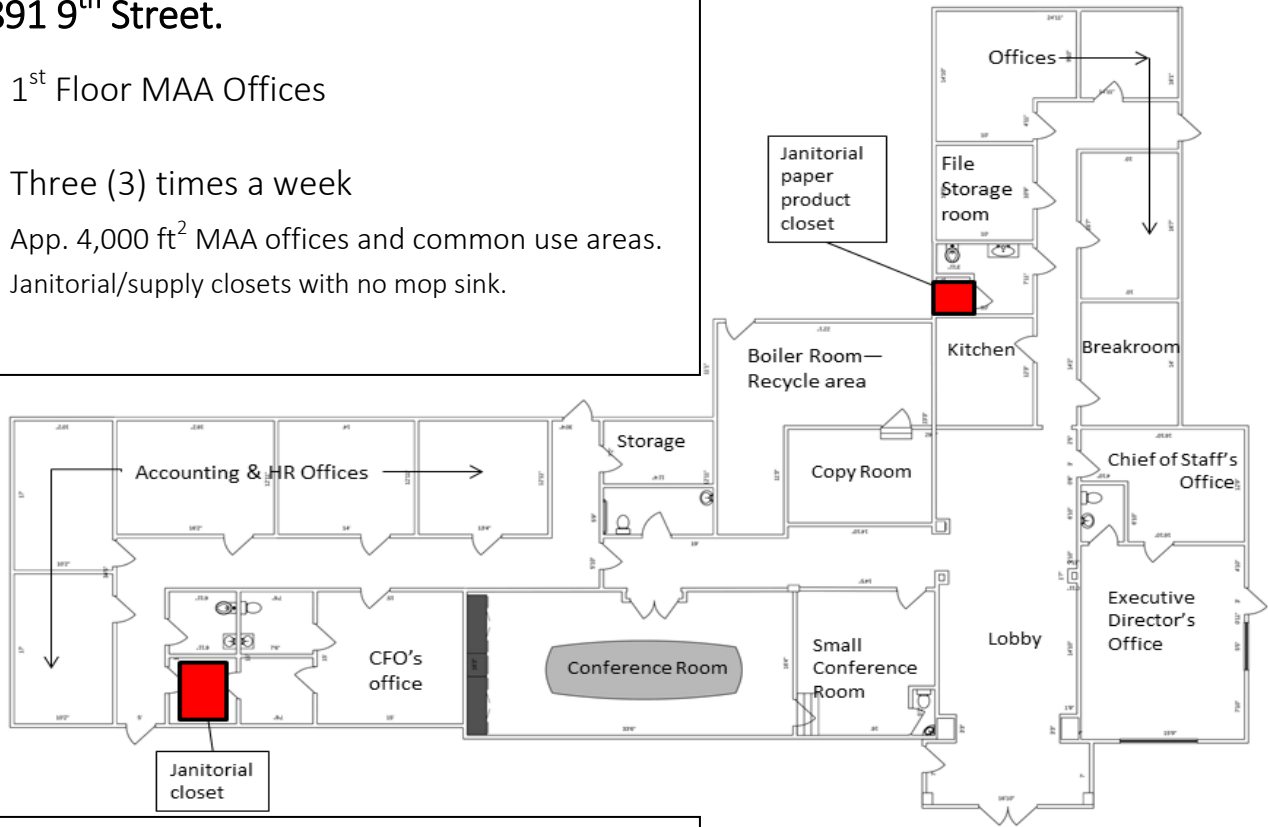
- 1. 1891 9th St.
- 2. 1775 9th St.
- 3. 1890 3rd St.
- 4. 1812 15th St.
- 5. 2203 Perimeter Rd. Suite 100
2203 Perimeter Rd. Suite 200



1. 1891 9th Street.

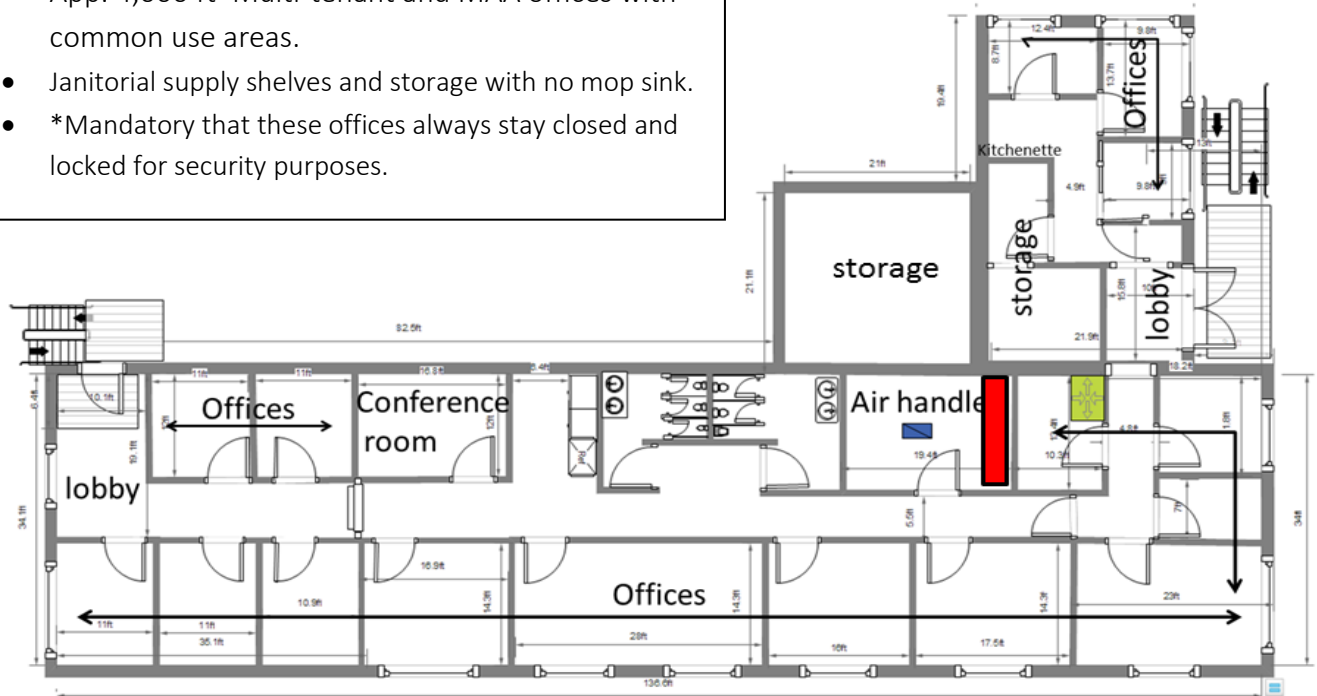
a. 1st Floor MAA Offices

- Three (3) times a week
- App. 4,000 ft² MAA offices and common use areas.
- Janitorial/supply closets with no mop sink.



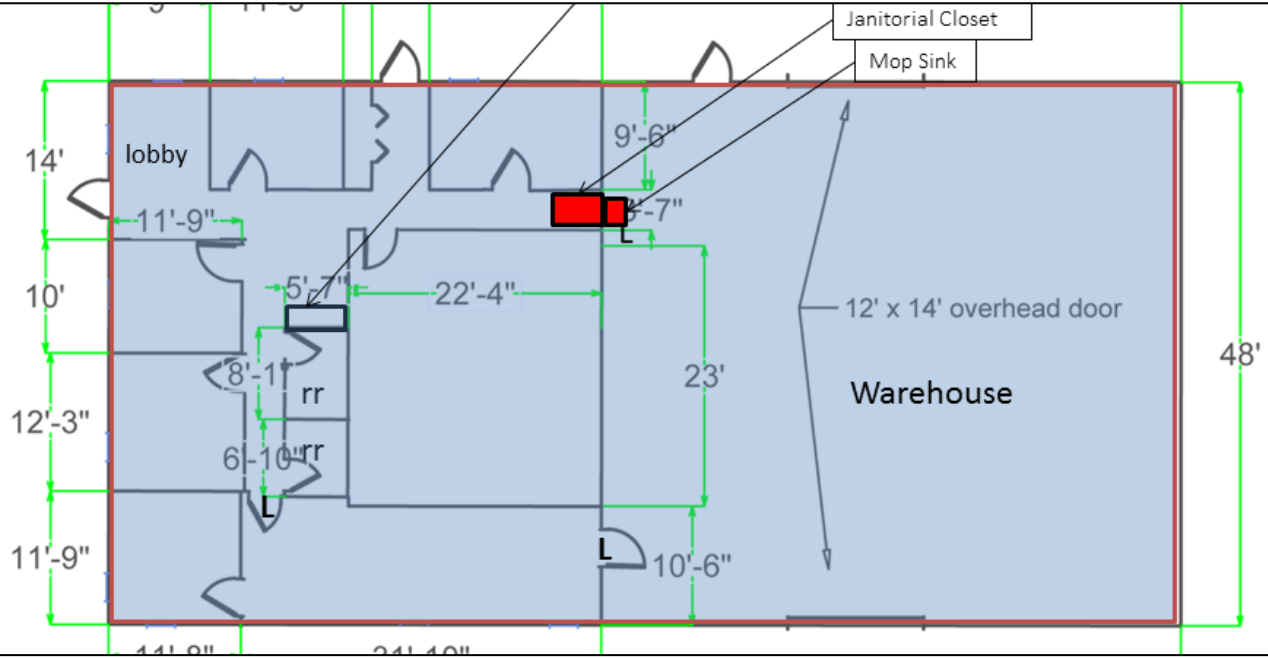
b. 2nd Floor MAA and Multi-tenant Offices

- Three (3) times a week
- App. 4,000 ft² Multi-tenant and MAA offices with common use areas.
- Janitorial supply shelves and storage with no mop sink.
- *Mandatory that these offices always stay closed and locked for security purposes.



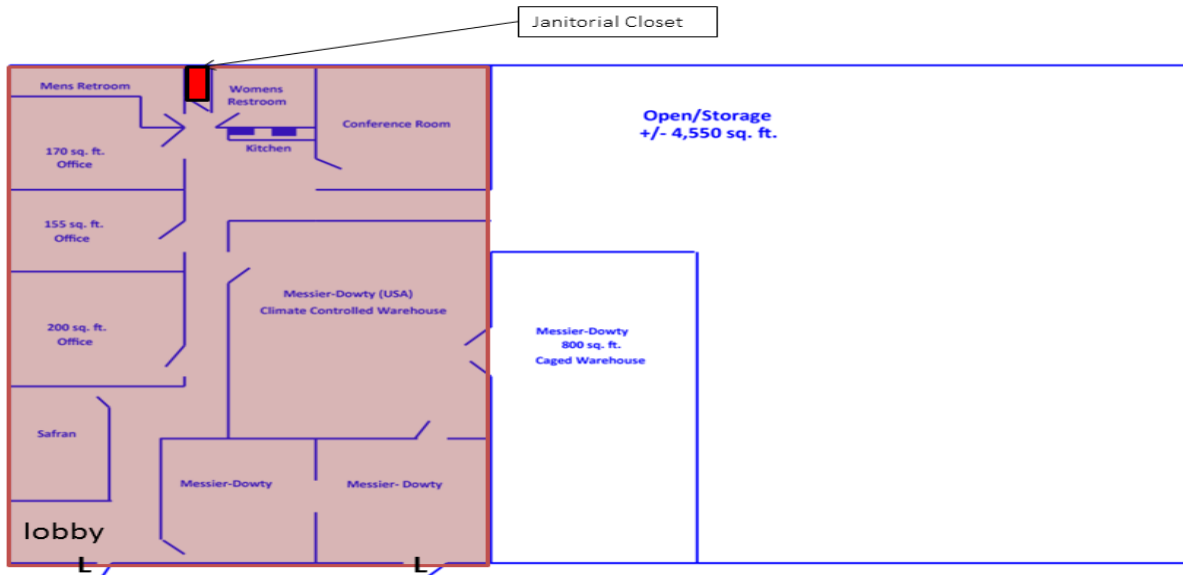
2. 1775 9th St.

- Once (1) Weekly
- 1,500 ft² Multi-tenant Office and common area & 2,500 ft² warehouse cleaning
- Large janitorial closet with storage located at the end of the main building's hallway with an elevated mop sink.
- Mop sink along warehouse wall.



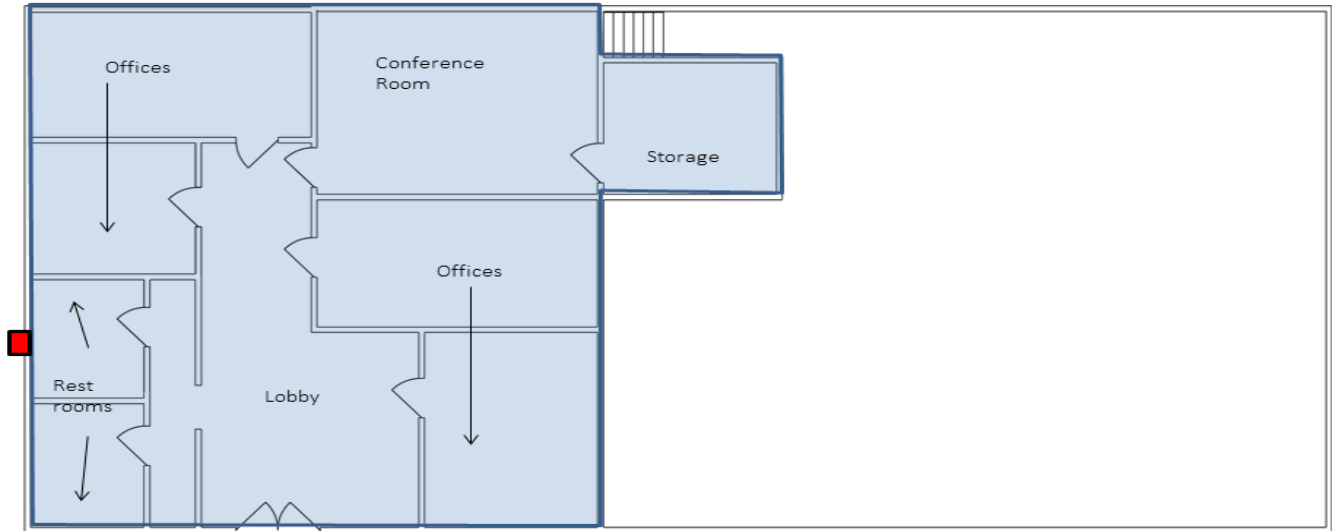
3. 1890 3rd St.

- Once (1) Weekly
- 1,750 ft² Office cleaning
- Large janitorial closet with storage located at the end of the main building's hallway with a floor level mop sink.



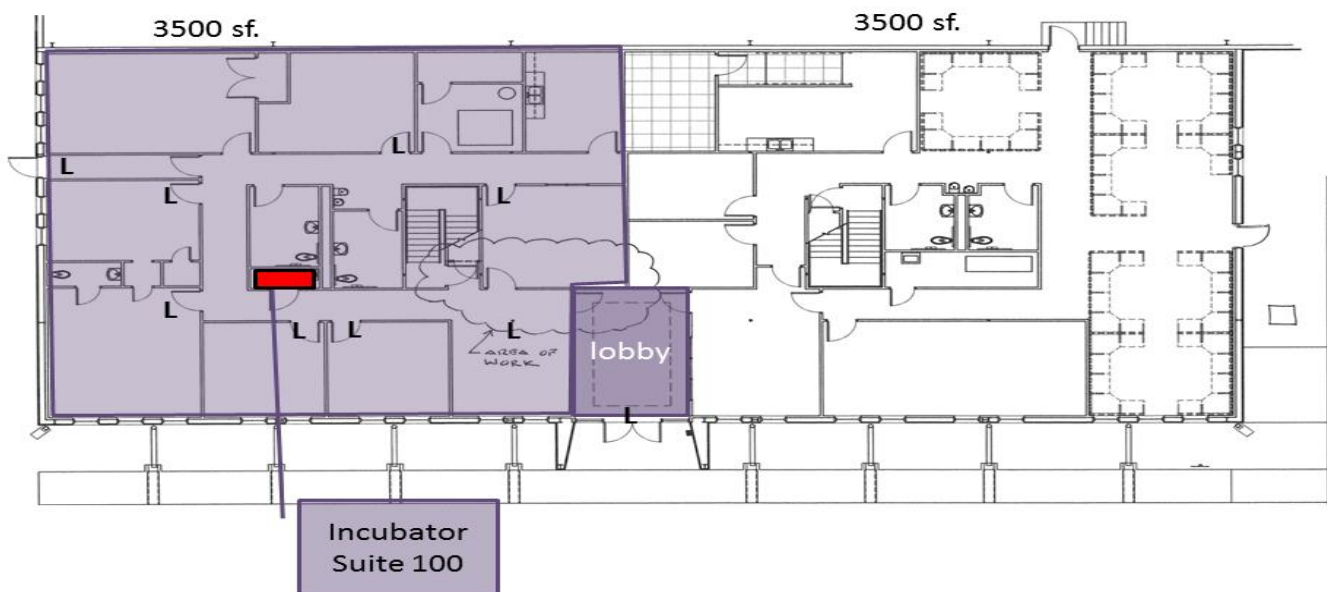
4. 1812 15th St.

- Once (1) Weekly
- 1,460 ft² Office cleaning
- No janitorial closet
- Exterior water spigot located on the south side of the building to the right of the main entrance door.



5. 2203 Perimeter Rd. Suite 100

- Once (1) Weekly
- 3,500 ft² Office and common area cleaning
- Small janitorial closet
- Main janitorial closet is located in Suite 200 along with most supply storage.
- *Mandatory that these offices always stay closed and locked for security purposes.



6. 2203 Perimeter Rd. Suite 200

- Twice (2) Weekly
- 3,500 ft² Single Tenant Office and common area cleaning
- Large janitorial closet off main entrance hallway across from Board Room.

