



REQUEST FOR QUOTE

Window Washing

Bid Number: 1026

DUE DATE: May 3, 2019

DUE TIME: 2:00 pm (local)

INTRODUCTION

The Gerald R Ford International Airport Authority (GFIAA) is requesting quotes from interested firms to perform interior and exterior window washing services. The duration of the agreement shall be for a period of three (3) years, commencing on May 15, 2019 and expiring on April 30, 2022. Two (2) optional one (1) year renewals will be available upon mutual written agreement of both parties.

The Gerald R. Ford International Airport (GFIA) is the second busiest airport in Michigan. The airport served over 3 million passengers in 2018 and over 8,000 travelers pass through GFIA each day. The Gerald R. Ford International Airport offers nonstop service to 27 major market destinations with more than 120 daily nonstop flights. The GFIA is managed and operated by the Gerald R. Ford International Airport Authority. GFIA generates over \$3.1 billion in annual economic output throughout West Michigan and employs over 1,500 people.

SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFQ Issue Date	April 19, 2019
On Site Walk Through	April 26, 2019 at 10 am
Question Deadline	May 1, 2019 at 2 pm
Submission Due Date	May 3, 2019 at 2 pm
Contract Start Date	May 15, 2019

GFIAA reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum.

VOLUNTARY ON-SITE WALK THROUGH

Conference Date	April 26, 2019
Conference Time (local)	10 am (local)
Conference Location	International Room

A voluntary pre-submission conference is scheduled for this request. Equal opportunity will be provided for all Respondents to ask questions.

Attendees requiring special services are asked to provide their requirements to the GFIAA at least forty-eight (48) hours in advance to allow for accommodations.

WORK SCOPE

Respondent shall schedule window washing at least 2 weeks in advance with the Facilities Supervisor.

Windows will be free of dirt, streaks, smudges and drips. All sills and mullions will be wiped clean and dried, including all outside sills.

The Facilities Supervisor must receive confirmation at least two (2) weeks prior to the start date of each work period. If this confirmation is not received, GFIAA reserves the right to seek an alternate source.

Areas and Frequency

1. Bi- Monthly, April thru October:
 - Exterior Parking Stair/Elevator Cores (Qty 3)
 - Exterior Rental Car Facility
 - Exterior Elevated Cross Walks (Qty 2)
 - Exterior Terminal Curb Side
 - Exterior and Interior Passenger Screening Area
 - Exterior and Interior Military Welcome Center
2. Semi-annually - Spring and Fall:
 - Interior and Exterior Concourse A and Concourse B – 2 levels
 - Interior and Exterior Post Security Market Place Includes Business Center and Play Area
 - Interior Parking Stair/Elevator Cores (Qty 3)
 - Interior Rental Car Facility
 - Interior Elevated Cross Walks (Qty 2)
 - Interior and Exterior Terminal Building 1st and 2nd Floor
 - Interior and Exterior Parking Garage Corridor (Qty 2)
3. Annually:
 - Interior and Exterior Interior Office Glass and Frames, including inside sills and interior door panels,

Most public areas and private offices may be cleaned during normal business hours. Glass immediately adjacent to the TSA Screen space and the interior of the marketplace must be cleaned after hours.

The Airport Facilities are currently under construction; annual cost will be based on the current facility layout with adjustments expected following the completion of construction in 2020.

Respondent will be required to provide all labor, equipment, and supplies necessary to complete all of the work described herein. All upper level windows will require use of boom lift. GFIAA will provide a scissor lift. Respondent will be responsible for the supply, placement and maintenance of all protective devices, cones or signs which may be necessary for the warning and protection of motor vehicle or pedestrian traffic as exterior windows are being cleaned. Respondent will be responsible for the protection of roof, building surfaces, equipment and gardening/planting areas. Any repairs or clean-up which may be necessary as a result of the Respondent's work will be done at the Respondent's expense. Respondent shall observe all OSHA prescribed safety regulations and practices. All ladders, scaffolding, window anchors, safety belts, etc. used shall be OSHA approved for window/glass washing. GFIAA will not be responsible in any way for the supplies, materials or equipment kept throughout the building or the Respondent's employee's personal belongings brought into the building. Before beginning the work of the contract, the

Respondent shall submit to the Facility Supervisor a list containing the name of the manufacturer and brand name of each of the materials he/she proposes to use in the performance of the contract and the Material Safety Data Sheets.

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to purchasing@grr.org prior to 2 pm on May 1, 2019.

GFIAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion.

It is the Respondent's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the GFIAA Purchasing Department and available for review at www.flyford.org.

AIRPORT SECURITY

It is essential that during the performance of this contract that airport security be maintained and that construction operations conform to Airport security requirements.

Airport-Issued Identification Badges -

Identification badges are issued by the Airport Police Department to provide unescorted access to authorized employees performing job duties within the airport. Contractor personnel requiring badges include the project manager, security person, job site foreman, superintendents and all regular job site workers. Personnel at the construction site shall be badged at all times. The Contractor assumes responsibility for the conduct of all personnel working at the construction site and on airport property. All personnel within the Secured Area must display an airport-issued identification badge or be escorted by personnel with a badge who has been granted escort privileges. Identification badges must be worn on an individual's outermost garment and above the waist at all times.

The Airport encourages all Contractor personnel to be badged. **An unbadged person is to be under escort at all times.** This will be strictly enforced.

Badges are the property of the Airport and must be returned promptly upon completion of a subcontractors work, individual termination, or project completion. Failure to return badges may result in the Contractor being declared nonresponsive and ineligible for future Airport contracts.

Pre-Badging Requirements for General Contractor -

Contractor should coordinate badge requirements with the Airport Project Manager. **DO NOT WAIT UNTIL THE LAST MINUTE.** The following documents are required before the Contractor begin the badging process for themselves, their subcontractors or their employees:

1. Project Letter from Contractor – Letter must include the Project Name with Start Date and estimated End Date, PLUS a list of all Subcontractors (if any).
2. Authorized Signer Letter(s) – Contractors/subcontractors will designate one or more individuals to be Authorized Signers for badge enrollments. The Authorized Signer letter must be on company letterhead. An Authorized Signer must obtain an airport badge prior to attending signatory training which is administered by the Airport Security Coordinator. The badging process is outlined below.

Badging Process –

The badging process requires two visits to the Airport Police office for each applicant.

1. Badge Application and Background Checks

The process is initiated with the Authorized Signatory. They will be enrolling the applicant in the airport's SAFE Signatory Portal. Once enrolled and submitted, each applicant must make an initial appointment with the airport badging office. (www.grrbadging.as.me)

As outlined in the appointment information, each individual is required to provide 2 pieces of acceptable ID, as well as provide a completed GRR Fingerprint Application. Information about acceptable IDs and the GRR Fingerprint Application can be found on the badging services page: <http://www.grr.org/badging-services.php>

The airport will perform two background checks on the applicant:

a. A security threat assessment (STA) is a name verification background check conducted by the Transportation Security Administration (TSA).

b. A criminal history records check (CHRC) is a fingerprint-based background check to determine if personnel have been convicted of a felony within the last ten (10) years. Background check results can take anywhere from two days to two weeks to be completed.

The Contractor's Authorized Signatory will be notified once the background checks have been completed and approved. The Authorized Signatory will notify the individual and have them schedule their assigned appointment for Badge Training and Issuance.

2. Training and Badge Issuance

The applicant will make an appointment at www.grrbadging.as.me for their assigned training and badge issuance.

Training may include the following depending on which privileges the Authorized Signatory assigned during enrollment:

- a. SIDA training
- b. Non-movement driver's training

Each training takes approximately 45 minutes to complete. Once completed and passed, the individual will receive their ID.

3. Authorized Signatory Training (IF APPLICABLE)

If an individual will be designated as an Authorized Signatory for their company, they will need to schedule an appointment for Authorized Signatory Training with the Airport Security Coordinator. This is typically handled through communication with the original Authorized Signatory and can only be completed after they have received their badge.

All initial badging fees will be at no cost to the Contractor. If an ID badge is lost, stolen, or otherwise unaccounted for immediate notify Airport Communications at 616.233.6055. The ID badge replacement fee is \$50.00. The badge holder is responsible for the ID badge replacement fee.

TERMS AND CONDITIONS

GFIAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a Respondent's submission. No attempt to modify GFIAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by GFIAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the GFIAA.

The intent of these specifications is to promote a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the GFIAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

The GFIAA is tax exempt and a regional airport authority organized under 2015 P.A. 95, being MCL 259.137 et. seq.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the GFIAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the GFIAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the GFIAA shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned), and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Insurance requirements are posted on the Documents and Forms page of the GFIAA website within the Purchasing Terms and Conditions document

Termination For Cause: Should the respondent fail to perform the Work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have five (5) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of GFIAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the GFIAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the GFIAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Termination Without Cause: Notwithstanding any other provision, at any time and without cause, GFIAA shall have the right, in its sole discretion, to terminate the contract by giving sixty (60) days written notice.

Although it is the intent to contract with one provider, the GFIAA reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by GFIAA to be in its best interest to use alternate sources.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

MICHIGAN FREEDOM OF INFORMATION ACT

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

REFERENCES

Provide three (3) references of current/past customers who are able to verify the quality of products and/or services your company provides for work of similar size and scope. References should not include any current/past GFIAA employees.

WARRANTY

All equipment/materials shall consist of the original equipment manufacturer warranty, and at minimum one (1) year, unless otherwise specified within this request, including warranty against defects in design, materials, and workmanship. The warranty period will start upon acceptance of installed system, but not later than sixty (60) days from receipt of equipment, or if the installation date cannot be established, with the date of shipment. Labor costs for the replacement of defective material will be borne by the Respondent. The defective part(s) will be exchanged by the Respondent and returned at no charge for the duration of the warranty period on-waiver of Implied.

The Respondent agrees that, regardless of statements to the contrary, he/she has not disclaimed either the warranty of merchantability or the warranty of fitness for a particular purpose.

Specific warranty information for both parts and labor must be included with submission. Information relating to parts availability and service facilities may receive consideration.

REQUEST FOR QUOTATION SUBMISSION

To be considered, complete submissions must be received in the Gerald R Ford International Airport Authority office located on the second floor of the terminal building at 5500 44th St SE, Grand Rapids, MI 49512 no later than the due date and time specified (local time).

- Hard copy responses can be mailed or otherwise delivered to the address above.
- Responses may also be emailed as an email attachment to *purchasing@grr.org*.
- Responses may also be uploaded to <https://www.dropbox.com/request/MEKv2jmg8AZVIQIfkDGS>

Sales and Marketing material beyond the scope of this request will not be used to determine award and is not desired. Each submission should be simply and economically prepared providing a concise description of the Respondent's ability to perform the product or services requested. Emphasis should be on completeness and clarity of content.

The Respondent certifies that the response submitted has not been made or prepared in collusion with any other Respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the Respondent to any other Respondent prior to the official opening of this request. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and

time.

Submissions not meeting this criterion may be deemed non-responsive.

The Authority is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

A submission shall constitute an irrevocable offer for a period of ninety (90) days from the opening date. In the event an award is not made by the Authority within ninety (90) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by title.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the Authority. The presentation may be followed by a question and answer session.

The Authority reserves the right at its discretion to waive irregularities of this solicitation process.

In the event of extension errors, the unit price shall prevail and the Respondent's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Respondent's total will be corrected accordingly. Respondent must check their submission where applicable. Failure to do so will be at the Respondent's risk. Submissions having erasures or corrections must be initialed in ink by the Respondent. Respondents are cautioned to recheck their submissions for possible errors.

The Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

The Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to the Authority. The Authority, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responses based on the requirements and criterion set forth in this solicitation while reserving the right to weigh specifications and other factors in the award. The Authority reserves the right to reject any and all submissions as a result of this solicitation.

The Authority reserves the right to award by line item when applicable and to accept or reject any or all parts of a submission.

Accelerated discounts should be so stated at the time of submission. If quick-pay discounts are offered, The Authority reserves the right to include that discount as part of the award criterion. Prices must, however, be based upon payment in thirty (30) days after receipt, inspection, and acceptance. In all cases, quick-pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

Award notifications are posted on the Authority website. It is the Respondent's responsibility to monitor the website for status updates.

RFQ 1026 QUOTE FORM

Company Name: _____

Contact Name and Title: _____

Address: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Acknowledged Addendum (if any): _____

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and having examined the Contract and Bid Documents hereby propose to furnish all labor, materials, equipment, supplies and services for the proper completion in a workmanlike manner of the following:

ITEM 1: Window Washing Services As Described Within:

1st Year Total Fixed Annual Price \$ _____

2nd Year Total Fixed Annual Price \$ _____

3rd Year Total Fixed Annual Price \$ _____

ITEM 2: Labor Rates for Added or Reduced Scope:

Labor: Monday-Friday, 7:00 AM to 5:30 PM

\$ _____ per hour

Labor: All Other Times (including legal holidays, overtime, etc.)

\$ _____ per hour

(Labor rates will be reviewed annually but increases shall not exceed 3.5%)

Signature: _____ Date: _____