

**REQUEST FOR PROPOSALS  
BIDDING INFORMATION  
TWO YEAR CONTRACT FOR CUSTODIAL SERVICES IN THE TERMINAL BUILDING AT THE  
ELKO REGIONAL AIRPORT, ELKO, NEVADA**

The City of Elko reserves the right to accept or reject any or all items specified in the bid request and reserve the right to waive any minor-technicalities in the preparation of these bidding documents or specifications.

The award may be made to the lowest responsive and responsible bidder. The lowest responsive and responsible bidder will be judged on the basis of price, previous work reference history, conformance to specifications, and the best interest of the public-each of such factors being considered.

A. Sealed bids are to be filed with the Office of the City Clerk; 1751 College Avenue, Elko, Nevada; prior to **May 31, 2019 at 3:00 p.m.**

B. All bids shall be enclosed and sealed in an envelope and endorsed:

**TWO (2) YEAR CUSTODIAL SERVICES AGREEMENT – ELKO REGIONAL AIRPORT**

C. The submitted bids will be opened at Elko City Hall immediately after the published deadline. All interested parties are invited to be in attendance at the bid opening.

D. The City Council may formally accept or reject bids at their regular meeting on June 11, 2019.

E. Items to be bid include custodial services as outlined in Bid Specifications.

F. Interested bidders may contact Jim Foster, Airport Manager, at (775) 777-7192 for an onsite appointment to inspect areas at the Airport to be included in the custodial services agreement.

G. Bids will be accepted only on the form provided. All bidders must provide three (3) work references that will be used in the selection process. The work references should be individuals or companies who hired the bidder for custodial duties. Work references must be current. Please provide the reference's full name, contact telephone number, and address of business in the bid application. To qualify a bidder must provide three (3) work references. Fewer than three (3) will lead to disqualification.

H. The successful Bidder is required to hold a current City of Elko business license or obtain one within two (2) weeks of bid award.

I. Award to the successful Bidder will be subject to a complete background check to include driving record, criminal record and possibly other security requirements required by the FAA.

J. The successful bidder shall be required to submit to the City a valid General and Professional liability insurance policy in the amount of \$1,000,000.00.

K. The successful bidder will sign a two (2) year custodial contract with Elko Regional Airport with the ability to renegotiate a one year (1) contract extensions with the Airport should both parties agree to an additional 1 year contract extension. The custodial services contract may not be renewed after a three (3) year period.

L. Additional services may be requested of the successful bidder. Any additional services that are outside of the scope of the custodial contract are negotiated during the contract period. Other projects may arise and are at the discretion of the Airport Manager. The successfully awarded custodian will have the opportunity of first bid on these additional services and may be awarded these additional services based on the current City of Elko Purchasing Policy.

**CITY OF ELKO  
BID PROPOSAL FORM**

Bid proposal for custodial services for the Elko Regional Airport as outlined in the Bid Specifications as follows:

Monthly Bid Amount for Custodial Services: \$ \_\_\_\_\_ (Number)

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(Amount In Written Form)

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Company phone number: \_\_\_\_\_ emergency phone: \_\_\_\_\_

City of Elko Business License: \_\_\_\_\_ expiration \_\_\_\_\_

Date submitted: \_\_\_\_\_, 2019

The undersigned declares that he/she has carefully examined and understands the bidding documents.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**\*\*\* USE THIS FORM TO SUBMIT BID PROPOSAL \*\*\***

**BID SPECIFICATIONS  
CUSTODIAL SERVICES FOR THE  
ELKO REGIONAL AIRPORT**

**GENERAL:**

The **CITY** will provide paper products (paper towels, toilet paper, sanitary toilet covers), hand soap, air fresheners, and trash bags. **CUSTODIAN** will provide all cleaning equipment/products as approved by CITY for the purpose of performing janitorial duties. The main terminal (Terminal) airport facility is 16,769 square feet inside. The Snow Response Equipment Building (SRE) is 500 square feet. The Information Technology Building (IT) is 1,070 square feet.

**CUSTODIAN** the IT Department, Airport Administration and the SRE Building will be serviced during normal business hours and servicing the terminal building areas the time will be negotiated with the Airport Manager. The following janitorial duties will performed at the frequencies listed below:

- Emptying and/or replacing all trash bags within the trash receptacles **both** inside and outside the terminal building **(1 time a day, five days a week)**
- Wiping down all decorative trash receptacles in the terminal building **(1 time a day 5 days a week)**
- Spot cleaning ground-level glass surfaces in terminal building entryways, concession space, security check-point, and passenger waiting areas in the terminal building **(2 times a day, five days a week)**
- Vacuuming all carpeted areas inside the terminal building **(1 time a day, five days a week)**
- Sweeping and mopping all floors inside the terminal building **(1 time a day, five days a week)**
- Sweeping sidewalks outside the terminal building **(1 time a day, five days a week)**
- Emptying cigarette cans located outside the terminal building **(1 time a day, five days a week)**
- Cleaning all public restrooms inside the terminal, to include mopping floors, cleaning and sanitizing all restroom fixtures, stocking all paper projects, emptying trash cans, cleaning mirrors, and stocking air fresheners **(2 times a day, five days a week)**
- Dusting all surfaces and fixtures inside the airport terminal **(Twice a week)**
- Cleaning trash receptacles located inside and outside the terminal building **(Once a week)**
- Thoroughly cleaning ground-level glass surfaces in terminal building, entryways, concession space, security checkpoint, and passenger waiting areas in the terminal building **(Once a week)**
- Wiping down chairs in passenger and terminal waiting areas, bathroom stalls to include the base boards and corners **(Once a week)**
- Cleaning Airport Administration offices, to include vacuuming, emptying trash cans. Cleaning restroom, to include mopping, cleaning and sanitizing all restroom fixtures, stocking all paper products, cleaning office glass surfaces **(2 times a week)**
- Cleaning Information Technology Building offices, to include vacuuming and mopping, emptying trash cans and dusting all surfaces. Cleaning restroom, to include mopping, cleaning and sanitizing all restroom fixtures, and stocking all paper products. **(2 times a week)**
- Cleaning SRE Building offices, to include mopping, emptying trash cans. Cleaning restroom to include, mopping, cleaning and sanitizing all restroom fixtures, and stocking all paper products. **(Once a week)**

- Waxing and sealing all tiled floors inside the airport terminal (sterile area, main terminal floors, restaurant main floor and all bathrooms. **(Once a year)**)



## REQUEST FOR PROPOSALS

The City of Elko invites you to submit a Proposal for custodial services at the Elko Regional Airport Terminal, Elko, Nevada. The City of Elko encourages DBE participation.

Request for Proposal (RFP) documents are available from the City Clerk, 1751 College Avenue, Elko, Nevada 89801, (775) 777-7126, during normal working hours or may be obtained through written request to the above address.

Proposals must be received by Kelly Wooldridge, City Clerk, City of Elko, 1751 College Avenue, Elko, Nevada 89801. **Two copies** (including original) of the Proposal should be sealed in a package marked "Proposal for Custodial Services, Elko Regional Airport" on the outside. The Proposal must be signed by a person or persons who can legally bind the Proposer.

Late Proposals will not be accepted.

Kelly Wooldridge  
City Clerk

Publish: \_\_\_\_\_