

**REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
JANITORIAL MANAGEMENT SERVICES**

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REQUEST FOR QUALIFICATIONS
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Janitorial Management Services

SECTION 1
Notice

Statements of Qualification and Experience will be received by the Salt Lake City Department of Airports ("SLCDA") for a firm ("Respondent" or "Respondents") to provide janitorial management services at the Salt Lake City International Airport.

An RFQ package which includes a Scope of Work describing the required services can be obtained by registering online at www.slcpurchasing.com beginning March 15, 2006. Eight (8) copies of the Phase 1- Statement of Qualifications must be submitted to SLCDA's Department of Administration and Commercial Services no later than 2:00 p.m., local time on April 19, 2006.

A pre-proposal conference will be held on April 4, 2006 in the Airport Board Room, Terminal Unit One Bridge Tower, Room 407, beginning at 2 p.m., local time. Attendance to the conference is strongly encouraged. People with disabilities may make requests for reasonable accommodation no later than 48 hours in advance in order to attend this pre-proposal conference. Accommodations may include alternate formats, interpreters, and other auxiliary aids. This is an accessible facility. For questions or additional information, please contact Penny Lopez at (801) 575-3432; TDD (801) 575-2264.

Following completion of the evaluation process, negotiations for contract purposes may be initiated with the top ranked Respondent. For additional information, please call Cole Hobbs at (801) 575-2984. Questions regarding the website may be directed to Sondra Donivan at (801) 575-2929.

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SECTION 2
General Overview

1. REQUEST FOR QUALIFICATIONS ("RFQ")

The Salt Lake City Department of Airports ("SLCDA") is soliciting Statements of Qualifications and Experience ("Statement" or "Statements") from qualified firms ("Respondent" or "Respondents") to provide janitorial management services ("Services") at the Salt Lake City International Airport ("Airport").

The quality of Services being sought under this RFQ are of the highest importance to the SLCDA, its tenants, and customers. The Airport environment is quite different from other commercial environments. It is important for Respondents to note that the operating environment presents a set of unique challenges that do not exist in a typical setting. Respondents should submit Statements that reflect their experience in providing first-class janitorial management services in an environment of equal size and complexity to the Airport.

A selection committee comprised of Airport staff will evaluate the Statements to determine those firms qualified to proceed to the more detailed Proposal phase. The top ranked Respondent and City shall negotiate a management fee and enter a written agreement.

The selected Respondent will be that Respondent, in the committee's sole opinion, which is the most qualified and experienced in providing first-class management and janitorial services that are of high quality, cost effective, and safe.

2. WRITTEN AGREEMENT REQUIRED

The selected Respondent will be required to enter into a written agreement ("Agreement") with Salt Lake City Corporation ("City") to provide all services required in this RFQ. The standard form of agreement will be available to Respondents at the Pre-Proposal Meeting.

4. TERM OF AGREEMENT

City intends to enter into the Agreement with the selected Respondent commencing approximately October 1, 2006, and continuing for a period of three (3) years with an additional five (5) one (1) year option terms, to be negotiated at City's sole discretion.

5. PROCUREMENT AND ETHICS REQUIREMENTS

All Respondents and the selected Respondent must agree to comply with and be governed by City's procurement rules and ethics standards.

Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

6. GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT ("GRAMA")

City is subject to the requirements of the Government Records Access and Management Act, Chapter 2, Title 63, UTAH CODE ANN. or its successor ("GRAMA"). All materials submitted by Respondent to City are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. Please be aware that the City receives regular requests for information and the burden of claiming an exemption from disclosure shall rest solely with each Respondent. Any materials for which Respondent claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from Respondent explaining Respondent's claim of exemption from disclosure. City will promptly notify Respondent of any requests made for disclosure of documents submitted under a claim of confidentiality. Respondent may, at Respondent's sole expense, take any appropriate actions to prevent disclosure of such material. Respondent specifically waives any claims against City related to disclosure of any materials required by GRAMA. In order to comply with GRAMA, please note the following:

- A. Respondent shall not stamp all materials confidential. Only those materials for which a claim can be made under the act should be stamped, such as trade secrets, pricing, non-public financial information, etc.
- B. Respondent must submit a letter stating the reasons for claiming confidentiality for every type of information stamped. Failure to submit this letter may result in the publication of this information.

8. PRE-PROPOSAL CONFERENCE AND FACILITY TOUR

A pre-proposal conference and facility tour will be held on April 4, 2006 beginning at 2 p.m. local time in the Airport Board Room, Terminal Unit I Bridge Tower, Room 407. Attendance is strongly encouraged and Respondents should allow for two to three hours for the conference. People with disabilities may make requests for reasonable accommodation no later than 48 hours in advance in order to attend this pre-proposal conference. Accommodations may include alternate formats, interpreters, and other auxiliary aids. This is an accessible facility. For questions or additional information, please contact Penny Lopez at (801) 575-3432; TDD (801) 575-2264.

9. STATEMENT CONTENT AND SUBMISSION

- A. Statements shall contain all required information and in the format outlined in Section 4 – Submittal Requirements.
- B. All statements must include a cover letter indicating Respondent's name, address, telephone number, and facsimile number. The statement must be signed in ink by an authorized representative of Respondent's firm. Statements must be submitted in a sealed envelope showing Respondent's name, address, and submittal date on the outside of the envelope.

10. EVALUATION AND EVALUATION CRITERIA

The SLCDA will use a two phase process in evaluating Respondents. The first phase will pre-qualify each Respondent based on their experience, qualifications, organization, and financial strength. In order to pre-qualify, Respondents must submit a Statement by the Phase 1 submission deadline and demonstrate that they meet the Airport's Minimum Qualifications set forth in Section 4. The second phase will evaluate only those Respondents which pre-qualify under the first phase. Respondents under Phase 2 must

meet the Phase 2 submission deadline. The submittal requirements and evaluation criteria for Phase 2 are outlined in Section 6 and 7 of the RFQ.

The selection committee will consider all documents and responses to this RFQ, information gained while evaluating responses, and other relevant information to make its determination. The committee's selection will be those Respondents which, in the committee's sole opinion, are best able to provide the services according to City's needs.

11. SUBMITTAL PROCEDURE

- A. Phase 1 Statements shall be submitted not later than 2:00 p.m. local time on April 19, 2006. Eight (8) copies of the Statement shall be submitted and contain no more than twenty (20) pages, excluding cover letter and financial statements.
- B. Phase 2 Proposals (for Respondents pre-qualified under Phase 1 only) shall be submitted not later than 2:00 p.m. local time on May 12, 2006. Eight (8) copies of the Statement shall be submitted and contain no more than thirty (30) pages, excluding proposal cover letter and financial statements.

Statements and Proposals delivered by regular surface mail shall go to:

Cole Hobbs
Airport Contracts Manager
Salt Lake City International Airport
AMF Box 22084
Salt Lake City, Utah 84122

Statements and Proposals sent by courier or hand delivery shall do so to:

SLCDA Department of Administration and Commercial Services
Salt Lake City International Airport
Terminal Unit One
776 N. Terminal Drive, Suite 230
Salt Lake City, Utah 84116

12. INSURANCE & BONDS

The selected Respondent, at its own cost and expense, shall secure and maintain the following policies of insurance and bonds:

- A. Commercial general liability insurance in the minimum amount of \$5,000,000 combined single limit each occurrence. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to City.
- B. Business Auto Insurance in the minimum amount of \$5,000,000 combined single limit each occurrence. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to City.
- C. Evidence of Workers Compensation and employer's liability with coverage for statutory benefits required by the state of Utah.
- D. A Letter of Credit in the amount of One Hundred Thousand Dollars (\$100,000). The Letter of Credit shall insure full compliance, full execution, and performance of this Agreement by the Contractor.
- E. Fidelity Bond in the amount of One Million Dollars (\$1,000,000) to protect against theft of property or service belonging to City and City's tenants as a result of acts on the part of Contractor, its officers, agents, employees, or subcontractors.
- F. Except for Workers Compensation, Fidelity Bond, and Letter of Credit, the policies shall contain an endorsement listing Salt Lake City Corporation, as an additional insured. All policies of insurance and bonds provided shall be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570, or having a rating of not less than "A" in the most current available A.M. Best Co., Inc.'s Best Insurance Report.
- G. A proposal/bid bond or certified check in the amount of \$10,000 made out in favor of Salt Lake City Corporation. The Proposal bond shall be submitted by Respondents in Phase 2 and shall guarantee execution of the Agreement with the selected Respondent.

13. EXPLANATION BY ADDENDUM ONLY

No interpretation of the meaning of any provision in this RFQ, nor correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to this RFQ shall be made to the Respondent orally. Every request for interpretation or additional information regarding this RFQ shall be made in writing, via facsimile to Cole Hobbs, Airport Contracts Manager, at (801) 575-2041 or via e-mail to cole.hobbs@slcgov.com. The deadline for

questions for Phase 1 shall be April 14, 2006. The deadline for questions for Phase 2 shall be May 5, 2006. The City shall not be obligated to respond to requests for such interpretation or correction. Should an Addendum be issued, Respondent will acknowledge receipt of the Addendum in their submittal. Respondents not indicating receipt will be construed as though the Addendum has been received and acknowledged, and submission of a proposal will constitute acknowledgement of the same.

14. RESPONDENT JUDGMENT

It is the responsibility of each Respondent to examine carefully this RFQ and to judge for itself all of the circumstances and conditions which may affect its proposal and subsequent operation and management of Airport's Concession pursuant to the Agreement. Any data furnished by City is for informational purposes only and is not warranted. Respondent's use of any such information shall be at Respondent's own risk. Failure on the part of any Respondent to examine, inspect, and to be completely knowledgeable of the terms and conditions of the concession requirements, operational conditions, or any other relevant documents or information shall not relieve the selected Respondent from complying fully with this RFQ or subsequent Agreement.

15. ADDITIONAL INFORMATION

- A. Respondents are instructed not to contact other selection committee members, the Mayor's office, the City Council, or members of the Airport Board, as outlined in Salt Lake City Code Title 2 Chapter 2.44, Conflict of Interest.
- B. City reserves the right to cancel or modify the terms of this RFQ at any time. City will provide Respondents with written notice of the cancellation or modification.
- C. The selection committee shall notify those Respondents to be given further consideration and interview. Technical requirements will be provided to the finalists in advance of the interview.

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SECTION 3
Scope of Work

1. GENERAL

The Salt Lake City Department of Airports (“SLCDA”) is seeking a qualified firm to provide janitorial management services for the facilities and equipment comprising the Salt Lake City International Airport (“Airport”) and certain support and leased areas within the greater Airport campus. The selected Respondent shall have the responsibility for the management of the Janitorial Service Program (“Program”) including the implementation, staffing, procedures, training, and performance, and shall be fully responsible for employees and subcontractors employed under the contract.

The SLCDA has established the following basic objectives and expectations for the selected Respondent:

- Provide high quality janitorial management services that ensure clean and safe facilities that are consistent or better than the current Airport standard.
- Manage a productive, positive, and well trained workforce to minimize turnover.
- Interface with working Airport practices and personnel including the Airport Control Center and the Airport’s managerial staff.
- Maintain adequate records and systems to document cleaning practices, insurance claims, and personnel issues.

2. THE WORK

The Services shall be provided within the terminals and concourses including all common areas open to the general public with the exception of terminal concession space. Also, attached as Exhibit 3 to this RFQ, is a detailed map showing the locations and levels of service for the terminals and concourses.

In addition, certain other outlying buildings shall be included as well. Following is a list of the overall locations and areas to be cleaned under this Agreement:

A. Terminals and Concourses

- Terminal and Concourse Public Areas Including Restrooms
- SLCDA Offices
- Airline Gatehold and Office Space
- Federal Aviation Administration (FAA)
- Zions First National Bank
- Car Rental Lobby Area and offices
- Transportation Security Administration (TSA)
- Skycap Services

B. Parking Structure

C. North Support Facilities

D. Executive Terminal (East-Side)

E. Police Building

F. Taxi Starter Building

G. Shuttle Base

H. Weather Service Building (East Side)

The selected Respondent shall have the responsibility for the management of the janitorial services including the staffing, procedures, and training in connection with the work and shall be fully responsible for the acts or omissions of employees or agents employed or under the Agreement.

3. AIRPORT PROVIDED FACILITIES, SUPPLIES, EQUIPMENT, AND OTHER REIMBURSABLES

Generally, the SLCDA shall provide the facilities, utilities, supplies, materials and equipment required for the work. The selected Respondent shall be directly reimbursed for the management, labor, health benefits, worker's compensation, vacation, personal days, and uniform costs required to satisfactorily maintain the level of cleanliness ordinarily associated with highly rated, first class, customer service oriented airport. The SLCDA shall provide the selected Respondent with space at the Airport for a business office, employee break-room, storage room, and preparation areas. The SLCDA shall reimburse all direct costs for the required insurance and bond

expenses. City will reimburse and provide for items set forth on Exhibit 1 attached to this RFQ.

4. SLCDA ADMINISTRATOR

The SLCDA employs a full-time contract administrator that will work cooperatively with the selected Respondent throughout the term of this Agreement.



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SECTION 4
Selection Process

1. GENERAL

The SLCDA is using a qualifications based selection process to determine the preference ranking for Respondents under this RFQ. Respondents should understand that the management fee called for in the contract shall be negotiated with the number one Respondent and that there is no monetary bid component to the selection process. Should the SLCDA and the number one Respondent fail to agree on a fee, negotiations shall proceed with the second place Respondent and so on.

The selection process shall involve two phases (“Phase 1” and “Phase 2”) in evaluating Respondents. Phase 1 will pre-qualify the Respondents to select those firms which meet or exceed the Minimum Qualifications listed in this Section 4. Phase 2 will evaluate those successful Respondents under Phase One in terms of budgets, experience, best practices, policies, management of turnover, and flexibility. Evaluation criteria for both phases are set forth in Section 7 of the RFQ. The SLCDA reserves the right to interview several of the top Respondents.

2. PHASE 1- STATEMENT OF QUALIFICATIONS

Respondents shall submit a Statement of Qualifications containing the information called for in Section 5 of the RFQ. Generally, the pre-qualification will evaluate the Respondent’s experience, qualifications, organization, and financial strength. No preference ranking shall be established under Phase 1 and Statements should demonstrate the Respondent’s qualifications in meeting the Minimum Qualifications and evaluation criteria set forth in Section 7 of the RFQ.

3. PHASE 2- PROPOSAL PHASE

Respondents who are pre-qualified under Phase 1 shall be invited to submit Proposals under Phase 2 of the RFQ. Submittal requirements for Phase 2 are described in Section 6 of the RFQ and will be evaluated as described in Section 7 of the RFQ.

4. DUE DATES

Deadlines and other submission details are called out in Section 2.11. of the RFQ. Late Statements of Qualifications and Proposals will not be accepted.

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SECTION 5
Submittal Requirements
Phase 1- Statement of Qualifications

Phase 1 – Statement of Qualifications. Submittal requirements for the Statement of Qualification are set forth below. Respondents are requested to respond to each of the following inquiries and in the order stated. Please respond in full, narrative sentences and restate each inquiry prior to responding:

1. Organization, Ownership & Management

- A. State Respondent's name, address, principal office, and type of entity. State the date of incorporation/organization and the state in which Respondent is incorporated or organized. Indicate the former names, if any, under which Respondent has conducted business and the years of operation under each name.
- B. Include information generally describing the size of Respondent's firm, location of the office that will work directly with the City, number of years in business providing janitorial management services, and Federal tax ID number.
- C. List and provide resumes of the key individuals who will be assigned to work with City. Provide information regarding their experience specific to janitorial management services. Also include the address and telephone number for these individuals.
- DE. Submit a statement confirming that Respondent shall be licensed in the State of Utah upon contract execution.

2. Demonstrated Janitorial Management Experience

- A. Discuss Respondent's overall qualifications and experience specific to providing janitorial management services in airports or similarly complex environments comparable or larger than the Airport.
- B. List all of Respondent's janitorial agreements which have been canceled or terminated prior to the contract end date and discuss the circumstances.
- C. Indicate whether Respondent has ever failed or declined to enter into an agreement subsequent to notice of award, and if so, include details.
- D. State whether Respondent, or any entity presently or previously associated with Respondent, has ever been dismissed from the performance of duties associated with the management or operation of janitorial services.
- E. Provide a list of on-airport janitorial management agreements which the Respondent is now operating or has operated in the recent past. For each such agreement, include:
 - 1. The airport or location of the operation.
 - 2. The dates of operation.
 - 3. A reference name and telephone number of the person employed by the airport operator who supervises janitorial operations.
 - 4. Type of agreement or management arrangement.
- F. List any other relevant janitorial operations and management experience.

3. Financial Capacity and Information

- A. Attach Respondent's audited financial statements for the past three (3) years prepared in accordance with generally accepted accounting principles and with an independent CPA's statement attached. Such statements shall contain a balance sheet, statement of changes in financial position, income statement, and all accompanying footnotes.
- B. List any law suits to which Respondent is currently a party or has been a party during the past five (5) years. For each such suit, list all parties and indicate whether any party was a bonding company, an insurance company, an owner, or other.
- C. State whether Respondent or any entity presently or previously associated with Respondent, has ever filed a petition in bankruptcy,

taken any actions with respect to insolvency, reorganization, receivership, moratorium, or assignment for the benefit of creditors, or otherwise sought relief from creditors. Explain the circumstances.

4. References

Submit the following references for Respondent's work, with contact names, phone numbers and addresses:

1. The contacts which demonstrate the five (5) year minimum experience required in Section 7, subsection 1 (A).
2. The contact(s) where Respondent currently manages janitorial services as required in Section 7, subsection 1 (B).
3. A bank or financial institution.

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SECTION 6
Submittal Requirements
Phase 2-Janitorial Proposal

Respondents who are notified of their pre-qualification under Phase 1 shall submit the following additional materials by 2:00 p.m. on May 12, 2006. Respondents are requested to respond to each of the following inquiries and in the order stated. Please respond in full, narrative sentences and restate each inquiry prior to responding:

1. Budget

Submit a detailed and comprehensive budget for a three (3) year period. Budget should address the airport provided materials and pass through items shown on Exhibit 1 including the following at a minimum: dedicated staffing, supplies, equipment, administrative costs, insurance and bonding costs, healthcare costs, training, and employee programs. Respondent understands and agrees that all final budget matters will be negotiated and finalized with the successful Respondent, and that the final negotiated budget will become part of the contract.

- A. Respondent should demonstrate how costs are broken out for the work under this contract (Example: Insurance is purchased for multiple contracts at several airports, how will those costs be allocated to this contract?).
- B. Indicate the type of vehicles and support equipment which Respondent intends to request from the City in order to provide the required Services.
- C. Indicate the office equipment and furniture which Respondent intends to request that the City provide.
- D. Respondent should indicate any proposed equipment, supplies, labor, or technology not included in above or in Exhibit 1 and the the proposed cost and description of use.

2. Management, Staffing, and Turnover Rate

- A. Provide a detailed plan regarding employee recruiting, hiring, performance evaluation, policies demonstrating commitment to minority hiring, compensation, incentive or benefit plans or any other policies the firm uses in assuring competent, motivated and well-trained management and employees.
- B. Provide Respondent's anticipated turnover rate (shown as an annual percentage) for this contract and demonstrate how you will keep turnover down. Provide a history of turnover rates on the contracts provided to meet the Minimum Qualifications in under Phase 1.
- C. Provide a resume and job description of the on-site manager which Respondent intends to assign to the Airport on a full-time basis if awarded the contract.
- D. Provide an organizational chart which depicts the management and staffing levels for each position which Respondent intends to use for the management and operation of Services.
- E. Provide a proposed operating and staffing plan which details personnel staffing levels by time of day for each position that is anticipated to be used in the operation of Services. Present a proposed sample schedule for all job categories by shift and location for an average day and for peak time on an average day.

3. Management Plan

- A. Describe Respondent's mission statement, philosophy, and experience with respect to providing quality customer service and quality custodial services to its clients and more specifically, the Airport.
- B. Submit a detailed description of Respondents quality control (QC) programs and procedures including any technology involved. The description of QC programs shall also include corrective action procedures to control and correct deficiencies in Services. Include programs that benchmark and measure versus a national standard.
- C. Submit a description of safety programs and procedures Respondent will implement at the Airport to avoid accidents by airport customers, personnel, and Respondent's employees.
- D. Provide a sample policy and operating procedure manual which Respondent is currently using at another of its on-airport operations and which is similar to that which Respondent intends to use at this site if awarded the management contract.

- E. Describe methods to evaluate new equipment and products (especially chemicals).
- F. Discuss how Respondent will ensure a drug-free workplace.

4. Transition Plan and Flexibility

- A. Describe in detail the plan and procedures to start operations and bring about a smooth transition between the existing and upcoming contract. The plan should address staff hiring time and methods, orientation of employees, procurement of equipment and supplies, security training and ID badging, and issuance of necessary keys.
- B. Describe how Respondent will adapt to working Airport practices. Demonstrate flexibility with examples from previous contracts.

Respondents are reminded of the requirement to submit a Proposal Bond in the amount of \$10,000.

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SECTION 7
Evaluation Criteria

1. EVALUATION CRITERIA / PHASE 1

Qualifications submitted under Phase 1 of the RFQ shall be evaluated based on the Minimum Qualifications described herein. Respondents must demonstrate that they meet or exceed the requirements in each and every category to be invited to submit a Proposal under Phase 2 of the RFQ.

Respondents will be given a rating of “Satisfactory” or “Unsatisfactory” for each Minimum Qualification. The selection committee shall use commercially reasonable methods to analyze the Respondent’s financial strength and experience in determining the rating. An “Unsatisfactory” weighting in any category shall be grounds to disqualify the Respondent.

Following are the Minimum Qualifications:

- A. Respondent must have a minimum of five (5) years successful, continuous, recent experience in the management of janitorial services in an environment similar in size and complexity to the Airport.
- B. Respondent must currently manage at least one janitorial service contract with an aggregate square footage of more than 500,000 square feet.
- C. Respondent must demonstrate financial responsibility and provide the past three (3) years financial statements prepared in accordance with generally accepted accounting principles and with an independent CPA’s statement attached. Statements shall include a balance sheet, statement of changes in financial position, income statement, and all accompanying footnotes.
- D. Respondent must demonstrate, in the SLCDA’s sole determination, a net worth sufficient to sustain the business operations required to be performed and maintained pursuant to the Agreement.

- E. Respondent must be qualified and licensed to conduct business in the State of Utah. If not qualified and licensed, Respondent must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.

2. EVALUATION CRITERIA / PHASE 2

Respondents meeting the Phase 1 and submitting a Proposal under Phase 2 shall be evaluated based on the following criteria and weights:

- A. Budget Demonstrated depth and quality of the budget process as it relates to the services required under this RFQ. Emphasis shall be placed on the Respondent’s understanding of the Airport’s needs and goals in conjunction with the care of the facility.
- B. Management, Staffing, and Turnover Rate Demonstrated quality of Respondent’s management structure including a proven ability to reduce turnover and keep a stable, high quality work force. The experience and professionalism of the proposed on-site manager. Past experience and success in managing employees.
- C. Management Plan Demonstrated quality of Respondent’s management programs including quality control, safety, training, benchmarking, and leadership programs. Past experience and success with employee programs. The demonstrated ability to evaluate products and supplies for use at the Airport.
- D. Transition Plan and Flexibility Degree and depth of Respondent’s transition plan including proven methods in accomplishing the transition. The ability of the Respondent to integrate with working Airport practices.

3. PHASE 2 CRITERIA WEIGHTING

<u>Factor</u>	<u>Weight</u>
Budget	25%
Management, Staffing, and Turnover Rate	30%
Management Plan	30%
Transition Plan and Flexibility	15%

4. INTERVIEWS

Following the evaluation of the Phase 2 Proposals, City may determine to interview one or more Respondent(s). Submission of a Statement of Qualifications or Proposal does not guarantee the right to an interview. City reserves the right to accept or reject any or all Statements of Qualifications and /or Proposals. Additional information will be provided to those Respondents being interviewed.

EXHIBIT 1

AIRPORT PROVIDED ITEMS

The following spreadsheets list items which are utilized under the current Janitorial Management Contract. All of these items are purchased or provided by the City on behalf of the contractor. Large capital items are requested and approved through the Airport's budget process. Following is a list of the provided items:

Expenses Paid by the City

Insurance
Bonds
Uniforms
Wages and Benefits (as agreed by City)
Administrative costs

City Provided Assets

Operational Space
Breakroom Space
1 Van for use on airport premises
All attached items on spreadsheets for Warehouse Items and Asset Items

EXHIBIT 2

STATISTICAL INFORMATION

- Standards and Frequencies Sample of Public Areas only (12 pages)
 - Terminal One
 - Terminal Two
 - A Concourse
 - B Concourse
 - B Extension
 - C Concourse
 - D Concourse
 - E Concourse
 - IAB (Non Customs Side)
 - Bridgetow er
 - Connectors
 - Public Restrooms

- Labor Hours by shift

- Organization Chart (Sample Only)

- Current Provider's Employee Turnover Average for Current Contract

EXHIBIT 3

AIRPORT LOCATION MAPS SERVICE LEVELS