

**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.