



TAIT

Janitorial Services

Request for Sealed Bid Proposals

**Sealed Bid Proposal Documents and Technical
Specifications
Issued For Bid**

Solicitation Number: FY27-045-01

Service Specifications Prepared By:
Eric Kien, Airport Representative

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Notice and Solicitation to Bidders

Tulsa Airports Improvement Trust ("TAIT" or "Owner") is providing notice that it will receive sealed bid proposals until 12:00 PM (CDT) on August 31, 2026 at the offices of TAIT, Suite A211, Airline Terminal Building, 7777 Airport Drive, Tulsa, Oklahoma 74115, for the following services:

Janitorial Services

Tulsa International Airport

At 1:00 PM (CDT) on the same day stated above, sealed bid proposals will be publicly opened and read aloud at Tulsa International Airport, Large Conference Room – Suite A211. The public opening is open to all bidders and other interested persons.

TAIT seeks an experienced and qualified firm to provide janitorial and custodial services, including all labor, supervision, management, equipment, materials, supplies, tools, relief staffing, quality control, and incidentals necessary to maintain the designated airport facilities in accordance with the Contract Documents and Technical Specifications.

Janitorial and custodial services for designated areas of Tulsa International Airport and related airport facilities, including twenty-four (24) hour, seven (7) day per week, three hundred sixty-five (365) day per year service coverage, restroom cleaning and inspection, public-area cleaning, non-public-area cleaning, supervision, quality control, work order response, staffing documentation, and related support services.

Mandatory Pre-Bid Conference: Yes

Pre-Bid Conference Date: August 19, 2026, at 9:00 AM (CDT)

Attendance is Mandatory.

Contract Term. TAIT intends to award a contract with an initial term of one (1) year. The contract may be renewed for up to four (4) additional successive one (1) year renewal terms upon approval by the Tulsa Airports Improvement Trust Board of Trustees and agreement of the parties.

The Proposal Documents will be available August 1 through August 31, 2026. Interested parties may download the Proposal Documents from the Tulsa International Airport website at <https://flytulsa.com/business/business-opportunities/businessopportunities/>. A free copy may also be requested by emailing Eric Kien at Erickien@FlyTulsa.com.

Sealed bid proposals received earlier than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening, as well as sealed bid proposals received after the time set for opening, will not be considered and will be returned unopened.

All sealed bid proposals must be accompanied by a certified or cashier's check, Bid Bond, or irrevocable letter of credit in the amount of not less than five percent (5%) of the proposal amount, made payable to TAIT. If TAIT awards the contract to the bidder and the bidder fails to enter into the contract within fifteen (15) days after award, or fails to furnish required insurance and other required documents, TAIT may retain the certified or cashier's check as liquidated damages. If a Bid Bond or letter of credit is submitted, the amount of not less than five percent (5%) of the proposal amount will be immediately due and owing to TAIT.

The Non-Collusion and Interest Affidavit, Business Relationship Affidavit, Bid Bond, and all other affidavits, certifications, and forms required by these Proposal Documents must be fully completed and submitted with the sealed bid proposal.

By submitting a sealed bid proposal, the Bidder certifies that it, and its proposed subcontractors, have under their direct control or available for use the personnel, equipment, materials, supplies, supervision, and management resources required to perform the services as specified. Lack of such control or availability may be treated as failure to properly execute the contract.

The bidder to whom a contract is awarded will be required to furnish insurance acceptable to TAIT, including general liability, workers' compensation, automobile liability, and any other coverage required by the Proposal Documents or resulting contract. If performance security or other bonding is required for the services, those requirements will be stated in the Proposal Documents or resulting contract.

TAIT reserves the right to reject any or all sealed bid proposals and to waive any minor technicalities in the submission process.

Pursuant to TAIT's Purchasing Policy, TAIT intends to evaluate sealed bid proposals using Best Value criteria and award the contract to the responsive and responsible Bidder whose sealed bid proposal provides the best and most advantageous value to TAIT. Award will not necessarily be made to the lowest-priced proposal. Best Value criteria may include, as applicable, price, quality, technical specifications or technical approach, past performance, responsiveness and communication, financial stability, contract terms and conditions, and any other criteria identified in the Proposal Documents.

For this Janitorial Services request for sealed bid proposals, TAIT's evaluation may include the following Best Value categories: references and past performance; staffing plan and personnel; technical approach and work plan; quality control program; company experience and qualifications; and cost proposal. The detailed scoring criteria are provided in the Proposal Evaluation and Award section of these Proposal Documents.

Title VI Solicitation Notice:

The Tulsa Airports Improvement Trust, in accordance with the provisions of Title VI of the Civil

Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement will afford all contractors full and fair opportunity to submit sealed bid proposals in response to this invitation, and that no business will be discriminated against on the grounds of race, color, national origin, sex, creed, age, or disability in consideration for an award.

All times stated herein are local time (Central Daylight Time).

Dated at Tulsa, Oklahoma August 1, 2026.

Tulsa Airports Improvement Trust

End of Notice and Solicitation to Bidders.

Instructions to Bidders

Owner and Owner's Representative

The term "Owner" as used in these Proposal Documents means Tulsa Airports Improvement Trust ("TAIT").

The Owner's authorized representative is referred to in these Proposal Documents as the "Airport Representative." Unless the context requires otherwise, references to the Owner's Representative mean the Airport Representative designated by TAIT for this solicitation.

Bidder Representation

By submitting a sealed bid proposal, the Bidder represents the following:

- The Bidder has read and thoroughly examined the Proposal Documents.
- The Bidder has a complete understanding of the terms and conditions required for satisfactory performance of the services.
- The Bidder has reviewed the Scope of Services, service specifications, site conditions, and other requirements that may affect performance of the services.
- The Bidder has found no errors, conflicts, ambiguities, or omissions in the Proposal Documents that would affect price, performance, staffing, schedule, or service delivery, except as previously submitted in writing to the Owner.
- The Bidder is familiar with all applicable federal, state, and local laws, rules, and regulations relating to performance of the contract and the services.
- The Bidder has complied with all requirements of these instructions and the Proposal Documents.

Proposal Documents

The terms "Proposal Documents," "Solicitation Documents," and "Technical Specifications" are used collectively to describe the documents issued by TAIT for this request for sealed bid proposals, including the following:

Notice and Solicitation to Bidders;
Instructions to Bidders;
Any exhibits or documents appended to the Proposal Documents;
Bidder's Checklist;
Proposal Form or Cost Proposal;
Required affidavits, including the Non-Collusion and Interest Affidavit;
Bid Bond or other approved bid guaranty;
Bidder certifications and service-related proposal submittals;
Scope of Services and Technical Specifications;
All authorized addenda issued by the Owner; and
Any document incorporated in whole or in part by reference therein.

All Proposal Documents are complementary to one another and together establish the complete terms, conditions, and obligations of the successful bidder. Bound portions of the Proposal Documents may not be removed or detached.

Prospective bidders may obtain a copy of the Proposal Documents from the designated office identified in the Notice and Solicitation to Bidders.

Issuance of Proposal Documents

Prospective Bidders may obtain a copy of the Proposal Documents from the designated office identified in the Notice and Solicitation to Bidders.

Modifications to Proposal Documents

Modifications to the Proposal Documents may only be made by written addendum issued by the Airport Representative. Verbal explanations, interpretations, or comments made by the Owner, Owner's Representative, or Airport Representative are not binding on the Owner. Addenda will be transmitted to all known official Proposal Document holders. Each Bidder must certify and acknowledge receipt of all issued addenda at the time of proposal submittal. Failure to certify and acknowledge receipt of addenda constitutes a non-responsive sealed bid proposal.

Errors and Discrepancies in Proposal Documents

If a Bidder finds an error, discrepancy, ambiguity, or omission in the Proposal Documents before submitting a sealed bid proposal, the Bidder must provide written notice to the Owner or Airport Representative. The written notice must identify the nature and location of the error, discrepancy, ambiguity, or omission. Corrections or modifications to the Proposal Documents may only be made by written addendum. By submitting a sealed bid proposal, Bidder represents that it has thoroughly reviewed the Proposal Documents and has not identified any error, discrepancy, ambiguity, or omission that would affect price, performance, staffing, schedule, or service delivery.

Clarifications and Interpretations

A request for clarification or interpretation of the Proposal Documents must be made in writing to the Airport Representative at least seven (7) calendar days before the proposal opening date.

Email as Written Notice

Email correspondence submitted by Bidder to the Airport Representative will be considered written notice upon receipt by the Airport Representative and email acknowledgment by the Airport Representative or Owner's Representative.

Examination of Bid Documents and Site Conditions

As stated in the Bidder Representations and reaffirmed here, Bidder is expected to carefully examine the Proposal Documents. The Bidder must satisfy itself as to the services to be provided and the terms, conditions, and form of the proposed contract. Submission of a

responsive sealed bid proposal is prima facie evidence that the Bidder has reviewed the Proposal Documents, examined applicable site conditions, is willing to accept all terms and conditions of the proposed contract, and will execute the contract in the form contained in the Proposal Documents.

Form of Sealed Bid Proposal

All sealed bid proposals must be made on the forms provided in the Proposal Documents. No bidder may submit more than one proposal. All proposals must be clearly legible. All blank spaces in the proposal forms must be legibly completed for every required item. The Bidder may not qualify any proposal item. The Bidder must initial in ink any erasures or alterations made on the proposal form by the Bidder.

The Bidder must state the price of its proposal in U.S. dollars and cents in numeral format. Prices stated illegibly are subject to proposal rejection, at the sole discretion of TAIT.

TAIT and each bidder agrees that any documents delivered in connection with this bid may be electronically signed, and that any electronic signatures appearing on this or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Proposal Signature

The sealed bid proposal must be signed and dated by an authorized representative of Bidder. All signatures must be in ink. The Bidder's representative must have legal authority to obligate and bind Bidder to the terms and conditions of a contract. The proposal must contain the name of the Bidder's representative, the legal name of Bidder, the address of the Bidder including city, state and ZIP code, and the telephone number of the Bidder.

- Proposals submitted by a corporation must be signed by an officer of the corporation and include the state of incorporation. If a Proposal is submitted by an agent, a power of attorney or corporate resolution authorizing the agent to sign on behalf of the corporation shall be attached to the Proposal.
- Proposals submitted by a partnership must be signed by a General Partner.
- Proposals submitted by a joint venture must include names of each firm engaged in the joint venture and the authorized representatives of each firm and of the joint venture.

Bid Bond

Each sealed bid proposal must be accompanied by a Bid Bond or other approved bid guaranty in the amount of five percent (5%) of the total proposal amount. A Bid Bond must be issued by a responsible surety qualified to conduct business within the State of Oklahoma. A certified or cashier's check must be issued by a responsible and solvent bank or trust company and made payable to TAIT.

Submission of Sealed Bid Proposal

Proposals shall be sent to arrive at the specified time and date for receipt of Proposals. Proposals received after the specified time will not be considered and will be returned unopened. Proposals must be enclosed in a sealed opaque envelope. Each Proposal shall be addressed to the office location identified in the Notice-to-Bidders. The upper left-hand corner of the envelope shall be marked as follows:

Sealed Bid Proposal

Bid of {Insert Name of Bidder}

For: TAIT – Janitorial Services

Solicitation Number: FY27-045-01

To be opened at: 1:00 PM (CDT) on August 31, 2026

For a modification to a previously submitted proposal, insert “Modification to Proposal” in place of “Sealed Bid Proposal”.

Modification or Withdrawal of Proposal

Bidder may modify or withdraw its Proposal by submitting a signed request to withdraw Proposal to Owner at any point up to the specified time and date stipulated for receipt of Proposals. Any request to modify a Proposal shall be:

- Made on the proposal form contained in the Proposal Documents;
- Signed by the Bidder or authorized representative;
- Placed in a sealed envelope which is legibly marked in the upper left-hand corner: “Modification to Proposal.”

Any correspondence or submittal received from a Bidder following the time set for opening Proposals will be returned unopened.

Bid Opening

All sealed bid proposals submitted before the stated time and date for receipt will be opened in public and read aloud by the Owner or Airport Representative. Bidders, their authorized agents, and other interested parties are invited to attend. Sealed bid proposals submitted after the stated time and date for receipt will be automatically rejected without consideration and returned unopened.

Irregular Proposals and Disqualification of Proposals

Owner has the right to reject any or all Proposals as it may determine to be in the best interest of Owner. Causes for rejection of Proposals include but are not limited to:

- Submittal of an irregular proposal;
- Submittal of more than one proposal from the same partnership, firm or corporation;

- Failure by Bidder to submit the bid prior to the stated time and date for receipt of bids;
- Failure by Bidder to furnish satisfactory Bid Bond or bid guarantee;
- Failure by Bidder to provide all information required of the bid forms;
- Failure by Bidder to comply with the requirements of bid instructions;
- Determination by the Owner that Bidder is not qualified to perform the services;
- Determination by the Owner that the Bidder has placed conditions on or qualified their proposal;
- Discovery of any alteration, interlineations or erasure of any project requirement by the Bidder;
- Evidence of collusion among bidders.

Evaluation of Proposals

Proposal Evaluation and Award

TAIT will evaluate sealed bid proposals using a Best Value methodology. Award will not necessarily be made to the lowest-priced proposal but to the responsive and responsible Bidder whose proposal is determined to provide the best overall value to TAIT considering technical qualifications, experience, staffing approach, quality, and price.

TAIT reserves the right to reject any or all sealed bid proposals, waive informalities and minor irregularities, request clarification of any proposal, request interviews or presentations, conduct reference checks, verify information submitted, negotiate final contract terms with the highest-ranked Bidder, and award without discussions if determined to be in TAIT's best interest. Failure to provide complete information requested within this solicitation may result in a lower evaluation score or rejection of the proposal.

Sealed bid proposals will be evaluated by a committee appointed by TAIT. Each committee member may independently score each proposal using the evaluation criteria contained in these Proposal Documents. After individual scoring, the committee may meet to discuss evaluations, references, interviews, demonstrations, clarifications, and final rankings before making an award recommendation. TAIT may request additional documentation from any Bidder at any time during the evaluation process.

Evaluation Criteria	
Evaluation Category	Maximum Points
References and Past Performance	20
Staffing Plan and Personnel	20
Technical Approach and Work Plan	20
Quality Control Program	15
Company Experience and Qualifications	15
Cost Proposal	10
Total	100

Cost Proposal will be scored using the following formula: Lowest Cost Proposal divided by Bidder Cost, multiplied by ten (10) points. TAIT may consider whether pricing is complete, balanced, reasonable, and consistent with the proposed staffing plan and technical approach.

Contract Term and Renewal Options

The initial term of the Agreement will be one (1) year beginning on the date specified in the Notice to Proceed or the executed Agreement.

Subject to satisfactory Contractor performance, availability of funding, mutual agreement of the parties, and approval by the Tulsa Airports Improvement Trust Board of Trustees, TAIT may renew the Agreement for up to four (4) additional successive one (1) year terms.

TAIT is under no obligation to exercise any renewal option.

Workforce Requirements and Responsibilities

Bidders must include a staffing proposal identifying the proposed managers, supervisors, floor technicians, custodial employees, relief personnel, and support staff to be used in performance of the contract. All shifts, shift hours, schedules, and staffing levels are subject to review and approval by the Airport Representative.

The selected Contractor must provide janitorial services twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year, including holidays. Passenger traffic during peak travel periods may require more frequent attention to public areas of the terminal. Constant supervision of the terminal is required between 3:30 a.m. and 12:00 midnight. Heavy cleaning in public areas must be performed between 11:00 p.m. and 4:00 a.m. Cleaning in non-public areas will normally be performed when the space is not occupied, unless requested by the tenant. The Airline Terminal must be ready for passengers, tenants, and employees by 3:30 a.m. each day, unless otherwise approved by the Airport Representative.

The Contractor must assign a manager or supervisor as a point of contact twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year. The manager or supervisor must carry a contractor-furnished mobile phone and have authority to act for the Contractor in carrying out the Contract requirements.

The Contractor must respond to calls within five (5) minutes for calls within the Airline Terminal Building and within twenty-five (25) minutes for calls concerning outlying airport buildings. Work areas must be inspected at least four (4) times during each eight (8) hour shift.

The first week of each month during contract performance, the Contractor must provide the Airport Representative a current list of employees performing work under the Contract, including names, addresses, telephone or mobile numbers, job classifications, work locations, and assigned shift hours. This list must be submitted with the monthly invoice. Failure to provide the list may

result in withholding of monthly payment.

The appearance, cleanliness, and functionality of airport restrooms are critical to the professional appearance of the Airport. Bidders must include sufficient staffing to clean and inspect men's and women's restrooms between 3:30 a.m. and 12:00 midnight without closing restrooms for cleaning or inspection.

The Contractor's on-site manager, managers, and supervisors must be able to communicate in English, both written and verbal. Custodial staff employees must be able to communicate verbally in English.

Minimum Staffing, Relief Personnel, and Quality Control

Before the Notice to Proceed, the Contractor must submit a detailed Staffing Plan identifying the minimum number of personnel assigned to each shift, including supervisors, leads, custodians, and relief personnel. Once approved, the Staffing Plan establishes the minimum staffing requirements for the Contract. The Contractor may not reduce staffing below approved minimum staffing levels without prior written authorization from the Airport Representative.

The Contractor must maintain trained relief employees to ensure uninterrupted performance during employee absences, including vacation, illness, injury, resignation, termination, training, leave, or any other staffing shortage. Vacancies occurring after the start of a shift must be filled as quickly as practicable and no later than two (2) hours after the vacancy occurs unless otherwise authorized by the Airport Representative.

The Contractor must maintain daily staffing records identifying scheduled personnel, personnel actually present, relief personnel used, vacancies, and work assignments. Electronic timekeeping records must be retained for not less than three (3) years and provided to TAIT upon request.

The Contractor must implement and maintain a documented Quality Control Program to verify compliance with all Contract requirements. Supervisory personnel must conduct routine inspections throughout each shift and immediately correct deficiencies. The Airport Representative may audit staffing levels at any time and may request staffing reports, inspection reports, payroll records, electronic timekeeping records, or other documentation necessary to verify compliance.

Notice of Award of Contract

It is Owner's intent, after a period of review and evaluation, to award a contract to the responsive and responsible Bidder whose sealed bid proposal provides the best and most advantageous value to TAIT, based on the criteria stated in these Proposal Documents. The successful Bidder will be informed that its proposal has been accepted through the Owner's issuance of a Notice of Award. The Notice of Award does not create a binding agreement. The properly executed contract agreement will serve as the binding agreement.

Bid Protest Procedure

Failure to follow the procurement protest policy set out in TAIT's policies constitutes a waiver of your protest and resulting claims. A copy of the procurement protest procedure may be obtained from TAIT's website:

<https://flytulsa.com/business/business-opportunities/businessopportunities/>

Cancellation of Award

Owner reserves the right to cancel the contract award, for any reason without liability to the Bidder, at any time prior to execution of the contract. In case of cancellation, Owner will return Bidder's Bid Bond or guaranty.

Return of Bid Bond or Guaranty

The Bid Bond or guaranty of the successful Bidder will be returned upon successful execution of the contract documents as specified in these Proposal Documents. Failure by the successful Bidder to execute the contract documents within the specified time will result in forfeiture of the Bid Bond or guaranty. The Bid Bond or guaranty of the second and third highest-ranked responsive and responsible Bidders may be retained for a period of ninety (90) days pending execution of the contract documents by the successful Bidder. Except as noted above, the Bid Bond or guaranty of unsuccessful Bidders will be returned.

Contract Agreement

Within fifteen (15) days of receipt of the formal contract agreement, the successful Bidder must execute the contract agreement. Failure to execute the contract agreement within the specified time may result in award to another responsive and responsible Bidder and forfeiture of Bidder's bid guaranty as liquidated damages.

Upon satisfactory execution of the contract agreement by the successful Bidder and Owner, all references to "Bidder" in the Proposal Documents will be equivalent to a reference to "Contractor."

Performance Bond

As a condition of award and before execution of the agreement or issuance of a notice to proceed, the selected proposer must furnish a performance bond in the amount of 50% of the annual contract amount, issued by a surety authorized to do business in the State of Oklahoma and acceptable to TAIT.

The performance bond must secure the contractor's faithful performance of the janitorial services agreement, including all technical specifications, service levels, staffing requirements, performance standards, and other obligations incorporated into the agreement.

Insurance Requirements

The successful proposer will be required to maintain insurance coverage meeting TAIT's minimum insurance requirements. The specific insurance coverages, limits, endorsements, additional insured requirements, waiver of subrogation requirements, and related provisions will be included in the Contract as Exhibit ____, Schedule of Required Minimum Insurance.

Bidder's Checklist

Janitorial Services Request for Sealed Bid Proposals

Returned to TAIT

1. Bidder's Checklist ☐
2. Proposal Form or Cost Proposal ☐
3. Required Affidavits, including Non-Collusion and Interest Affidavit ☐
4. Technical Proposal, Staffing Plan, and Experience Summary, if required ☐
5. Bid Bond or approved bid guaranty..... ☐

Company and Contact Information

Company _____

State of Business Registration: _____

Contact Name: _____

Title _____

Address _____

City, State, Zip _____

Phone Number(s) _____; _____

Email Address _____

End of Bidders Checklist

Non-Collusion and Interest Affidavit

STATE OF _____

SS.

COUNTY OF _____

TAIT Project Number: **FY27-045-01**

Legal Name of Bidder: _____

1. I am the authorized agent of Bidder herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and Tulsa Airports Improvement Trust ("TAIT") officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Bidder nor anyone subject to the Bidder's direction or control has been a party: a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding, b. to any collusion with any TAIT official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of TAIT either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest.
5. All invoices to be submitted pursuant to this agreement with TAIT will be true and correct.
6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that no payment has been made by me, either directly or indirectly to any officer or employee of TAIT or the City of Tulsa, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted.

BY: _____

Title: _____

Signed and sworn to before me on the ____ day of _____, 20__.

[SEAL]

My Commission Expires:

Notary

Business Relationship Affidavit

STATE OF _____

ss.

COUNTY OF _____

Solicitation Number: FY27-045-01

Legal Name of Bidder: _____

1. I am the authorized agent of Bidder for the purpose of certifying facts pertaining to any current or prior business relationships between Bidder and TAIT, the Airport Representative, any TAIT employee materially involved in this solicitation, or any consultant involved in preparing, reviewing, or evaluating this solicitation.
2. I am fully aware of the facts and circumstances surrounding the preparation and submission of the Bid to which this affidavit is attached, and I have been personally and directly involved in the proceedings leading to submission of the Bid.
3. The purpose of this affidavit is to disclose relationships that may be relevant to TAIT's review of the Bid. A disclosed relationship, including a current or prior contract with TAIT, does not automatically disqualify Bidder. TAIT may consider the disclosed information to determine whether the relationship creates a conflict of interest, unfair competitive advantage, or other procurement concern.

Bidder must check one box below:

4. For purposes of this affidavit, the existence of a current or prior contract with TAIT, standing alone, does not create a prohibited conflict, but it must be disclosed. Bidder certifies that it has disclosed below any current or prior business relationship within the past three (3) years between Bidder and TAIT, the Airport Representative, any TAIT employee materially involved in this solicitation, or any consultant involved in preparing, reviewing, or evaluating this solicitation.

☐ No relationship requiring disclosure exists.

☐ A relationship requiring disclosure exists and is disclosed below.

If a relationship is disclosed, Bidder must describe below. Attach additional pages if needed.

Bidder further certifies that, except as disclosed above, Bidder has not received non-public information concerning this solicitation and has not received an unfair competitive advantage through any disclosed relationship. If Bidder becomes aware of any additional relationship or information that may be relevant to this affidavit before award, Bidder must promptly supplement this affidavit in writing.

Signatures on following page

BY: _____

Title: _____

Signed and sworn to before me on the ____ day of _____, 20__.

[SEAL]

Notary

My Commission Expires:

Bid Bond
Services Sealed Bid Form
Form

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned _____, as Principal, and _____, a corporation authorized to do surety business in the State of Oklahoma, as Surety, are held and firmly bound unto the Tulsa Airports Improvement Trust, Tulsa, Oklahoma, as Obligee in the sum of _____ (\$_____) or _____ % of Principal's bid made hereto, in lawful money of the United States of America for the payment of which sum, well and truly to be made, said Principal and Surety bind themselves, their heirs, personal representative, successors and assigns, jointly and severally by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT IF THE OBLIGEE, The Tulsa Airports Improvement Trust, shall make any award to the Principal of a contract for:

Service: «Service_Name», Solicitation Number: «Solicitation_Number»

according to the terms of the bid made by the Principal, and the Principal must duly make and enter into a contract with the Obligee in accordance with the terms of the bid and award and must furnish all required insurance, bonds, and other required documents approved by the Obligee. If the Principal fails to do so, the Principal and Surety must pay to the Obligee the damages which the Obligee may suffer by reason of such failure, not exceeding the penalty of this Bond. If the Principal fulfills these obligations, this Bond will be null and void; otherwise, it will remain in full force and effect.

IN WITNESS WHEREOF, we have executed this Bidder's Bond this _____ day of _____, 20____.

ATTEST:

Principal

By: _____

Title: _____

Title: _____

Address: _____

City: _____

State, Zip: _____

Telephone: _____

Surety

By: _____
Attorney in fact

Printed Name

Address: _____

City: _____

Telephone: _____

State, Zip: _____

**VALID POWER OF ATTORNEY MUST BE ATTACHED TO EACH
COPY OF BOND**

To:

Tulsa Airports Improvement Trust
7777 Airport Drive, Suite A211
Tulsa, Ok. 74115

From:

Firm Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

EIN / TIN Number _____

Email Address: _____

List Addendum Numbers Received:

____/____/____/____/____/____/____
____/____/____/____/____/____/____
____/____/____/____/____/____/____

RE: Janitorial Services, Solicitation Number FY27-045-01

Bid Date: August 31, 2026

The undersigned, being familiar with the local conditions affecting the cost and performance of the services, the Solicitation for Bids, the Bid Documents, the Contract Documents, and the Scope of Services, proposes to furnish all labor, supervision, management, equipment, materials, supplies, tools, and incidentals necessary to perform the services for the price stated below:

**BASE BID: _____ Total Proposed Compensation
(United States Dollars).**

Pricing Proposal

The proposer shall complete and submit the Pricing Sheet attached as Exhibit A.

The Pricing Sheet shall contain the proposer's unit prices, annual pricing, and total proposed compensation. The completed Pricing Sheet is incorporated into this Proposal and will be used by TAIT for evaluation and award purposes.

In submitting this bid, the Bidder understands that TAIT may reject any or all bids and may waive minor technicalities in bidding when in TAIT's best interest. The Bidder agrees that this bid may not be withdrawn for a period of thirty (30) days after the Bid Date stated above, unless a different bid hold period is stated in the Bid Documents. Services must begin within ten (10) days after receipt of Notice to Proceed, unless another date is agreed to by TAIT and Contractor.

The undersigned Bidder agrees to perform the services in accordance with the Contract Documents after a Notice to Proceed is issued. If the Contract Documents include liquidated damages, the Bidder agrees that liquidated damages may be assessed or deducted as provided in those Contract Documents.

In support of this bid, the Bidder has completed the following certifications, affidavits, forms, and bid guaranty required by the Bid Documents:

- **Bidder's Checklist;**
- **Non-Collusion and Interest Affidavit;**
- **Business Relationship Affidavit;**
- **Bid Bond or approved bid guaranty;**
- **DBE forms, if applicable;**
- **Any other certifications, attestations, affidavits, forms, or service-related submittals required by the Bid Documents.**

Firm Name

By: _____

Title: _____

If Corporation, ATTESTED by:

Secretary

Seal:

Exhibits

Pricing Sheet	Exhibit A
Insurance Specifications	Exhibit B
Annual Price Adjustment	Exhibit C
Reference Sheet	Exhibit D
U.S. Government Tenant Contract Specifications	Exhibit D1 & D2
Janitorial Designated Locations	Exhibit E

Exhibit A
Pricing Sheet

Exhibit B
Schedule of Required Minimum Insurance
Tulsa Airports Improvement Trust

Scope of Agreement: Janitorial Service Agreement

Premises: Tulsa International Airport

Without limiting Contractor's obligation to indemnify TAIT, City and the Authority as provided under the Indemnity provisions of this Agreement, concurrently with the execution and delivery hereof, Contractor must carry and keep in force during the term of the Agreement, the following insurance with minimum limits specified herein:

Policy Type	Minimum Limits
Commercial General Liability (CGL)	\$10,000,000.00
	On an occurrence basis, including property damage, bodily injury and personal & advertising injury. If a general aggregate applies, either the general aggregate limit shall apply to the Location, or shall be twice the required occurrence limit.
Automobile Liability	\$10,000,000.00
	Auto liability insurance per accident for bodily injury and property damage for owned, hired and non-owned vehicles.
Worker's Compensation	Oklahoma Statutory Limit
	Insurance as required by the State of Oklahoma, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If the Contractor is exempt from Oklahoma Workers' Compensation Insurance it must provide a certificate of exemption issued by the Workers' Compensation Commission.
Premises Pollution and Legal Liability and Remediation	None Required
	On a claims-made basis, first and third-party remediation expenses, legal liability for bodily injury, property damaged, and natural resource damages, and transportation.

The insurance policies are to contain, or be endorsed to contain the following provisions as applicable:

Additional Insured Status

Tulsa Airports Improvement Trust, the Tulsa Airport Authority and the City of Tulsa, and elected and appointed officials, its officers, employees, and volunteers (“Additional Insureds”) are to be covered as additional insureds on the CGL policy with respect to liability arising out of the use of the Location, work, or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this Agreement, the Contractor’s insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds, shall be excess of the Contractor’s insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policies

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

Waiver of Subrogation

Contractor hereby grants Tulsa Airports Improvement Trust a waiver of any right to subrogation which any insurer of said Contractor may acquire against Tulsa Airports Improvement Trust by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the Tulsa Airports Improvement Trust has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the State of Oklahoma with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to TAIT.

Verification of Coverage (Certificate of Insurance)

Contractor shall furnish the Tulsa Airports Improvement Trust with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Tulsa Airports Improvement Trust before the Term begins. All certificates and endorsements are to be received and approved by the Tulsa Airports Improvement Trust *at least five days* before Contractor commences activities.

In addition, Contractor agrees to maintain contractual liability insurance to insure Contractor's obligation to indemnify and hold TAIT, Authority, and City, their councilors, trustees, agents, officers, servants, and employees harmless and in accordance with the indemnification provisions of this agreement.

[End]

JANITORIAL SERVICES

RFB# FY27-045-01

BID SCHEDULE

Schedule of Events

Date & Time

Bid Advertised:

July 30, 2026 – August 31, 2026

Mandatory Pre-Bid Meeting:

August 19th
9:00 AM (CDT)

Questions Due:

August 24th
12:00 PM (CDT)

Deadline to Submit Bids:

August 31st
12:00 PM (CDT)
(No Bids received after 12:00 PM)

Bid Opening:

August 31st
1:00 PM

NOTE: Pre-bid meeting and walk-through at 9:00 a.m. on Wednesday, August 19th, 2026 is MANDATORY. TAIT will NOT accept bids from companies that failed to attend the pre-bid meeting and walk-through.

TULSA AIRPORT IMPROVEMENT TRUST (TAIT)

JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

1.0 SPECIFIC CONDITIONS

1.1 INTENT

1. It is the intent of this invitation for bid, to secure, on a competitive basis, a full service, all-inclusive Janitorial Service which shall include the sources for furnishing all managers, supervisors, custodians, cleaning equipment, tools, materials, appliances, transportation, insurance, janitorial and lavatory supplies to efficiently and effectively clean the areas designated under this Contract for Janitorial Services for TAIT.
2. The intent of these specifications is to describe the complete work that the successful bidder is to undertake, in strict compliance with, and in the methods described in the detailed provisions contained herein, as well as to address any construction procedures occurring during the term of the Contract.
3. Airport construction and renovations may occur during this Contract period, and all areas are subject to change during the term of the Contract. Square Footage addition or deletion shall be calculated and adjusted at the Contract "Unit Bid Price". The terminal shall remain operational throughout all construction and renovation projects.
4. Contractor shall agree to communicate, cooperate and adjust daily schedules as necessary, at the sole discretion of the Airport Representative. The Contractor shall agree to maintain uninterrupted operations in all areas, as provided in these specifications and shall do additional and incidental work, as deemed necessary, at the sole discretion of the Airport Representative.
5. The cleaning and janitorial services shall be performed to the highest professional standards established for commercial facilities. Performance standards shall be satisfactory and meet TAIT standards, set at the sole discretion of the Airport Representative.
6. There is no guaranteed amount of work to be performed: this will depend on need and funds available. TAIT reserves the right to clean any and all Airport facility utilizing TAIT Staff at TAIT'S sole discretion.

1.2 UNIT BID PRICE

1. The "Unit Bid Price" shall be the figure used to calculate all original contract areas and requested additional or deleted areas.

1.3 **ADDITION/DELETION**

1. TAIT reserves the right to make additions to or deletions from the specified locations. Payment for such specified locations shall be computed based on the “Unit Bid Price” and the measurements of the locations.

1.4 **COMPENSATION**

1. Contractor will be compensated at the unit bid price for the work that has been completed. The Airport Representative may direct the addition to, or deletion from the contract areas. The monthly total billing shall be increased or decreased on the basis of the Unit Bid Price.
2. Contractor shall agree that the Contractor and Contractors employees’ response time and standard of performance shall be evaluated and compliance is at the sole discretion of the Airport Representative. No payment shall be made to the Contractor for areas that are deemed, not properly serviced or maintained to specifications and requirements of the Contract. Deductions for non-performance shall be deducted at the Contract Unit Bid Price.
3. Any and all expenses incurred by TAIT due to the Contractors non-compliance shall be withheld from the monthly payment.

1.5 **PROCESS OF PAYMENT**

1. TAIT shall process payment to the Contractor monthly, on invoices submitted to the Airport Representative, generally no later than the tenth day of the month following the month that services were provided, for complete performance of the contract in strict compliance with the Specifications. All invoices shall be line item detailed and accompanied with all required documents specified by the Airport Representative.

1.6 **CONTRACTOR**

1. The successful Contractor shall have the knowledge of and be familiar with Janitorial Service work, be responsible for all management, supervision, support staff, floor crews, detailers, window cleaners and custodial staff, have the necessary cleaning equipment, tools, materials, appliances, janitorial and lavatory supplies to perform and complete all required work in a professional manner, within the time specified within the Contract Specifications. All management, supervision, support staff, floor crews, detailers, window cleaners, custodians, cleaning equipment, tools, material, appliances, janitorial and lavatory supplies shall be pre-approved by the Airport Representative.
2. The successful Contractor shall agree that any and all performance(s) of the Contractor and Contractor’s employees shall be subject to assessment, approval, disapproval and are at the sole discretion of the Airport Representative. The Contractor at all times shall be responsible for the character, professional conduct and individual actions of its employees at all times while working under the Specifications of this Contract.
3. Any disrespectful, discourteous, offensive or unsatisfactory action demonstrated by the Contractor or Contractor’s employees will not be tolerated. If the Contractor or Contractor’s employee’s

performance is deemed unacceptable by the Airport Representative, the Contractor will be directed immediately to correct the unsatisfactory performance determined at the sole discretion of the Airport Representative. Failure to comply may result in the cancellation of the contract.

1.7 **REFERENCES**

1. To be considered, bids must include five (5) recent work references including: **1) at least one airport which is similar or larger in size to Tulsa International Airport AND 2) another property which is similar or larger in size, and has a similar scope of work described in these specifications.**

Each reference should include the following:

- Reference company name
- Address
- Telephone Number
- Contact Person
- E-mail address
- Contract length
- Property size

1.8 **NOTICE TO PROCEED**

1. Upon the award of the Contract, the Contractor shall not proceed until notified by the Airport Representative. A meeting will be scheduled and held with the Contractor and the Airport Representative, prior to commencement of the contracted services.
2. Standard safety rules, regulations, badge requirements, work perimeters, scope of work, service locations, and any other information pertinent to the contract will be addressed, prior to the approval of the notice to proceed.
3. No payment shall be made to Contractor for work performed, unless the Contractor has attended the scheduled meeting and obtained prior approval to proceed from the Airport Representative.

1.9 **INTENT TO RENEW**

1. Contractor shall notify the Airport Representative, in writing, of Contractor's intent to exercise the option to renew the current contract for one (1) year no less than one hundred twenty (120) days prior to the expiration of the contract. A new contract extending the term for an additional one (1) year shall be executed prior to the expiration of the current contract. Failure to meet the requirements of this contract shall be cause for the termination of this contract in whole.

1.10 **CONTRACTOR'S PERFORMANCE STANDARDS**

1. Contractor shall agree to and comply with all necessary required standards set forth in this contract, to perform the complete operation of Janitorial Services for TAIT. This shall include

professional cleaning in accordance with these specifications of all designated areas listed under the Contract.

2. Contractor shall, at all times, employ sufficient labor, materials, supplies and equipment to perform the work to full completion in the manner and time required by the Contract, Contract Documents and Specifications. All workers shall have sufficient skill and experience to properly perform the work assigned to them. Workers engaged in special work or skilled work shall have the appropriate training, sufficient experience in such work and in the operation of the equipment required to perform the work. All work must be performed in a professional, continuous, efficient and expeditious manner in accordance with the Specifications of the Contract. All performance standards shall be met to TAIT's satisfaction and is at the sole discretion of the Airport Representative.
3. Contractor shall abide by all Federal, State and Municipal rules and regulations regarding use of vehicles. Prior to the commencement of the contract, the Contractor shall provide, to the Airport Representative, a current copy of the driver's license of any employee that will be operating a vehicle on Airport property.
4. Contractor shall provide and make available qualified supervisors, twenty-four (24) hours a day, seven (7) days a week. Contractor shall provide to the Airport Representative the supervisors name and phone numbers, providing changes when necessary.

1.11 **CONTRACTOR FURNISHED -MATERIALS, SUPPLIES, EQUIPMENT AND TOOLS**

1. Contractor shall provide with their bid, a list of materials, supplies, equipment and tools that are anticipated for the use in the performance of this contract.
2. The Contractor shall furnish all materials, supplies, equipment and tools necessary to properly perform the required specifications and standards as specified under the Contract. All materials, supplies, equipment and tools shall be commercial grade, sufficient in size, in good mechanical condition, environmentally safe, meet the requirements of the Contract specifications and comply with all applicable Municipal, State and Federal laws, rules and regulations. Contractor shall label all materials, supplies, equipment and tools for identifying purposes prior to usage. All materials, equipment, supplies and tools shall be pre-approved and are at the sole discretion of the Airport Representative.
3. Contractor shall provide to the Airport Representative, the first week of each month, a complete inventory, of the various materials, equipment, supplies and tools utilized under this contract from the previous month. All equipment and tools shall be marked with Contractor Logo.
4. All equipment shall have adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings and/or building surfaces.
5. The following suggested equipment, materials, supplies and tools shall be equivalent to, or better than, including, but not limited to:

- **Materials/Supplies**

Johnson Pro Strip Floor Stripper	Wool Dusters
Johnson Plaza Floor Sealer	Sponges
Johnson Premia Floor Wax	Triggers for Spray Bottles
Polish Pads/Brushes	Spray Bottles
Black Stripping Pads	Caution Wet Floor Mop Buckets
Liquid Cleaner	Mop Wringers
Bowl Cleaner	Dust Pans
Bowl Mops	Lobby Dust Pans
Bristle Bowl Brush w/Cup	Feather Dusters
Degreaser	Push Brooms
Glass/Surface Cleaner	Household Brooms
Lemon Oil Polish	Toy Brooms
Wood Scratch Cover Polish	Two-Wheel Dollies
Carpet Care Products	Four-Wheel Dollies
Wet Mop Heads and Handles	Counter Brushes
Dust Mop Heads and Handles	Push Floor Sweepers
Hand Scrub Brushes	Window Squeegee Extension Poles
Window Squeegees	Window Squeegee and Handles
Floor Squeegees	Floor Squeegee Handles
Window Brushes	Steel Wire Brushes
Gum Scrapers	Sand for Ash Receptacles
Sand Sifters	Ladders
Fire Hoses	Cleaning Rags
Degreaser	Sponges
Caution Floor Signs	Trigger Sprayers
Brute Trash Cans	High Dusters
Brute Trash Can Caddy	Spray Disinfectant
Wet Floor Signs	Barricades
Caution Floor Signs	Wool Dusters
Restroom Closed Floor Signs	Sponges
Pails and Buckets	Powder Free Gloves
Cotton String Mops	Plastic Bottles
Airlift Smoke and Odor Eliminator	Microfiber Mop
Air Lift Room Deodorizer	Rayon Mop
Sanitary Napkin Disposal Bags	Germicidal Disinfectant
Safety Cones and Rope	Painters Tape
Masking Tape	Visqueen Plastic
Anti Bacterial Disinfectant	Bloodborne Pathogen Supplies
Dust Cloths	Dust Wands
Brushes	Advance black nylon brushes
Consume Ecolyzer	Advance Hard floor surface Microfiber pads
Liquid Defoamer	Surface Preparation Machine Square Scrub Pads
Carpet Extraction Cleaner	Super HDQ Neutral
Red Buffing Pads	GP Forward
Baseboard Stripper – Aerosol	Carpet Rinse and Neutralizer
Comet	Lemon Oil Furniture Polish

KaiBlooey	Carpet Extraction Cleaner
FAST	White Polishing Pads
Bounce Back	Water Based Stainless Steel Cleaner
Spray Buff	Multi-Enzyme Spotter/Deodorizer
Vacuum Micro Filter Bags	KaiBlooey Restroom Shower Cleaner
Multi-Enzyme Spotter	Trash Can Liners - Various Sizes- Medium Weight
Trash Can Liner - Medium HD	Trash Can Liner - Large HD

- **EQUIPMENT/TOOLS**

Vehicles Signed With Company Logo
 (Truck, Van and Sweeper Truck Minimum)
 Walk Behind Self-Contained Extractors
 Tank Type Extractors With Wand
 Small Portable Extractors With Wand
 Clean Air Upright Vacuum Sweepers
 Kaivac Machines (2)
 Clean Air Backpack Vacuum Cleaners
 Battery Powered Dust Control Sweepers
 Wet/Dry Tank Type Vacuums With Attachments Including Squeegee
 Two-Gallon Garden Sprayers
 Escalator Stair and Riser Cleaning Machines (2) With Enclosed Vacuum System Clean Air Dust
 Control Burnishers
 Carpet shampoos
 Battery Powered Restroom Floor Dryer
 Carpet Fans
 Battery Powered Walk Behind Scrubbers
 Seventeen-Inch Grout Cleaning Machine
 Portable Handheld Upholstery Cleaner
 Battery Powered Sweeper/Vacuum
 Turbo Fan Dryers
 Water Extractors
 Pile Lifter
 Battery Powered Slow Speed Buffers
 Walk Behind Wax Applicator System
 Portable Gasoline Powered Washer/Steam Cleaners
 Gasoline Powered Vacuums
 Gasoline Powered Blowers
 Trailer with a Mounted Gasoline Power Washer/Steam Cleaner
 Electric Sweeping Cart with Dust Mop Attachment
 Six-Foot-High Sections of Scaffolding
 Scissor Lift
 Snorkel Lift
 Boom Lift
 Tile Edge Scrubber
 Tymco 210 Vacuum Sweeper Truck (with a Water Mist Dust Control or Air Filtration System)
 Four-Yard Trash Carts
 Housekeeping Carts

Trash Containers to Transport Trash to Outside Location
Pressure Power Washer
Commercial Upright Vacuums/Hepa Filter
Advance Affinity X20R Random Orbital Floor Scrubber (pads listed under supplies)
Surface Preparation Machine (Square Scrub) EBG-28 / EBG-20/Q / EBG-20/C

1.12 TAIT FURNISHED SUPPLIES

1. TAIT shall provide the Contractor, for the purpose of stocking restroom supplies, during the Contract period, the following restroom supplies: Bathroom Tissue, Roll Hand Towels, Multi Fold Towels, Toilet Seat Protectors, Liquid Hand Soap, and Hand Sanitizers. Contractor shall utilize these supplies to meet the specifications of the Contract. All supplies are at the sole discretion of the Airport Representative.
2. The method of delivery, receiving, storage and disbursement of the restroom supplies shall be at the sole discretion of the Airport Representative. The Contractor shall be required to receive, store and disburse inventory. Contractor shall maintain an inventory of every item received, store and disbursed, providing a weekly inventory report to the Airport Representative. The monthly inventory list and requested list information shall be at the sole discretion of the Airport Representative. The Contractors' inventory shall be monitored at any time by the Airport Representative.
3. Contractor shall maintain an Inventory Sign out Sheet of all inventory items disbursed. The Inventory Sign out Sheet shall include date, description of item disbursed, employee items were disbursed to and signature of Supervisor checking the items out. Items shall only be checked out and disbursed by the Supervisor in charge of each shift. The Inventory Sign out Sheet shall be provided once a month, at the end of each month, to the Airport Representative.

1.13 TAIT FURNISHED DISPENSERS

1. TAIT shall provide, for the Contractor's use, for the purpose of dispensing supplies, in the Janitorial Service Areas, during the Contract period, the following dispensers: Bathroom Tissue Dispensers, Roll Towel Dispensers, Battery Operated Roll Towel Dispensers, Multi Fold Towel Dispensers, Seat Protector Dispensers, Baby Changing Tables, and Liquid Hand Soap Dispensers. Contractor shall be responsible for, including, but not limited to, stock, clean, dust, replace batteries, replace dispenser arms, replace dispenser hubs and utilize these dispensers to meet the specifications of the Contract. All dispensers shall be pre-approved and are at the sole discretion of the Airport Representative.

1.14 TAIT FURNISHED DISPENSER BATTERIES

1. TAIT shall provide, for the Contractor's use, the batteries necessary to operate TAIT-owned battery-powered dispensers used for dispensing supplies within the Janitorial Service Areas during the Contract term. The Contractor and its Supervisors shall be knowledgeable in the maintenance of the dispensers and shall ensure all employees are properly trained on battery replacement and installation procedures. The Contractor shall use the batteries only in the designated dispensers in accordance with the requirements of this Contract.

2. The method of delivery, receiving, storage, and disbursement of the batteries shall be at the sole discretion of the Airport Representative. The Contractor shall maintain an inventory of batteries received and shall provide a monthly inventory report to the Airport Representative. The format and information required in the inventory report shall be determined solely by the Airport Representative.
3. The Contractor shall maintain a Battery Sign-Out Log documenting all batteries issued for use. The log shall include the date, quantity, battery type, and the signature of the Supervisor issuing the batteries. Batteries shall only be issued by the Supervisor assigned to each shift. A copy of the Battery Sign-Out Log shall be submitted to the Airport Representative monthly.
4. The Contractor shall inspect and replace batteries, as necessary, during each shift, seven (7) days per week, to ensure the continuous operation of all battery-operated roll towel dispensers, soap dispensers, and other battery-powered dispensers located within the Janitorial Service Areas. If replacing the batteries does not restore the dispenser to proper working condition, the Contractor shall immediately notify the Airport Representative.
5. The Contractor shall be solely responsible for collecting, handling, storing, transporting, recycling, and disposing of all used batteries removed from TAIT dispensers. All used batteries shall be managed and disposed of in accordance with all applicable federal, state, and local laws, regulations, and environmental requirements. The Contractor shall maintain records documenting the proper disposal or recycling of used batteries and shall provide such documentation to the Airport Representative upon request. Under no circumstances shall used batteries be discarded in general trash receptacles or returned to TAIT unless specifically directed in writing by the Airport Representative.
6. All batteries provided by TAIT shall be used only for the intended purpose under this Contract. The type and use of batteries shall be subject to the approval of the Airport Representative, whose determination shall be final.

1.15 **TRASH REMOVAL DUMPSTER/ CONTAINER SERVICE**

1. The Contractor shall include with their bid, a written, detailed, Trash Removal Service Proposal. The Contractor, at Contractor's expense, shall be responsible for establishing a full service, all-inclusive Trash Removal Dumpster/Container Service for the Tulsa International Airport and Outlying Buildings. The Contractor shall supply an adequate number of trash removal dumpsters and/or containers to provide full service at all times.
2. **Contractor shall agree to provide a trash removal service, with a capacity, equal to or greater than the following:**
 - Terminal A - Six (6) containers with four (4) yards of capacity each. Emptied two (2) times each day, seven (7) days a week.
 - Terminal B - Seven (7) containers with four (4) yards of capacity each. Emptied two (2) times each day, seven (7) days a week.

- Cargo Road - One (1) open top roll-off container with thirty (30) yards of capacity. Emptied two (2) times each week.
 - Field Maint - One (1) containers with six (6) yards of capacity. Emptied two (2) times each week.
3. Contractor at Contractors expense, shall be responsible for, including but not limited to; daily monitoring, scheduled hauling, hauling fees, dumping fees, fuel fees, all taxes, relocation, company signage, maintenance, repair, painting and cleaning of all trash removal dumpsters, containers and surrounding areas. Contractor shall, when removing trash dumpsters and/or containers from the Airfield Operations Area and Field Maintenance shall be prepared to immediately replace removed trash dumpsters and/or containers with empty dumpsters and/or containers and/or containers. Dumpster and/or containers placed on the Airport Airfield Operations Area are to remain with open doors and available for trash deposits at all times. While transporting, doors shall be closed or tops securely covered. All dumpsters and/or containers, in all other Airport locations, shall have all doors closed or be securely covered while transporting.
 4. Dumpsters and/or containers shall be equipped with drain plugs and shall be leak free. Contractor may utilize dumpsters in all locations, for Airport trash. Terminal A and B Trash shall not, at any time, be dumped into the Cargo Road, 30 yard open top container, unless pre-approved by and at the sole discretion of the Airport Representative.
 5. An existing compactor site with drains is available and can be utilized by the Contractor. Contractor shall agree and shall be responsible for all expenses, including, but not limited to; power to operate the compactor, fencing, drain cleaning, all general and cleaning maintenance. Contractor shall meet all Federal, State and Local environmental regulations. Contractor shall be responsible for all fines and penalties for non-compliance.
 6. Contractor shall be responsible for the monitoring, cleaning, repairing, and maintaining of the compactor, dumpsters and/or containers. Contractor shall be responsible for the daily cleaning of all areas surrounding the trash removal dumpsters and/or containers, including all trash blowing out of the dumpsters and/or containers. This shall mean, the Contractor shall be responsible for the immediate cleaning of the area underneath and adjacent to the trash removal dumpsters and/or containers each time the hauler removes them for dumping. This shall include removal of all excess trash and debris and a washing down of the entire area utilizing available water connection or Contractors pressure washer. The Airport Representative will provide a designated location for all trash removal dumpsters and/or containers. (For Locations, Refer to Exhibit E).
 7. Upon TAIT'S request of additional trash removal dumpster and/or container service, the Contractor shall be compensated under Bid Item Description "Additional Requested Trash Removal". The Contractor shall be reimbursed, when the actual service cost are submitted on the Contractors monthly statement.
 8. The size of dumpsters and/or containers, number of dumpsters and/or containers, schedule of dumps, number of dumps or any changes in all trash removal dumpsters and/or containers to be provided shall be pre-approved and is at the sole discretion of the Airport Representative.

9. Any trash removal dumpster and/or container placed within the Airfield Operation Area (AOA), aircraft ramp, or any other location designated by the Airport Representative where Foreign Object Debris (FOD) poses a risk to aircraft operations shall be equipped with approved lock bars or other Airport-approved securing devices to prevent lids, doors, or covers from opening unintentionally and to prevent trash or debris from becoming airborne. The Contractor shall furnish, install, maintain, repair, and replace all required lock bars or securing devices at no additional cost to TAIT. The Contractor shall be responsible for all labor, materials, equipment, and associated costs necessary to comply with this requirement. All lock bars and securing devices shall be maintained in good working condition throughout the Contract term. Failure to properly secure dumpsters and/or containers or maintain the required lock bars shall be considered a failure to comply with the Contract requirements.
10. To satisfy Contractor's obligation under this contract, all trash removal dumpsters and/or containers shall be used exclusively for the purpose of TAIT.

**NOTE: PRESENT CONTRACT-TRASH REMOVAL DUMPSTER/CONTAINER SERVICE
(FOR REFERENCE ONLY)**

The information below is provided for informational and reference purposes only to assist Proposers in understanding the Airport's current trash removal operations. The quantities, container sizes, service frequencies, and locations listed represent the existing service arrangement and are not guaranteed, required, or intended to define the scope of the new Contract.

Proposers shall independently evaluate the Airport's needs and develop a comprehensive service plan based on the requirements of these Specifications. The Airport reserves the right to modify the number, size, type, location, and service frequency of compactors, dumpsters, containers, and carts throughout the term of the Contract as operational needs change.

- One (1) compactor, with a thirty-eight (38) cubic yard receiving container, with dock dumper. Compactor emptied two (2) times a week. (Present location - Cargo Road).
- One (1) thirty (30) yard open top roll-off container. Emptied two (2) times a week. (Present location - Cargo Road).
- Thirteen (13) four (4) yard trash tow carts. Emptied two (2) times daily, seven (7) days a week. (Present location – Six (6) on Terminal A and Seven (7) on Terminal B).
- One (1) six (6) yard trash cart. Emptied two (2) times weekly. (Present location - Field Maintenance).
- One (1) seven (7) yard trash cart. (Present location - Cargo Road). Remains on the Compactor dock dumper at all times.
- One (1) four (4) yard trash cart.

Emptied as needed (Present location – Cargo Road - Floater).

1.16 **SOLID WASTE RECYCLING SERVICE**

1. The Contractor shall include with their bid, a written, detailed, All-Inclusive Solid Waste Recycling Service Proposal. The Contractor, at Contractors expense, shall be totally responsible for establishing a full service, all-inclusive Solid Waste Recycling Service for the Tulsa International Airport and Outlying Buildings.
2. The Contractor shall designate a Solid Waste Recycling contact that will maintain responsibility for the coordinated efforts of the entire program and is required to work with TAIT's Airport Representative, the City and County of Tulsa, local waste removal firms, airlines and all other tenants located throughout Tulsa International Airport and Outlying Buildings.
3. The Contractor shall be responsible for all services required, including, but not limited to, scheduling, personnel, equipment, supplies, recycle disposal containers, outside collection hauling containers, haul fees, recycling cost, disposal fees and all other associated cost and fees. This program shall include, but is not limited to, all trash, cardboard, aluminum, plastic products, office paper, telephone books, paper towels, Styrofoam products, magazines and newspapers. All recycling containers utilized in public areas will be provided by TAIT. The Contractor is responsible for monitoring all containers on a daily basis, removing collected items from all areas cleaned by the Contractor. Recycled paper, plastic and aluminum shall be removed replacing trash bag in container, relocating recycled material to the Contractors provided designated container location for scheduled pick up by a local waste company. Recycle materials collection and disposal containers shall be pre-approved and are at the sole discretion of the Airport Representative
4. Contractor shall be responsible for emptying all recycling materials collection and disposal containers. Materials shall be collected, kept separate and removed from the TAIT facilities daily, if receptacle is full or upon request. Contractor shall deliver collected material to appropriate centrally located larger collection bins, disposal containers, outside collection hauling containers, collection compactors or whatever collection containers Contractor provides for collection processes. All collection bins, disposal containers, outside collection hauling containers, collection compactors or whatever collection containers Contractor provides for collection processes shall be pre-approved and are at the sole discretion of the Airport Representative.
5. Contractor shall maintain, clean and keep any and all recycling collection and disposal and/or collection containers and surrounding areas free of dirt, soil, debris and trash. Papers may not need to be picked up as frequently as wet recyclables, such as bottles and/or cans. Contractor shall breakdown, flatten and place all cardboard in cardboard recycling collection bins and outside collection hauling containers.
6. Contractor shall modify trash and recycling collection procedures as directed by Airport Representative upon request. Those requested changes shall be made in coordination with the janitorial service, the trash and recycling collection service. Any necessary revised trash or recycling schedule, including, but not limited to, disposals, containers, location for loading and unloading, sorting and/or other trash or recycling collection procedures shall be pre-approved and are at the sole discretion of, and determined by, the Airport Representative.

7. Contractor shall be responsible for placing segregated waste materials into the proper receptacles. This includes all current and future waste streams and recycling waste streams. Contractor will handle segregated materials in a manner to ensure that recycling receptacles are not used for inappropriate materials.
8. Contractor's employees shall be responsible for picking up and transporting recycle material to the appropriate receptacle, ANY recyclable material they encounter at any time during their work. Contractor shall be responsible for supporting any future recycling efforts or program enhancements that TAIT implements during the Contract term. Contractor will be constructive in their efforts to comply with TAIT's requested and/or approved recycling and waste management programs. The Contractor shall coordinate all recycling efforts with TAIT'S Airport Representative and TAIT'S Environmental Coordinator.
9. The Contractor shall agree the entire full service, all-inclusive Solid Waste/Recycling Service including, but not limited to, product to be recycled, collection and disposal containers, changes in the recycling materials, segregation approach, locations, types of receptacles, volume of materials generated and future waste streams shall be pre-approved and are at the sole discretion of the Airport Representative.
10. The Contractor shall agree that all services shall be completed as specified within the Contract. Contractor shall agree the scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative.

NOTE: PRESENT RECYCLING PROGRAM

- The present Contractor's waste removal program solid waste service. The present contractor partners with American Environmental Waste to Energy Recovery Landfill. Energy-from-Waste is a process that converts municipal solid waste into renewable electricity. The contractor utilizes a local waste company to haul the waste collected in the compactor and other receptacles to American Environmental Waste to Energy Landfill so the Energy-from-Waste process can be completed. The compactor and thirty (30) yard open top is on-call service an average of 1-2 times weekly. The thirty (30) yard open top has not been included into the process. The Contractor is responsible for all scheduling, haul fees, disposal fees, and container lease fees.
- The Contractor is presently using recycling bins, desk side recycling bins, and paper shredders to collect the recyclable waste. The Single-Stream Recycling program accepts paper, plastic, aluminum, cardboard and glass. The recyclables from all service areas are moved to outside bins, and then hauled away by a local waste management company. The current waste management company is equipped to recycle the waste without contractor having to separate the waste themselves. The recyclable waste is then scheduled to be picked up by the waste management.

1.17 SOLID WASTE DISPOSAL FEE

1. Contractor shall be responsible for any and all cost and/or fees.

1.18 **OFFICE SPACE/STORAGE SPACE**

1. Contractor shall maintain an office on Airport premises at all times. TAIT will provide an office for the use of the Contractor. Size and location will be at the sole discretion of the Airport Representative. Contractor shall agree to maintain and keep this area clean and neat at all times. Contractor agrees and shall abide by and remain in accordance with all applicable safety and fire regulations, subject to inspection. The location of the provided office space will be on a space available basis and at the sole discretion and approval of the Airport Representative.
2. Contractor shall be provided storage space to store materials, equipment, chemicals, supplies and tools covered under this contract. All materials, equipment, chemicals, supplies and tools stored are at the sole discretion and approval of the Airport Representative. Contractor shall agree and shall abide by and remain in accordance with all applicable safety and fire regulations, subject to inspection. The location of the storage facility shall be on a space available basis, pre-approved and designed by and at the sole discretion and approval of the Airport Representative. No surplus equipment shall litter any storage area at any time.
3. Work carts and supplies shall remain with Contractor or Contractor's employees at all times. Work carts and supplies shall be labeled and stored safely while janitorial work is being performed. Work carts and supplies shall be returned to storage areas at the completion of each shift.
4. The Contractor shall agree that the provided assigned areas shall be utilized exclusively for Airport Business. The Contractor shall understand and agree that, at any given time, upon the request and at the sole discretion of the Airport Representative, the Contractor shall move from the assigned areas. Available areas shall be assigned and are at the sole discretion of the Airport Representative.
5. All storage areas made available to the Contractor shall be maintained and kept in a clean and orderly condition at all times. Contractor shall agree that all storage areas shall remain in a condition that is in accordance with all applicable Fire and Safety Rules and Regulations, understanding the storage areas are subject to random inspection at all times. Lights are to be turned out when room is not in use.
6. Contractor's equipment and tools shall be safe, clean and in satisfactory working condition at all times, capable of performing the contract specifications. Contractor shall be required to remove all equipment or tools from the immediate work area, if deemed by the Airport Representative to be unsafe or unclean. Contractor understands and shall agree that all equipment and tools shall not, at any time, be left unattended.
7. Contractor understands and agrees that all equipment on the work site shall be for the sole use of performing the specifications of the Contract and shall not be removed from or transferred to other facilities without written approval and at the sole discretion of the Airport Representative.
8. Failure of the Contractor to provide and maintain adequate tools, equipment and operations to accomplish the scheduled work shall be deemed a breach of an essential term of this contract, justifying TAIT to cancel and terminate the Contract in whole.

9. All equipment and tools shall be pre-approved for use and are at the sole discretion of the Airport Representative.

1.19 OTHER WORK BY CONTRACTOR

1. Contractor shall agree, all Contractor's employees assigned to perform work for TAIT, to satisfy Contractor's obligations under this contract, shall be used exclusively for that purpose and shall perform no other custodial work at the Airport unless pre-approved by the Airport Representative.
2. Airport tenants whose leased premises are not included in this contract may wish to subscribe to the services of the Contractor. In such event, the tenant shall contract with TAIT and such space will be added to the contract in an amount per square foot as set out in the bid proposal under "Unit Bid Prices" and the tenant will be invoiced for such service by the Airport.
3. Any additional work done by the Contractor or Contractor's employees at TAIT shall be approved in advance and coordinated through the office of the Airport Representative.

1.20 TELEPHONE SERVICE

1. The Contractor shall have installed, local and long distance telephone service, no less than one (1) inside line and one (1) outside line, including Airport paging ability and office answering system. The Contractor shall be responsible for the cost of all installation, repair and/or damage.
2. The Contractor shall agree to provide a cell phone for each designated shift Supervisor in charge. The designated Supervisor will be considered the point of contact. The designated Supervisor shall carry the cell phone at all times during the assigned work shift.
3. All phone services shall be pre-approved and are at the sole discretion of the Airport Representative.
4. Contractor shall provide, once a month, an updated list of emergency telephone numbers to the Airport Representative. The lists shall include the Contractor and Contractor's managers and supervisors in charge, cellular, home and emergency numbers.

1.21 COMPLIANCE WITH APPLICABLE LAWS AND AIRPORT RULES

1. The Contractor covenants and agrees that Contractor, Contractors agents and employees shall comply with all Federal and State Laws, City Ordinances and Airport rules and regulations applicable to the business to be conducted under this contract, and that the Contractor shall obtain, at the Contractor's own expense, including, but not limited to; all necessary permits, pay all license fees, and taxes to comply therewith.
2. Further, Contractor agrees that Contractor and Contractor's agents and employees shall abide by all ordinances, rules and regulations governing the use of the Airport, including, but not limited to all security and safety regulations. Any and all expenses incurred by the TAIT due to the Contractors non-compliance shall be withheld from the monthly payment.

3. The Contractor shall agree that the Contractor, Contractor's agents and employees will comply with the Tulsa International Airport's lost and found procedures.

1.22 **WORKFORCE REQUIREMENTS AND RESPONSIBILITIES**

1. Contractors shall include with their bid a Staff Proposal for the number of managers, supervisors, window washers, floor techs, employees and support staff bidder proposals to use in the performance of this contract. All shifts, hours of shifts, time schedules and number of employees shall be pre-approved and are at the sole discretion of the Airport Representative.
2. Contractor shall agree that Contractor shall provide relief personnel to perform routine janitorial work as necessary and/or work overtime to ensure that all specifications of the Contract are performed as required and that the requirements for all work hours are met each day.
3. The services of the contract shall be to perform custodial services in all of the designated cleaning areas, twenty-four (24) hours per day, eight (8) hour work shifts, forty (40) hours work weeks, seven (7) days per week, three hundred sixty-five (365) days per year, including holidays. Passenger traffic during peak travel periods will require more frequent attention to the public areas of the terminal. Constant supervision of the terminal must be done between the hours of 3:30 a.m. and 12:00 midnight.
4. All heavy cleaning, in public areas, must be accomplished between the hours of 11:00 P.M. and 4:00 a.m. Cleaning in non-public areas will normally be accomplished during times when the space is not occupied, unless requested by the tenant. The Airline Terminal is to be ready for passengers, tenants, and employees at 3:30 a.m. daily. No exceptions will be made unless pre-approved and at the sole discretion of the Airport Representative.
5. Contractor shall agree that the Contractor and Contractor's employees shall remain on TAIT property at all times during their work shift. Contractor shall assign a Manager or Supervisor in charge, as a point of contact, twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year. Manager or Supervisor shall be required to carry a mobile phone furnished by the contractor.
6. Contractor shall agree that the Contractor and Contractors employees shall respond to all calls within five (5) minutes for calls within the Airline Terminal Building, and twenty-five (25) minutes for calls concerning outlying Airport buildings. Work areas shall be inspected at least four (4) times during each eight (8) hour work shift.
7. Contractor shall agree, to provide adequate, qualified supervisory and cleaning personnel to perform the obligations of the Contract. Contractor's employees shall abide by all rules and regulations set forth by the Airport Representative.
8. The first week of each month during the performance of the contract, Contractor shall furnish to the Airport Representative a current list of the names, addresses, telephone/mobile numbers, job classification, and location of work and the hours of the shift to be worked by each employee who will perform any of the duties outlined in the Specifications. This list shall be submitted with the monthly invoice; non-compliance shall result in withholding of monthly payment.

9. Appearance, cleanliness, and functionality of the Airport restrooms is critical to the professional appearance of the Airport; therefore, a sufficient staff of male and female employees is essential in facilitating the cleaning and inspection of the men and women restrooms between the hours of 4:00 a.m. and 12:00 midnight, without closing the restrooms for cleaning or inspection. The Contractor shall consider this a critical requirement and include the number of employees it would take to accommodate this area, within their bid.
10. Contractor, Contractor's managers and supervisors must be able to communicate in the English language, both written and verbal and custodial staff employees must be able to communicate verbally in the English language.

1.23 CONTRACTOR'S ON-SITE MANAGER

1. The Contractor shall provide a full time, on site experienced, qualified Manager, exclusively for the TAIT Contract. The Manager shall be acceptable to, pre-approved and is at the sole discretion of the Airports Representative. The On-site Manager shall have full authority to act for the Contractor and at all times to carry out the provisions and specifications of this Contract. If the On-site Manager is absent, the Contractor shall, at all times, provide an equally qualified and competent alternate that has been given full authority to carry out the duties of the position as required.
2. The On-site Manager shall make sufficient daily inspections to ensure the work is performed as specified. The On-site Manager shall be expected to vary their working hours from time to time in order to observe, become familiar with and adequately supervise all shifts of the twenty-four (24) hour, seven (7) day per week, three hundred sixty-five (365) days operation. The On-site Manager shall be responsible for administering this Contract and/or specific aspects associated with this Contract, daily, during various shifts.
3. The On-site Manager shall be responsible for administering the repair and maintenance of vehicles, equipment, dispensers, tools, etc., and all functions associated with this Contract; manage the hiring and firing, disciplinary and security processes; coordinate and administer the training of employees on all shifts; assure quality control; plus, handle the Contractor's on-site reports, financial and record keeping procedures.
4. The On-site Manager shall have the authority to take immediate remedial or corrective action when the Airport's cleanliness standards and Specifications of the Contract are not met.

1.24 CONTRACTOR'S SUPERVISORS

1. The Contractor shall provide full time trained, qualified Supervisors exclusively for the TAIT Contract. Supervisors shall be experienced in supervising in the janitorial service industry, preferably in a twenty-four (24) hour per day, three hundred sixty five (365) day per year operation. Supervisors shall have janitorial knowledge concerning cleaning, equipment, tools, supplies, dispensers and the ability to train and oversee employees. The Supervisor shall be acceptable to the Airports Representative.

1.25 JANITORIAL AND SUPPORT PERSONNEL

1. The contractor shall furnish, at its sole expense, all supervisory personnel, janitorial personnel, and support personnel necessary to perform the Work in accordance with these Technical Specifications. Staffing levels shall be sufficient to maintain all required service levels, frequencies, and performance standards at all times.
2. Prior to the Notice to Proceed, the Contractor shall submit a detailed Staffing Plan identifying the minimum number of personnel assigned to each shift, including supervisors, leads, custodians, and relief personnel. The Staffing Plan shall be subject to review and approval by the Airport Representative and, once approved, shall establish the minimum staffing requirements for the Contract.
3. The Contractor shall not reduce staffing below the approved minimum staffing levels without prior written authorization from the Airport Representative. Supervisory personnel shall not be counted toward the minimum staffing requirement unless they are actively performing custodial duties for the duration of the shift.

1.26 RELIEF FOR ABSENTEEISM AND VACATION

1. The Contractor shall maintain a sufficient number of trained relief employees to ensure uninterrupted performance of the Work during employee absences resulting from vacation, illness, injury, resignation, termination, training, leave, or any other staffing shortage.
2. The Contractor shall ensure that each scheduled shift is staffed at or above the approved minimum staffing level. Vacancies occurring after the start of a shift shall be filled as quickly as practicable and no later than two (2) hours after the vacancy occurs unless otherwise authorized by the Airport Representative.
3. The Contractor shall maintain daily staffing records identifying scheduled personnel, personnel actually present, relief personnel utilized, vacancies, and work assignments. Electronic timekeeping records shall be retained for not less than three (3) years and shall be provided to TAIT upon request.

1.27 CONTRACTOR'S INSPECTIONS AND QUALITY CONTROL

1. The Contractor shall implement and maintain a documented Quality Control Program to verify compliance with all Contract requirements. Supervisory personnel shall conduct routine inspections throughout each shift and immediately correct deficiencies.
2. The Airport Representative may audit staffing levels at any time and may request staffing reports, inspection reports, payroll records, or electronic timekeeping records necessary to verify compliance. Failure to provide requested documentation shall constitute evidence of non-compliance.
3. During periods of unusually high passenger activity, irregular operations, severe weather, emergencies, holidays, or special events, the Contractor shall provide additional personnel, when directed by the Airport Representative, as necessary to maintain the required level of service.

1.28 **AIRPORT WORK ORDERS**

1. Discrepancies of areas that do not meet the specifications of the Contract shall be written on a work order and presented to the Contractor. Upon receipt of a written work order the Contractor shall correct all areas where discrepancies are found and shall take corrective action to resolve the problem area and prevent future discrepancy.
2. The work requested on the Work Order shall be completed, signed off on and returned to the Airport Representative within three (3) days of receipt. Once the discrepancy has been corrected, the Contractor shall re-inspect the area for compliance as soon as possible.
3. In the event the Contractor's work is not performed within the time frame and/or not to the satisfaction of the Airport Representative, the process for assessment of non-performance and/or unsatisfactory performance shall be utilized (Refer to Technical Specifications, Contractor's Non-Performance or Unsatisfactory Performance).

1.29 **CONTRACTOR'S NON-PERFORMANCE OR UNSATISFACTORY PERFORMANCE**

1. The Contractor shall perform all work in accordance with the requirements, specifications, schedules, staffing requirements, and performance standards of this Contract. Failure to meet any requirements of this Contract shall constitute non-performance and/or unsatisfactory performance and may result in corrective action, liquidated damages, deductions, or other remedies as provided herein.
2. Work shall be considered non-performed or unsatisfactory when any of the following conditions exist, including but not limited to:
 - a) The work tasks in an area were not performed in strict accordance with the performance standards.
 - b) Work tasks were not performed in their entirety in a timely manner.
 - c) The specified equipment, tools and chemicals were not used or were not in good operating condition.
 - d) The tasks were not performed adequately with the scheduled work shift, specified time frame, to the approval of the Airport Representative or to the specifications of the Contract.
 - e) The Contractors failure to adequately comply in meeting the requirements in providing adequate and competent managers, supervisors and janitorial personnel.
3. The process for assessment of non-performance or unsatisfactory performance shall begin with written notice from the Airport Representative to the Contractor identifying the specified standard that has not been met and the potential deduction, liquidated damages, corrective action, or other remedies that may apply. Within a reasonable timeframe under the circumstances, but no later than five (5) business days after receipt of the notice, the Contractor shall have the opportunity to show that the failure to meet the specified standard was due to circumstances beyond the Contractor's control by providing supporting documentation acceptable to the Airport Representative.

4. If the Contractor does not provide supporting documentation acceptable to the Airport Representative, if the Airport Representative determines that the failure was not due to circumstances beyond the Contractor's control, or if the deficiency is not timely corrected, the Airport Representative shall have the right to exercise any one or more of the following options:
 - a) Require the Contractor to immediately correct the deficiency at no additional cost to TAIT.
 - b) The Airport shall correct the non-performance or unsatisfactory performance by using another Contractor or by any means it deems necessary and reasonable. Direct cost incurred by TAIT for the performance of such work, shall be deducted from payments made to the Contractor.
 - c) If, the Contractor's non-performance and/or unsatisfactory performance is not corrected immediately, the Airport Representative shall deduct the square footage of the total area, at the "Unit Bid Price" and the area will remain deducted from the Contract footage until the Contractor is in total compliance and/or until the Airport Representative is completely satisfied that the specifications of the Contract have been met.
 - d) If the Contractor's non-performance or unsatisfactory performance is not corrected immediately, the Airport Representative may assess liquidated damages in the amount of \$500.00 per day for each unresolved deficiency until the Contractor is in compliance and the Airport Representative determines that the requirements of the Contract have been satisfied. The Contractor acknowledges that actual damages resulting from continued non-performance or unsatisfactory performance are difficult to determine with reasonable certainty at the time of contracting. The Contractor agrees that the liquidated damages stated in this section represent a reasonable estimate of TAIT's anticipated damage, including impacts to service quality, passenger experience, Airport operations, and administrative oversight, and Airport reputational harm. The Contractor further agrees that such liquidated damages are compensatory in nature and are not intended as a penalty.
5. Non-performance and/or unsatisfactory performance deduction shall be applied to any situation that inhibits performance of the Contract. Deductions include, but are not limited to, non-compliance concerning the Scope of Work, Specifications of the Contract and/or Special Condition requirements of this Contract that results in failure to perform.
6. Non-performance and/or unsatisfactory performance deductions shall be made and are at the sole discretion of the Airport Representative.

1.30 **MINIMUM STAFFING REQUIREMENTS AND UNDERSTAFFING:**

1. Maintaining the approved minimum staffing levels is a material requirement of this Contract. Failure to maintain the approved minimum staffing levels shall constitute non-performance and may result in Understaffing Hours, liquidated damage, deductions, corrective action, or other remedies as provided in this Contract.

2. For purposes of Contract administration, an “Understaffing Hour” shall mean each employee below the approved staffing level for each hour, or portion thereof, that the staffing deficiency exists. Any portion of an hour shall be considered one (1) full Understaffing Hour.
3. The Contractor acknowledges that actual damages resulting from Understaffing Hours are difficult to determine with reasonable certainty at the time of contracting. The Contractor agrees that the liquidated damages stated in this section represent a reasonable estimate of TAIT’s anticipated damages arising from Understaffing Hours, including impacts to service quality, passenger experience, Airport operations, cleanliness, and administrative oversight and Airport reputational harm. The Contractor further agrees that such liquidated damages are compensatory in nature and are not intended as a penalty.

The liquidated damages assessed for Understaffing Hours are intended to compensate TAIT for the reduced service capacity, increased administrative oversight, operational impacts, diminished passenger experience and Airport reputational harm that may result when the Contractor fails to maintain the approved minimum staffing levels.

Each staffing deficiency shall be treated as an occurrence within the applicable rolling thirty (30) day period. The applicable occurrence level shall determine the liquidated damages rate, and the total liquidated damages shall be calculated by multiplying that rate by the number of Understaffing Hours resulting from the staffing deficiency.

<u>Occurrence Level, Rolling 30-Day Period</u>	<u>Liquidated Damages Rate</u>
First Occurrence	\$50.00 per Understaffing Hour
Second Occurrence	\$75.00 per Understaffing Hour
Third Occurrence	\$100.00 per Understaffing Hour
Fourth and Each Subsequent Occurrence	\$100.00 per Understaffing Hour

4. Liquidated damages for Understaffing Hours may be assessed in addition to, and independently of, any corrective action, non-performance or unsatisfactory performance deductions, direct cost recovery, payment withholding, suspension of work, termination for default, or other remedies available to TAIT under this Contract or applicable law. TAIT may deduct assessed liquidated damages from payments otherwise due to the Contractor.
5. The Airport Representative may determine the number of Understaffing Hours using Contractor staffing records, sign-in logs, payroll records, security badge reports, daily staffing reports, direct observations, or any other documentation deemed reliable by the Airport Representative.
6. Repeated staffing deficiencies, repeated failure to provide relief personnel, failure to provide required staffing documentation, falsification of staffing or payroll records, or any demonstrated pattern showing the Contractor’s inability or unwillingness to maintain the approved minimum staffing levels shall constitute a material breach of this Contract and may

result in additional corrective action, suspension of work, termination for default, recovery of damages, or any other remedy available to TAIT under this Contract or applicable law.

7. Non-performance and unsatisfactory performance deductions and remedies shall apply to any condition that inhibits the Contractor's ability to perform the Contract in accordance with its requirements. Such determinations shall be made by the Airport Representative, whose decision shall be final for purposes of Contract administration, subject to any appeal rights provided elsewhere in this Contract.

1.31 **LABOR RELATIONS**

1. The Contractor shall exercise such labor relations with employees that will allow them to operate efficiently and in a manner that will not interfere in any way with the smooth, peaceful operation of the Airport, the Airline Terminal Building or other Airport buildings, or the performance of this contract. The Contractor shall address the services of any employee whose conduct, the Airport Representative feels, is detrimental to the best interest of the Airport.

1.32 **ADDITIONAL SERVICES**

1. In addition to or separate from the services specified in this contract, the Contractor may be requested to perform additional cleaning services as deemed necessary by the Airport Representative. The Contractor shall be compensated, based on the Addition or Deletion of Square Footage at the "Unit Bid Prices".

1.33 **CONTRACT ASSIGNMENT/SUBCONTRACT**

1. This Janitorial Services Contract cannot be assigned or subcontracted.

1.34 **WORK HOURS**

1. Flexibility and availability by the Contractor shall be required. All services performed shall be performed during times and conditions that shall not interfere with the activities of the location to be serviced. Work hours shall be pre-approved and are at the sole discretion of the Airport Representative.

1.35 **AWARD OF BID**

1. The award shall be based on the total of all Bid items contained herein. Bids submitted without prices for all listed units shall be considered non-responsive and shall be rejected.

1.36 **PERFORMANCE INTERFERENCE**

1. Contractor shall notify the Airport Representative **immediately** of any occurrence or conditions within the service areas that interfere with the full performance of the contract and confirm it in writing within twenty-four (24) hours.

1.37 **AREAS OF WORK**

1. Physical areas included in the contract are shown on attached exhibits. These exhibits shall become a part of the Specifications. These exhibits shall be updated and amended, when physical areas change, to more accurately reflect the areas under the contract.

1.38 **BASIS FOR ADDING OR DECREASING AREAS**

1. In anticipation of new construction or physical areas being added to or taken from the coverage of this contract prior to its termination the "Addition or Deletion Unit Bid Price" per square foot, shall be used to calculate any such increase and/or decrease.

1.39 **NON-SCHEDULED CLEANING SERVICES**

1. Non-scheduled cleaning shall include; request for cleaning that are required in addition to the Contract cleaning specifications. The Contractor understands and shall agree that non-scheduled cleaning shall require the Contractor and Contractors employees to perform non-scheduled cleaning upon request.
2. This shall include but is not limited to; the use of necessary personnel, cleaning equipment, tools, materials, appliances, transportation and supplies to efficiently and effectively clean the requested designated areas. For these requested services the Contractor shall be compensated under "Non-scheduled cleaning service". All cleaning request shall be pre-approved and are at the sole discretion of the Airport Representative.

1.40 **BUILDING KEY CONTROL SECURITY**

1. Contractor and Contractor's employees shall be required to comply with the TAIT's Building Key Control Security Plan as mandated by the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) strict security rules and regulations.
2. The Contractor will be issued keys to perform work as required. Control of access keys shall be the sole responsibility of the Contractor. Contractors shall be required to submit a Building Key Control Security Procedure Plan to the Airport Locksmith with a copy to the Airport Representative for approval. The procedure must include, but is not limited to the following:
 - Accountability of all keys, at all times;
 - No duplicates will be made;
 - No particular individual employee will retain possession of a key while not physically performing duties under this contract; and,
 - Requests for extra keys shall be submitted in writing, on a company letterhead, to the Airport Locksmith with a copy to the Airport Representative for approval.

All keys are the property of TAIT and shall be surrendered immediately to the Airport Locksmith upon request. The Contractor shall be required to practice Building Key Control Security Procedures at all times.

3. The Contractor shall agree and be responsible for the actual cost, plus administrative fees for all Building Key Control Security losses or damages located in Secured and Non-Secured Areas, which shall include but is not limited to:
 - Replacement of all damaged or broken keys;
 - Lost or misplaced keys or damaged cylinders due to misuse or abuse; and
 - Complete re-key of all affected locks due to a lost or misplaced key.

The Contractor shall be responsible for all costs associated with the work order, including labor, materials, equipment, and administrative expenses. TAIT shall invoice the Contractor for the total cost incurred, and the Contractor shall reimburse TAIT in accordance with the payment terms specified by the Airport Representative.

***All subject to price increase.**

4. The Contractor shall agree if the Building Key Control Security results in a breach: i.e. a key is not returned, access authority changes, employee termination, a key is lost and is no longer accountable for, etc. it is the sole responsibility of the Contractor to notify the Airport Locksmith and Airport Representative immediately.
5. The Contractor shall agree to completely cooperate in the TAIT's semi-annual Building Key Control Security audit conducted by the Airport Locksmith.
6. The Contractor shall agree that all appropriate entrance and exit doors shall remain secured at all times.
7. The Contractor shall agree that Contractor and Contractor's employees shall not be assigned the use of a TAIT key until Contractor and all Contractor's employees have received an Airport ID Badge.

1.41 EMPLOYEE IDENTIFICATION AND ACCESS CONTROL

1. The Contractor shall agree that Contractor and Contractor's employees shall be required to successfully complete the Airport ID Badging process prior to beginning work and will be required to follow all TAIT, FAA, and TSA strict security rules and regulations. The badge process requires a Federal Criminal History Records Check.
2. The Contractor shall agree that the Contractor will be held responsible for Contractor's employees. Contractor and Contractor's employees shall not enter any of the Airport's

restricted areas, unless authorized.

3. The Contractor shall agree that Contractor and Contractor's employees shall have Airport ID Badges and shall display the badge, at all times, while on TAIT properties.
4. It is the sole responsibility of the Contractor to notify Airport Security and Airport Representative immediately should a badge require access change, employee termination, and lost/unaccounted for badges.
5. The Contractor shall agree Contractor is responsible for all TAIT badge fees.

Initial Issue of Security Badge:	\$75.00
SIDA Badge:	\$75.00
AOA Badge:	\$50.00

Three-Year Badge Renewal:	\$115.00
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1 st	Lost Badge:	\$65.00
2 nd	Lost Badge:	\$115.00
3 rd	Lost Badge:	\$200.00

1 st	Violation:	\$50.00
2 nd	Violation:	\$100.00
3 rd	Violation:	\$200.00

Company 1 st	Violation:	\$1000.00
Company 2 nd	Violation:	\$2500.00
Company 3 rd	Violation:	\$5000.00

Damaged Replacement:	\$15.00
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Badge Deposit, Refundable on Return of Badge:	\$100.00
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***All subject to price increase.**

6. The Contractor shall agree that Airport ID Badges are to be worn exclusively during work hours. Only authorized Contractor and Contractor's employees with ID Badges are allowed on the work premises of the Airport Buildings.
7. The Contractor and Contractor's employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized Contractor or Contractor's employee.
8. The Contractor shall agree and be responsible for complying to all TAIT procedures necessary to assure that Contractor and Contractor's employees, who have unescorted access, to any area on the Airport that is security controlled, have met and are in

compliance with TAIT, FAA, and TSA strict security rules and regulations.

9. TAIT reserves the right to demand a background investigation of the Contractor and any Contractor employee before beginning work in the Airport facilities and during the course of the contract. This process is additional and shall be at the expense of the Contractor.
10. The Contractor shall agree that the cleaning of Government Property shall require a background investigation of the Contractor and any Contractor employee. Background investigations shall be completed before beginning work in the Government Facilities and during the course of the contract. This process is additional and shall be at the expense of the contractor.
11. All fees not paid by the Contractor, will be deducted from the monthly payment made to the Contractor.
12. Due to increased security measures at Tulsa International Airports, no vehicle may be left unattended along any curb adjacent to the Airport Terminal Building. The Contractor and Contractor's employees shall cooperate at all times with Airport Security and Operations and follow all TAIT, FAA, and TSA security rules and regulations.

1.42 AUTHORITY OF THE AIRPORT REPRESENTATIVE

1. The day-to-day administration of this Contract is the sole responsibility of the Airport Representative. The Airport Representative shall have boundless, twenty-four hour, 7 day a week access to the Contractor's office, supply and storage areas as well as all designated work areas. The Contractor shall agree, the cleanliness of the Airport, employees, quality of all work, approval of supplies and equipment, actual work performed, the manner of performance, unsatisfactory performance, work schedules and the rate of progress of work performed is at the sole discretion of the Airport Representative.

1.43 EXAMINATION OF RECORDS

1. The Contractor agrees that the Airport Representative, the Airport assigned Auditor or any of their duly authorized representatives, until the expiration of the three (3) years after the final payment under this Contract, shall have access to and the right to examine any books, documents, papers and records of the Contractor relating to the Contractor's performance of, or any transactions related to, this Contract.

1.44 ASSIGNED EMPLOYEE PARKING

1. Contractor and Contractor's employees shall be assigned a parking area for employee parking during work hours. Parking access is for Contractor and Contractor's employees, during work

hours only. All parking areas are subject to change and designated at the sole discretion of the Airport Representative. Assigned parking areas are attached, refer to Exhibit E, Employee Parking Lot "A".

1.45 **SAFETY**

1. Contractor shall agree that within the performance of this contract, the Contractor shall comply with all applicable Federal, State and Municipal laws governing safety, health and sanitation, and with all security and safety regulations of the TAIT. It shall be the responsibility of the Contractor to take such action, as he may deem reasonably necessary to insure that all Contractors employees and suppliers shall likewise be informed of and comply with all such laws and regulations.

1.46 **SAFETY GEAR**

1. The Contractors work shall not impede the operation of the Airport and /or adversely impact Airport employees, tenants, passengers, or other Airport users. The Contractor shall provide and use adequate barricades and warning signs (i.e. "Caution Wet Floor"), to provide sufficient notice of potential safety hazards prior to, during and after the performance of the services, including all other safety and protective gear to isolate or restrict public access to the work site and/or to protect Airport employees, tenants and the general public from personal injury due to materials, equipment or operations at the site. All barricades, warning signs, etc. shall be in accordance with federal and local codes. The Contractor shall provide and ensure that all Contractors personnel at the work site properly wear all applicable safety devices and apparel.

1.47 **SAFETY HAZARDS**

1. The Airport Representative shall have the right to inspect all areas for safety violations and at the Airport Representatives discretion, direct the Contractor to make immediate improvements of necessary conditions and/or procedures and/or stop the work if other hazards are deemed to exist. TAIT shall not be obligated to make an equitable adjustment for any work that is stopped as a result from safety hazards created by the Contractor.
2. In the event that the Airport Representative should elect to stop work because of any type of existing safety hazard on the job site after the Contractor has been notified and provide ample time to correct, the Contractor shall bear all costs for eliminating the hazards and shall not be granted damage, cost or compensation of any nature for the work stopped.
3. It shall be the responsibility of the Contractor to enforce the use of, including, but not limited to, safety cones, safety ropes, restroom closed signs, wet floor signs, caution floor signs and caution tape during the course of all work each day, each shift. Signs shall be placed around, including, but not limited to, the perimeter, edges, entrances and exits of the work area.

1.48 **VEHICLE OPERATION**

1. The operation of Contractor's vehicles or private vehicles by the Contractor's employees on or about TAIT property shall conform to all regulations and safe driving practices. Contractor shall assume all liability for any damage occurring to any and all property, if found to be at fault.

Damage caused by Contractor or Contractors employees in the process of work performed shall be reported to the Airport Representative immediately.

1.49 **OCCUPATIONAL SAFETY AND HEALTH**

1. It shall be the responsibility of the Contractor to enforce all OSHA laws and regulation, and to immediately notify the Airport Representative if the job site is visited by an official authorized person to enforce any regulatory requirement, including, but not limited to OSHA standards.

1.50 **EQUIPMENT INSPECTION**

1. The Contractor shall inspect all powered equipment daily before operations for signs of wear, as well as potential safety hazards. The Contractor shall immediately remove from service on the job sites all equipment including extension cords which are potentially unsafe, damaged, inoperable and/or do not meet the manufacturers' operational specifications. The Contractor shall never leave power equipment unattended.

1.51 **ELECTRICAL CORD COMPLIANCE**

1. All electrical cords shall be properly sized for the job, and placed away from vehicular or pedestrian traffic. All connections between the extension cords and equipment, including, but not limited to tools, machine or additional extension cords, shall be tightly fastened with no exposed electrical contacts.
2. All extension cords shall have and use, a proper electrical grounding pipe. Power tools and/or extension cords used in damp areas shall be plugged into a Ground Fault Circuit Interrupter (GFCI) switches to immediately shutdown when a short to ground is detected.

1.52 **TRAFFIC CONTROL**

1. The Contractors operation shall not interfere with normal traffic or disrupt the traveling public, tenants or Airport employees. The Contractor is required to provide signage for all work on the streets right-of-ways and it shall conform with the Manual of Uniform Traffic Control Devices. All signage cost shall be included in the bid price.

1.53 **PROPERTY DAMAGE**

1. Contractor shall assume all liability for any damage occurring to TAIT property, caused as a result of any service performed. Damage caused by Contractor or Contractors employees in the process of work performed shall be reported to the Airport Representative immediately.
2. Contractor shall be responsible for all repairs resulting from damages. All damages will be inspected and if determined to be the result of services performed, contractor shall make the repair to TAIT's satisfaction. All repairs shall be pre-approved and are at the sole discretion of the Airport Representative. All repairs will be inspected and determined complete by the Airport Representative.

1.54 **CHEMICALS, MATERIALS AND SUPPLIES**

1. All chemicals, materials and supplies used shall comply with Federal, State and Municipal Environmental Protection Agency Standards governing the Health and Safety of humans and pets. All chemicals, materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

1.55 **DISPOSAL OF CHEMICALS, MATERIALS AND SUPPLIES**

1. Contractor shall be responsible for the proper disposal, of all chemicals, materials, supplies, debris, trash, etc., created as a result of the Contractors Services. Contractor shall comply with all applicable laws, rules and regulations in force at the time of disposal. All disposals of materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

1.56 **MATERIAL SAFETY DATA SHEETS**

1. Material Safety Data Sheets for all chemicals, materials and supplies used during the term of this contract shall be supplied to TAIT's Airport Representative immediately upon award of the contract and prior to any application to the work environment.
2. Contractor shall supply updated MSDS sheets to the Airport Representative for pre-approval on any new product, prior to the product introduction to the work environment.

1.57 **CONTRACTOR'S EMPLOYEE UNIFORMS AND IDENTIFICATION**

1. Contractor agrees that Contractor's employees, while on duty shall be neatly attired in a full clean pressed uniform, identifying each employee, with a visible Contractors logo on the shirt. Shirts shall be buttoned and tails tucked in. If hats are worn, hats shall match the uniform and have the same logo as the uniform shirt. No other hat shall be worn while on duty.
2. Contractor shall ensure that employees wear proper and neat-appearing footwear. Contractor shall ensure that all employee uniforms shall be replaced when damaged, with no visible tears, rips or holes.
3. All Contractor employees will wear identification badges approved by the Airport Security.
4. Cost of Contractor's employee badges and uniforms will be the responsibility of the Contractor. Contractor shall provide uniforms within one (1) week of date of hire. No other clothing other than the approved uniform shall be worn after (1) week.
5. Uniforms, color of uniforms, style of uniform, hats, shoes and logo labels shall be pre-approved and are at the sole discretion of the Airport Representative.

1.58 **SMOKE- AND VAPE-FREE ENVIORNMENT**

1. All Airport facilities are smoke- and vape-free environments. Smoking, vaping, and the use of electronic cigarettes or any other electronic nicotine delivery systems (ENDS) are strictly

prohibited within Airport facilities and within Twenty-Five (25) feet of any building entrance or exit. Designated smoking and vaping areas are located outside the Twenty-Five (25)-foot boundary. The Contractor and the Contractor's employees shall comply with all applicable Airport rules, policies, and regulations regarding the Airport's smoke- and vape-free environment.

1.59 **GENERAL PUBLIC SAFETY CONDITIONS**

1. It shall be the sole duty and responsibility of the Contractor, not TAIT, to take all reasonable, necessary and prudent measures to warn the general public of any potentially dangerous conditions at or near any work site where Contractor is engaged in the performance of its obligations under this contract. As used within this paragraph, the term “general public” shall include but not be limited to; all personnel of the Airport, tenants, personnel of Airport tenants, contractors, Airport customers, guest and traveling public.

1.60 **ENERGY CONSERVATION**

1. Contractor and employees shall at all times practice energy conservation. Lights in unoccupied areas should be turned off, except where centrally controlled, unless otherwise instructed.

1.61 **TRAINING**

1. Contractor shall provide ongoing comprehensive training for its employees. All contractor employees shall be trained in methods and materials for general cleaning such as restroom care, carpet care, hard surface floor care, and special area cleaning. The Contractor shall comply with all Federal, State, and Local workplace safety regulations to include all OSHA requirements and employee protections. Training programs shall include, but not be limited to, injury and illness prevention program, workplace safety, safety data sheets, OSHA regulations, and Airport rules and regulations. Initial and recurrent training records shall be provided to TAIT. Training provided to custodial staff under this agreement will be provided monthly to the Airport Representative.
 - a. The Contractor must provide any required Personal Protective Equipment (PPE) to employees and must ensure that all PPE is used and maintained in a sanitary and reliable condition.
 - b. The Contractor must utilize cleaning methodologies and PPE to prevent/minimize cross-contamination.
 - c. The Contractor shall employ employees that are trained in biohazard cleaning and methodology (i.e. needles, blood, etc.).
 - d. The Contractor shall develop, implement, and maintain an operations and maintenance safety plan and job hazard analysis. This plan shall be subject to review and approval by the Airport Representative.
 - e. The Contractor shall provide details of comprehensive training for all employees. Training shall include methods and materials for restroom care, general cleaning, carpet care, hard surface floor care, and special area cleaning as well as spills and

safety in the workplace. Initial, recurrent, and ongoing training records shall be provided to the Airport Representative on a frequency that keeps records up to date.

2.0 METHODS OF OPERATION

2.1 CONTRACTOR REQUIREMENTS

1. The Contractor shall gather all trash and refuse from all containers provided in the interior and exterior areas of the buildings included in the contract and deposit the same in containers provided by the Contractor placed in designated areas (Refer to Exhibit E). The Contractor shall be responsible for the removal of the accumulated refuse from the designated areas. Refuse shall include any and all substances, liquids and solids, which may require removal from any portion of any of the designated service areas.
2. The Contractor shall utilize clean dust mops when dust mopping the floors. The dust mops shall be white in color and treated for the type of floor on which they are being used. At no time, shall there be shaking of dust mops that allow dust, dirt or lint to disperse into any area. Dust mops shall not be cleaned in air handling units, lawn areas, sidewalks, and streets or against any wall, at any time. Any dispersed dust matter shall be cleaned up immediately.
3. Equipment utilized by the Contractor, i.e., vacuums, buffers, extractors, floor finishers, etc., shall be nationally and commercially recognized brands. All equipment must be commercial grade, environmentally safe and shall be pre-approved and is at the sole discretion of the Airport Representative. Contractor shall agree that Contractor and Contractors employees shall not leave carts, equipment and supplies unattended at any time. All carts, equipment and supplies will be placed in designated locked closets when not in use.
4. Materials utilized by the Contractor, i.e., floor finish, sealer, cleaners, etc., shall be nationally commercial recognized brands.
5. All materials must be pre-approved and are at the sole discretion of the Airport Representative. All materials and supplies provided and utilized by the Contractor, including, but not limited to, hand soap, toilet tissue, paper towels, toilet seat covers, deodorants, chemicals, disinfectants, etc., must be pre-approved and are at the sole discretion of Airport Representative.
6. All equipment, tools and supplies, including, but not limited to, machines, brooms, dust mops, buckets, rags, carts, signs, electrical cords, tools or supplies of any kind to be used by Contractor or Contractors employees, shall be kept clean at all times. At the end of each shift, all equipment shall be returned to the Contractor's area. All equipment, tools and supplies shall be wiped with a neutral detergent before returning to the work area. Dirty equipment, tools, and supplies will not be tolerated in TAIT buildings. All equipment, tools and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.
7. All equipment shall be handled in a safe manner and at no time be left unattended. Equipment shall not endanger the traveling public, tenants or TAIT employees to any degree. All mechanical

and other equipment of the Contractor must be stored out of public view in enclosed rooms designated by TAIT for the Contractor's use.

8. All work must be frequent and actively executed, with an adequate balance of supervisors, janitorial staff and equipment; so that all required service areas to be cleaned shall be completed satisfactorily within the appropriate shifts and at the frequency specified in the Contract.
9. The Contractor and Contractor's employees shall report promptly to the Airport Representative any noticed irregularities in any of the areas serviced regarding maintenance repair, including, but not limited to, heating or ventilating equipment, lighting, furniture, broken windows or doors, fixtures, restroom fixtures or equipment, any other condition that may require TAIT's attention for repair, adjustment or replacement or what appears may be a safety issue. Contractor and Contractor's employees are also responsible for immediately reporting any change that would affect areas of cleaning.
10. TAIT may change the use of an area, as conditions require which may eliminate an area from the contract, or may add an area or change the service required in an area. Added or deleted space requiring services by the Contractor shall be calculated as bid by Contractor, under "Unit Bid Prices" on the bid proposal.
11. The Contractor shall be responsible for directing Contractor's employees not to disturb items on desks, book shelves, and file cabinets, in open desk drawers or in files or other cabinets. Contractor's employee shall however be required to feather dust and/or vacuum the tops of desk, book shelves, file cabinets, including, but not limited to, not disturbing personal items, materials or files that may be stacked thereon. Contractor and Contractor's employees shall not use telephones, fax machines, copiers, computers or printers provided for official TAIT office use.
12. The Contractor shall instruct Contractor's employees that no gratuities shall be received and/or solicited or accepted for any reason whatsoever from passengers, tenants, customers or other person using the premises. Personnel violating this instruction shall be subject to the discontinuance of employment at the Airport as deemed necessary and at the sole discretion of the Airport Representative.

2.2 EQUIPMENT FOR HIGH AND HARD TO CLEAN AREAS

1. The Contractor shall provide the necessary proper equipment equivalent to, or better than, including, but not limited to, scaffolding, scissor lift, bucket lift and snorkel lift. This scaffolding, scissor lift, bucket lift and snorkel lift should be capable of servicing, including, but not limited to; the ceiling light fixtures, high vents, ceilings, walls, high fixtures, columns, skylights, high windows and ledges in the interior or exterior areas of the Airline Terminal and/or in any TAIT building covered under this contract.
2. The Contractor shall erect and disassemble the scaffolding and or store the scissor lift; bucket lift and snorkel lift at Contractor's sole cost and expense. The Contractor agrees to assume any and all liability arising from the use of any such scaffolding, scissor lift, bucket lift and snorkel lift. While in use by Contractor, the area must be secured in a safe manner, this should include but is not limited to: the use of, safety cones, rope, tape, barricades, barrels and signage. All Airport Safety

Rules and Regulations shall be followed. All equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.3 **SERVICE CALLS**

1. Service calls consist of providing labor and materials to perform miscellaneous cleaning tasks, in addition to routine work, which are required for health, safety or sanitation purposes. Service Calls will usually be of an immediate nature but are not necessarily true emergencies. Response time by the Contractor shall be determined by the Airport Representative. Service calls include but are not limited to, such items as: cleaning up spills, broken glass, muddy or wet entrances, vacated office debris, restroom overflows, accidents, mishaps, floods and blood borne pathogen services.
2. Upon receipt of a Service Call, the Contractor shall divert such part of the work force, as necessary, from performing routine work to perform the Service Call work. When these employees are no longer needed to perform the Service Call work, they shall return to their routine work assignments. No additional payment shall be made to the Contractor for diversion of employees from routine work and the Contractor shall not be penalized for the delay in performing scheduled routine work. All Service Calls shall be pre-approved and are at the sole discretion of the Airport Representative.

2.4 **ELEVATOR CLEANING**

1. The cleaning of the elevators shall be accomplished during periods of minimum use; however, elevators shall be policed frequently throughout the busy hours during the day, each shift, to remove any trash or debris, cleaning any excessive spillage, spotting glass or stainless, etc.
2. The cleaning of elevators shall mean the entire enclosure, interior and exterior. Cleaning includes but is not limited to; wipe clean the interior and exterior, clean light fixtures, vacuum carpet, spot clean carpet, extract carpet, clean, mop and wax tile floors, buff floors, clean corners, edges and ledges, clean elevator door tracks, clean and polish stainless steel, interior and exterior glass. Contractors proposed elevator cleaning schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

2.5 **ESCALATOR CLEANING**

1. The cleaning of the escalators shall be accomplished during periods of minimum use; however, escalators shall be policed frequently throughout the busy hours during the day, during each shift, to remove any trash or debris, cleaning any excessive spillage, etc. The cleaning of escalators shall mean the entire enclosure.
2. Cleaning includes, but is not limited to; stair treads, stair risers, handrails, handrail dust, landings, stainless steel siding inside and outside of enclosure. The Contractor shall be required to mechanically clean the escalator stairs and risers on a regular weekly schedule. An Escalator Cleaning Machine, with enclosed vacuum, that cleans stair treads and risers shall be used weekly and scheduled appropriately for each escalator. The Escalator Cleaner should have non-marking rubber wheels with replaceable polishing pads. Contractors proposed escalator cleaning schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

2.6 **STAIRWAY CLEANING**

1. The cleaning of stairways shall be accomplished during periods of minimum use; however, stairways shall be policed frequently throughout the busy hours during the day, during each shift. Cleaning shall include but is not limited to; removal of trash and debris, cleaning of all spillage, spot cleaning, sweeping, mopping, etc.
2. Cleaning the stairways shall mean the inside and outside of enclosure, sides, ceiling, light fixtures, handrails, landings and steps will be swept, cleaned and mopped. Aluminum handrails with glass panels will be cleaned. All glass shall be spot cleaned daily on each shift. Contractors proposed stairway cleaning schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

2.7 **FLOOR MAINTENANCE**

1. Floor care shall be scheduled appropriately for each area per the specifications of the Contract. Floor maintenance shall include but is not limited to; extracting, shampooing, spot cleaning, dust mopping, wet mopping, scrubbing, buffing, stripping, sealing, or finishing of any floor surface to be accomplished during any scheduled work shift. All floor surfaces shall be maintained to the specifications of the contract and meet the expectation of the Airport Representative at all times. Contractors proposed floor care maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

2.8 **TREATMENT OF TERRAZZO FLOORS**

1. Pre-Security terrazzo floors shall be dust mopped at a minimum of one (1) time each shift with entrances and exits monitored throughout each shift, removing any trash, dirt, dust and debris. Floors shall be spot wet mopped throughout each shift. All Terrazzo floors shall be automatic scrubbed in their entirety, one (1) time each day utilizing a neutral cleaner (F.A.S.T or the equivalent). All Terrazzo floors shall be buffed one (1) time, every other day, removing all soil, gum and scuff marks in their entirety. All floor mats shall be vacuumed at a minimum of one (1) time each day with floor mats monitored closely each shift, vacuuming throughout each shift when necessary to maintain clean, soil free floor mats. A daily floor cleaning maintenance schedule is required. Contractors proposed pre-security terrazzo floor cleaning maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.
8. Post Security terrazzo floors shall be dust mopped a minimum of one (1) time each shift with entrances and exits monitored throughout each shift, removing any trash, dirt, dust and debris. Floors shall be spot, wet mopped throughout each shift. All Terrazzo floors shall be automatic scrubbed in their entirety, one (1) time every other day utilizing a neutral cleaner (F.A.S.T or the equivalent). All Terrazzo floors shall be buffed two (2) times each week, removing all soil, gum and scuff marks in their entirety. All floor mats shall be vacuumed at a minimum of one (1) time each day with floor mats monitored closely each shift, vacuuming throughout each shift when necessary to maintain clean, soil free floor mats. A daily floor cleaning maintenance schedule is

required. Contractors proposed post-security terrazzo floor cleaning maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

9. Stripping Terrazzo Floors shall be completed by thoroughly stripping the floor with Johnson Pro Strip stripper (or the equivalent of) and water utilizing a Black 3M Stripper Pad (or the equivalent of), cutting the entire finish and sealer from the floor completely down to bare terrazzo. Stripper and water shall be removed and disposed of properly and disposal is at the sole discretion of the Airport Representative. Terrazzo floor shall be thoroughly rinsed to remove any and all residue before applying any finish.
10. Floor sealer shall be applied by utilizing Johnson Plaza Sealer (or the equivalent of). Floor sealer shall be applied with a string mop or floor sealer applicator. Two (2) coats of sealer shall be applied to the newer Terrazzo floors and four (4) coats of sealer shall be applied to the older Terrazzo floors. Manufacture recommended drying time shall be allowed between each application. When placing floor sealer on any floor, Contractor shall stay a minimum of four (4) inches from walls and fixed objects, applying floor sealer with a flat mop or by hand. Precaution shall be taken by the Contractor to protect all fixed objects, glass, stainless, cove base, walls, etc. from any spillage or splatter. All excess spilled or splattered floor sealer shall be removed immediately from fixed objects, glass, stainless, cove base, walls, etc.
11. Floor finish shall be applied by utilizing Johnson Premia Floor Finish (or the equivalent of). Floor finish shall be applied with a string mop or floor finish applicator. Ten (10) to twelve (12) medium coats of floor finish shall be applied to all Terrazzo floors. Manufacture recommended drying time shall be allowed between each application. When placing floor finish on any floor, Contractor shall stay a minimum of four (4) inches from walls and fixed objects, applying floor finish with a flat mop or by hand. Precaution shall be taken by the Contractor to protect all fixed objects, glass, stainless, cove base, wall, etc. from any spillage or splatter. All excess spilled or splattered floor finish shall be removed immediately from fixed objects, glass, stainless, cove base, walls, etc.
12. Re-Coating Terrazzo Floors shall be completed by thoroughly dust mopping, automatic scrubbing the floors in their entirety, utilizing a general purpose cleaner, cutting enough of the finish from the floor to remove all soil, scuffmarks and dead wax, then applying two (2) to four (4) coats of floor finish. Terrazzo floors shall be thoroughly rinsed to remove any and all residue before applying any floor finish.
13. Contractors proposed Treatment of Terrazzo Floors maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.
14. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative.
15. If the Advance Affinity X20R REV – Random Orbital Floor Scrubber (or the equivalent of) along with the Surface Preparation Machine (or the equivalent of) is utilized instead of traditional floor stripping, the machine shall be utilized to cut the entire finish and sealer from the floor completely down to bare terrazzo. Stripper and water shall be utilized to complete any area the machines cannot reach. The stripper and water shall be removed and disposed of properly and disposal is at

the sole discretion of the Airport Representative. The terrazzo floor shall be thoroughly rinsed to remove any and all residue before applying any finish.

16. All Terrazzo Floor procedures shall be pre-approved and is at the sole discretion of the Airport Representative.

2.9 CLEANING OF GLASS PANELS AND ALUMINUM RAILINGS

1. Products and materials used for cleaning of glass panels and aluminum railings throughout the building shall be pre-approved and are at the sole discretion of the Airport Representative. Contractor shall use caution and never apply materials that would be considered abrasive.
2. All aluminum railings must be cleaned by hand, keeping them free from dust, dirt and other accumulations. The aluminum railings next to the floor must be cleaned by hand, keeping them free from dust and dirt, floor sealer and finish and/or other accumulations. Floors on open side of panels and railings must be vacuumed with small vacuum and scrubbed by hand since they are not accessible to dust mops, scrub machines, buffers, etc.

2.10 FLOOR SWEEPING

1. The floors shall be swept clean so that no dirt or dust streaks are left and all dust and dirt shall be removed. No dirt or dust shall be left in the corners, behind or under furniture, behind doors or on stair treads and risers. Sweeping shall be completed with brooms, vacuums, micro fiber dust mop and/or cotton dust mops in such a manner that no dirt or dust is raised. In areas where no dirt or dust can be tolerated, vacuum cleaners, cotton sweeping mops, oil free treated mops, or oil free sweeping compound and brooms shall be used. No dirt or dust shall be raised at any time. Shaking dust mops in the building will not be tolerated. Dirty floor sweeping equipment shall not be utilized in any Airport facility.
2. Straw brooms may be used only in sweeping exterior surfaces. All furniture and other equipment moved during the sweeping process shall be replaced at the completion of work on a daily basis. Baseboards, doors, walls, furniture and equipment shall not be disfigured or damaged by being struck with the sweeping broom, mop, vacuum or equipment. Electric carts used for sweeping shall be driven with caution and at a slow speed. Electric carts shall be equipped with rubber corner protection at all times. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative.

2.11 MOPPING

1. Floors shall be mopped with string or micro fiber mop to remove dirt, dust and stains that cannot be removed by floor sweeping. A putty knife or scraper shall be used to de-gum or remove other substances from the floors while sweeping or mopping. All purpose and/or general cleaning solutions shall be used as agents to remove the dirt, dust and stains. Floors shall be rinsed clean as to remove cleaning product residue and any dingy or cloudy appearance. Floors shall be dried after mopping to prevent any standing water or damp floors.

2. Mop water splashed on baseboards, doors, furniture, equipment, etc., shall be removed immediately. Terrazzo, glazed tile, and ceramic floors shall be mopped daily. Special care shall be used in mopping stairs to prevent water from dripping over the end of treads onto wall surfaces. The end of treads and walls shall be cleaned immediately if any dripping occurs. All areas of work must be roped off for safety, including the use of safety cones, as the Contractor is responsible for following all Airport Safety Rules and Regulations.

2.12 **SCRUBBING**

1. Scrubbing shall be completed as specified with an all purpose and/or general-purpose cleaner when mopping cannot clean a floor. A scouring powder product may be used on very dirty quarry tile, ceramic tile or terrazzo floors with pre-approval from the Airport Representative. Water and/or scrubbing solutions shall not be allowed to stand on floors longer than necessary to complete the cleaning job, at which time dirty water shall be picked up with a scrubber, or wet and dry vacuum and the floor shall be rinsed clean until free of all cleaning solutions when dry.

2.13 **MACHINE SCRUBBING**

1. Machine scrubbing of Terrazzo and/or Tile floors shall be accomplished with the use of an automatic scrubber. Machine scrubbing shall be completed as specified with an all-purpose and/or general-purpose cleaning solution. Solutions shall be put down, floor scrubbed, and dirty water removed. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.14 **FINISH OF OTHER THAN TERRAZZO FLOORS**

1. Floor finish shall be completed per the specification of the Contract. Daily floor maintenance is required. All floor areas to receive finish shall be finished with slip-resistant, pre-approved finish. These floors are, including, but not limited to; resilient, wood, concrete, etc. The finish shall be applied to the floor surfaces with approved applicator once the floor surface has been thoroughly cleaned by mopping and/or scrubbing and is dry.
2. The application of excessive amounts of finish shall be avoided, and build-up of finish shall not be permitted. Sufficient finish shall be used to fully protect the floor surface and present a neat, well-kept appearance. Additional floor finish may be necessary in heavy traffic areas, such as in doorways, walkways, corridors, or in heavy work areas to keep the floors fully protected. In floor areas where re-coating and/or sealer and floor finish is necessary please refer to and follow the procedure of (Method of Operation, Treatment of Terrazzo Floors, 2.8).
3. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement shall be deducted from the Contractor's monthly statement for the items not reported, repaired or replaced to the satisfaction of the Airport Representative.
4. Contractors proposed Finish of Other Than Terrazzo Floors schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.

2.15 **BUFFING**

1. All floor finish shall be thoroughly dry, a minimum of twenty-four (24) hours prior to buffing and/or follow the Manufactures Recommendation. Buffing shall be utilized only enough to bring the floor surface to a desired uniform luster. Woodwork, baseboards and furniture shall not be marred or discolored by the buffing equipment or the materials used. Movable furniture, fixtures, equipment, including desks, tables, and business machines on rollers, shall be moved during buffing operations and then replaced.
2. Precaution shall be taken by the Contractor to protect all fixed objects, glass, stainless, cove base, wall, etc. from any splatter. All excess splatters shall be removed immediately from fixed objects, glass, stainless, cove base, walls, etc. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.16 **SPRAY BUFFING**

1. Spray Buffing shall be accomplished by pre-cleaning the area with a cotton or microfiber dust mop, wet mop and/or scrubbing as necessary to remove soil prior to the spray-buff operation. An approved solution shall be utilized, working the solution onto the floor until dry. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.17 **SHAMPOOING/DRY FOAM**

1. Contractor shall provide dry foam shampooing equipment for all carpeted areas. Manufacturers recommended equipment cleaning method and cleaning solution shall be utilized. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.18 **SHAMPOOING/STEAM CLEANING**

1. Contractor shall provide steam cleaning equipment for all carpeted areas. Manufacturers recommended equipment cleaning method and cleaning solution shall be utilized. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.19 **POWER VACUUMING**

1. Power vacuuming requires a machine of the type that includes strong suction with a revolving brush and agitator. The motor-drive brush and beater not only remove surface litter, but it opens the pile surface for better cleaning of deeply imbedded soil and helps keep the pile upright, particularly in heavily traveled areas. Enviro-Clean Commercial Upright Vacuum (or equal to). Vacuuming of all carpet is required per the specification of the contract. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.20 LIGHT FIXTURE CLEANING

1. The cleaning of light fixtures shall be accomplished by washing them with an anti-static solution, rinsed and air dried, inside and outside. Contractor is responsible for following all Airport Safety Rules and Regulations.

2.21 POLICING SERVICES

1. All trash receptacles and ash receptacles shall be emptied, washed, wiped clean, dry polished and spot cleaned daily. Trash receptacles interior and exterior shall be cleaned thoroughly once a month. Ash receptacles interior and exterior shall be cleaned thoroughly and sand replaced once a month. All chair surfaces shall be wiped clean, dry polished, stainless polished and spot cleaned and/or extracted on a frequent daily basis.
2. All litter shall be removed from public areas, including, but not limited to; floors, chairs, carousels, booths, cabinets, displays, tables, desks, furniture, etc. on a frequent daily basis. All gum, tar, and other foreign matter shall be removed from all floors and fixtures during each shift on a frequent daily basis. Heavy traffic areas shall be dust mopped frequently to maintain a neat and clean appearance. A cotton string mop and/or microfiber mop shall be used to remove spillage as necessary. All floor types shall receive total floor care maintenance as described within the specifications.
3. All public space restrooms shall be frequently policed throughout each shift (a minimum of every one (1) hour). Restroom supplies shall be checked (a minimum of every two (2) hours) throughout each shift and supplied as necessary. All office, tenant and common space restrooms shall be policed and supplied three (3) times each day.
4. All restrooms shall receive heavy cleaning (including and utilizing a Kaivac machine) from 12:00 midnight to 3:30 a.m. All restroom fixtures shall be disinfected, damp wiped and polished on a frequent daily basis, each shift, to maintain neat and clean fixtures. All restroom furniture shall be thoroughly cleaned, disinfected and repositioned to original position. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.22 PICTURE COLLECTION

1. Special care shall be taken when cleaning the glass covered Airport picture collections. Special care shall be taken so that no liquid, water or cleaning solution is allowed to penetrate the edges of the glass covers, damaging the pictures. Squeegees, (the type utilized in the cleaning of regular window glass) shall not be used due to the fact that may allow liquid, water or cleaning solution to penetrate and damage the pictures. Approved method and cleaning products shall be utilized to clean the glass, all partitions and the frames of the partitions. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.23 DISPENSING MACHINE AREAS

1. The floors and walls around and adjacent to the dispensing machines in all parts of the building will be kept free from trash, debris, dirt, dust, spillage and mopped daily. TAIT vending machines including, but not limited to, newspaper stands, E Ticket Machines and displays shall be cleaned as part of the policing operation. This provision does not include the cleaning of non TAIT vendor canteen machines, promotion company displays and selected organization loaned displays.

2.24 INBOUND BAGGAGE CARROUSELS AND CONVEYOR ENCLOSURES

1. The Contractor shall be responsible for the cleaning of the Inbound Baggage Carrouseles entire exterior including, but not limited to, tops, sides, joints, edges, carpet and stainless; removing including, but not limited to, stickers, tags, debris, spillage, dirt and dust on a frequent daily basis, each shift, to maintain neat and clean carrouseles. The carpeted portion of the carrouseles shall be maintained as specified in this contract for carpeted areas. The hard rubber base of the carrouseles shall be maintained as specified in this contract for hard rubber baseboards. No one is to ever walk on any moving portion of the baggage carrousel.
2. The Contractor is responsible for the cleaning of the Inbound Baggage Conveyor Enclosures entire interior and exterior stainless and glass including, but not limited to, tops, sides, joints, edges, stainless and glass (etched included), removing including, but not limited to, stickers, tags, debris, spillage, dirt and dust. Exterior is cleaned on a frequent daily basis, each shift, to maintain neat and clean baggage conveyor enclosures. Interior is cleaned once a month to maintain neat and clean baggage conveyor enclosures. Interior cleaning requires baggage conveyor employee assistance and shall be pre-approved and is at the sole discretion of the Airport Representative. The Inbound Conveyor Enclosures are located on the A and B bridges leading to the Baggage Claim Areas.
3. The Inbound Baggage Carrouseles shall be cleaned on a daily basis, to present a clean, neat and shiny appearance at all times. The exterior of the Inbound Baggage Conveyor Enclosures shall be on a daily basis, to present a clean, neat and shiny appearance at all times. The interior of the Inbound Baggage Conveyor Enclosures shall be cleaned once a month, to present a clean, neat and shiny appearance.
4. At TAIT approved, Baggage Conveyor Maintenance Mechanic will assist in the closing of the Conveyor Enclosure for the required cleaning schedule. The Conveyor Enclosure cleaning scheduled shall be pre-approved and is at the sole discretion of the Airport Representative.
5. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.25 OUTBOUND BAGGAGE CARROUSELS

1. The Contractor is responsible for the cleaning of the Outbound Baggage Carrouseles entire exterior including, but not limited to, all painted plywood areas, tops, sides, joints, edges, carpet, stainless;

removing including, but not limited to, stickers, tags, debris, spillage, dirt and dust once a day, to maintain neat and clean carrousel. Stainless steel portions of the baggage carrousel shall be cleaned with approved product to present a clean, neat and shiny appearance at all times. The hard rubber base of the carrousel shall be cleaned like all other hard rubber baseboards.

2. No one is to ever walk on any moving portion of the baggage carrousel. The carpeted portion of the baggage carrousel shall be maintained as specified in this contract for carpeted areas. The hard rubber base of the baggage carrousel shall be maintained as specified in this contract for hard rubber baseboards. No one is to ever walk on any moving portion of the carrousel.
3. The Outbound Baggage Carrousel shall be cleaned once a daily basis, to present a clean, neat and shiny appearance at all times.
4. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractor's employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.26 DISPLAY CASES

1. All display cases located on TAIT Property described in the specifications and/or at any time during the contract, designated by the Airport Representative as a part of the contract, shall be cleaned at the frequency required. The Contractor is responsible for the cleaning of the entire exterior of display cases including, but not limited to, all tops, sides, joints, edges, carpet, stainless, glass; removing including, but not limited to, stickers, tags, debris, spillage, dirt and dust on a daily basis, each shift, to maintain neat and clean display cases.
2. Display Cases shall be cleaned with approved product to present a clean, neat and shiny appearance at all times. Removal of including, but not limited to, paper, trash debris, dirt and dust in, on and around display cases is required. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.27 TRASH AND ASH RECEPTACLES

1. All trash and ash receptacles shall be emptied, washed, wiped clean, dry polished and spot cleaned daily. Trash receptacles interior and exterior shall be cleaned thoroughly once a month. Ash receptacles interior and exterior shall be cleaned thoroughly and sand replaced (when required) once a month. Contractor shall furnish sand for the ash receptacles (when required). Sand must be added when it becomes low and changed once a month (when required).

2.28 CARPET VACUUM AND SPOT CLEANING

1. Carpets shall be thoroughly vacuumed without damaging the nap of the carpet. The vacuum should be an Environ-Clean Commercial upright vacuum, or acceptable alternate. Carpet requires power vacuuming (Refer to Method of Operation, Power Vacuuming -Item #2.19). Vacuuming of all carpet is required per specification of the Contract.

2. Carpet spot cleaning and stain removal shall be accomplished, immediately, at the time the spill or spot is reported and/or discovered. Spot cleaning and extracting including, but not limited to, spills spots, dirt or debris from carpets shall include the immediate attention of the Contractor when any spill or spot occurs on any carpeted area, during each shift. The Contractor shall rope off the area, pick up any spill, dirt or debris and spot clean immediately during the shift in which the report or discovery occurs. Contractor agrees that spot cleaning of all carpet shall be accomplished during same work shift in which the soil occurs then schedule the treated area for a follow up deep cleaning between 12:00 midnight and 4:00 a.m. during less occupied hours.
3. Deep cleaning is restoring the carpet's appearance without damaging the nap, by extracting spills, soil, dirt, dust and substances that can damage the carpet. Caution should be used to avoid over wetting. All treated carpet shall be dried as soon as possible. Carpet fans shall be placed on extracted carpet to promote faster drying time. Barricades, safety cones, rope, caution and wet floor signs shall be used at all times during the cleaning process. All gum spots shall be treated and cleaned on a daily basis. A daily carpet vacuum and spot cleaning maintenance schedule is required. Contractors proposed carpet vacuum and spot cleaning maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.
4. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.29 **WET/DRY VACUUM CLEANING**

1. Many areas in the building are not accessible to dust mops and/or brooms. A wet/dry vacuum is needed on a regular basis. Portable vacuums, with attachments shall be made available to clean such areas.

2.30 **STEAM CLEANING**

1. All outside entrances, exits, covered exterior areas and walks shall be steam cleaned. The steam cleaner shall be a high-pressure washer and have a storage tank water supply. All areas must be secured for including, but not limited to, the use of safety cones, rope, tape, barricades, barrels and signage. The Contractor is responsible for following all Airport Safety Rules and Regulations. Contractors proposed steam cleaning maintenance schedule and procedure shall be pre-approved and is at the sole discretion of the Airport Representative.
2. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractors employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.31 **WALL, PARTITION AND WOODWORK CLEANING**

1. Walls, partitions and woodwork surfaces composed of including, but not limited to, vitreous materials, vinyl fabric, wallpaper, wood, paint or enamel shall be washed and spot cleaned to remove accumulations of including, but not limited to, soil, dirt, dust, debris, stickers, gum, grease, foreign objects and marks.
2. Walls, partitions and woodwork surfaces composed of including, but not limited to, vitreous materials, vinyl fabric, wallpaper, wood, wainscoting, woodwork, paint or enamel which are not washable shall be vacuumed, dusted and spot cleaned to remove accumulations of including, but not limited to, soil, dirt, dust, debris, gum, grease, foreign objects and marks.
3. All wall registers and grills shall be kept clean from dirt, dust, debris, stickers, gum, grease, foreign objects and marks. Contractor shall remove all graffiti from walls, partitions and woodwork. Contractor shall consult with the Airport Representative prior to cleaning any area that would appear to be questionable for damaging any wall surface, partition or woodwork surface.
4. Contractor shall be responsible for reporting, repairing and/or replacing any damaged item caused by the Contractor or Contractor's employees. Payment for the repair or replacement will be deducted from the Contractor's monthly statement for the items that are not reported, repaired or replaced to the satisfaction of the Airport Representative. All materials, equipment and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.32 FURNITURE CLEANING

1. All furniture shall be cleaned to remove all including, but not limited to, soil, dirt, dust, debris, stickers, gum, grease, foreign objects and marks. Furniture shall include, but is not limited to, desks, tables, chairs, divans, file cabinets, book shelves, cabinets. This includes furniture in all offices, tenant and public use areas included in the cleaning schedule. All furniture shall be cleaned as per the specification of the contract.

2.33 INTERIOR GLASS CLEANING

1. All interior glass including, but not limited to, glass partitions, glass doors, transoms, glass draft shields, mirrors and windows shall be cleaned to present a neat, clean appearance having all soil, dirt, dust, debris, stickers, gum, grease, foreign objects, marks, handprints and smudges removed.

2.34 WINDOW CLEANING

1. All interior and exterior window glass shall be cleaned to present a neat, clean appearance having all, including, but not limited to, soil, dirt, dust, debris, stickers, gum, grease, foreign objects, marks, handprints and smudges removed. All paint droppings, bird droppings or smears shall be removed from both interior and exterior window glass.
2. Steel wool shall not be used, but razor blades or broad knives are permissible. Both interior and exterior surfaces of glass shall be washed to remove all traces of film, smudge, dirt and other foreign matter. (This includes all exterior high window glass including, but not limited to, skylights and clerestory in the Airline terminal building and all other TAIT buildings).

3. In the event it is found to be physically impossible to remove stains from any particular glass pane, the matter shall be called to the attention of the Airport Representative so arrangements can be made for the possible replacement of the glass if deemed necessary.

2.35 BRONZE SCULPTURE AND BASE CLEANING

1. All bronze sculptures shall be dusted with dry, soft, clean cloth only. Marble bases shall be dusted with the same type of cloth, and damp wiped to remove fingerprints, soil, dirt, dust, debris, stickers, gum, grease, foreign objects, marks, hand prints and smudges. Caution shall be utilized at all times concerning the cleaning of all display cases, picture collections, especially with the bronze gold leaf sculptures and artifacts. Harsh chemicals shall not be utilized at any time. Contractor shall be responsible for any and all damage. All material and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.36 BLINDS AND SHADES CLEANING

1. Blinds and shades shall be cleaned to remove all dust, dirt, stain, soil and smudges. Care will be exercised to prevent staining to the tapes or cords and or bending of blinds during the cleaning operation. Auto shades in the ticketing area begin eight feet from the floor and extend vertically to the ceiling and extend the full horizontal length of the glass wall of this area. All new or replaced blinds and shades added to any Airport Property shall be included in the cleaning process.

2.37 DUSTING

1. All dust shall be removed daily from every exposed surface, this shall include, but is not limited to, furniture, windowsills, baseboards, woodwork, shelves, fire extinguishers, railings, ledges, columns, pictures, wall hangings, clocks etc.
2. In office areas it shall be the responsibility of the Contractor to clean the portions of the office furniture including, but not limited to, desktops, tables, chairs, bookcases, computer cabinets and file cabinets that are accessible for cleaning, not rearranging, moving papers or personal items. When necessary, furniture shall be vacuumed to remove dirt and dust to maintain clean and neat appearance at all times.

2.38 ENTRANCE AND EXIT CLEANING

1. All designated walks at entrances and exits shall be thoroughly cleaned nightly and policing service shall be included during all shifts on a frequent basis. All floor matting will be kept clean and vacuumed. During inclement weather, entrances and exits will require frequent monitoring to assure removal of rain, mud and moisture from ice, sleet and snow and/or ice, sleet and snow treatment residue. The building's interior floor surfaces at all entrances and exits shall be kept dry from rain, mud, ice, sleet and snow that have been tracked in during inclement weather.
2. When an Ice Melt Product is utilized to melt ice, sleet or snow from the exterior of the buildings, the Contractor will clean the exterior entrances and exits as well as the interior floors, to remove any residue. Ice Melt Products can cause surfaces to be slick and dangerous to the public. These same products might be harmful to terrazzo and/or other floor types and should be removed often from the interior floor surfaces of the building. When temperatures are above freezing the exterior

entrances and exits shall be power washed after each ice, sleet and/or snow treatment and periodically to remove all soil, dirt, dust, debris, stickers, gum, grease, marks, foreign objects and stains. All materials, supplies and schedules shall be pre-approved and are at the sole discretion of the Airport Representative.

2.39 WORK HOURS OF SUPERVISION

1. All work performed by the Contractor shall be done in a manner satisfactory to TAIT. The work performed shall be scheduled and pre-approved and is at the sole discretion of the Airport Representative. The contractor shall provide twenty-four (24) hour supervision to ensure competent performance of the work. The Contractor, Contractor's manager and/or the assigned supervisor, shall make sufficient daily inspections to ensure that the work is performed as required by the contract.
2. The last day of each week, a written report of these inspections will be provided to the Airport Representative. This written report should contain any pertinent information concerning the daily inspections, and work performed and not performed for the week. The Contractor, Contractor's Manager and/or assigned supervisor shall inspect each work area, at least four (4) times during each eight (8) hour shift.
3. The Contractor, Contractor's manager and/or supervisor must always remain on Airport property during the assigned shift and will be required to carry a cellular phone, furnished by the Contractor. The contractor will furnish the cellular phone number of the Manager and each supervisor to the Airport Representative.

2.40 CUSTODIAL ACTIVITY SCHEDULE

1. Contractor shall maintain a weekly schedule of all custodial activities to be accomplished for the week, by each shift including, but not limited to, duties to be performed, location of work, shifts, and name of employees including the name of supervisor checking each shift. This list should contain any pertinent information concerning the work activities for the week. A supervisor signed and dated copy of this weekly schedule will be presented on the first of each week to the Airport Representative. All schedules shall be pre-approved and are at the sole discretion of the Airport Representative.

2.41 WATER CLOSETS CLEANING

1. The inside and outside surfaces of water closets, tanks and seats shall be cleaned to remove all soil, rust, stain, water sediment and odors. Cleaning should include all inner and outer surfaces including all hardware, top and bottom of seats, bumpers, hinges, sides, rims and hold-down bolts. Disinfectants shall be utilized each day, during each shift, on all areas and parts of the water closets. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.42 **URINAL CLEANING**

1. The inside and outside surfaces of urinals shall be cleaned to remove all soil, rust, stain, water sediment and odors. Cleaning should include all inner and outer surfaces including all hardware, top, bottom, sides, inside, edges and rims. Disinfectants shall be utilized each day, during each shift on all areas and parts of the urinals. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.43 **STOOL CLEANING**

1. Stools/Washbowls shall be cleaned to remove all soil, rust, stain, water sediment and odors. Cleaning should include all inner and outer surfaces including all hardware, top, bottom, sides, inside, edges and rims. Disinfectants shall be utilized each day, during each shift on all areas and parts of the washbowls. Faucets shall be cleaned to remove all soil, rust, stain and water sediment. No abrasives of any kind shall be applied to faucets. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.44 **DRINKING FOUNTAIN CLEANING**

1. Drinking fountains shall be cleaned to remove accumulation of soil, rust, stain, debris, foreign objects and water sediment. Disinfectants shall be used each day on all areas and parts of the drinking fountains. The wall and floor around the drinking fountain will be free of spots and watermarks. No abrasives of any kind shall be applied to drinking fountains. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.45 **RESTROOM FLOOR CLEANING**

1. Restroom floors shall be cleaned thoroughly, mopped and rinsed free from cleaning solution once each day then monitored and spot mopped on every shift during each scheduled restroom visit. In no instance shall a hose of running or stream of water be used to wash floors. Restroom interiors shall be cleaned once a day then monitored and spot cleaned frequently, on every shift during each scheduled restroom visit. The interior cleaning shall include but is not limited to walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, and stainless.
2. All surface accumulations of soil, dirt, dust, debris, stickers, gum, grease, foreign objects, fingerprints, handprints and smudges or other defacing marks shall be cleaned and/or removed. Once each day a disinfectant shall be thoroughly used on all fixtures, floors, partitions, counters, walls and furniture to protect against germs, bacteria, fungus, herpes, influenza, microbes and odors then monitored on every shift during each scheduled restroom visit applying additional disinfectant.
2. Contractor should provide a clean, fresh, environmentally safe and sanitary restroom. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.46 RESTROOM SERVICE SCHEDULE

1. A daily schedule of service visits to each restroom indicating assigned employee, time schedule and duties performed will be maintained. Daily supervision inspections shall also be indicated by time and signature. A written copy of the daily restroom service schedule will be included with the written weekly schedule report as described in Methods of Operation-Schedule.

2.47 CARE OF DISPENSERS

1. All dispensers including, but not limited to, paper towel, toilet paper, seat protector, trash container, baby changer and soap dispensers shall be cleaned and refilled daily, each day, on every shift, as necessary, during each scheduled restroom visit per the specifications of the Contract. Product for dispensers supplied by a customer for the restroom will be cleaned and restocked each day, on each shift, as necessary, during each scheduled restroom visit per the specifications of the Contract. All dispensers shall be dusted out and cleaned internally at time of product replacement.
2. Containers for the disposal of sanitary napkins shall be cleaned with disinfectants once each day thoroughly, spot cleaned and disinfected each time liner is changed each day, each shift. Contractor shall supply a waxed paper liner designed for the sanitary napkin disposal and change the liner as often as necessary each day, every shift. The waxed paper liner shall “NOT” hang over the outside of the disposal at any time.
3. All dispensers, material and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.48 PLAY AREA CLEANING

1. Play Areas shall be cleaned thoroughly once each day, then monitored and spot cleaned frequently each day, each shift. Play Area interior and exterior cleaning shall include but is not limited to, walls, ceilings, floors, fixtures, steps, slides, counters, furniture, trees, edges, and animals. All surface accumulations of soil, dirt, dust, debris, stickers, gum, grease, foreign objects, fingerprints, handprints and smudges or other defacing marks shall be cleaned frequently and removed.
2. Floor covering shall be cleaned and monitored on a daily basis, each shift. Once each day a disinfectant shall be thoroughly utilized on all areas of the play area to help protect against germs, bacteria, fungus, herpes, influenza, microbes and odors, then monitored frequently each day, each shift, spot cleaning and applying additional disinfectant when necessary. Contractor should provide a clean, fresh, environmentally safe and sanitary play area. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.49 PET RELIEF AREAS

1. The Airport maintains both indoor and outdoor Pet Relief Areas for the convenience of passengers traveling with service animals and pets. The Contractor shall be responsible for the cleaning, sanitizing, stocking, inspection, and general maintenance of these areas. The Contractor shall, at a minimum, perform the following:

- Inspect each Pet Relief Area throughout the day in accordance with the approved cleaning schedule and provide additional service as needed.
- Remove all animal waste, litter, debris, and other contaminants immediately upon discovery or notification.
- Clean and disinfect all flooring, artificial turf, fixtures, walls, drains, receptacles, and surrounding surfaces using Airport-approved cleaning and disinfecting products.
- Eliminate odors by utilizing appropriate deodorizing and sanitizing products to maintain a clean and pleasant environment.
- Empty waste receptacles as needed and replace liners to prevent overflow.
- Maintain an adequate supply of pet waste bags, disposal liners, and any other Airport-provided consumable items.
- Clean and sanitize all pet waste disposal stations and associated equipment.
- Promptly report any damaged equipment, plumbing issues, drainage problems, or unsafe conditions to the Airport Representative.
- Ensure the areas remain clean, sanitary, odor-free, and fully operational at all times.
- The Contractor shall provide additional cleanings whenever conditions warrant, including periods of high passenger traffic or upon request by the Airport. Failure to properly maintain the Pet Relief Areas may result in corrective action in accordance with the Contract.

2.50 **POLISHING METAL**

1. Polishing metal includes, but not limited to, metal push plates, kick plates, name plates, doorknobs, escutcheons, fire extinguisher cases, sign frames, and other fixtures shall be polished on a daily basis, as necessary to present a neat, clean and shiny appearance. Polishing materials shall be used with care so that the finish of metal fixtures and adjacent surfaces will not be damaged. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.51 **COURTESY BOOTHS, INFORMATION DESKS, FID SYSTEM, RENT-A-CAR BOOTH ENCLOSURES, RESTROOM ENCLOSURES, STANCHIONS, PAPER STANDS, SIGN HOLDERS, ELEVATOR AND ESCALATOR SIGNAGE AND AIRPORT OWNED DISPLAYS**

1. All area surfaces, including, but not limited to, wood, metal, plastic, chrome, paint, glass, rubber, stainless marble and formica shall be cleaned daily to remove soil, dirt, dust, debris, stickers, gum, grease, foreign objects, fingerprints, hand prints and smudges or other defacing marks. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.52 **CHALK BOARDS, MARKER BOARDS AND TRAYS**

1. All chalkboards, marker boards and trays shall be cleaned on a daily basis. All board eraser residues shall be cleaned with a vacuum or damp rag. The cleaning of all chalkboards and marker boards shall “only” be cleaned if all writing has been cleared or at time of request. All materials and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.

2.53 **FLOOR GRAPHICS**

1. At the time of installation, Contractor shall wax over all installed Floor Graphics and at the request of the Airport Representative, remove the floor graphics, restoring the floor to the original surrounding floor, i.e. dust mop, scrub, buff and re-coat. All Floor Graphic procedures shall be pre-approved and are at the sole discretion of the Airport Representative.

2.54 **AIRPORT SECURITY THREAT**

1. Upon request from Airport Security, due to an Airport Security Threat, Contractor and Contractors employees shall be responsible for and respond immediately, assisting Airport Security in the removal of trash from all Airport trash containers. This response shall only be requested after the K-9 Officers have swept and inspected the entire area.

2.55 **WASTE REMOVAL**

1. All waste/trash collected by the Contractor and/or Contractor's employees shall be removed by and during the time frame set forth in the specifications of the Contract. Contractors shall remove any and all waste/trash and replace container with liner. This shall include but is not limited to; waste, trash, recycled paper, plastic, aluminum and cardboard from all service areas. Contractor shall collect waste from trash cans, recycle bins, cardboard bins, desk side recycle containers and paper shredders from all service areas cleaned by the Contractor.
2. Recycled paper shall be collected, bagged, and transported to the designated recycling containers. Trash liners shall be replaced as needed after collection.
3. The Contractor is required to schedule and provide training for Bio-hazardous and Blood borne Pathogens for all Contractor's employees involved in handling waste. All waste removal procedures shall be pre-approved and are at the sole discretion of the Airport Representative

2.56 **BIOHAZARD CLEANUP CART AND RESPONSE**

1. The Contractor shall furnish, maintain, and keep immediately available at all times a dedicated Biohazard Cleanup Cart for responding to blood, bodily fluids, vomit, feces, urine, and other potentially infectious materials (OPIM).
2. The Biohazard Cleanup Cart shall be fully stocked at all times with appropriate PPE, EPA-approved disinfectants, absorbent materials, biohazard waste bags, cleanup tools, caution signage, and all other equipment and supplies necessary to safely clean, disinfect, and dispose of biohazardous materials.
3. The Contractor shall ensure trained personnel are available twenty-four (24) hours per day, seven (7) days per week, and shall respond to all reported biohazard incidents within ten (10) minutes of notification.

4. The Contractor shall handle and dispose of all biohazardous waste in accordance with all applicable federal, state, and local laws and regulations and shall be solely responsible for all associated costs.
5. The Contractor shall maintain a log of all biohazard incidents, including the date, time, location, nature of the incident, response time, and corrective actions taken. These records shall be retained throughout the Contract term and shall be readily available for review by the Airport Representative upon request.

2.57 POURAWAY LIQUID DISPOSAL STATIONS

1. The Contractor shall be responsible for the daily inspection, cleaning, and maintenance of all TAIT-owned PourAway Liquid Disposal Stations located within the TSA Security Checkpoint area. Maintenance shall include, at a minimum, emptying collected liquids as needed, disposing of liquids through an approved sanitary drain, rinsing and cleaning the collection tank, cleaning and sanitizing the lid and surrounding surfaces, and ensuring each unit remains clean, sanitary, fully operational, and free of odors.
2. The Contractor shall inspect each PourAway Liquid Disposal Station during each shift and service the unit as necessary to prevent overflow, leakage, odors, or unsanitary conditions. Any damaged or malfunctioning unit shall be reported immediately to the Airport Representative.

2.58 AUTONOMOUS CLEANING EQUIPMENT

1. TAIT reserves the right to furnish and utilize autonomous cleaning equipment, including but not limited to autonomous floor scrubbers, robotic floor cleaners, robotic vacuums, or other automated cleaning equipment, at any time during the Contract term.
2. When directed by the Airport Representative, the Contractor shall operate and utilize the autonomous cleaning equipment as part of its daily cleaning operations. TAIT shall provide the equipment and the initial training necessary for its proper operation.
3. The Contractor shall operate all autonomous cleaning equipment safely, responsibly, and in accordance with the manufacturer's recommendations and any instructions provided by TAIT. The Contractor shall exercise reasonable care to maintain the equipment in a clean, fully operational condition, including routine cleaning, charging, refilling cleaning solutions, emptying recovery tanks, and promptly reporting any damage, malfunctions, or maintenance needs to the Airport Representative.
4. The Contractor shall not modify, misuse, or intentionally disable any TAIT-furnished autonomous cleaning equipment. The Contractor shall be responsible for any damage resulting from negligence, misuse, or failure to exercise reasonable care in the operation or handling of the equipment.
5. The Contractor is encouraged to utilize its own autonomous cleaning equipment to enhance cleaning operations. Any Contractor-furnished autonomous cleaning equipment shall be subject to the prior written approval of the Airport Representative before being brought into service. All

Contractor-furnished equipment shall, at a minimum, comply with all applicable federal, state, and local laws, manufacturer recommendations, Airport security requirements, safety requirements, operational procedures, and all TAIT policies, standards, rules, and Contract requirements. Approval by the Airport Representative may be revoked at any time if the equipment is determined to interfere with Airport operations or fails to meet TAIT requirements.

2.59 RECYCLING SUPPORT

1. The Contractor shall be required to fully support any recycling program set in place by ensuring that segregated materials are placed in the correct containers for recycling. All recycling containers utilized in public areas will be provided by TAIT. All janitorial support staff that is responsible for waste disposal activities shall be made aware of TAIT'S recycling program as the success of the program depends greatly on the support of the successful Contractor.

2.60 EXTERIOR SIGNAGE AND DIRECTORIES

1. Remove soil, dirt, debris and foreign objects from exterior signage and directories utilizing a rag, brush, broom or vacuum. Use a pressure washer and detergent solution to completely clean the sign. Exercise extreme caution to prevent damage to the sign. Clean glass with glass cleaner solution, thoroughly rinsing and drying. Use metal cleaner to clean and polish signage.

2.61 GOVERNMENT CONTRACTS

1. Government Tenant Contract Specifications shall be included as part of the Cleaning Specifications of this Contract (Refer to attached Exhibit D1 & D2).

3.0 SCOPE OF WORK

Service: This Contract is a full-service, all-inclusive Janitorial Service Contract.

1. Exhibits of the Airline Terminal Building, Federal Inspection Services (FIS), U.S. Customs and Border Protection, Air Traffic Control Tower/Tracon Facility, Parking Operator Facility, Valet Booth, Air Cargo Road Facilities, Receiving Warehouses, Field Maintenance, Vehicle Maintenance, Electrical Maintenance, Parking Structure, Surface Lots, Government Offices and Tenant Spaces are attached (Refer to attached Exhibit E). The Scope of Work Specification shall be utilized in all work areas. Exceptions if any shall be noted in Specifications.
2. The work covered in these Specifications consists of, including, but not limited to, furnishing all labor, tools, equipment, materials and supplies, and cleaning procedures that require complete removal of all soil, dirt, dust and foreign matter within assigned areas, in performance of all operations to provide complete Janitorial Services, including, but not limited to, all items listed, at the frequency specified, all in strict compliance with the Specifications and subject to the terms and conditions of this contract. It is the intent of the contract that all work, and the results thereof, must be satisfactory and meet the approval of the Airport Representative at all times.

3. Janitorial duties to be performed shall be of the highest quality and shall be consistent throughout the term of the contract. The duties to be performed shall be of the type and frequency as shown in the specification of the contract.
4. The Contractor shall be required to replace the services of any employee whose conduct the Airport Representative deems to be detrimental and is not for the best interest of the Airport. Employee's conduct must be satisfactory and meet the approval of and is at the sole discretion of the Airport Representative.
5. The services required listed within this contract shall be performed in all designated areas twenty-four (24) hours per day, seven (7) days per week, three hundred sixty five (365) days per year, including holidays, unless stated otherwise. Work methods to be used are listed in the General Specifications "Methods of Operations" which are a part of this specification.

3.1 **OFFICE AREAS**

1. All Office areas shall be cleaned within the scheduling of the corresponding area.
2. Require cleaning five (5) days a week, with trash pickup one (1) time each day for five (5) days a week, and vacuuming of carpeted areas two (2) times a week, including, but not limited to: TAIT Administrative Offices, Operations Offices, Receiving Warehouse, Field Maintenance, Vehicle Maintenance, Electrical Maintenance, Building Maintenance, Facilities Support and Terminal Tenants (Refer to attached Exhibit E).
3. Require cleaning five (5) days a week, one (1) time each day, including, but not limited to: Federal Inspection Services (FIS), U.S. Customs and Border Protection, Government Offices and Terminal Tenants (Refer to attached Exhibit E).
4. Require cleaning seven (7) days a week, one (1) time each day, including, but not limited to: Airport Security, Rent-A-Car Booths, Air Traffic Control Tower/Tracon Facility, Air Cargo Facility, Parking Operator Facility, Valet Booth, Transportation Security Administration and Terminal Tenants (Refer to attached Exhibit E).
5. Additions or deletions will be added or deleted on an "as needed basis" depending on request. All office space whether cleaned 1, 5 or 7 days a week shall be thoroughly cleaned, at its appropriate interval, except upon special request and under special conditions. All heavy cleaning shall be conducted after office hours and when offices are unoccupied, unless approved otherwise. All cleaning schedules and procedures are pre-approved and are at the sole discretion of the Airport Representative.

3.1.1 **EACH DAY** (and/or each week where only one cleaning a week is required)

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Feather dust telephone instruments (absolutely no liquid or spray cleaner shall ever be applied).
4. Feather dust computers and printers (absolutely no liquid or spray cleaner shall ever be applied).
5. Vacuum and spot clean all carpeted areas.
6. Dust mop, spot clean and damp mop all tile floors.

7. Dust mop, spot clean and damp mop all composition floors.
8. Sweep and spot clean all concrete floors.
9. Dust mop, spot clean and damp mop all wooden floors.
10. Dust mop, spot clean and damp mop all terrazzo floors.
11. Spot buff terrazzo floors.
12. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
13. Dust, polish, wipe and clean all, including, but not limited to, desks, cabinets, file cabinets, bookcases, counters, tables and chairs. Paperwork and personal items shall not be moved or disturbed (utilize a feather duster or vacuum).
14. Dust and spot clean, furniture, fixtures and surfaces, including, but not limited to, shelves, chairs, tables, desks, cabinets, office furniture, tables, fixtures, sign holders, wall hangings, televisions, monitors, partitions, dispensers, AED's, first aid cabinets, lamps and miscellaneous equipment.
15. Damp wipes all vinyl or other washable surfaces of chairs, sofas, furniture, fixtures and lamps.
16. Damp wipes all plastic mats under chairs and fatigue mats.
17. Dust and spot clean, building directory signs, fire extinguishers, fire alarm boxes and fire equipment boxes.
18. Spot clean and dust all stainless-steel surfaces and ledges.
19. Spot clean and dust all columns and guardrails.
20. Spots clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
21. Spot clean interior and exterior of Tower Cab windows.
22. Clean and disinfect drinking fountains
23. Remove all litter or waste from interior Airport plant containers.
24. Refill all dispensers. (Tenants provide their own soap and paper goods).
25. Clean Restrooms per restroom specifications.
26. Clean kitchen/break areas per kitchen/break room area specifications.
27. Vacuum and spot clean all floor mats.
28. Empty and damp wipe all paper shredders and desk side recycling bins, removing paper to large TAIT recycling containers for pick up.

3.1.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Clean and vacuum all wooden floors.
5. Dust mop, spot clean, damp mop and buff all terrazzo floors.
6. Dust mop and automatic scrub all terrazzo floors.
7. Spot clean and dust all wall surfaces, columns and wood panels.
8. Vacuum and spot clean upholstered furniture.
9. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
10. Clean fingerprints and soil from doorframes, light switches, handles and railings.
11. Clean and polish both sides of all glass partitions.
12. Wash interior and exterior of Tower cab Windows.
13. Clean glass and inside of fire equipment casing.
14. Polish drinking fountains.
15. Damp wipe and/or dust outside of interior Airport plant containers.

16. Clean restrooms per restroom specifications.
17. Clean kitchen/break areas per specifications.

3.1.3 EACH MONTH

1. Shampoo and extract all carpeted areas.
2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Automatic scrub concrete floors.
5. Dust mop, automatic scrub and re-coat all terrazzo floors.
6. Wash glass of all partitions on both surfaces.
7. Clean and polish all metal office furniture.
8. Oil and polish all wooden office furniture and doors.
9. High dust all walls, ceilings, columns, sills and ledges.
10. Clean drapes with vacuum cleaner.
11. Spot clean and dust all stainless-steel surfaces and ledges.
12. Spot clean and dust all columns and guardrails.
13. Wash all doorknobs, light switch covers and glass covering pictures.
14. Clean and polish chrome legs of chairs, desks and tables.
15. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
16. Clean office chairs with washable surfaces.
17. Clean upholstered furniture.
18. Clean and polish all parquet floors.
19. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
20. Dust, spot clean and oil all wood paneled walls.
21. Wash and dust all light fixtures.
22. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
23. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
24. Clean and polish bright metal.
25. Clean all shades, blinds and blind heads.
26. Wash interior and exterior of all trash receptacles.
27. Clean restroom areas per Specifications.
28. Clean kitchen/break areas per specifications.
29. Shampoo and extract all floor mats.
30. Clean covers on floor drains and pour one gallon of water in drain.

3.1.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.2 **KITCHEN AND BREAK ROOM AREA**

1. All kitchen and break room areas shall be cleaned within the scheduling of the corresponding area.

3.2.1 EACH DAY (and/or each week where only one cleaning a week is required)

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.

2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Vacuum and spot clean all carpeted areas.
4. Dust mop, spot clean and damp mop all tile floors.
5. Dust mop, spot clean and damp mop all composition floors.
6. Sweep and spot clean all concrete floors.
7. Dust mop, spot clean and damp mop all wooden floors.
8. Dust mop, spot clean and damp mop all terrazzo floors.
9. Spot buff terrazzo floors.
10. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
11. Dust, polish, wipe and clean all, including, but not limited to, desks, cabinets, file cabinets, bookcases, counters, tables and chairs. Paperwork and personal items shall not be moved or disturbed (utilize a feather duster or vacuum).
12. Dust and spot clean furniture, fixtures and surfaces, including, but not limited to, shelves, chairs, tables, desks, cabinets, office furniture, tables, fixtures, sign holders, wall hangings, televisions, monitors, partitions, dispensers, AED's, first aid cabinets, lamps and miscellaneous equipment.
13. Damp wipe all vinyl or other washable surfaces of chairs, sofas, furniture, fixtures and lamps.
14. Dust and spot clean building directory signs, fire extinguishers, fire alarm boxes and fire equipment boxes.
15. Spot clean and dust all stainless steel surfaces and ledges.
16. Spot clean and dust all columns and guardrails.
17. Spot clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
18. Clean and disinfect drinking fountains
19. Refill all dispensers. (Tenants provide their own soap and paper goods).
20. Wipe off all appliances.
21. Clean sanitize all sinks, faucets and counter tops.
22. Vacuum and spot clean all floor mats.

3.2.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Clean and vacuum all wooden floors.
5. Dust mop, spot clean, damp mop and buff all terrazzo floors.
6. Dust mop and automatic scrub all terrazzo floors.
7. Spot clean and dust all wall surfaces, columns and wood panels.
8. Vacuum and spot clean upholstered furniture.
9. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
10. Clean fingerprints and soil from doorframes, light switches, handles and railings.
11. Clean and polish both sides of all glass partitions.
12. Clean glass and inside of fire equipment casing.
13. Polish drinking fountains.

3.2.3 EACH MONTH

1. Shampoo and extract all carpeted areas.

2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Automatic scrub concrete floors.
5. Dust mop, automatic scrub and re-coat all terrazzo floors.
6. Wash glass of all partitions on both surfaces.
7. Clean and polish all metal office furniture.
8. Oil and polish all wooden office furniture and doors.
9. High dust all walls, ceilings, columns, sills and ledges.
10. Clean drapes with vacuum cleaner.
11. Spot clean and dust all stainless steel surfaces and ledges.
12. Spot clean and dust all columns and guardrails.
13. Wash all doorknobs, light switch covers and glass covering pictures.
14. Clean and polish chrome legs of chairs, desks and tables.
15. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
16. Clean office chairs with washable surfaces.
17. Clean upholstered furniture.
18. Clean and polish all parquet floors.
19. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
20. Dust, spot clean and oil all wood paneled walls.
21. Wash and dust all light fixtures.
22. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
23. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
24. Clean and polish bright metal.
25. Clean all shades, blinds and blind heads.
26. Wash interior and exterior of all trash receptacles.
27. Shampoo and extract all floor mats.
28. Clean covers on floor drains and pour one gallon of water in drain.

3.2.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.3 **PUBLIC SPACE CARPETED GATE LOBBIES AND JET BRIDGES - INCLUDES TENANT LEASED PUBLIC SPACE CARPETED GATE LOBBIES AND JET BRIDGES**

1. All Public Space Carpeted Gate Lobbies and Jet Bridges, including Tenants Leased Public Carpeted Gate Lobbies and Jet Bridge areas, shall be cleaned within the scheduling of the corresponding area.

3.3.1 EACH DAY

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Vacuum and spot clean all carpeted areas.
4. Dust mop, spot clean and damp mop all tile floors.
5. Dust mop, spot clean and damp mop all composition floors.
6. Dust mop, spot clean and damp mop all corridors, vestibules and terrazzo.

7. Spot buff terrazzo floors.
8. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
9. Dust, polish, wipe and clean all, including, but not limited to, desks, cabinets, bookshelves, counters, tables and chairs.
10. Dust, polish, wipe and clean all furniture, fixtures and surfaces, including, but not limited to, shelves, tables, chairs, couches, desks, cabinets, furniture, fixtures, sign holders, wall hangings, televisions, monitors, partitions and miscellaneous equipment.
11. Damp wipe all vinyl or other washable surfaces of chairs, sofas, furniture and fixtures.
12. Damp wipe all plastic mats under chairs and fatigue mats.
13. Dust and spot clean building directory signs, dispensers, AED's, first aid cabinets, fire extinguishers, fire alarm boxes and fire equipment boxes.
14. Spot clean and dust all stainless steel surfaces and ledges.
15. Spot clean and dust all columns and guardrails.
16. Spot clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
17. Perform policing service frequently (a minimum of every one (1) hour) between all airline flights (Approximately 4:00A.M. to 12:00 midnight or until last flight of the day).
18. Dust, spot clean and perform frequent policing services, including, but not limited to, insurance machines, paper stands, airport owned displays, courtesy booths, flight information displays, baggage information displays, gate information displays and all vending machines (machines belonging to a contracted vendor are excluded).
19. Remove all litter or waste from interior plant containers.
20. Perform policing service at all Gate Lobbies and Jet Bridges after each flight departure.
21. Vacuum and spot clean all floor mats.
22. Perform frequent policing service on all Airport furniture returning each piece to original position.

3.3.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Dust mop, spot clean, damp mop and buff all terrazzo floors.
5. Dust mop and automatic scrub all terrazzo floors.
6. Spot clean and dust all wall surfaces, murals, columns and wood panels.
7. Vacuum and spot clean upholstered furniture.
8. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
9. Clean fingerprints and soil from doorframes, light switches, handles and railings.
10. Clean and polish both sides of all glass partitions.
11. Clean glass and inside of fire equipment casing.
12. Damp wipe and/or dust outside of interior Airport plant containers.

3.3.3 EACH MONTH

1. Shampoo and extract all carpeted areas.
2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Automatic scrub concrete floors.

5. Dust mop, automatic scrub and re-coat all terrazzo floors.
6. Wash glass of all partitions on both surfaces.
7. Clean and polish all metal furniture.
8. Oil and polish all wooden furniture and doors.
9. High dust all walls, murals, ceilings, columns, sills and ledges.
10. Spot clean and dust all stainless steel surfaces and ledges.
11. Spot clean and dust all columns and guardrails.
12. Wash all doorknobs, light switch covers and glass covering pictures.
13. Clean and polish chrome legs of chairs, desks and tables.
14. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
15. Clean tables, chairs and couches with washable surfaces.
16. Shampoo and clean upholstered furniture.
17. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
18. Dust, spot clean and oil all wood paneled walls.
19. Wash and dust all light fixtures.
20. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
21. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
22. Wash and clean including, but not limited to, all sides and tops of airport owned displays, elevator and restroom enclosures, courtesy booths, baggage information displays, gate information displays and flight information displays and all vending machines.
23. Clean and polish bright metal.
24. Clean all shades, blinds and blind heads.
25. Wash interior and exterior of all trash receptacles.
26. Shampoo and extract all floor mats.
27. Clean covers on floor drains and pour one gallon of water in drain.

3.3.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.4 **PUBLIC SPACE - LOBBIES, LOUNGE AREAS, CHECKPOINT, PLAY AREAS, VETERANS LOUNGE, BUSINESS CENTERS, BAGGAGE CLAIMS, ARRIVAL AND DEPARTURE AREAS, PUBLIC CORRIDORS, CONCOURSES, TUNNELS AND ANNEX**

1. All Public Space – Lobbies, Lounge Areas, Checkpoint, Play Areas, Veterans Lounge, Business Centers, Baggage Claims, Arrival and Departure Areas, Public Corridors, Concourses, Tunnels and Annex areas shall be cleaned within the scheduling of the corresponding area.

3.4.1 EACH DAY

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Vacuum and spot clean all carpeted areas.
4. Dust mop, spot clean and damp mop all tile floors.
5. Dust mop, spot clean and damp mop all composition floors.
6. Sweep and spot clean all concrete floors.
7. Dust mop, spot clean and damp mop all wooden floors.

8. Dust mop, spot clean and damp mop all corridors, vestibules and terrazzo floors.
9. Spot buff all terrazzo floors.
10. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
11. Dust, polish, wipe and clean all, including, but not limited to, desks, cabinets, file cabinets, bookcases, counters and tables. Paperwork and personal items shall not be moved or disturbed (utilize a feather duster).
12. Dust and spot clean furniture, fixtures and surfaces, including, but not limited to, shelves, chairs, tables, desks, cabinets, office furniture, tables, fixtures, sign holders, wall hangings, televisions, monitors, partitions, lamps and miscellaneous equipment.
13. Damp wipes all vinyl or other washable surfaces of chairs sofas, furniture, fixtures and lamps.
14. Damp wipes all plastic mats under chairs and fatigue mats.
15. Dust and spot clean building directory signs, dispensers, AED's, first aid cabinets, fire extinguishers, fire alarm boxes and fire equipment boxes.
16. Spot clean and dust all stainless-steel surfaces and ledges.
17. Spot clean and dust all columns and guardrails.
18. Spots clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
19. Clean and disinfect drinking fountains.
20. Clean all telephones and telephone booths, removing dust, dirt, debris and fingerprints. Dust and damp wipe all Airport white house phones.
21. Perform policing service frequently (a minimum of every two (2) hours) between all airline flights (Approximately 4:00A.M. to 12:00 midnight or until last flight of the day).
22. Dust, spot clean and perform policing service frequently to, including, but not limited to, to the insurance machines, paper stands, airport owned displays, self service e-ticket machines, rent-a-car booth enclosures, ambassador desks, elevator and restroom enclosures, courtesy booths, baggage information displays, gate information displays, flight information displays and all vending machines (machines belonging to a contracted vendor are excluded).
23. Remove all litter or waste from interior Airport plant containers.
24. Perform policing service in all public lobbies after each flight departure.
25. Vacuum and spot clean all floor mats.
26. Perform frequent policing service on all Airport furniture returning each piece to original position.
27. Empty and damp wipe all paper shredders.
28. Disinfect all play areas once each day and monitor frequently each day, spot cleaning and applying additional disinfectants as necessary.

3.4.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Dust mop spot clean, damp mop and buff all terrazzo floors.
5. Clean and vacuum all wooden floors.
6. Dust mop and automatic scrub all terrazzo floors.
7. Spot clean and dust all wall surfaces, murals, columns and wood panels.
8. Vacuum and spot clean upholstered furniture.
9. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
10. Clean fingerprints and soil from doorframes, light switches, handles and railings.

11. Clean and polish both sides of all glass partitions.
12. Clean glass and inside of fire equipment casing.
13. Polish drinking fountains.
14. Damp wipe and/or dust outside of interior Airport plant containers.
15. Empty and spot clean ash receptacles. Add sand if needed.

3.4.3 EACH MONTH

1. Shampoo and extract all carpeted areas.
2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Automatic scrub concrete floors.
5. Dust mop, automatic scrub and recoat all terrazzo floors.
6. Wash glass of all partitions on both surfaces.
7. Clean and polish all metal office furniture.
8. Oil and polish all wooden office furniture and doors.
9. High dust all walls, murals, ceilings, columns, sills and ledges.
10. Clean drapes with vacuum cleaner.
11. Spot clean and dust all stainless-steel surfaces and ledges.
12. Spot clean and dust all columns and guardrails.
13. Wash all doorknobs, light switch covers and glass covering pictures.
14. Clean and polish chrome legs of chairs, desks and tables.
15. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
16. Clean office chairs with washable surfaces.
17. Clean upholstered furniture.
18. Clean and polish all parquet floors.
19. Clean all interior glass including, but not limited to window, doors and glass partitions.
20. Dust, spot clean and oil all wood paneled walls.
21. Wash and dust all light fixtures.
22. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
23. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
24. Wash and clean including, but not limited to, all sides and tops of airport owned displays, self service e-ticket machines, rent-a-car booth enclosures, elevator and restroom enclosures, courtesy booths, baggage information displays, flight information displays, gate information displays and all vending machines
25. Clean and polish bright metal.
26. Clean all shades, blinds and blind heads.
27. Wash interior and exterior of all trash receptacles.
28. Shampoo and extract all floor mats.
29. Clean covers on floor drains and pour one gallon of water in drain.
30. Clean interior and exterior of all ash receptacles. Replace sand.

3.4.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.5 **PUBLIC FOOD COURT**

1. Contractor shall understand and agree to clean the public food court seven (7) days a week, one (1) time each day, when the food vendors are closed (food vendor times are not predictable and may vary with each vendor).
2. The food vendor will keep the areas cleaned during the hours the Food Court Areas are open. This includes cleaning up spills, busing tables, emptying trash, etc. This includes the areas with tables and chairs in front of the counters at the Food Court including the area along the glass in the connector boulevard where tables and chairs that match those inside the food court will be placed.

3.5.1 **EACH DAY**

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Dust mop, spot clean and damp mop all tile floors.
4. Dust mop, spot clean and damp mop all composition floors.
5. Dust mop, spot clean and damp mop all terrazzo floors.
6. Spot buff terrazzo floors.
7. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
8. Dust, polish, wipe and clean all furniture, fixtures and surfaces, including, but not limited to, desk, bookshelves, shelves, counters, tables, chairs, dispensers, AED's, first aid cabinets, cabinets and all other miscellaneous equipment.
9. Dust, polish, wipe and clean all vinyl or other washable surfaces of chairs, furniture and fixtures.
10. Spot clean and dust all stainless steel surfaces.
11. Spot clean and dust all columns and handrails.
12. Vacuum and spot clean all floor mats.

3.5.2 **EACH WEEK**

1. Dust mop, spot clean, damp mop and buff all tile floors.
2. Dust mop, spot clean, damp mop and buff all composition floors.
3. Dust mop, spot clean, damp mop and buff all terrazzo floors.
4. Dust mop and automatic Scrub all terrazzo floors.
5. Spot clean and dust all wall surfaces and columns.
6. Vacuum and spot clean upholstered furniture.
7. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, return air ducts and baseboards.
8. Clean fingerprints and soil from doorframes, light switches, handles and railings.

3.5.3 **EACH MONTH**

1. Dust mop, automatic scrub and re-coat all tile floors.
2. Dust mop, automatic scrub and re-coat all composition floors.
3. Dust mop, automatic scrub and re-coat all terrazzo floors.
4. Wash glass of all partitions on both surfaces.

5. High dust all walls, ceilings, columns, sills and ledges.
6. Spot clean and dust all stainless steel surfaces and ledges.
7. Spot clean and dust all columns and handrails.
8. Wash all doorknobs, light switch covers.
9. Clean and polish chrome legs of tables and chairs.
10. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
11. Clean upholstered furniture.
12. Clean all interior glass including, but not limited to window, doors and glass partitions.
13. Wash and dust all light fixtures.
14. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
15. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
16. Clean and polish bright metal.
17. Wash interior and exterior of all trash receptacles.
18. Shampoo and extract all floor mats.
19. Clean covers on floor drains and pour one gallon of water in drain.

3.5.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.6 **INBOUND BAGGAGE CARROUSELS AND CONVEYOR ENCLOSURES**

1. All Inbound Baggage Carrouseles and Conveyor Enclosure areas shall be cleaned within the scheduling of the corresponding area.

3.6.1 EACH DAY

1. Perform policing service of the inbound baggage carrouseles frequently between flights removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and any other foreign matter from all portions and surfaces of the carrouseles.
2. Perform policing service of the exterior stainless of the baggage conveyor enclosures, including, but not limited to, tops, sides, baseboards, joints and edges removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and any other foreign matter from all portions and surfaces of the enclosures.
3. Perform policing service and spot clean the entire exterior glass of the baggage conveyor enclosures, including, but not limited to, removing stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti, handprints, fingerprints and any other foreign matter from all portions and surfaces of the enclosures.
4. Perform policing service and spot clean the rubber edging of the inbound baggage carrouseles, frequently between flights, removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti, handprints, fingerprints and any other foreign matter.
5. Dust and clean baggage information displays, flight information displays and gate information displays.
6. Vacuum carrousel Carpet removing all excess dirt, dust and debris.

3.6.2 EACH WEEK

1. Clean, dust wipe, spot clean and spot polish entire exterior of the inbound baggage carrousel including, but not limited to, tops, sides, joints and edges removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and other foreign matter from all portions and surfaces of the carrousel.
2. Clean, dust, wipe, spot clean and spot polish the entire exterior stainless of the baggage conveyor enclosures, including, but not limited to, tops, sides, baseboards, joints and edges removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and any other foreign matter from all portions and surfaces of the conveyor enclosures.
3. Clean the entire exterior glass of the baggage conveyor enclosures, including, but not limited to, removing stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti, handprints, fingerprints and any other foreign matter from all portions and surfaces of the conveyor enclosures.
4. Clean and remove stickers from rubber edging on carrousel.
5. Clean doorframes, vinyl door strips and end glass on carrousel.
6. Vacuum and spot clean carpet.
7. Vacuum inside edges on carrousel.

3.6.3 EACH MONTH

1. Clean, dust, wipe, spot clean and polish entire exterior of stainless steel portions of the inbound baggage carrousel (No one is to ever walk on any moving portion of the carrousel).
2. Clean, dust, wipe, spot clean and spot polish the entire interior stainless of the baggage conveyor enclosures, including, but not limited to, tops, sides, baseboards, joints and edges removing, including, but not limited to, stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and any other foreign matter from all portions and surfaces of the conveyor enclosures (Refer to Method of Operation).
3. Clean the entire interior glass (including etched) of the baggage conveyor enclosures, including, but not limited to, removing stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti, handprints, fingerprints and any other foreign matter from all portions and surfaces of the conveyor enclosures (Refer to Method of Operation).
4. Shampoo and extract all carpeted areas.

3.7 COMMON SPACE OUTBOUND BAGGAGE AREA AND CAROUSELS

1. All Common Space Outbound Baggage Area and Carousel areas shall be cleaned within the scheduling of the corresponding area.
2. This area requires cleaning seven (7) days a week, one (1) time each day between the hours of 10:00 p.m. to 4:30 a.m. Power equipment shall be used only between the hours of 12:00 midnight and 4:00 a.m. No cleaning shall be done or power equipment utilized during the time the outbound baggage carousel area is in operation process (except up special request and under special conditions). Contractor shall agree that Contractor and Contractors employees shall make every effort, at all times, to minimize and control dust when cleaning all areas of the outbound baggage area. Cleaning schedules are subject to change due to outbound baggage use and are at the sole discretion of the Airport Representative.

3.7.1 EACH DAY

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Sweep and spot clean all concrete floors.
4. Remove all stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti and any other foreign matter from concrete floor.
5. Dust and spot clean fire extinguishers, fire alarm boxes and fire equipment boxes.
6. Spot clean and dust all stainless steel surfaces and ledges.
7. Spot clean and dust all columns and guardrails.
8. Dust, spot clean and spot polish stainless steel portion of carrousel.
9. Remove all stickers and debris from all portions of the carrousel.
10. Dust painted plywood top of carrousel.
11. Vacuum and spot clean all floor mats.
12. Cleaning of this area shall be performed during non-operational hours (normally 12:00 midnight – 4:00 a.m.)

3.7.2 EACH WEEK

1. Mop or extract soiled concrete areas.
2. Clean fingerprints and soil from doorframes, light switches, handles and railings.
3. Clean and remove stickers from rubber edging on carrousel.
4. Vacuum inside edges on carrousel and remove all stickers.
5. Power vacuum concrete floors.

3.7.3 EACH MONTH

1. Automatic scrub concrete floors.
2. Clean and dust all walls, ceilings, columns, sill and ledges.
3. Clean and dust all stainless steel surfaces and ledges.
4. Wash and clean all walk through and garage doors, door facings, push plates and frames including door opening and closing mechanisms.
5. Wash and dust all light fixtures.
6. Polish all outside of stainless steel portions of carrousel. (No one is to ever walk on any moving portion of the carrousel).
7. Clean painted plywood top of carrousel.
8. Shampoo and extract all floor mats.
9. Clean covers on floor drains and pour one gallon of water in drain.

3.8 COMMON SPACE

1. All Common Space areas shall be cleaned within the scheduling of the corresponding area.
2. All common space area in the Airlines Terminal building and outlying buildings may be added to the contract on five (5) or seven (7) day a week cleaning schedule (Refer to attached Exhibit E). Additions will be added on an “as needed basis” depending on usage.

3. All common space is thoroughly cleaned one (1) time each day, except upon special request and under special conditions. All heavy cleaning shall be conducted between 12:00 midnight and 4:00 a.m. or during times the space is unoccupied. All cleaning schedules are at the sole discretion of the Airport Representative.

3.8.1 EACH DAY

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Vacuum and spot clean all carpeted areas.
4. Dust mop, spot clean and damp mop all tile floors.
5. Dust mop, spot clean and damp mop all composition floors.
6. Sweep and spot clean all concrete floors.
7. Dust mop, spot clean and damp mop all corridors, vestibules and all terrazzo.
8. Spot buff terrazzo floors.
9. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
10. Dust, polish, wipe and clean all, including, but not limited to, desks, cabinets, file cabinets, bookcases, counters and tables.
11. Dust and spot clean furniture, fixtures and surfaces, including, but not limited to, shelves, chairs, tables, couches, desks, cabinets, tables, fixtures, sign holders, wall hangings, televisions, monitors, partitions, lamps and miscellaneous equipment.
12. Damp wipe all vinyl or other washable surfaces of chairs, sofas, furniture, fixtures and lamps.
13. Dust and spot clean building directory signs, fire extinguishers, fire alarm boxes and fire equipment boxes.
14. Spot clean and dust all stainless steel surfaces and ledges.
15. Spot clean and dust all columns and guardrails.
16. Spot clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
17. Clean and disinfect drinking fountains.
18. Dust and damp wipe all Airport white house phones.
19. Vacuum and spot clean all floor mats.

3.8.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Dust mop, spot clean, damp mop and buff all terrazzo floors.
5. Dust mop and automatic scrub all terrazzo floors.
6. Spot clean and dust all wall surfaces, murals, columns and wood panels.
7. Vacuum and spot clean upholstered furniture.
8. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
9. Clean fingerprints and soil from doorframes, light switches, handles and railings.
10. Clean and polish both sides of all glass partitions.
11. Clean glass and inside of fire equipment casing.
12. Polish drinking fountains.

3.8.3 EACH MONTH

1. Shampoo and extract all carpeted areas.
2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Dust mop, automatic scrub and re-coat all composition floors.
5. Automatic scrub concrete floors.
6. Wash glass of all partitions on both surfaces.
7. Clean and polish all metal office furniture.
8. Oil and polish all wooden office furniture and doors.
9. High dust all walls, murals, ceilings, columns, sills and ledges.
10. Spot clean and dust all stainless steel surfaces and ledges.
11. Spot clean and dust all columns and guardrails.
12. Wash all doorknobs, light switch covers and glass covering pictures.
13. Clean and polish chrome legs of chairs, desks and tables.
14. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
15. Clean tables, chairs and couches with washable surfaces.
16. Shampoo and clean upholstered furniture.
17. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
18. Dust, spot clean and oil all wood paneled walls.
19. Wash and dust all light fixtures.
20. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
21. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
22. Clean and polish bright metal.
23. Clean all shades, blinds and blind heads.
24. Wash interior and exterior of all trash receptacles.
25. Clean restroom areas per Specifications.
26. Clean kitchen/break areas per kitchen/break room area specifications.
27. Shampoo and extract all floor mats.
28. Clean covers on floor drains and pour one gallon of water in drain.

3.8.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.9 **PARKING STRUCTURE AND SURFACE LOTS**

1. All Parking Structure and Surface Lot areas shall be cleaned within the scheduling of the corresponding area.
2. All parking locations require cleaning seven (7) days a week. Contractor shall agree that Contractor and Contractors employees shall make every effort, at all times, to minimize and control dust when cleaning all parking structures and surface lots.

3. Equipment and tools utilized shall be equipped, if available, with a water mist or air filtration system. Contractor shall agree that Contractor shall be responsible for all damage to all property, which might occur during the cleaning process.
4. Parking areas may be added or deleted from the contract, at the sole discretion of the Airport Representative.
5. Power equipment shall be used only between the hours of 12:00 midnight and 4:00 A.M. daily, with the exception – power equipment in the Rental Car Return and Reserved Parking may only be utilized once each week, on Tuesdays from 12:00 midnight through 4:30 A.M., Wednesday morning. All remaining schedules, duties and responsibilities are subject to change and are at the sole discretion of the Airport Representative.

3.9.1 EACH DAY

1. Empty and spot clean all trash receptacles, replace and tie plastic liners.
2. Dispose of all emptied trash (remove and dispose in designated locations)
3. Spot wash area under and around trash containers.
4. Pick up all trash, litter and debris.
5. Sweep and clean all steps, landings, walkways, curb edges, driveways, roadways, parking spaces, open areas, entrances and exits.
6. Clean all trash and debris from the top of all drain covers.
7. Remove dead animals, birds and bird nest from any parking structure or surface lot area.
8. Clean and remove animal and birds droppings from any parking structure or surface lot area.
9. Spot wash all sides of Kiosk and Informational Signs.
10. Clean and dust frame work on doors and transoms.
11. Vacuum and spot clean all floor mats.
11. Spot clean all outside benches.
12. Spot clean and dust all columns, guardrails and handrails.

3.9.2 EACH WEEK

1. Empty and spot clean ash receptacles adding additional sand.
2. Power vacuum steps, landings, walkways, curb edges, driveways, roadways, parking spaces, open areas, entrances and exits.
3. Clean all expansion joints.
4. Utilize gasoline blowers to blow trash and debris from all areas to be picked up with sweeper truck.
5. Sweep entire lot with sweeper truck.

3.9.3 EACH MONTH

1. Clean interior and exterior of all trash containers.
2. Clean interior and exterior of all ash receptacles. Replace sand.
3. Power wash area under and surrounding trash containers.
4. Clean and power wash animal and bird droppings from any parking structure or surface lot area.

5. Remove all gum, tar, algae, graffiti and other foreign matter from all surfaces.
6. Wipe and clean handrails.
7. Shampoo and extract all floor mats.
8. Wash and clean outside benches.

3.9.4 TWICE A YEAR

1. Power wash all steps, landings, walkways, curb edges, driveways, roadways, accessible parking spaces, signs, open areas, entrance and exits to remove all stickers, tags, debris, spillage, dirt, dust, gum, grease, graffiti, algae, oil spots and other foreign matter from all parking structure or surface lot area.

3.10 SIDEWALKS, OUTSIDE ENTRANCES, COVERED EXTERIOR, CANOPY AREAS

1. All Sidewalks, Outside Entrances, Covered Exterior and Canopy areas shall be cleaned within the scheduling of the corresponding area.
2. All outside entrances, covered exteriors, canopy areas and sidewalks require cleaning seven (7) days a week, except upon special request and under special conditions. Throughout each day, on all work shifts, all areas shall be frequently policed, cleaned and maintained. All heavy detailed cleaning shall occur “only” during none peak hours. Power equipment shall be used only between the hours of 12:00 midnight and 4:00 A.M. Schedules, duties and responsibilities are subject to change and are at the sole discretion of the Airport Representative.
3. Outside entrances, covered exteriors, canopy areas and sidewalk areas may be added or deleted from the contract, at the sole discretion of the Airport Representative.

3.10.1 EACH DAY

1. Empty and clean trash receptacles, replace and tie plastic liners.
2. Dispose of all emptied trash (remove and dispose in designated locations)
3. Spot wash area under and around trash containers.
4. Clean and perform pick up and policing service frequently between the hours of 4:00 a.m. and 12:00 midnight in all areas removing all surfaces from spillage, trash, litter, debris and foreign matter.
5. Hand sweep and power vacuum all entrances, covered exteriors, canopy areas and sidewalks to street.
6. Clean all trash and debris from the top of all drain covers.
7. Remove dead animals, birds and bird nest from any area.
8. Clean and remove animal and birds droppings from any area.
9. Spot wash all sides of Kiosk and Informational Signs.
10. Clean and dust frame work on doors and transoms.
11. Vacuum and spot clean all floor mats.
12. Spot clean all outside benches.

3.10.2 EACH WEEK

1. Empty and spot clean ash receptacles. Add sand if needed.
2. Clean all expansion joints.

3.10.3 EACH MONTH

1. Clean interior and exterior of all trash containers.
2. Clean interior and exterior of all ash receptacles. Replace sand.
3. Power wash area under and surrounding trash containers.
4. Clean and power wash animal and bird droppings from all areas.
5. Remove all gum, tar, graffiti and other foreign matter from all surfaces.
6. Wipe and clean handrails.
7. Shampoo and extract all floor mats.
8. Wash and clean outside benches.

3.10.4 QUARTERLY

1. Power wash all concrete surfaces, including, but not limited to, landings, walkways, steps, curb edges, drives, signs, open areas, entrances and exits to remove all debris, gum, algae and oil spots.

3.11 STAIRWAYS

1. All Stairway areas shall be cleaned within the scheduling of the corresponding area.

3.11.1 EACH DAY (and/or each week where only one cleaning a week is required)

1. Empty and damp wipe all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Vacuum and spot clean all carpeted areas.
4. Sweep, dust mop, spot clean and damp mop all tile floors.
5. Sweep, dust mop, spot clean and damp mop all composition floors.
6. Sweep and spot clean all concrete floors.
7. Sweep, dust mop, spot clean and damp mop all terrazzo floors.
8. Spot buff terrazzo floors.
9. Sweep and spot clean all stair treads, risers and landings.
10. Remove all gum, tar, graffiti and other foreign matter from all surfaces.
11. Perform pickup service frequently.
12. Damp wipe handrails.
13. Spot wash glass panels and aluminum railings.
14. Spot wash all walls, edges and ledges.
15. Dust and spot clean building directory signs, fire extinguishers, fire alarm boxes and fire equipment boxes.
16. Spot clean and dust all stainless steel surfaces and ledges.
17. Spot clean and dust all columns and guardrails.
18. Spot clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
19. Clean and dust frame work on doors and transoms.

20. Remove dead animals or birds from any stairway.
21. Vacuum and spot clean all floor mats.

3.11.2 EACH WEEK

1. Shampoo and extract spots from all carpeted areas.
2. Dust mop, spot clean, damp mop and buff all tile floors.
3. Dust mop, spot clean, damp mop and buff all composition floors.
4. Dust mop, spot clean, damp mop and buff all terrazzo floors.
5. Dust mop and automatic Scrub all terrazzo floors.
6. Spot clean and dust all wall surfaces, columns and wood panels.
7. Vacuum and spot clean upholstered furniture.
8. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts, blinds, shades and baseboards.
9. Clean fingerprints and soil from doorframes, light switches, handles and railings.
10. Clean and polish both sides of all glass partitions.
11. Clean glass and inside of fire equipment casing.
12. Clean metal section between stops in stairwell.
13. Clean all stair treads, risers and landings

3.11.3 EACH MONTH

1. Shampoo and extract all carpeted areas.
2. Dust mop, automatic scrub and re-coat all tile floors.
3. Dust mop, automatic scrub and re-coat all composition floors.
4. Automatic scrub concrete floors.
5. Dust mop, automatic scrub and re-coat all terrazzo floors.
6. Wash glass of all partitions on both surfaces.
7. High dust all walls, ceilings, columns, sills and ledges.
8. Spot clean and dust all stainless steel surfaces and ledges.
9. Spot clean and dust all columns and guardrails.
10. Wash all doorknobs, light switch covers and glass covering pictures.
11. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
12. Clean upholstered furniture.
13. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
14. Wash and dust all light fixtures.
15. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
16. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
17. Clean and polish bright metal.
18. Clean all shades, blinds and blind heads.
19. Wash interior and exterior of all trash receptacles.
20. Shampoo and extract all floor mats.
21. Clean covers on floor drains and pour one gallon of water in drain.

3.11.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.12 **ELEVATORS**

1. All elevator areas shall be cleaned within the scheduling of the corresponding area

3.12.1 **EACH DAY** (and/or each week where only one cleaning a week is required)

1. Vacuum and spot clean all carpeted areas.
2. Sweep, dust mop, spot clean and damp mop all tile floors.
3. Sweep, dust mop, spot clean and damp mop all composition floors.
4. Sweep, dust mop, spot clean and damp mop all terrazzo floors.
5. Remove all gum, tar, graffiti and other foreign matter from all surfaces.
6. Spot Buff Terrazzo floors.
7. Dust and spot clean building directory signs, dispensers, AED's, first aid cabinets, fire extinguishers, fire alarm boxes and fire equipment boxes.
8. Spot clean and dust all stainless-steel surfaces and ledges.
9. Spot clean and dust all columns and guardrails.
10. Spots clean all interior glass, including, but not limited to windows, doors and glass partitions removing fingerprints and smudges.
11. Vacuum and spot clean all floor mats.
12. Damp wipes all walls, interior and exterior of doors and doorframes.
13. Damp wipes all controls, panels and railings to remove fingerprints or marks.
14. Sweep and spot clean door tracks.
15. Perform policing service frequently.
16. Spot clean Annex Elevator interior and exterior glass.
17. Vacuum and spot clean all floor mats.

3.12.2 **EACH WEEK**

1. Shampoo and extract spots from all carpeted areas.
2. Sweep, dust mop, spot clean, damp mop and buff all tile floors.
3. Sweep, dust mop, spot clean, damp mop and buff all composition floors.
4. Sweep, dust mop, spot clean, damp mop and buff all terrazzo floors.
5. Dust mop and automatic scrub all terrazzos.
6. Spot clean and dust all wall surfaces, columns and wood panels.
7. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, picture frames, return air ducts and baseboards.
8. Clean fingerprints and soil from doorframes, light switches, handles and railings.
9. Clean and polish both sides of all glass partitions.
10. Clean glass and inside of fire equipment casing.
11. Clean and polish stainless steel interior and other wall surfaces.
12. Clean and polish interior and exterior of doors and doorframes.
13. Clean and polish all controls, panels and railings.
14. Clean interior and exterior glass of Annex Elevator.
15. Vacuum door tracks.

3.12.3 **EACH MONTH**

1. Shampoo and extract all carpeted areas.
2. Sweep, dust mop, automatic scrub and re-coat all tile floors.
3. Sweep, dust mop, automatic scrub and re-coat all compositions floors.
4. Sweep, dust mop, automatic scrub and re-coat all terrazzo floors.
5. Wash glass of all partitions on both surfaces.
6. High dust walls, ceilings, sills and ledges.
7. Spot clean and dust all stainless-steel surfaces and ledges.
8. Spot clean and dust all columns and guardrails.
9. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
10. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
11. Dust, spot clean and oil all wood paneled walls.
12. Wash and dust all light fixtures.
13. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
14. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
15. Clean and polish bright metal.
16. Clean interior and exterior glass, including edges and ledges, which include the interior and exterior glass of Annex elevator including the glass between the elevators and glass shaft enclosure.
17. Shampoo and extract all floor mats.

3.12.4 TWICE A YEAR

1. Strip and wax all tile and composition floors.
2. NOTE: When elevators are used for barrels, heavy scrubbers and other cleaning equipment, carpet and walls should be covered with heavy clean pads prior to entry.
3. To schedule the cleaning of the annex elevator interior glass, the Contractor will need assistance from the Elevator Contractor for the lock down of the Elevator. "No Exceptions". The Contractor shall use other available methods for cleaning all other glass. Lock down elevator access shall be coordinated, pre-approved and is at the sole discretion of the Airport Representative.

3.13 ESCALATORS

1. All Escalator areas shall be cleaned within the scheduling of the corresponding area

3.13.1 EACH DAY

1. Vacuum to remove dust and debris.
2. Clean, mop, brush and vacuum treads and landings at entrances and exits.
3. Remove all gum, tar, graffiti and other foreign matter from all surfaces and floors.
4. Spots clean all stainless steel, interior and exterior.
5. Damp wipe and sanitize handrails and remove all foreign debris.
6. Damp wipe, clean and polish all metal and glass surfaces.
7. Perform pickup and policing service frequently.
8. Remove handrail dust and debris.

3.13.2 EACH WEEK

1. Mechanically clean escalator stair treads, risers and connected adjacent surfaces. This escalator cleaner shall be equipped with a vacuum system (Refer to Method of Operations).

3.13.3 EACH MONTH

1. Clean and polish all interior and exterior stainless and metal trim.
2. Clean and wash complete handrail.
3. Clean and polish all metal and glass surfaces.

3.14 **DISPLAY CASES, PICTURE COLLECTIONS, BRONZE SCULPTURES AND ARTIFACTS**

1. All Display Cases, Picture Collections, Bronze Sculptures and Artifact areas shall be cleaned within the scheduling of the corresponding area.

3.14.1 EACH DAY

1. Dust exterior of all surfaces, including, but not limited to cases, ledges, railings, moldings, shelves and frames.
2. Spots clean all glass.
3. Dust all bronze with a dry, soft, clean cloth.
4. Damp wipe marble bases of sculptures.
5. Spots clean all exterior stainless and surfaces.
6. Remove all trash, gum, tar, graffiti and other foreign matter from all surfaces.

3.14.2 EACH MONTH

1. Polish all exterior stainless and surfaces.
2. Clean insides of cases upon request.
3. Wash marble bases of sculpture – Do not wash bronze.
4. Clean and polish all glass.
5. Caution: Contractor shall utilize caution at all times concerning the cleaning of all display cases, picture collections, especially with the bronze gold leaf sculptures and artifacts. Harsh chemicals shall not be utilized at any time. Contractor shall be responsible for any and all damage. All material and supplies shall be pre-approved and are at the sole discretion of the Airport Representative.
6. Note: Not all cases, collections, sculptures and artifacts are included. Determination is made and pre-approved and is at the sole discretion of the Airport Representative.

3.15 **RESTROOM**

1. All Restroom areas shall be cleaned within the scheduling of the corresponding area.

2. Public Space Restrooms will be cleaned seven (7) days a week. (Refer to Exhibit E). Throughout each day, on all work shifts, (a minimum of every one (1) hour) the restrooms will be frequently policed, inspected, cleaned and serviced. Toilet bowls, urinals, hand basins, dispensers, walls, stalls, shelves, baby changing tables, drain covers and floors shall be cleaned to maintain them in a clean and sanitary condition. All heavy detailed cleaning will occur “only” during none peak hours.
3. Office, Tenant and Common Space Restrooms will be cleaned five (5) or seven (7) days a week. (Refer to Exhibit E). Each day, one (1) time a day as specified; the restrooms will be policed, cleaned and serviced. Toilet bowls, urinals, hand basins, dispensers, walls, stalls, shelves, baby changing tables, drain covers and floors shall be cleaned to maintain them in a clean and sanitary condition. All heavy detailed cleaning will occur “only” during non-peak hours.
4. Note: Not all restroom floors are stripped and waxed. Determination is made and pre-approved and is at the sole discretion of the Airport Representative.

3.15.1 EACH DAY

1. Empty, damp wipe and sanitize all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Sweep, dust mop, spot clean and damp mop all tile floors.
4. Sweep, dust mop, spot clean and damp mop all composition floors.
5. Sweep, dust mop, spot clean and damp mop all terrazzo floors.
6. Sweep and spot clean all concrete floors.
7. Spot buff Terrazzo floors.
8. Sweep, mop and rinse floors using solution of anti bacterial sanitizer and odor counteractant.
9. Spot mop floor to remove any water, spills, and stains.
10. Dust and spot clean furniture, fixtures, partitions and surfaces.
11. Damp wipes all vinyl or other washable surfaces of chairs, sofas, furniture, fixtures, baby changing tables and lamps.
12. Spot clean and dust all stainless-steel surfaces, shelves, ledges and edges.
13. Spot clean and dust all columns and guardrails.
14. Spot clean and dust, perform policing service frequently between all airline flights.
15. Remove any gum, tar, graffiti and other foreign matter from all surfaces.
16. Wash, sanitize and polish all toilet bowls, urinals and hand basins – interior and exterior.
17. Clean and sanitize all flush rings, drain and overflow outlets and toilet seats.
18. Clean and polish all glass, mirrors and bright metal fillings.
19. Empty, damp wipe and sanitize all sanitary napkin disposal receptacles, replace disposable bag as needed. Dispose of all emptied trash. (Remove and dispose in designated locations outside the building).
20. Refill all dispensers including, but not limited to, toilet tissue, paper towels, toilet seat covers, soap, baby changing table tissue. These dispensers shall be frequently checked, approximately every one (1) hour and refilled when necessary. (Tenants provide their own soap, tissue and paper goods in restroom areas).
21. Provide and spray deodorizer air freshener (Air-lift or equal to) in every restroom, every day, during each restroom scheduled visit.
22. Spot wash all partitions and walls.
23. Dust and spot clean all furniture.

24. Remove spots, stains and splashes from walls adjacent to urinals, toilet bowls and hand basins.
25. Spot clean light switches, doors and frames. Clean door handles, pushes and kick plates.
26. Wash and sanitize all dispensers.
27. Hand scrub baseboards and areas around feet of partitions.
28. Dust all sills, moldings, ledges, lockers, ducts and vents.
29. Showers – clean and sanitize all walls and floors. Clean and polish all fixtures. Clean shower doors and/or shower curtain.
30. Damp wipe and sanitize all benches and locker tops, sides and fronts.
31. Perform frequent policing service on all Airport furniture returning each piece to original position.

3.15.2 EACH WEEK

1. Clean all restrooms with a Kaivac restroom cleaning machine, disinfecting, removing odor-causing bacteria, soil, germs.
2. Sweep, dust mop, spot clean, damp mop and buff all tile floors.
2. Sweep, dust mop, spot clean, damp mop and buff all composition floors.
3. Sweep, dust mop, spot clean, damp mop and buff all terrazzo floors.
4. Power vacuum concrete floors.
5. Sweep, dust mop and automatic scrub all terrazzo floors.
6. Vacuum and spot clean upholstered furniture.
7. Spot clean and dust all wall surfaces, columns and wood panels.
8. Vacuum and spot clean upholstered furniture.
9. Hand wash baseboards and areas around feet of partitions.
10. Hand wash and sanitize partitions and walls with a disinfectant.
11. Dust all surfaces, including, but not limited to sills, ledges, railings, molding, shelves, return air ducts, blinds, shades and baseboards.
12. Clean fingerprints and soil from doorframes, light switches, handles and railings.
13. Remove shower scum.

3.15.3 EACH MONTH

1. Sweep, dust mop and automatic scrub and re-coat all tile floors.
2. Sweep, dust mop and automatic scrub and re-coat all composition floors.
3. Sweep, dust mop and automatic scrub and re-coat all terrazzo floors.
4. Automatics scrub concrete floors.
5. Wash glass of all partitions on both surfaces.
6. Clean and polish all metal furniture.
7. Oil and polish all wooden furniture.
8. High dust all walls, ceilings, columns, sills, moldings and ledges.
9. Clean all air intakes, ducts, outlets, vents, speaker outlets including adjacent wall and ceiling areas.
10. Spot clean and dust all stainless steel surfaces and ledges.
11. Spot clean and dust all columns and guardrails.
12. Wash all doorknobs, light switch covers.
13. Clean and polish chrome legs of chairs.
14. Wash and clean all doors, transoms, door facings, push plates and frames including door opening and closing mechanisms.
15. Clean all interior glass including, but not limited to window, doors and glass partitions and doors.
16. Dust, spot clean and oil all wood paneled walls.

17. Wash and dust all light fixtures.
18. Wash and/or clean all ceiling air vents, all floor air return vents and speaker outlets.
19. Clean ceiling, wall and floor areas adjacent to all vents or diffuser outlets.
20. Clean and polish bright metal.
21. Wash interior and exterior of all trash receptacles.
22. Shampoo and extract all floor mats.
23. Clean covers on all floor drains and pour one gallon of water into the drain.
24. Wash and sanitize baby changing tables.

3.15.3 TWICE A YEAR

1. Strip and wax all tile, composition and terrazzo floors.

3.16 JANITOR CLOSETS

1. All Janitor Closet areas shall be cleaned within the scheduling of the corresponding area.

3.16.1 EACH DAY

1. Empty, damp wipe and sanitize all trash receptacles, replace and tie plastic liner.
2. Dispose of all emptied trash (remove and dispose in designated locations outside the building).
3. Sweep, dust mop, spot clean and damp mop all tile floors.
4. Sweep, dust mop, spot clean and damp mop all composition floors.
5. Sweep, dust mop, spot clean and damp mop all terrazzo floors.
6. Sweep and spot clean all concrete floors.
7. Spot buff terrazzo floors.
8. Sweep, mop and rinse floors using solution of anti bacterial sanitizer and odor counteractant.
9. Spot mop floor to remove any water, spills, and stains.
10. Spot clean and dust all stainless steel surfaces, shelves, ledges and edges.
11. Spot clean and dust all columns and guardrails.
12. Spot clean light switches, doors and frames. Clean door handles, push and kick plates.
13. Wash and sanitize all dispensers.
14. Hand scrub baseboards and areas around feet of partitions.
15. Dust all sills, moldings, ledges, ducts and vents.
16. Clean slop sinks after each use and remove debris from drain cover outlet.
17. Store equipment properly. Assure that all items are neatly arranged on shelving or on the walls away from any building maintenance access work area. Keep access to conveyors clear at all times.
18. Remove any gum, tar, graffiti and other foreign matter from all surfaces.
19. At all times, keep closets organized, uncluttered, free of trash, dirt, and dust.
20. Turn off lights when not in use.

3.16.2 EACH WEEK

1. Sweep, dust mop, spot clean, damp mop and buff all tile floors.
2. Sweep, dust mop, spot clean, damp mop and buff all composition floors.
3. Sweep, dust mop, spot clean, damp mop and buff all terrazzo floors.
4. Power vacuum concrete floors.

5. Dust mop and automatic scrub all terrazzo floors.
6. Hand wash and sanitize partitions and walls with a disinfectant.

3.16.3 EACH MONTH

1. Dust mop, automatic scrub and re-coat all tile floors.
2. Dust mop, automatic scrub and re-coat all composition floors.
3. Dust mop, automatic scrub and re-coat all terrazzo floors.
4. Automatic scrub concrete floors.
5. Strip and refinish all composition floors.
6. High dust all walls, ceilings, columns, sills, moldings and ledges.
7. Clean all air intakes, ducts, outlets, vents, speaker outlets including adjacent wall and ceiling areas.
8. Clean covers on all floor drains and pour one gallon of water into the drain.
9. Clean all light fixtures.
10. Clean and wash all tile edges and baseboards.

3.16.4 TWICE A YEAR

1. Strip and wax all terrazzo, tile and composition floors.

3.17 **WINDOW AND GLASS CLEANING**

1. All Window Cleaning shall be cleaned within the scheduling of the corresponding area.

3.17.1 EACH DAY

1. Spot clean all interior glass, including, but not limited to, windows, entrance and exit doors, revolving doors, office doors, store fronts, elevators, glass partitions and enclosures removing fingerprints and smudges.
2. Spot clean all exterior glass, including, but not limited to, windows, entrance and exit doors, revolving doors, office doors, elevators, glass partitions and enclosures removing fingerprints and smudges.
3. Remove all bugs, spider webs, stickers, gum, tar, graffiti and other foreign matter from all surfaces of glass.
4. Damp wipe all windowsills, edges and ledges.
5. Remove excess water from adjacent floor after cleaning all glass.

3.17.2 EVERY MONTH

1. Wash and polish all interior glass, including, but not limited to, windows, clerestory, skylights, entrance and exit doors, revolving doors, office doors, storefronts, elevators, glass partitions and enclosures.
2. Wash and polish all exterior glass, including, but not limited to, windows, clerestory, skylights, entrance and exit doors, revolving doors, office doors, elevators, glass partitions and enclosures.
3. This includes all "HIGH" interior and exterior window glass located in the Connector Blvd. Interior windows in this area will require a scissor lift for cleaning. Exterior windows in this area will require a snorkel lift.

4. Note: The exterior ledge is not structural, this ledge is not load bearing, it is decorative only. Contractor or Contractors employees shall not lean, stand, or walk on the ledge. If damage occurs to the ledge during window cleaning, the Contractor agrees and shall be responsible for any and all damages. All damage repairs are at the sole discretion of the Airport Representative
5. To clean the exterior “HIGH” clerestory and skylight windows located in the Terminal Buildings, the Contractor will need access to the roof. Roof access will only be given for clerestory and skylight windows. Contractor shall use other available methods for cleaning all other windows. Roof access will be coordinated through and is at the sole discretion of the Airport Representative.
6. Remove all bugs, spider webs, stickers, gum, tar, graffiti and other foreign matter from all surfaces of glass.
7. Damp wipes all windowsills, edges and ledges.
8. Remove excess water from adjacent floor after cleaning all glass.

3.18 **GENERAL INFORMATION**

1. Perform policing service in all public areas no less than six times per shift, except after 12:00 midnight, and in addition, whenever necessary twenty-four (24) hours per day. The service includes, but is not limited to, floors, ceilings, walls, cove base, furniture, fixtures, trash containers, ash urns, sidewalks, parking lots, stairs, any location the public should place waste.
2. Perform policing and cleaning service to TAIT’s Conference Rooms per the specifications of the contract during regular cleaning scheduled hours. Upon request by the Airport Representative, additional cleaning shall be required for additional non-scheduled meetings. For services other than the regular cleaning schedule, the Contractor will be compensated under the “Non-scheduled cleaning service”. All requested service shall be pre-approved and are at the sole discretion of the Airport Representative. The Contractor will not be compensated for services performed without pre-approval from Airport Representative.
4. Any cleanup service or additional sweeping or mopping required at any time, on any shift (twenty four (24) hours a day, seven (7) day a week, due to, including, but not limited to, accidents, mishaps, incidents, spills and leaks that might occur, including heavy flight traffic, layovers or inclement weather issues, shall be considered as service to be rendered by the Contractor.
5. Perform policing and cleaning service to TAIT’s special functions per the specifications of the contract during regular cleaning scheduled hours. Upon request by the Airport Representative, additional cleaning shall be required for additional non-scheduled functions. For services other than the regular cleaning schedule, the Contractor will be compensated under the “Non-scheduled cleaning service”. All requested service shall be pre-approved and are at the sole discretion of the Airport Representative. The Contractor will not be compensated for service performed without pre-approval from the Airport Representative.
6. Contractor shall immediately assist Airport personnel with the use of Contractor’s equipment and personnel in the cleanup of any, including, but not limited to, emergency, accident, mishap,

incident, leak, weather issue, spill, problem or request that might occur. All requested service shall be pre-approved and are at the sole discretion of the Airport Representative. The Contractor will not be compensated for service performed without determination and/or pre-approval from the Airport Representative.

7. Absolutely, under no circumstances, at any time, will the Contractor or Contractors employees, unplug, move or shift any Security Checkpoint equipment, furniture, machines or computers. All cleaning service for that area shall be coordinated and pre-approved and is at the sole discretion of the Airport Representative.
8. Absolutely, under no circumstances, at any time, will the Contractor or Contractors employees, move, shift or rearrange any Airport plant material or containers. Any service to be performed that requires moving plant material or containers shall be pre-approved and is at the sole discretion of the Airport Representative.
9. Contractor's employees' breaks and lunches shall be taken in a designated area. Locations shall be pre-approved and is at the sole discretion of the Airport Representative. The Contractor within the designated area provided by the Airport shall make accommodations for employee's lockers, lunchroom, etc. Smoking is prohibited in any Airport Facility. Contractor and Contractor employees shall follow the Airports no smoking policy and procedure and utilize the designated smoking areas located twenty-five (25) feet from all Airport Facilities.
10. The Airport Representative shall have the right to require the Contractor's personnel to perform other cleaning duties on TAIT premises as the Airport Representative shall deem desirable or necessary and the Contractor shall promptly comply with such requirements, provided however, Contractor shall utilize only the personnel who are already performing cleaning services and provided further, the Contractor shall not be required to perform the scheduled cleaning services of the specific work station effected by such a request
11. Any and all alterations or modifications made for and/or by the Contractor to Airport owned property, for the convenience of the Contractor, shall become the property of the Airport. At the sole discretion of the Airport Representative, upon request, any and all alterations or modifications made for and /or by the Contractor, will be returned to their original condition, by the Contractor, at the termination of this contract. Any and all alterations or modifications must be pre-approved and are at the sole discretion of the Airport Representative.
12. Hazardous Material Safety Data Sheets (MSDS) are to be on file in the Contractor's office with copies provided to the Airport Representative office on all materials located on the premises. Contractor is responsible for providing a MSDS Employees Information Right to Know Board. (This board should be updated daily and kept in an accessible location).
13. All chemicals and supplies in the Contractors storage area and/or all chemicals and supplies utilized by the Contractor and Contractors employees shall be labeled at all times. Contractor is required to be prepared to work in a productive and safe environment as required by the current Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

14. The present Parking Structure has a weight restriction of (5) five Tons and a height restriction of 7.6 feet. Presently a Tyco 210 Vacuum Sweeper with a water dust control system is currently being used to clean the parking structure.
15. Due to increased security measures at Tulsa International Airport, no vehicle shall be left unattended along the curb adjacent to the Airport Terminal Building.
16. The Tulsa International Airport Terminal Building is open to the public twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days a year. At present, high traffic hours for passengers and visitors generally occur between the hours of 3:30 a.m. - 9:30 a.m., 11:00 a.m. - 1:30 p.m. and 4:30 p.m. - 7:30 p.m., although many flights are scheduled at different times during the day. Fall and Spring Break, Thanksgiving, Christmas Holiday and Special Events are also high demand time periods at the Airport.
17. The following approximate information is subject to change periodically from time to time, due to, including, but not limited to, construction, tenant space, additions and/or deletions of footage:

31 - Men Restrooms	184 - Toilets	110 - Paper Towel Dispensers
31 - Women Restrooms	71 - Urinals	184 - Toilet Paper Dispensers
12 - Uni- Sex Restrooms	195 - Sinks	179 - Soap Dispensers
157 - Seat Protectors	11 - Showers	25 - Changing Tables
3 - Pet Relief Areas	2 - Universal Changing	2- Lactation Rooms
18. Presently there are seven (7) commercial airlines and a number of charter airlines offering flights to more than approximately three (3) million travelers a year.
19. Bidder should be aware that Airline flight schedules are subject to change due to alterations in flight scheduling by the individual airline.
20. The following tables of historic air traffic statistics for Tulsa International Airport are offered for information only:

ENPLANED/DEPLANED AIRLINE PASSENGERS			
<u>Enplaned</u>	<u>Deplaned</u>	<u>Total Passengers</u>	
2021	820,328	825,588	2,316,751
2022	1,443,951	1,443,609	2,887,560
2023	1,567,166	1,577,401	3,144,567
2024	1,622,256	1,625,414	3,247,670
2025	1,594,603	1,595,487	3,190,090

3.19 **CONTRACTOR'S EMPLOYEE PROPOSAL**

1. To comply with the specifications herein, the Bidder shall agree and proposes employing and keep on duty at all times, to perform custodial services in all of the designated cleaning areas, twenty-four (24) hours per day, eight (8) hour work shifts, forty (40) hour work weeks, seven (7) days per week, three hundred sixty-five (365) days per year, three (3) shifts each day, including holidays, the following number of Managers, Assistant Managers, Supervisors, Working Supervisors, Administrative Assistants, Custodians, Floor Crew, Lot Crew, Window Washers and/or any other pertinent employees. **The Contractor shall include with their bid a written employee proposal.**

PLEASE SEE EXAMPLE BELOW

		DAILY POSITIONS		
Area of Work Covered	Days Covered	First Shift	Second Shift	Third Shift
Administrative				
On-Site Manager	5	1		
Administrative Assistant	5	1		
Terminal Building				
Supervisor	7	1	1	1
Window Washer	7	2	1	
Floor Tech	7	1	1	8
Custodians	7	8	5	8
Outlying Building				
Parking Structures, Surface Lots and Sidewalks	7	2		3
DAILY STAFF POSITION TOTAL:		17	8	20

PLEASE NOTE: "THE ABOVE IS AN EXAMPLE PROPOSAL"

PLEASE NOTE: The staffing table above is provided for illustrative purposes only and does not represent the Airport's required staffing levels. Each Bidder shall submit its own proposed staffing plan. Upon Contract award, the successful Bidder's approved staffing proposal shall become the Contractor's Minimum Staffing requirement and shall be subject to the staffing, performance, and liquidated damages provisions of this Contract.

3.20 BID DESCRIPTION

3.20.1 EXHIBIT A

Item #1:

Public Space Carpeted: This area is to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #2:

Public Space Terrazzo: This area to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. This bid item will also include the cleaning of elevators, stairways, and escalators located in these areas. That cleaning shall include but is not limited to, daily elevator care, washing and cleaning of entire enclosure, policing, cleaning light fixtures, vacuuming, mopping, providing floor care per specifications, cleaning corners, edges and ledges by hand, cleaning and vacuuming door tracks, cleaning and polishing stainless steel. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar and debris. The cleaning of the escalator shall include but is not limited to, daily escalator care, polishing, vacuuming, mopping, waxing, policing, stairs, treads, handrails, landings, stainless steel siding enclosures and all spillages. A mechanical escalator cleaning machine, with enclosed vacuum shall be used weekly on all escalators to clean stairs and risers. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #3:

Public Space Tile: This area to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. This bid item will also include the

cleaning of elevators, and stairways located in these areas. That cleaning shall include but is not limited to, daily elevator care, washing and cleaning of entire enclosure, policing, cleaning light fixtures, vacuuming, mopping, providing floor care per specifications, cleaning corners, edges and ledges by hand, cleaning and vacuuming door tracks, cleaning and polishing stainless steel. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #4:

Public Space Concrete: This area needs to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #5:

Public Space Restrooms: This area needs to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete restroom cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily restroom care, sweeping, policing, disinfecting, deodorizing, mopping, vacuuming, cleaning spillage, polishing, cleaning of walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, stainless, shelving, mirrors, toilet bowls, urinals, hand basins, stalls, shelves, baby changing tables, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. Public restrooms will be cleaned seven (7) days a week with frequent policing, cleaning and inspecting (a minimum of every one (1) hour) throughout each day. All heavy detailed cleaning will occur “only” during none peak hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #6:

Public Space Pet Relief Area: This area shall be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies, and cleaning procedures required to complete Pet Relief Area cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include, but is not be limited to, daily Pet Relief Area care, inspecting, policing, sweeping, mopping, disinfecting, deodorizing, cleaning and sanitizing flooring, artificial turf, fixtures, walls, drains, pet waste disposal stations, and surrounding surfaces. Remove all animal waste, foreign objects, gum, graffiti, tar, trash, recyclables, and debris. Empty waste receptacles, replace liners, maintain pet waste bag dispensers, and eliminate odors to

keep the areas clean, sanitary, and odor-free at all times. Promptly report any damaged equipment, plumbing, drainage, or unsafe conditions to the Airport Representative. Public Space Pet Relief Areas shall be inspected and serviced throughout each day, with additional cleanings performed as necessary. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #7:

Common Space Carpet: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #8:

Common Space Terrazzo: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #9:

Common Space Tile: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. This bid item will also include the cleaning of elevators, and stair ways located in these areas. That cleaning shall include but is not limited to, daily elevator care, washing and cleaning of entire enclosure, policing, cleaning light fixtures, vacuuming, mopping, providing floor care per specifications, cleaning corners, edges and ledges by hand, cleaning and vacuuming door tracks, cleaning and polishing stainless steel. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be

pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #10:

Common Space Concrete: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #11:

Common Space Restrooms: This area needs to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete restroom cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily restroom care, sweeping, policing, disinfecting, deodorizing, mopping, vacuuming, cleaning spillage, polishing, cleaning of walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, stainless, shelving, mirrors, toilet bowls, urinals, hand basins, stalls, shelves, baby changing tables, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. All heavy detailed cleaning will occur “only” during non peak or unoccupied hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #12:

Common Space Carpet: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #13:

Common Space Terrazzo: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing

removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #14:

Common Space Tile: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #15:

Common Space Concrete: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #16:

Common Space Restrooms: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete restroom cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily restroom care, sweeping, policing, disinfecting, deodorizing, mopping, vacuuming, cleaning spillage, polishing, cleaning of walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, stainless, shelving, mirrors, toilet bowls, urinals, hand basins, stalls, shelves, baby changing tables, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash and debris. All heavy detailed cleaning will occur “only” during non peak or unoccupied hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #17:

Office Space Carpet: This area needs to be cleaned One (1) Day A Week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to,

carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. Trash shall be removed five (5) days a week. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #18:

Office Space Terrazzo: This area to be cleaned One (1) Day A Week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. Trash shall be removed five (5) days a week. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #19:

Office Space Tile: This area to be cleaned One (1) Day A Week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, one day a week tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. Trash shall be removed five (5) days a week. This bid item will also include the cleaning of stairways located in these areas. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #20:

Office Space Concrete: This area to be cleaned One (1) Day A Week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. Trash shall be removed five (5) days a week. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #21:

Office Space Carpet: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash and debris. Cleaning of stair way in the office area shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #22:

Office Space Terrazzo: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #23:

Office Space Tile: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. This bid item will also include the cleaning of stairways located in these areas. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #24:

Office Space Concrete: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed

shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #25:

Office Space Restrooms: This area to be cleaned Five (5) Days A Week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete restroom cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily restroom care, sweeping, policing, disinfecting, deodorizing, mopping, vacuuming, cleaning spillage, polishing, cleaning of walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, stainless, shelving, mirrors, toilet bowls, urinals, hand basins, stalls, shelves, baby changing tables, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. All heavy detailed cleaning will occur “only” during nonpeak or unoccupied hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #26:

Office Space Carpet: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete carpet cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily carpet care, vacuuming, policing, spot cleaning, shampooing, extracting dirt or debris from carpets and immediately cleaning all spillages. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #27:

Office Space Terrazzo: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete terrazzo floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the Technical Specifications, method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily terrazzo care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #28:

Office Space Tile: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete tile floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily tile care, spot mopping, policing, sweeping, dust mopping, buffing removing soil and scuffmarks, auto scrubbing, stripping and waxing. Remove all foreign objects, gum, graffiti, tar, trash and debris. Wash all interior and exterior glass. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris.

This bid item will also include the cleaning of elevators, and stairways located in these areas. That cleaning shall include but is not limited to, daily elevator care, washing and cleaning of entire enclosure, policing, cleaning light fixtures, vacuuming, mopping, providing floor care per specifications, cleaning corners, edges and ledges by hand, cleaning and vacuuming door tracks, cleaning and polishing stainless steel. The cleaning of the stair ways shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #29:

Office Space Concrete: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete concrete floor service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily concrete floor care, spot mopping, policing, sweeping, dust mopping, power vacuuming and auto scrubbing. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #30:

Office Space Restrooms: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete restroom cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, daily restroom care, sweeping, policing, disinfecting, deodorizing, mopping, vacuuming, cleaning spillage, polishing, cleaning of walls, fixtures, floors, partitions, hinges, counters, furniture, woodwork, dispensers, stainless, shelving, mirrors, toilet bowls, urinals, hand basins, stalls, shelves, baby changing tables, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. All heavy detailed cleaning will occur "only" during nonpeak or unoccupied hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #31:

Public Space Carpeted Gate Lobbies and Jet Bridges: This area is to be cleaned seven (7) days a week. This area includes Tenants Leased Public Space Carpeted Gate Lobbies and Jet Bridges. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete public space carpeted gate lobby and jet bridge cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, cleaning all locations seven (7) days a week, daily gate lobby and jet bridge care, frequently policing, sweeping, mopping, vacuuming, cleaning desk, cabinets, counters, tables, chairs, couches, fixtures, sign holders, televisions, monitors, partitions equipment, directory signs, fire extinguishers, stainless steel surfaces, edges and ledges, columns, guardrails, interior glass, windows, doors, wall surfaces, wood panels, air ducts, blinds, baseboards, light fixtures, shades, blinds, airport displays, trash receptacles, drain covers and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. All heavy detailed cleaning will occur “only” during none occupied hours. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #32:

Parking Structures and Surface Lots: This area is to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete parking structure and surface lot cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, cleaning all locations seven (7) days a week, policing all areas daily, cleaning, sweeping and vacuuming steps, landings, walkways, curb edges, driveways, roadways, parking spaces, open areas, expansion joints, top of drain covers, entrances and exits. Cleaning doors, informational signs, benches, columns, glass, guardrails, handrails, floor mats, ash and trash receptacles. Remove dead animals, birds and bird nest. Clean all areas under and around trash containers. Remove all foreign objects, gum, graffiti, tar, algae, trash, recyclables and debris. Power equipment shall be used only between the hours of 11:00 midnight and 3:30 A.M. daily, with the exception – Power equipment in the Rental Car Return and Reserved Parking may only be utilized once each week, on Tuesdays from 12:00 midnight through Wednesday Morning 4:30 A.M. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #33:

Sidewalks: This area is to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete sidewalk cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, cleaning all locations seven (7) days a week, policing all areas daily, cleaning, sweeping and vacuuming all outside entrances, covered exteriors, canopy and sidewalks areas to include; steps, landings, walkways, curb edges, open areas, expansion joints, top of drain covers, entrances and exits. Cleaning doors, transoms, informational signs, benches, columns, glass, guardrails, handrails, floor mats, ash and trash receptacles. Removing dead animals, birds and bird nest. Clean all areas under and around trash containers.

Remove all foreign objects, gum, graffiti, tar, algae, trash and debris. Cleaning of the Stair ways located on the sidewalk areas are to be cleaned under this bid item. This shall include but is not limited to, daily stair care, spot cleaning, sweeping, policing, mopping, vacuuming, cleaning spillage, cleaning all glass, providing floor care per specifications, cleaning inside and outside of enclosures, sides, ceilings, light fixtures, handrails, edges, ledges, landing and steps. Remove all foreign objects, gum, graffiti, tar, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #34:

Inbound Baggage Carousels: This area is to be cleaned seven (7) days a week. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete inbound baggage carousels cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, cleaning all locations seven (7) days a week, frequently policing all areas daily, sweeping, dusting, vacuuming, spot cleaning, removing stickers and tags, polishing all stainless, cleaning rubber edging, cleaning doorframes, vinyl door strips, grooves, edges and ledges, cleaning all glass, cleaning spillage, dusting flight information displays, gate information displays, baggage information displays and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #35: Baggage Conveyor Enclosures: This exterior is to be cleaned seven (7) days a week and the entire interior is cleaned one (1) time each month. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete inbound baggage conveyor enclosures cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, tops, sides, joints, edges, stainless and glass (etched included), removing including, but not limited to, stickers, tags, debris, spillage, trash, dirt and dust. Exterior is cleaned on a frequent daily basis, each shift, to maintain neat and clean baggage conveyor enclosures. Interior is cleaned one time each month to maintain neat and clean baggage conveyor enclosures. Interior cleaning requires baggage conveyor employee assistance and shall be pre-approved and is at the sole discretion of the Airport Representative. The Inbound Conveyor Enclosures are located on the A and B bridges leading to the Baggage Claim Areas.

Item #36:

Outbound Baggage Carousels: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete common space outbound baggage carousels cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, once a day outbound baggage carousel care, sweeping, dusting, vacuuming, spot cleaning, removing stickers, polishing all stainless steel,

cleaning rubber edging, cleaning doorframes, vinyl door strips, grooves, edges and ledges, cleaning all glass, cleaning spillage and providing floor care per specifications. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. This area requires cleaning seven (7) days a week, one (1) time each day between the hours of 10:00 p.m. to 4:30 a.m. Power equipment shall be used only between the hours of 11:00 PM and 3:30 a.m. Contractor shall agree that Contractor and Contractors employees shall make every effort, at all times, to minimize and control dust when cleaning the outbound baggage carousels. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #37:

Public Food Court: This area is to be cleaned seven (7) days a week, One (1) time Each Day. Service and provide all labor, tools, equipment, materials, supplies and cleaning procedures that are required to complete public food court and food cart area cleaning service in designated areas. The duties to be performed shall be of the type and frequency as shown in the method of operation and cleaning specifications scope of work covered within this Contract. This shall include but is not limited to, cleaning all locations seven (7) days a week, one (1) time each day, sweeping, dusting, mopping, vacuuming, cleaning trash receptacles, furniture, fixtures, shelves, tables, chairs, cabinets, stainless, columns, handrails, baseboards, glass, edges, ledges, railings, moldings, light switches, ceilings, walls, doors, transoms, floor mats and floor drains. Remove all foreign objects, gum, graffiti, tar, trash, recyclables and debris. Contractor shall understand and agree to clean the food court areas seven (7) days a week, one (1) time each day. When the food vendors are “closed” (food vendor times are not predictable and may vary with each vendor). The food vendor will be responsible for keeping the areas cleaned during the hours the food court areas are “open”. This includes frequently policing all areas, cleaning up spills, mopping, busing tables, emptying trash, cleaning receptacles, etc. This includes the areas with tables and chairs in front of the counters at the Food Court and other Vendor Areas including the area along the glass in the connector boulevard where tables and chairs that match those inside the food court will be placed. The scope of this work shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #38:

Non-Scheduled Cleaning Services: Non-scheduled cleaning service shall include, but is not limited to, any and all requests for cleaning that TAIT requires over and above the Contract cleaning specifications. The Contractor understands and shall agree that non-scheduled cleaning shall require the Contractor and Contractors employees to perform non-scheduled cleaning upon request. This shall include but is not limited to; the use of necessary personnel, cleaning equipment, tools, materials, appliances, transportation and supplies to efficiently and effectively clean there requested designated areas. For these requested services the Contractor shall be compensated under “Non-scheduled cleaning services”. All cleaning requests are pre-approved and are at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #39:

Trash Dumpsters and/or Containers: Provide, One (1) Container With Four (4) Yards Of Capacity Each, To Be Emptied Two (2) Times Each Day, Seven (7) Days A Week: Service and provide all labor, tools, equipment, materials and supplies required to complete the placement of trash removal dumpsters and/or containers in designated areas (Refer to attached Exhibit E for

designated locations). The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract. The dumpsters and/or containers and placement locations shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #40:

Trash Dumpster and/or Container: Provide, One (1) Open Top Container with Thirty (30) Yards of Capacity, To Be Emptied Two (2) Times Each Week: Service and provide all labor, tools, equipment, materials and supplies required to complete the placement of trash removal dumpsters and/or containers in designated areas (refer to Exhibit E for designated locations). The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract. The dumpsters and/or containers and placement locations shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #41:

Trash Dumpsters And/Or Containers: Provide, One (1) Container with Six (6) Yards of Capacity Each, To Be Emptied Two (2) Times Each Week: Service and provide all labor, tools, equipment, materials and supplies required to complete the placement of trash removal dumpsters and/or containers in designated areas (refer to Exhibit E for designated locations). The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract. The dumpsters and/or containers and placement locations shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #42:

Provide Additional Requested Trash Removal, Open Top Container With Thirty (30) Yards Of Capacity: Contractor understands and shall agree that all designated locations or buildings on the property of TAIT, where additional requested trash removal service may be required, shall be provided by the Contractor. Upon request of additional trash removal dumpster and/or container service, the Contractor shall be responsible for, including, but not limited to, scheduled haulings, hauling fees, dumping fees, fuel fees, taxes and relocation of trash dumpster and/or containers. The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract for the same size existing containers. For these additional requested trash removals, the Contractor will be compensated under “Additional Requested Trash Removal”. All additional requested trash removals shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #43:

Provide Additional Requested Trash Removal, One (1) Container With Four (4) Yards Of Capacity: Contractor understands and shall agree that all designated locations or buildings on the property of the Tulsa Airport Authority where additional requested trash removal service may be required, shall be provided by the Contractor. Upon request of additional trash removal dumpster and/or container service, the Contractor shall be responsible for, including, but not limited to, scheduled haulings, hauling fees, dumping fees, fuel fees, taxes and relocation of trash dumpster

and/or containers. The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract for the same size existing containers. For these additional requested trash removals, the Contractor will be compensated under "Additional Requested Trash Removal". All additional requested trash removals shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

Item #44:

Provide Additional Requested Trash Removal, One (1) Container with Six (6) Yards Of Capacity: Contractor understands and shall agree that all designated locations or buildings on the property of the Tulsa Airport Authority where additional requested trash removal service may be required, shall be provided by the Contractor. Upon request of additional trash removal dumpster and/or container service, the Contractor shall be responsible for, including, but not limited to, scheduled haulings, hauling fees, dumping fees, fuel fees, taxes and relocation of trash dumpster and/or containers. The service to be provided shall be of the type and frequency as shown in the Technical Specifications covered within this Contract for the same size existing containers. For these additional requested trash removals, the Contractor will be compensated under "Additional Requested Trash Removal". All additional requested trash removals shall be pre-approved and is at the sole discretion of the Airport Representative. All services shall be completed as specified within the Contract.

EXHIBIT A

Pricing Sheet

EXHIBIT B

Insurance Specifications

EXHIBIT C

Annual Price Adjustment

EXHIBIT D

Reference Sheet

EXHIBIT D1 & D2

Attached are the United States Government Tenant Contract Specifications which shall be considered a part of the Specifications of this Contract.

1. Air Traffic Control Tower/Tracon Facility
2. United States Government Customs Service

EXHIBIT E

Designated Locations include:

- Individual Area Exhibits
- Compactor, Open top and Cart Locations

Pricing Sheet

(EXHIBIT A)

**TULSA AIRPORTS IMPROVEMENT TRUST
(TAIT)**

JANITORIAL SERVICES

BID# FY27-045-01

Exhibit A – Bid Form is provided as a separate Microsoft Excel workbook and must be completed and submitted with the proposal.

****PLEASE COMPLETE AND RETURN EXCEL FILE: “EXHIBIT A- PRICING SHEET.xlsx”****

Annual Price Adjustment

(Exhibit C)

Requirements for Allowance of Annual Price Escalation. The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below will be considered in the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your bid. You must notify TAIT, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify TAIT will result in TAIT denying any price escalation.** In no event can the proposed escalation exceed that fixed percentage stipulated in your Bid. Your notice may be sent by certified mail, fax, or email to the Airport Representative. If the notice is not sent by certified mail, it will not be valid until acknowledgement by the Airport Representative is made through fax or email.

Your stipulated fixed percentage price escalation is: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

REFERENCES

(Exhibit D)

To be considered, bids must include five (5) recent work references including: **1) at least one airport which is similar or larger in size to Tulsa International Airport AND 2) another property which is similar or larger in size and has a similar scope of work described in these specifications.** This page shall accompany your bid submittal.

1. Company Name: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 E-mail Address: _____
 Contract Length: _____
 Property Size: _____

2. Company Name: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 E-mail Address: _____
 Contract Length: _____
 Property Size: _____

3. Company Name: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 E-mail Address: _____
 Contract Length: _____
 Property Size: _____

4. Company Name: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 E-mail Address: _____
 Contract Length: _____
 Property Size: _____

5. Company Name: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____

E-mail Address: _____

Contract Length: _____

Property Size: _____

UNITED STATES GOVERNMENT

TENANT CONTRACT SPECIFICATIONS

(EXHIBIT D1)

AIR TRAFFIC CONTROL

TOWER/TRACON FACILITY

Lease No. DTFASW-10-L-00184
TUL ATCT/TRACON/UPS
Tulsa International Airport
Tulsa, Oklahoma

The interest penalty shall be at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the Federal Register semiannually on or about January 1 and July 1. Interest penalties of less than \$1.00 need not be paid.

Interest penalties will not be paid on delays due to disagreement between the Government and Lessor over the payment amount, requests for additional information or other issues involving contract compliance or on amounts temporally withheld or retained in accordance with the terms of the contract.

Payments other than rent, the Lessor shall prepare and submit an invoice to the designated billing office after completion of the work. An invoice shall include the following items:

- (i) Name and address of the Lessor.
- (ii) Invoice date.
- (iii) Lease Number
- (iv) Government's order number or other authorization.
- (v) Description, price, and quantity of work or services delivered.
- (vi) Name and address of Contractor official to whom payment is to be sent

D11 - Janitorial Services (10/96)

The Lessor shall maintain the leased premises, including outside areas in a clean condition. The Lessor shall provide the labor, materials, equipment and supervision necessary for that servicing. Listed below are the janitorial services to be provided and the frequency of those services.

Daily:

- a. Sweep floors using chemically treated absorbent or dusting tools (such as DEX or equal).
- b. Carpet sweep all carpeted areas, as needed.
- c. Empty waste baskets and containers; dispose of waste paper, trash, and other extraneous materials.

2.6.3 Attachment - A to Space Lease

Revised April 2010

OMB Control No. 2120-0595

Pg. 10

d. Clean toilets rooms, including toilets and soap containers. Furnish and maintain constant supply of deodorant material.

e. Wash all drinking fountains.

f. Refill hand sanitizer dispensers in common areas, where applicable

g. In the restrooms:

1. Clean restroom fixtures and chrome fittings.
2. Clean and refill all dispensers (including deodorant material).
3. Wet mop restroom floors.
4. Sanitize toilets, toilet seats, and urinals.
5. Spot wash walls, partitions, and doors.

2. Weekly:

a. Dust counters, file cabinets, and telephones, and surfaces of all office furniture, fixtures, and window sills (except desk tops).

b. Damp mop, and buff all non-carpeted floors.

c. Vacuum all carpeted areas.

3. Monthly:

a. Wash waste baskets.

b. Damp mop and buff all non-carpeted floors.

c. Vacuum all carpeted areas.

3. Monthly:

a. Wash waste baskets.

b. Damp mop and buff all non-carpeted floors; wax and buff non-carpeted floors.

c. Clean or wash walls as needed to present a neat appearance.

d. Dust all ledges and flat surfaces within reach.

e. Dust and clean all light fixtures.

2.6.3 Attachment - A to Space Lease

Revised April 2010

OMB Control No. 2120-0595

f. Dust and clean all venetian blinds.

g. Wash restroom walls, partitions, and doors.

4. Semi-Annually:

a. Wash all exterior office windows.

5. Once a Year:

a. Strip old wax from all floor space and re wax. This service is to be performed in conjunction with one of the quarterly cleaning schedules.

b. Shampoo all carpeted floors.

D12 - Measurement For Payment (10/96)

The space will be mutually measured upon delivery. Payment will be made on the basis of actual measurement; however, payment will not be made for delivered space, which is in excess of the maximum square footage solicited.

D13 - Non-Restoration (10/96)

The FAA shall have no obligation to restore and/or rehabilitate, either wholly or partially, the premises under this lease. It is further agreed that the FAA may abandon in place any or all of the structures, improvements and/or equipment installed in or located upon said property by the FAA during its tenure. Notice of abandonment will be conveyed to the Lessor in writing.

D14 - Occupancy Permit (8/02) - The premises offered shall have a valid Occupancy Permit, issued by the local jurisdiction, for the intended use of the Government, or the Offeror shall complete and provide a certified copy of "FAA Safety & Environmental Checklist" form, in lieu of an occupancy permit, at the contracting officer's discretion. The leased premises, all accesses to the leased premises, building operations, equipment, services, or utilities furnished by the Lessor, and activities of other occupants, shall be free of safety, health, and fire hazards. When such hazards are detected, they must be promptly corrected at the Lessor's expense.

D15 - Operating Costs Escalator (10/96)

Beginning with the second year of the lease and each year after, Government shall pay adjusted rent for changes in costs for cleaning services, supplies, materials, maintenance, trash removal, landscaping, water, sewer charges, heating, electricity, and certain administrative expenses attributable to occupancy.

2.6.3 Attachment - A to Space Lease

Revised April 2010

OMB Control No. 2120-0595

UNITED STATES GOVERNMENT
TENANT CONTRACT SPECIFICATIONS

EXHIBIT D2

UNITED STATES GOVERNMENT
CUSTOMS SERVICE

SOLICITATION FOR OFFERS

SFO

SOK92362

SECTION

SERVICES, UTILITIES,
MAINTENANCE

THE LESSOR MUST HAVE A BUILDING SUPERINTENDENT OR A LOCALLY DESIGNATED REPRESENTATIVE AVAILABLE TO PROMPTLY CORRECT DEFICIENCIES.

SERVICES, UTILITIES, AND MAINTENANCE WILL BE PROVIDED DAILY, EXTENDING 8:30 A.M. TO 5:00 P.M. EXCEPT SATURDAYS, SUNDAYS, AND FEDERAL HOLIDAYS.

(A) THE GOVERNMENT SHALL HAVE ACCESS TO THE LEASED SPACE AT ALL TIMES, INCLUDING THE USE OF ELEVATORS, TOILETS, LIGHTS, AND SMALL BUSINESS MACHINES WITHOUT ADDITIONAL PAYMENT.

(B) IF HEATING OR COOLING IS REQUIRED ON AN OVERTIME BASIS, SUCH SERVICES WILL BE ORDERED ORALLY OR IN WRITING BY THE CONTRACTING OFFICER OR GSA BUILDINGS MANAGER. WHEN ORDERED, SERVICES SHALL BE PROVIDED AT THE HOURLY RATE NEGOTIATED PRIOR TO AWARD. COSTS FOR PERSONAL SERVICES SHALL ONLY BE INCLUDED AS AUTHORIZED BY GSA.

(C) WHEN THE COST OF SERVICE IS \$2,000 OR LESS, THE SERVICE MAY BE ORDERED ORALLY. AN INVOICE SHALL BE SUBMITTED TO THE OFFICIAL PLACING THE ORDER FOR CERTIFICATION AND PAYMENT. ORDERS FOR SERVICES COSTING MORE THAN \$2,000 WILL BE PLACED USING A GSA FORM 300, ORDER FOR SUPPLIES OR SERVICES. THE CLAUSES ENTITLED "GSAR 552.232-71 PROMPT PAYMENT (APR 1989)" AND "GSAR 552.232-72 INVOICE REQUIREMENTS (VARIATION) (APR 1989)" ON THE GSA FORM 3517, GENERAL CLAUSES, APPLY TO ALL ORDERS FOR OVERTIME SERVICES.

(D) ALL ORDERS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS LEASE. IN THE EVENT OF A CONFLICT BETWEEN AN ORDER AND THIS LEASE, THE LEASE SHALL CONTROL.

THE LESSOR SHALL ENSURE THAT UTILITIES NECESSARY FOR OPERATION ARE PROVIDED AND ALL ASSOCIATED COSTS ARE INCLUDED AS A PART OF THE ESTABLISHED RENTAL RATE.

THE LESSOR IS RESPONSIBLE FOR THE TOTAL MAINTENANCE AND REPAIR OF THE LEASED PREMISES IN ACCORDANCE WITH PARAGRAPH 16, GSA FORM 3517. SUCH MAINTENANCE AND REPAIRS INCLUDE SITE AND PRIVATE ACCESS ROADS. ALL EQUIPMENT AND SYSTEMS SHALL BE MAINTAINED TO PROVIDE RELIABLE, ENERGY EFFICIENT SERVICE WITHOUT UNUSUAL INTERRUPTION, DISTURBING NOISES, EXPOSURE TO FIRE OR SAFETY HAZARDS, UNCOMFORTABLE DRAFTS, EXCESSIVE AIR VELOCITIES, OR UNUSUAL EMISSIONS OF DIRT. THE LESSOR'S MAINTENANCE RESPONSIBILITY INCLUDES INITIAL SUPPLY AND REPLACEMENT OF ALL SUPPLIES, MATERIALS, AND EQUIPMENT NECESSARY FOR SUCH MAINTENANCE. MAINTENANCE, TESTING, AND INSPECTION OF APPROPRIATE EQUIPMENT AND SYSTEMS MUST BE DONE IN ACCORDANCE WITH APPLICABLE CODES, AND INSPECTION CERTIFICATES MUST BE DISPLAYED AS APPROPRIATE. COPIES OF ALL RECORDS IN THIS REGARD SHALL BE FORWARDED TO THE GSA FIELD OFFICE MANAGER OR A DESIGNATED REPRESENTATIVE.

WITHOUT ANY ADDITIONAL CHARGE, THE GOVERNMENT RESERVES THE RIGHT TO REQUIRE THE LESSOR OR HIS REPRESENTATIVE TO TEST ONCE A YEAR, WITH PROPER NOTICE, SUCH SYSTEMS AS FIRE ALARM, SPRINKLER, EMERGENCY GENERATOR, ETC. TO ENSURE PROPER OPERATION. UPON REQUEST, APPROPRIATE OPERATIONS AND MAINTENANCE MANUALS SHALL BE MADE AVAILABLE FOR THE GOVERNMENT'S REVIEW DURING THESE TESTS. THESE TESTS SHALL BE WITNESSED BY A REPRESENTATIVE OF THE CONTRACTING OFFICER.

THE LESSOR SHALL PROVIDE A LEVEL OF SECURITY WHICH REASONABLY DETERS UNAUTHORIZED ENTRY TO THE SPACE LEASED DURING NON-DUTY HOURS AND DETERS LOITERING OR DISRUPTIVE ACTS IN AND AROUND THE SPACE LEASED DURING DUTY HOURS.

CLEANING IS TO BE PERFORMED AFTER TENANT WORKING HOURS UNLESS DAYTIME CLEANING IS SPECIFIED AS A SPECIAL REQUIREMENT ELSEWHERE IN THIS SOLICITATION.

THE LESSOR SHALL MAINTAIN THE LEASED PREMISES, INCLUDING OUTSIDE AREAS IN A CLEAN CONDITION AND SHALL PROVIDE SUPPLIES AND EQUIPMENT. THE FOLLOWING SCHEDULE DESCRIBES THE LEVEL OF SERVICES INTENDED. PERFORMANCE WILL BE BASED ON THE CONTRACTING OFFICER'S EVALUATION OF RESULTS, NOT THE FREQUENCY OR METHOD OF PERFORMANCE.

DAILY:

EMPTY TRASH RECEPTACLES AND CLEAN ASHTRAYS. SWEEP ENTRANCES, LOBBIES AND CORRIDORS. SPOT SWEEP FLOORS AND SPOT VACUUM CARPETS. CLEAN DRINKING FOUNTAINS. SWEEP AND DAMP MOP OR SCRUB TOILET ROOMS. CLEAN ALL TOILET

INITIALS

LESSOR

&

GOVERNMENT

7.1 SERV UTIL MAINT: GENERAL

7.2 NORMAL HOURS

7.3 OVERTIME USAGE

7.4 UTILITIES

7.5 MAINTENANCE & TESTING OF
SYSTEMS

7.6 SECURITY

7.7 JANITORIAL SERVICES

SOLICITATION FOR OFFERS

SFO

SOK92362

SECTION

SERVICES, UTILITIES,
MAINTENANCE

FIXTURES AND REPLENISH TOILET SUPPLIES. DISPOSE OF ALL TRASH AND GARBAGE GENERATED IN OR ABOUT THE BUILDING. WASH INSIDE AND OUT OR STEAM CLEAN CANS USED FOR COLLECTION OF FOOD REMNANTS FROM SNACK BARS AND VENDING MACHINES. DUST HORIZONTAL SURFACES THAT ARE READILY AVAILABLE AND VISIBLY REQUIRE DUSTING. SPRAY BUFF RESILIENT FLOORS IN MAIN CORRIDORS, ENTRANCES AND LOBBIES, CLEAN ELEVATORS AND ESCALATORS, REMOVE CARPET STAINS. POLICE SIDEWALKS, PARKING AREAS AND DRIVEWAYS. SWEEP LOADING DOCK AREAS AND PLATFORMS.

THREE TIMES A WEEK:

SWEEP OR VACUUM STAIRS.

WEEKLY:

DAMP MOP AND SPRAY BUFF ALL RESILIENT FLOORS IN TOILETS AND HEALTH UNITS. SWEEP SIDEWALKS, PARKING AREAS AND DRIVEWAYS (WEATHER PERMITTING).

EVERY TWO WEEKS:

SPRAY BUFF RESILIENT FLOORS IN SECONDARY CORRIDORS, ENTRANCE AND LOBBIES. DAMP MOP AND SPRAY BUFF HARD AND RESILIENT FLOORS IN OFFICE SPACE.

MONTHLY:

THOROUGHLY DUST FURNITURE. COMPLETELY SWEEP AND/OR VACUUM CARPETS. SWEEP STORAGE SPACE. SPOT CLEAN ALL WALL SURFACES WITHIN 70" OF THE FLOOR.

EVERY TWO MONTHS:

DAMP WIPE TOILET WASTEPAPER RECEPTACLES, STALL PARTITIONS, DOORS, WINDOW SILLS AND FRAMES. SHAMPOO ENTRANCE AND ELEVATOR CARPETS.

THREE TIMES A YEAR:

DUST WALL SURFACES WITHIN 70" OF THE FLOOR, VERTICAL SURFACES AND UNDER SURFACES. CLEAN METAL AND MARBLE SURFACES IN LOBBIES. WET MOP OR SCRUB GARAGES.

TWICE A YEAR:

WASH ALL INTERIOR AND EXTERIOR WINDOWS AND OTHER GLASS SURFACES. STRIP AND APPLY FOUR COATS OF FINISH TO RESILIENT FLOORS IN TOILETS. STRIP AND REFINISH MAIN CORRIDORS AND OTHER HEAVY TRAFFIC AREAS.

ANNUALLY:

WASH ALL VENETIAN BLINDS AND DUST SIX MONTHS FROM WASHING. VACUUM OR DUST ALL SURFACES IN THE BUILDING OF 70" FROM THE FLOOR, INCLUDING LIGHT FIXTURES. VACUUM ALL DRAPES IN PLACE. STRIP AND REFINISH FLOORS IN OFFICES AND SECONDARY LOBBIES AND CORRIDORS. SHAMPOO CARPETS IN CORRIDORS AND LOBBIES. CLEAN BALCONIES, LEDGES, COURTS, AREAWAYS AND FLAT ROOFS.

EVERY TWO YEARS:

SHAMPOO CARPETS IN ALL OFFICES AND OTHER NON-PUBLIC AREAS.

EVERY FIVE YEARS:

DRY CLEAN OR WASH (AS APPROPRIATE) ALL DRAPES.

AS REQUIRED:

PROPERLY MAINTAIN PLANTS AND LAWNS, REMOVE SNOW AND ICE FROM ENTRANCES, EXTERIOR WALKS AND PARKING LOTS OF THE BUILDING. PROVIDE INITIAL SUPPLY, INSTALLATION AND REPLACEMENT OF LIGHT BULBS, TUBES, BALLASTS AND STARTERS. REPLACE WORN FLOOR COVERINGS (THIS INCLUDES MOVING AND RETURN OF FURNITURE). EXTERMINATE PESTS.

WITHIN 60 DAYS AFTER OCCUPANCY BY THE GOVERNMENT, THE LESSOR SHALL PROVIDE THE CONTRACTING OFFICER WITH A DETAILED WRITTEN SCHEDULE OF ALL PERIODIC SERVICES AND MAINTENANCE TO BE PERFORMED OTHER THAN DAILY, WEEKLY OR MONTHLY.

PERFORMANCE WILL BE BASED ON THE CONTRACTING OFFICER'S EVALUATION OF

INITIALS: &
LESSOR GOVERNMENT

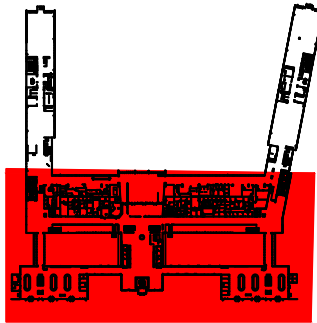
7.8 SCHEDULE OF PERIODIC
SERVICES

7.9 LANDSCAPE MAINTENANCE

GSA PUBLIC BUILDINGS SERVICE

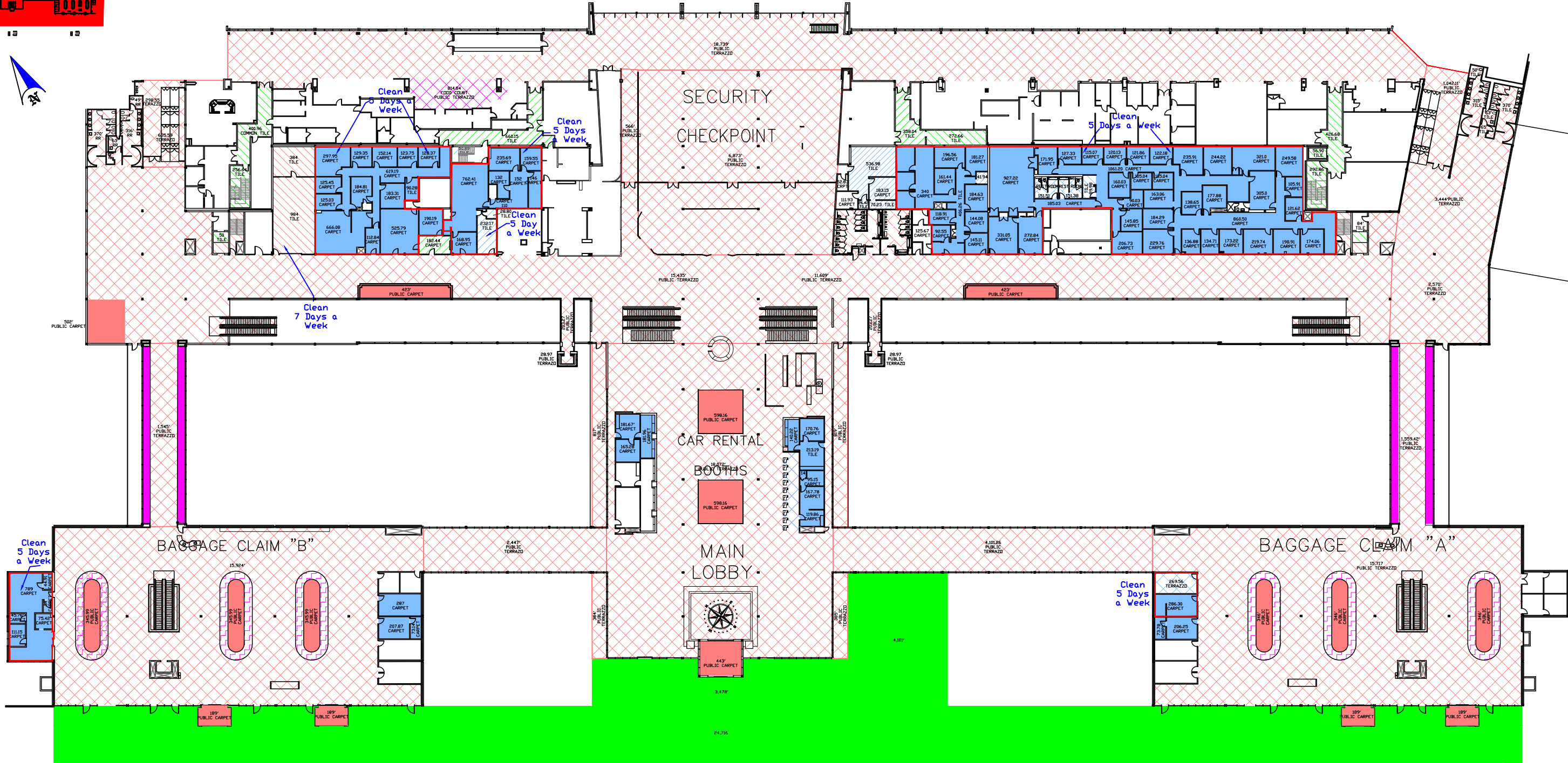
PAGE 21 OF 27

March 4, 1991

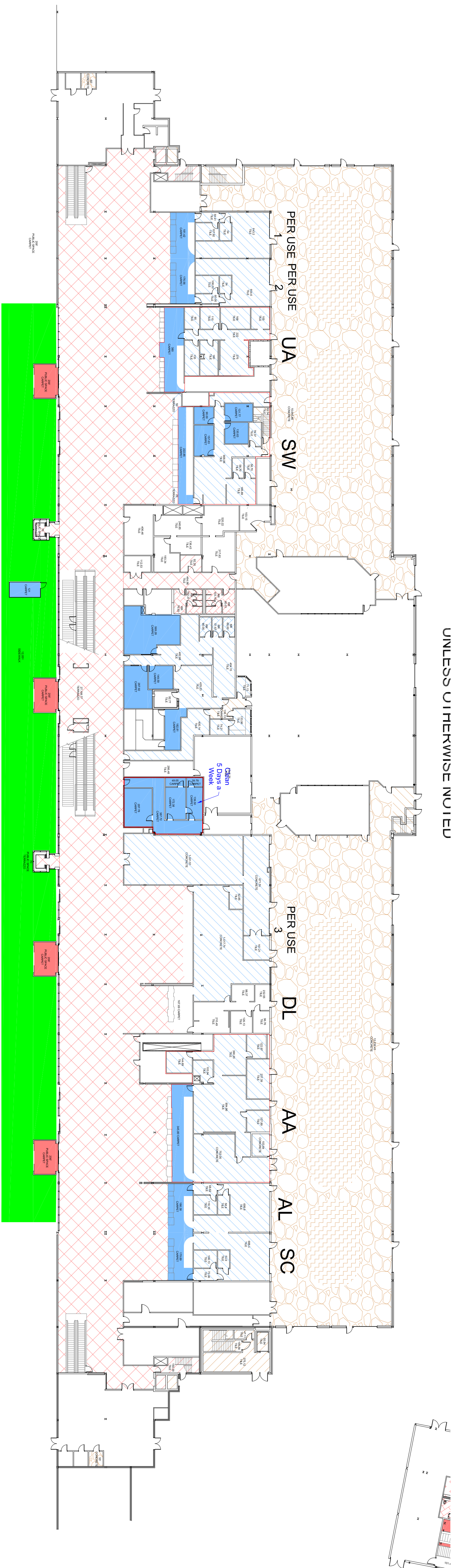


TULSA INTERNATIONAL AIRPORT
TERMINAL BUILDING
(UPPER LEVEL)
JANITORIAL LEASE AREA

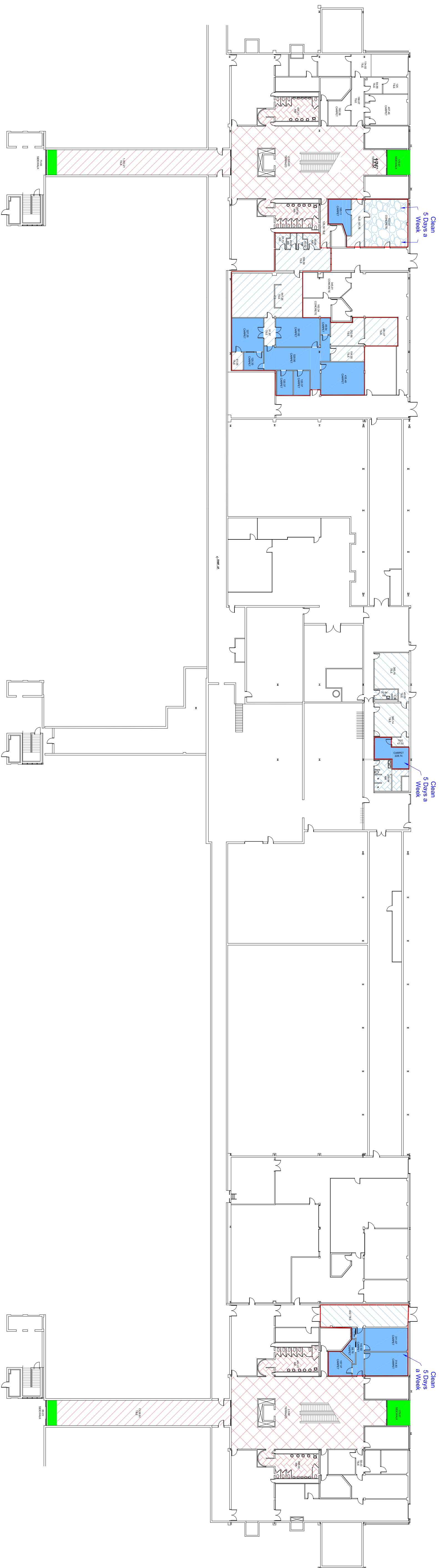
CLEAN SEVEN(7) DAYS A WEEK
UNLESS OTHERWISE NOTED



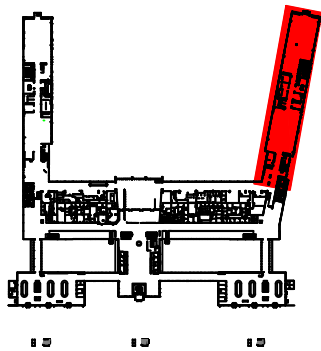
	COMMON SPACE TILE	3,048	SQ. FT.		PUBLIC SPACE CARPET	6,019	SQ. FT.		IN-BAGGAGE CAROUSEL	2,826	SQ. FT.
	OFFICE SPACE CARPET	22,624	SQ. FT.		PUBLIC SPACE TILE	3,076	SQ. FT.		BAGGAGE CONVEYOR ENCLOSURE	1,604	SQ. FT.
	OFFICE SPACE TILE	1,199	SQ. FT.		PUBLIC SPACE TERRAZZO	126,749	SQ. FT.		FOOD COURT PUBLIC TERRAZZO	815	SQ. FT.
	OFFICE SPACE RESTROOMS	303	SQ. FT.		PUBLIC SPACE RESTROOMS	4,348	SQ. FT.		SIDEWALKS	32,296	SQ. FT.
	OFFICE SPACE TERRAZZO	676	SQ. FT.								



	COMMON SPACE TILE	1,410	SQ. FT.		OFFICE SPACE CARPET	4,566	SQ. FT.		PUBLIC SPACE TILE	474	SQ. FT.
	COMMON SPACE CONCRETE	22,999	SQ. FT.		OFFICE SPACE TILE	15,697	SQ. FT.		PUBLIC SPACE TERRAZZO	27,692	SQ. FT.
	COMMON OUTBOUND BAGGAGE	7,328	SQ. FT.		OFFICE SPACE RESTROOMS	172	SQ. FT.		PUBLIC SPACE RESTROOMS	362	SQ. FT.
CAROUSEL					OFFICE SPACE TERRAZZO	73	SQ. FT.		PUBLIC SIDEWALK	12,051	SQ. FT.



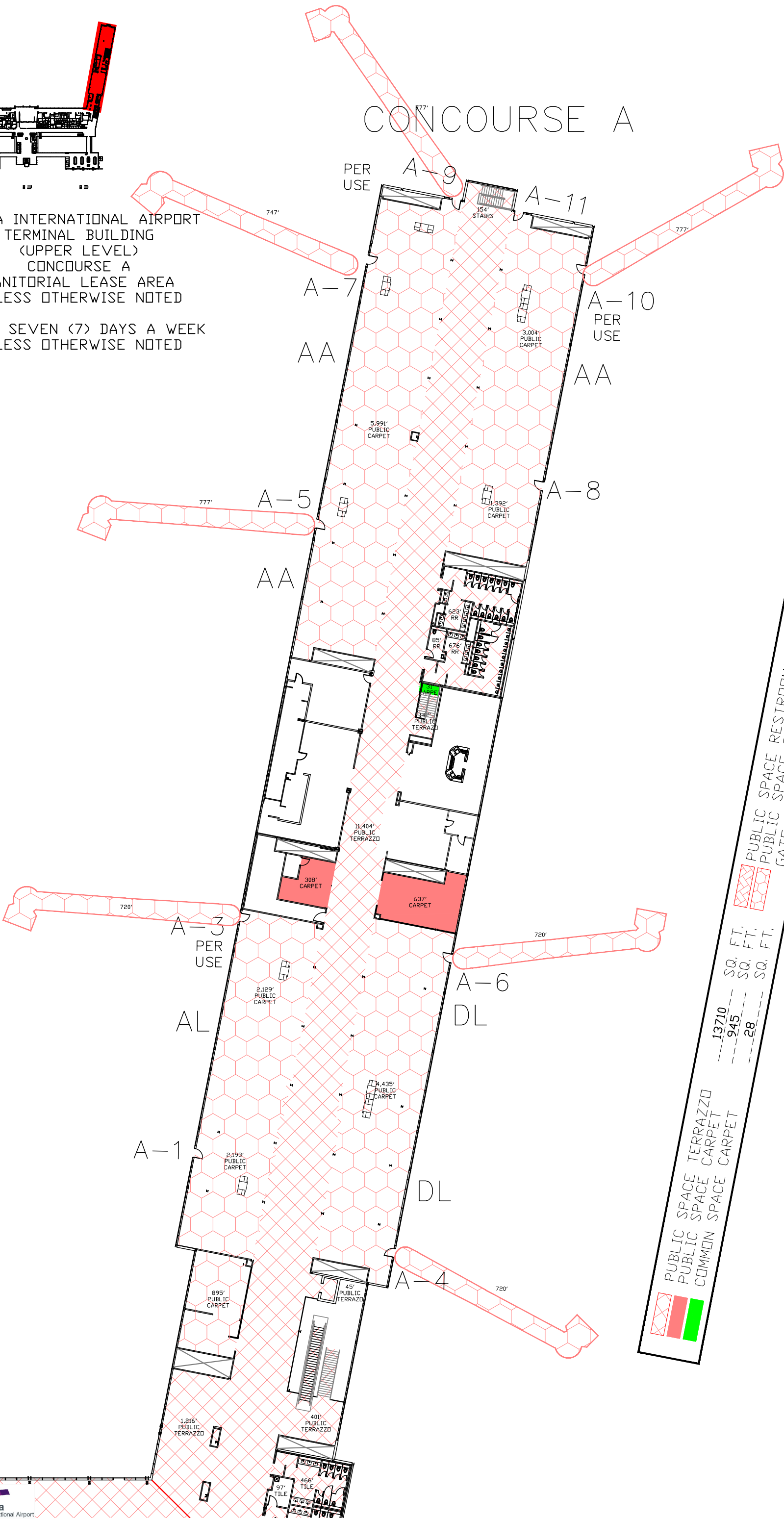
	COMMON SPACE TILE	125	SO. FT.		PUBLIC SPACE TERRAZZO	5,424	SO. FT.
	OFFICE SPACE CARPET	3,508	SO. FT.		PUBLIC SPACE RESTROOMS	1,554	SO. FT.
	OFFICE SPACE TILE	2,872	SO. FT.		PUBLIC SPACE TILE	2,706	SO. FT.
	OFFICE SPACE CONCRETE	634	SO. FT.		PUBLIC SIDEWALK	508	SO. FT.
	OFFICE SPACE RESTROOMS	518	SO. FT.				



CONCOURSE A

TULSA INTERNATIONAL AIRPORT
TERMINAL BUILDING
(UPPER LEVEL)
CONCOURSE A
JANITORIAL LEASE AREA
UNLESS OTHERWISE NOTED

CLEAN SEVEN (7) DAYS A WEEK
UNLESS OTHERWISE NOTED

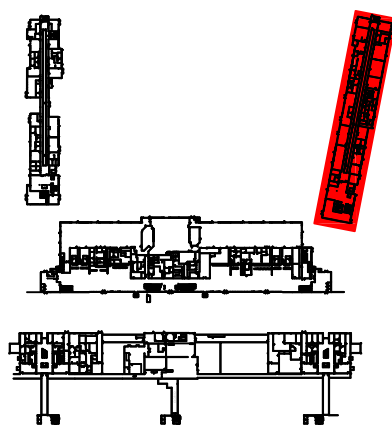


PUBLIC SPACE TERRAZZO	13710	SQ. FT.	1384	SQ. FT.
PUBLIC SPACE CARPET	945	SQ. FT.	25,243	SQ. FT.
COMMON SPACE CARPET	28	SQ. FT.		
PUBLIC SPACE RESTROOMS				
PUBLIC SPACE CARPET				
GATE LOBBIES/JET BRIDGES				

TULSA INTERNATIONAL AIRPORT
TERMINAL BUILDING
(LOWER LEVEL)
CONCOURSE A
JANITORIAL LEASE AREA

CLEANED SEVEN (7) DAYS A WEEK
UNLESS OTHERWISE NOTED

CONCOURSE A

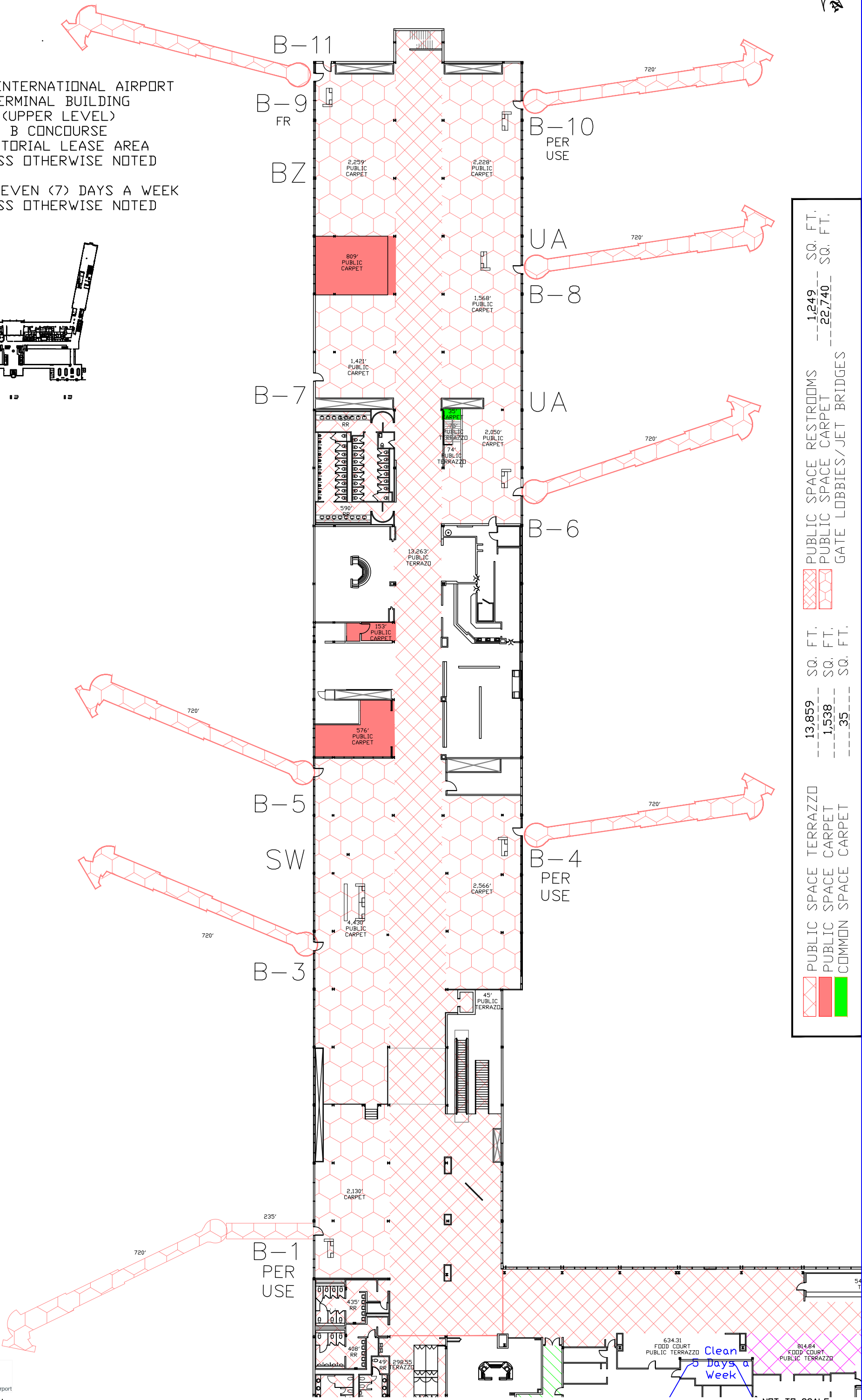
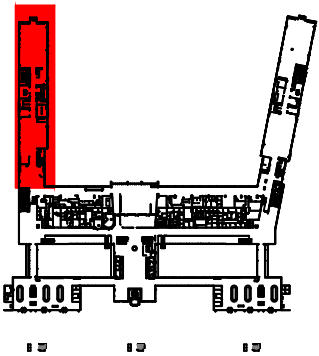


CONCOURSE B



TULSA INTERNATIONAL AIRPORT
TERMINAL BUILDING
(UPPER LEVEL)
B CONCOURSE
JANITORIAL LEASE AREA
UNLESS OTHERWISE NOTED

CLEAN SEVEN (7) DAYS A WEEK
UNLESS OTHERWISE NOTED



	PUBLIC SPACE	RESTROOMS	1,249	SQ. FT.
	PUBLIC SPACE	CARPET	22,740	SQ. FT.
	GATE LOBBIES/JET BRIDGES			
	PUBLIC SPACE	TERRAZZO	13,859	SQ. FT.
	PUBLIC SPACE	CARPET	1,538	SQ. FT.
	COMMON SPACE	CARPET	35	SQ. FT.

Clean
5 Days a
Week

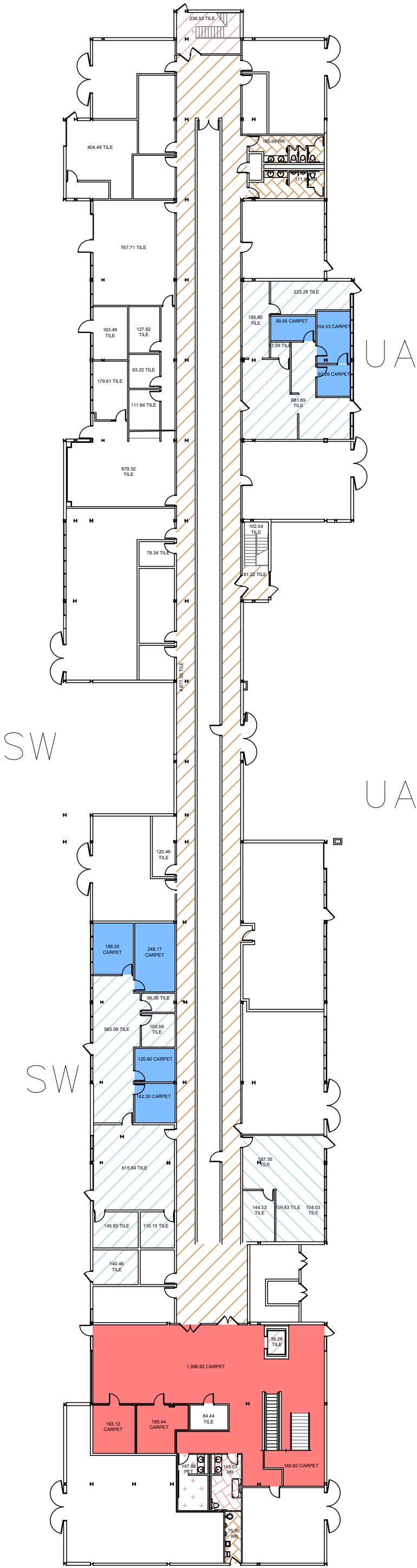
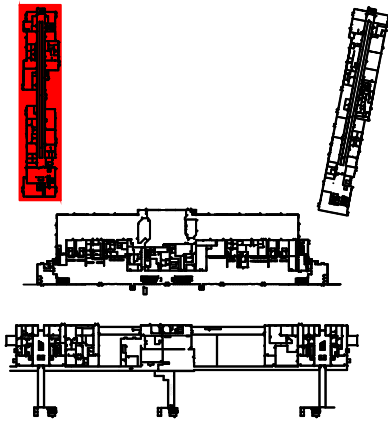
NOT TO SCALE
FOR REFERENCE ONLY

CONCOURSE B

TULSA INTERNATIONAL AIRPORT
TERMINAL BUILDING
(LOWER LEVEL)
CONCOURSE B
JANITORIAL LEASE AREA



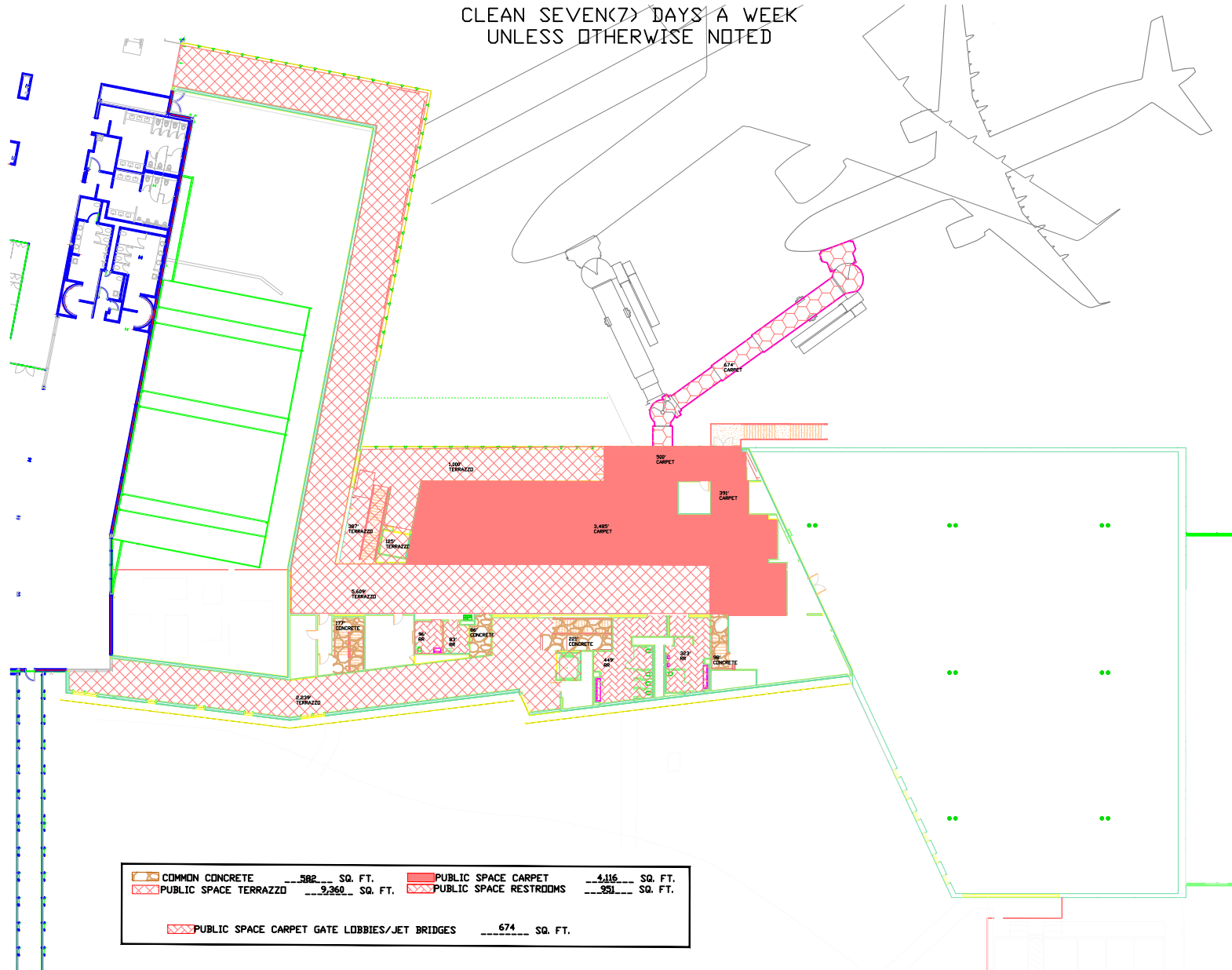
CLEANED SEVEN (7) DAYS A WEEK
UNLESS OTHERWISE NOTED



	PUBLIC SPACE CARPET	2,560	SQ. FT.
	PUBLIC SPACE TILE	273	SQ. FT.
	PUBLIC SPACE RESTROOMS	150	SQ. FT.
	PUBLIC SPACE PET RELIEF	148	SQ. FT.
	COMMON SPACE TILE	4,754	SQ. FT.
	COMMON RESTROOMS	412	SQ. FT.
	OFFICE SPACE TILE	3,614	SQ. FT.
	OFFICE SPACE CARPET	1,043	SQ. FT.

TULSA INTERNATIONAL AIRPORT
FIS BUILDING
CONCOURSE LEVEL 2
JANITORIAL LEASE AREA

CLEAN SEVEN(7) DAYS A WEEK
UNLESS OTHERWISE NOTED

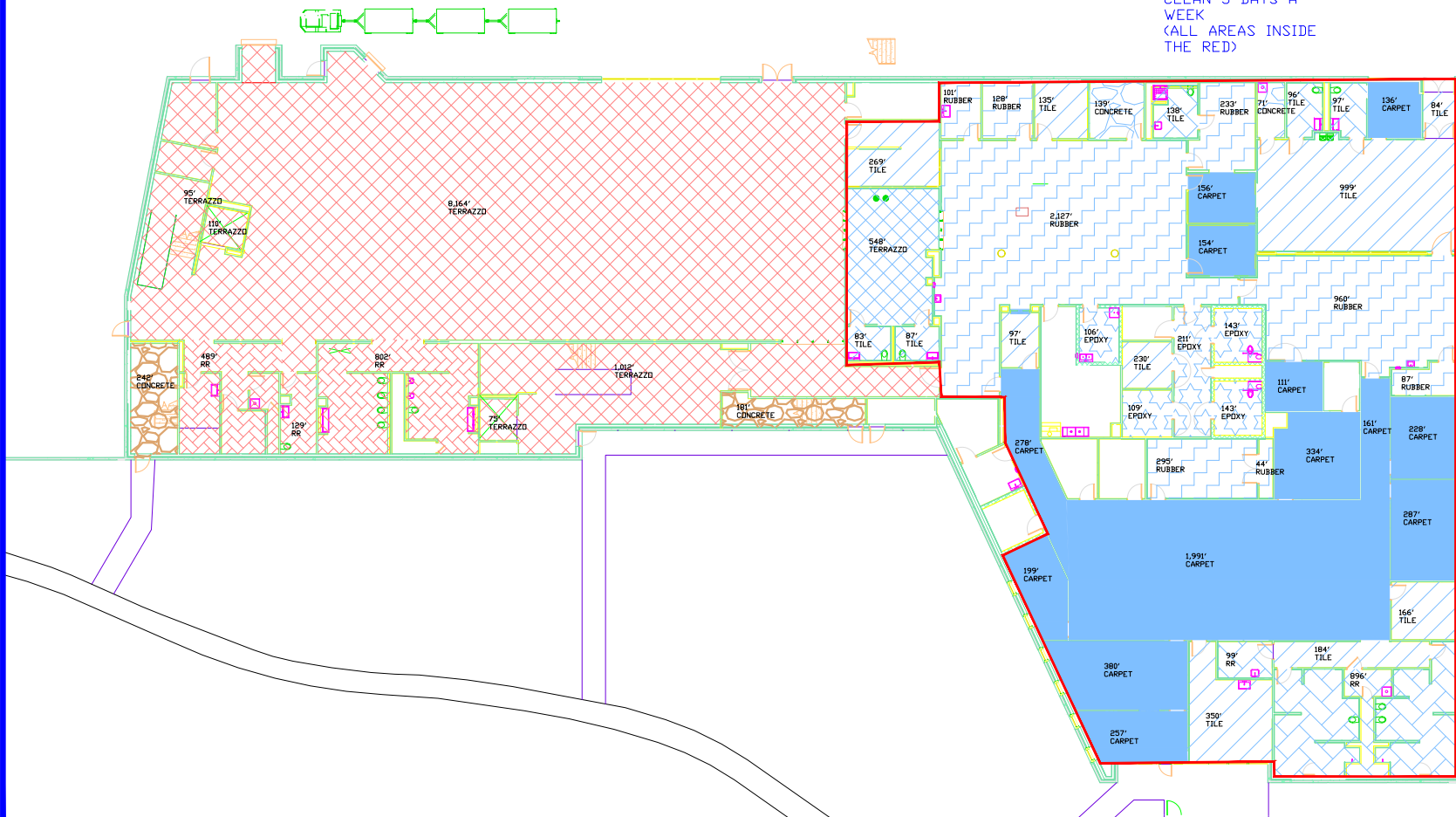


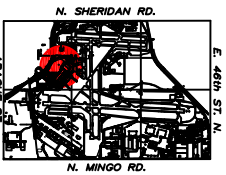
TULSA INTERNATIONAL AIRPORT
FIS BUILDING
APRON LEVEL 1
JANITORIAL LEASE AREA

CLEAN SEVEN(7) DAYS A WEEK
UNLESS OTHERWISE NOTED

	COMMON SPACE CONCRETE	423	SQ. FT.		PUBLIC SPACE RESTROOMS	1,420	SQ. FT.
	OFFICE SPACE TILE	2,514	SQ. FT.		PUBLIC SPACE TERRAZZO	9,456	SQ. FT.
	OFFICE SPACE CARPET	4,672	SQ. FT.		OFFICE SPACE EPOXY	712	SQ. FT.
	OFFICE SPACE TERRAZZO	548	SQ. FT.		OFFICE SPACE RUBBER	3,975	SQ. FT.
	OFFICE SPACE CONCRETE	210	SQ. FT.		OFFICE SPACE RESTROOMS	1,426	SQ. FT.

CLEAN 5 DAYS A
WEEK
(ALL AREAS INSIDE
THE RED)





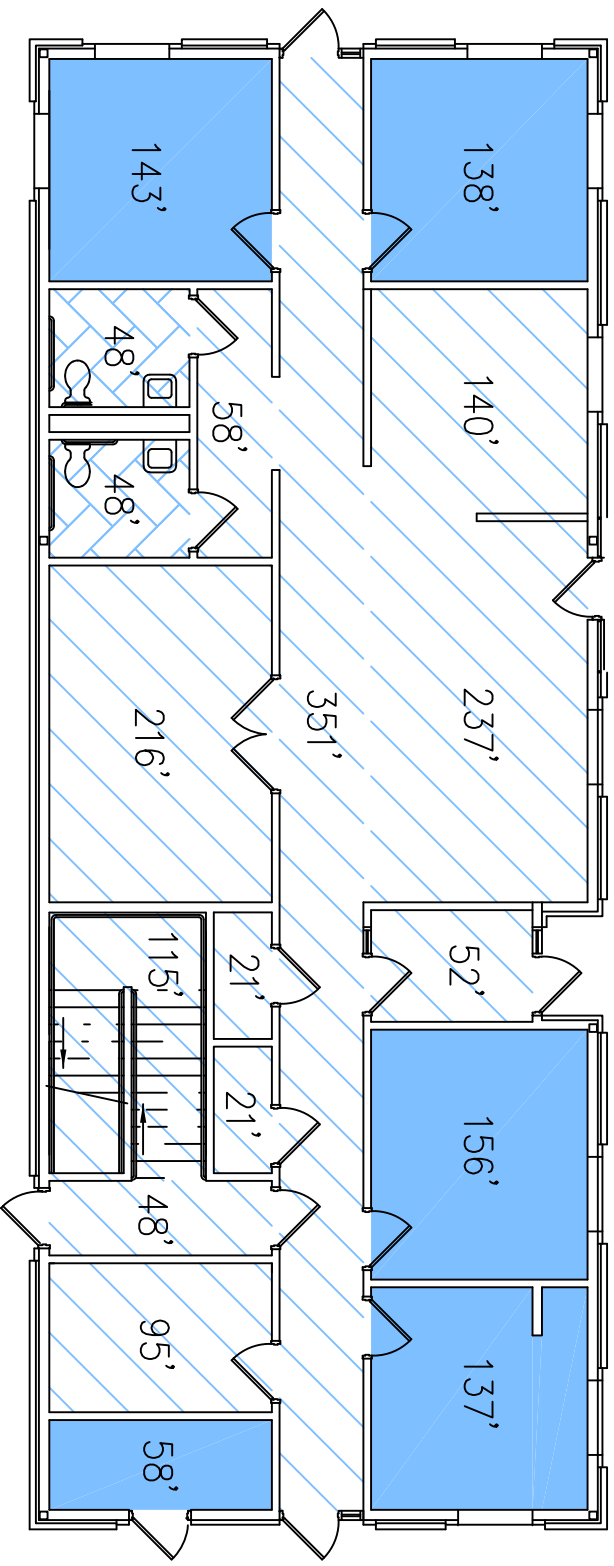
TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36-10-13 NORTH
LONGITUDE 95-51-29 WEST
ELEVATION 827' (S)
TULSA COUNTY, TULSA, OKLAHOMA

TULSA INTERNATIONAL AIRPORT
TOLL PLAZA
JANITORIAL LEASE AREA

CLEANED SEVEN (7)
DAYS PER WEEK



FIRST FLOOR



OFFICE SPACE CARPET 632 SQ. FT.
OFFICE SPACE TILE 1,354 SQ. FT.
OFFICE SPACE RESTROOMS 96 SQ. FT.

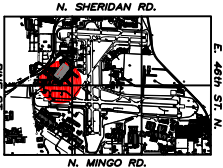
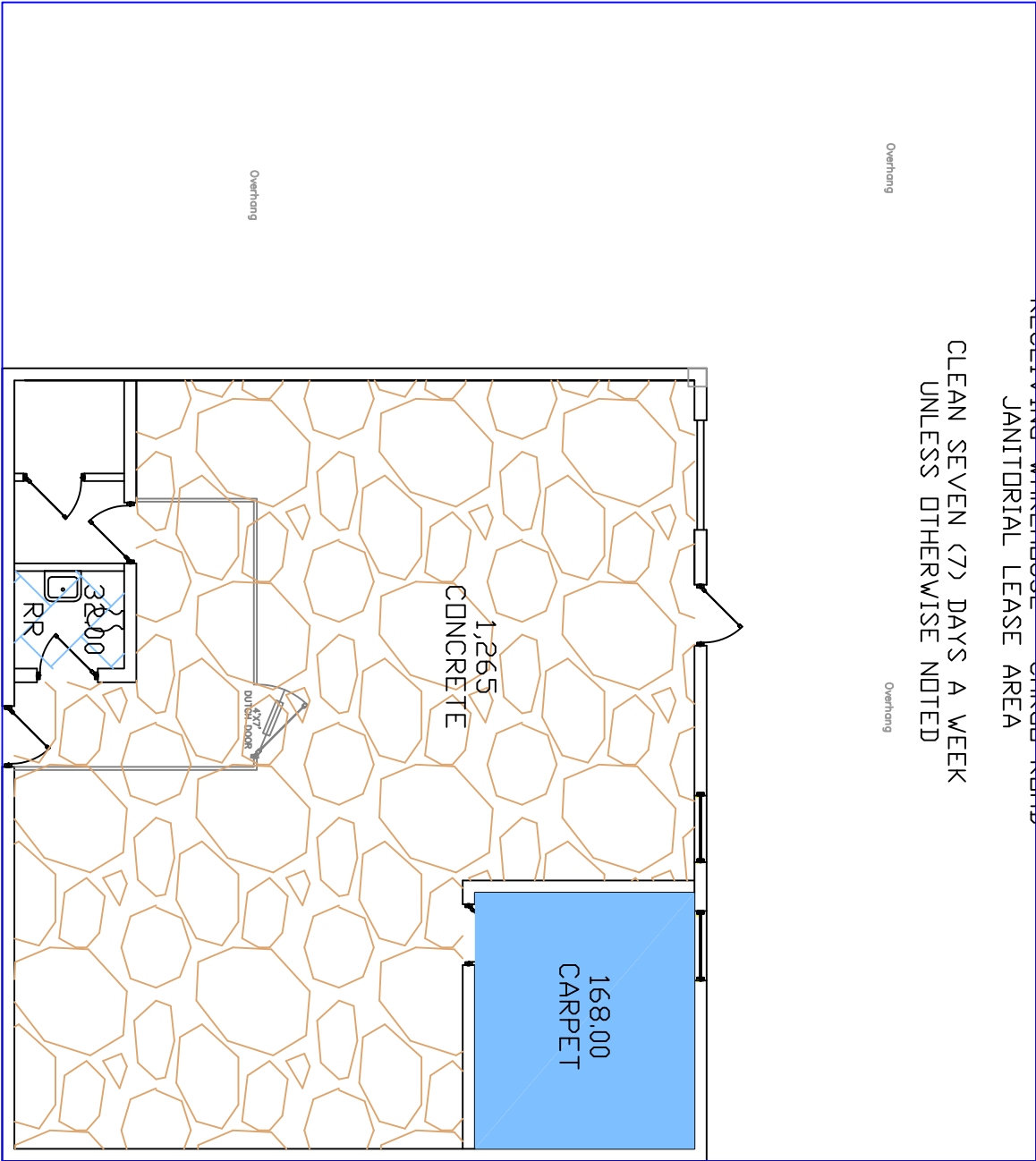


TULSA INTERNATIONAL AIRPORT
RECEIVING WAREHOUSE - CARGO ROAD
JANITORIAL LEASE AREA

CLEAN SEVEN (7) DAYS A WEEK
UNLESS OTHERWISE NOTED

Overhang

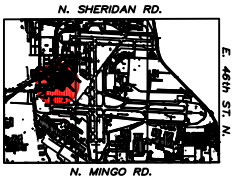
Overhang



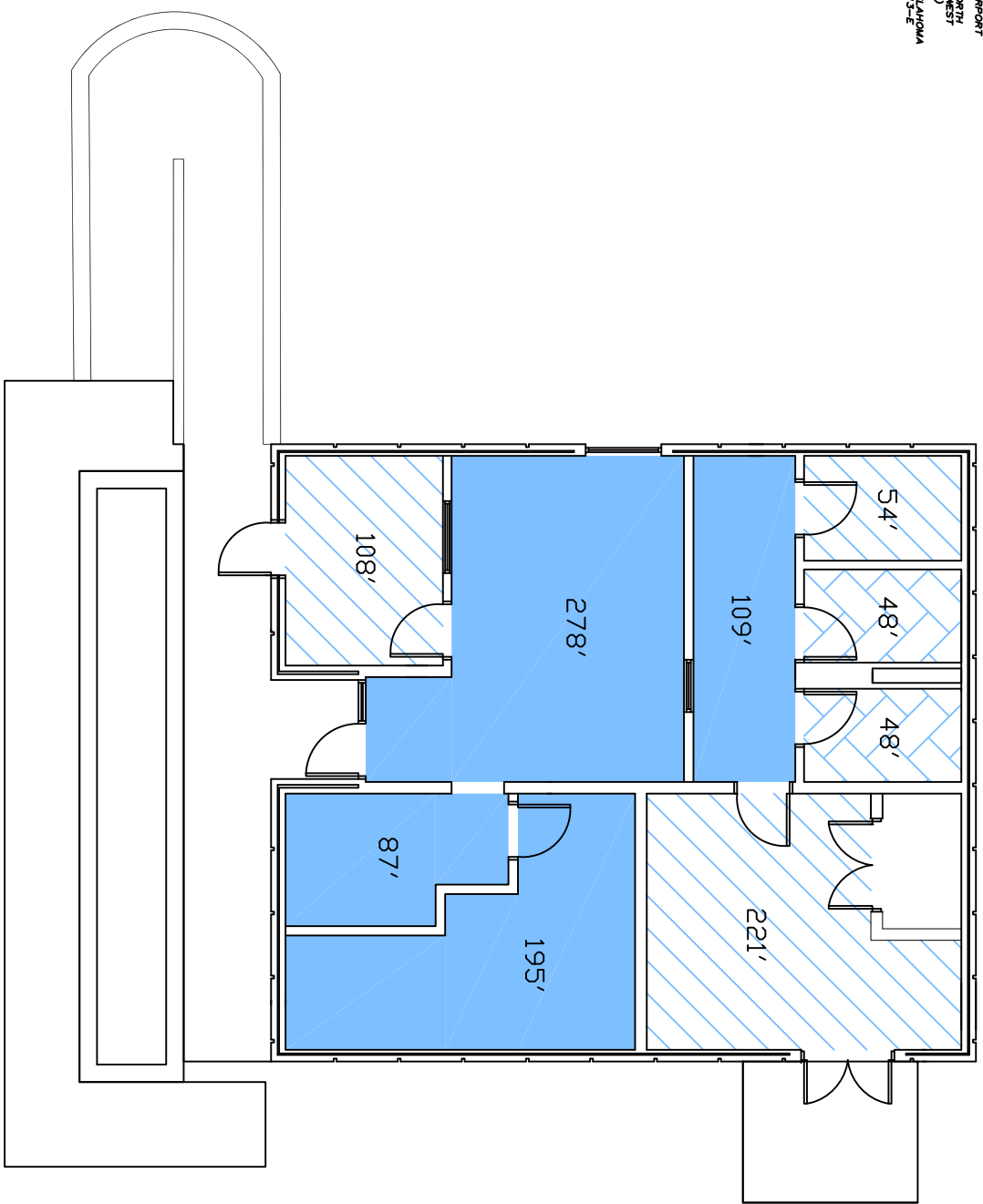
TULSA INTERNATIONAL AIRPORT
LOCATION AND
LATITUDE, LONGITUDE,
ELEVATION, AND
ELEVATION 877' (S)
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

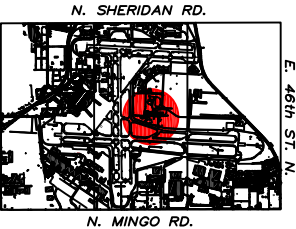


TULSA INTERNATIONAL AIRPORT
CUSTOMS BUILDING
JANITORIAL LEASE AREA
CLEANED FIVE (5) DAYS PER WEEK
UNLESS OTHERWISE NOTED



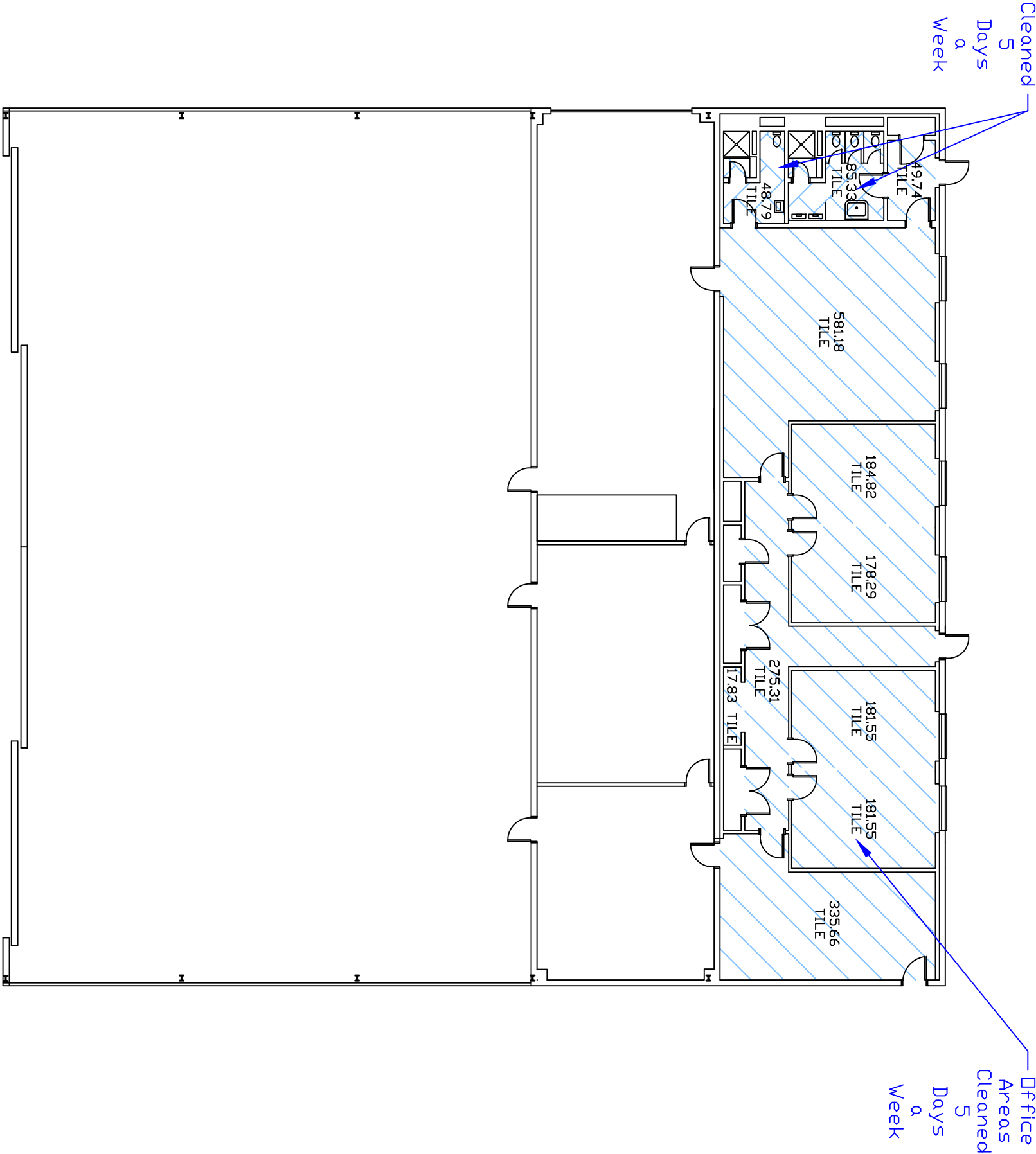
TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36-11-30 NORTH
LONGITUDE 95-53-29 WEST
ELEVATION 677' (S)
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E





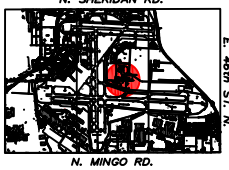
TULSA INTERNATIONAL AIRPORT
LOCATION: 4601 E. 46th St. N.
LATITUDE: 36°11'01" NORTH
LONGITUDE: 95°53'29" WEST
ELEVATION: 677' (S)
I.D.: TUL
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

TULSA INTERNATIONAL AIRPORT
YOUNGBLOOD FIELD MAINTENANCE
JANITORIAL LEASE AREA

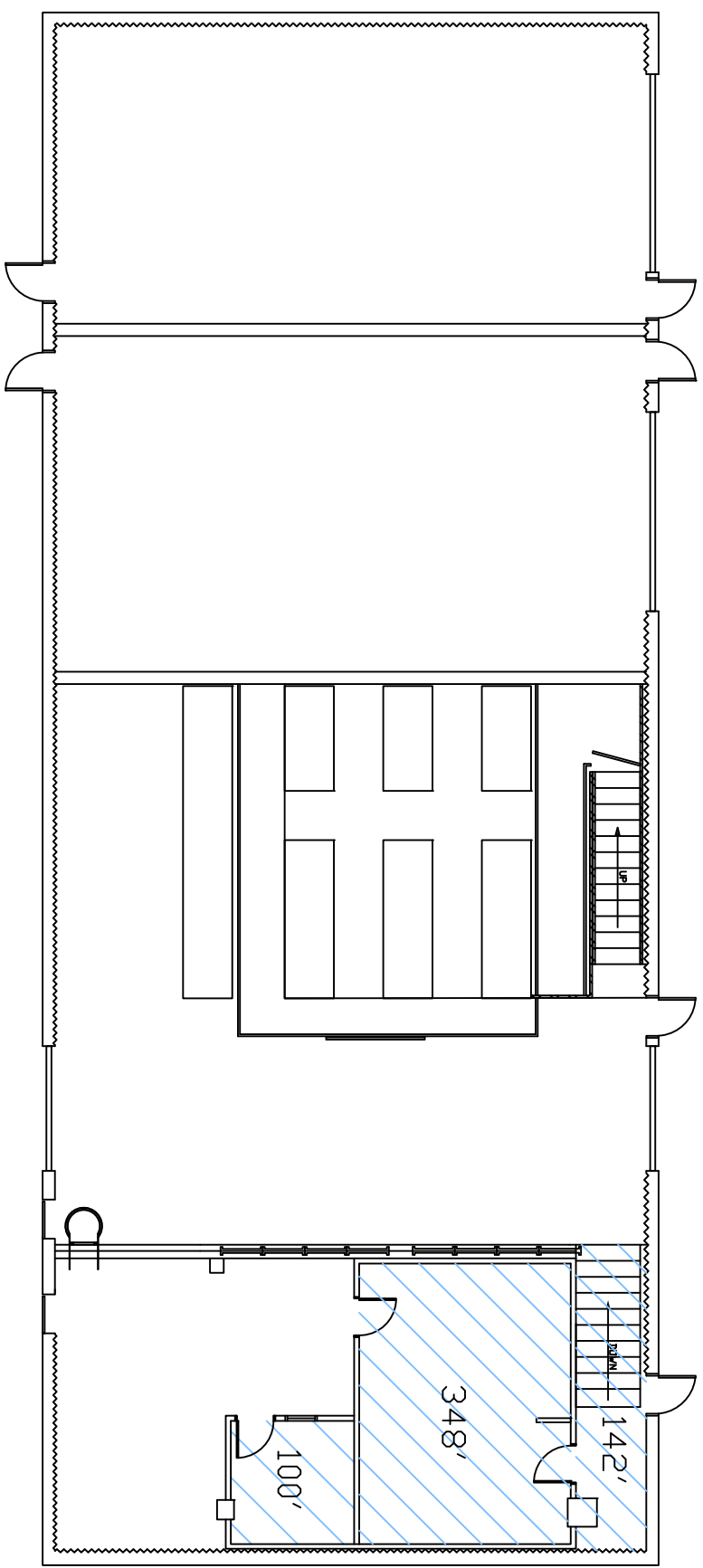




TULSA INTERNATIONAL AIRPORT
ELECTRICAL BUILDING
(UPPER LEVEL)
JANITORIAL LEASE AREA



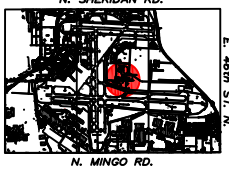
TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36°11'50" NORTH
LONGITUDE 95°53'29" WEST
ELEVATION 677' (3)
TULSA COUNTY, OKLAHOMA
SEC. 13, T-20-N, R-13-E



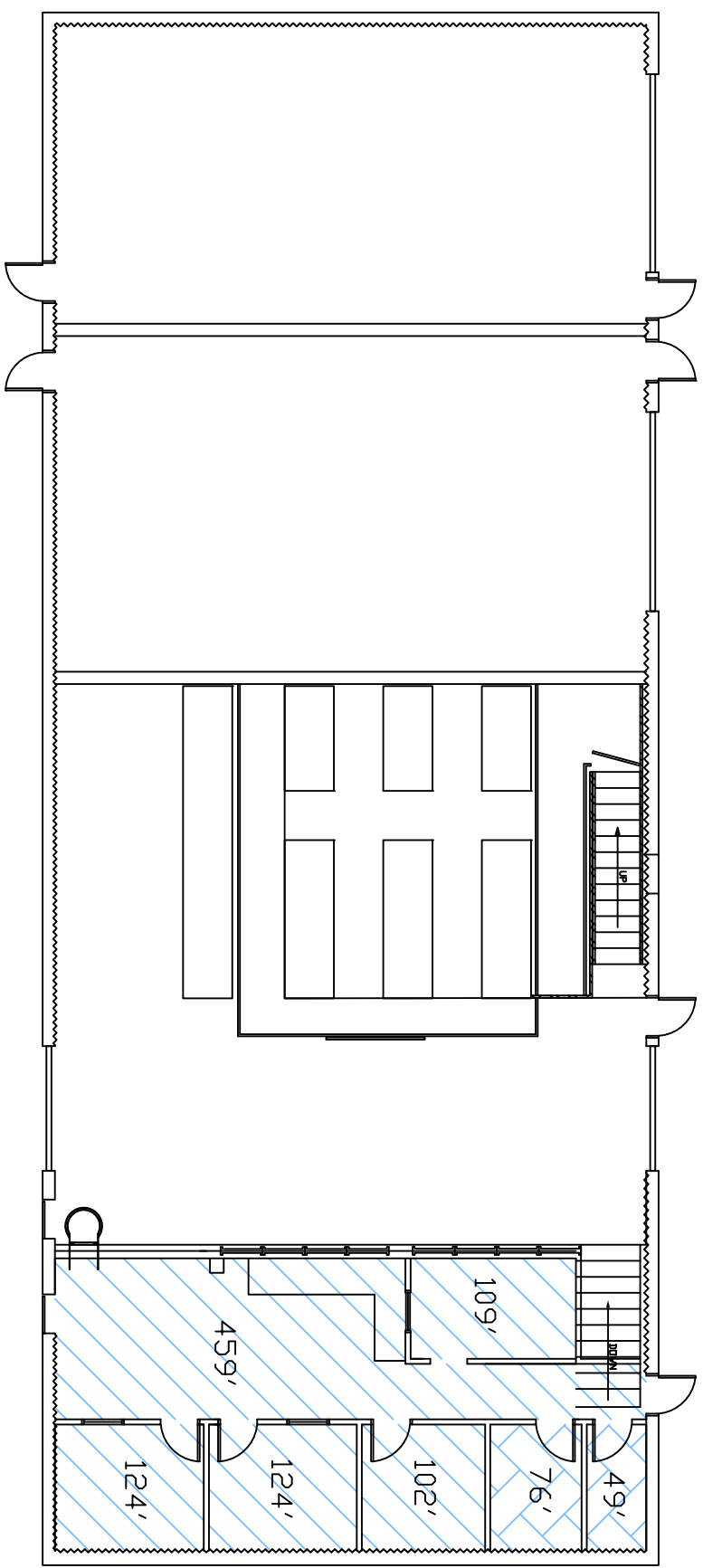
OFFICE SPACE TILE
CLEAN 5 DAYS PER WEEK
590 SQ. FT.



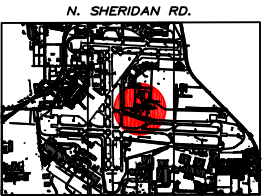
TULSA INTERNATIONAL AIRPORT
ELECTRICAL BUILDING
(LOWER LEVEL)
JANITORIAL LEASE AREA



TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36°11'53" NORTH
LONGITUDE 95°53'29" WEST
ELEVATION 677' (3)
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

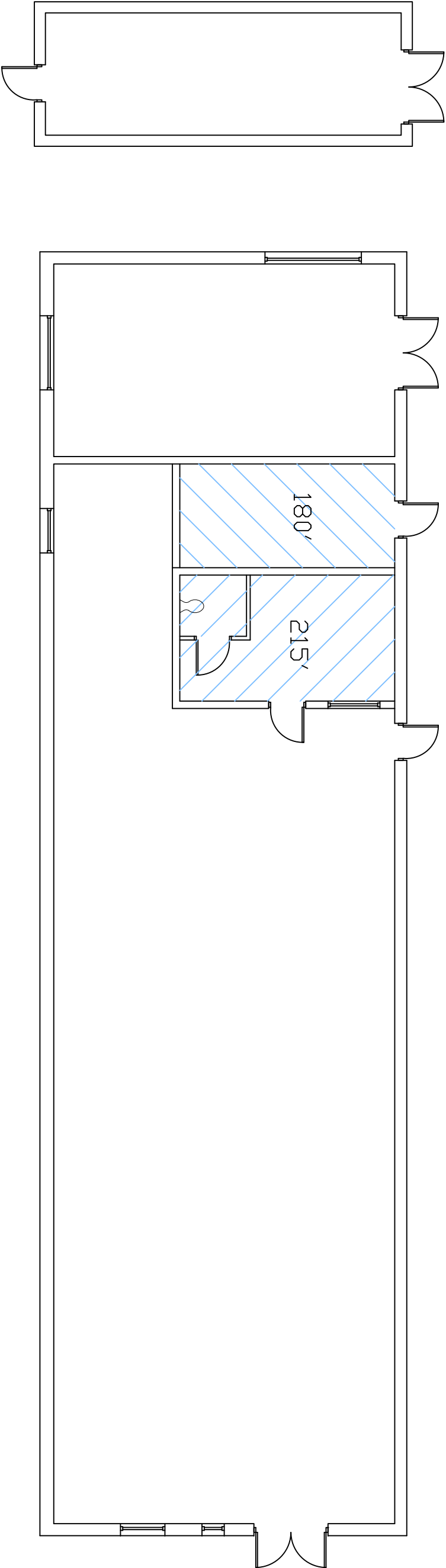
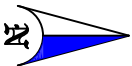


OFFICE SPACE TILE CLEAN 5 DAYS PER WEEK 918 SQ. FT.
OFFICE SPACE RESTROOMS CLEAN 5 DAYS PER WEEK 125 SQ. FT.

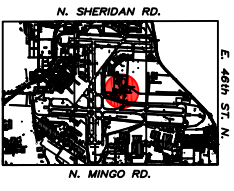


TULSA INTERNATIONAL AIRPORT
LOCATION: 3601 SHERIDAN RD.
LATITUDE 36°11.80' NORTH
LONGITUDE 95°53.29' WEST
ELEVATION 677' (S)
ID: TUL
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

TULSA INTERNATIONAL AIRPORT
NORTH SIDE ELECTRICAL VAULT
JANITORIAL LEASE AREA

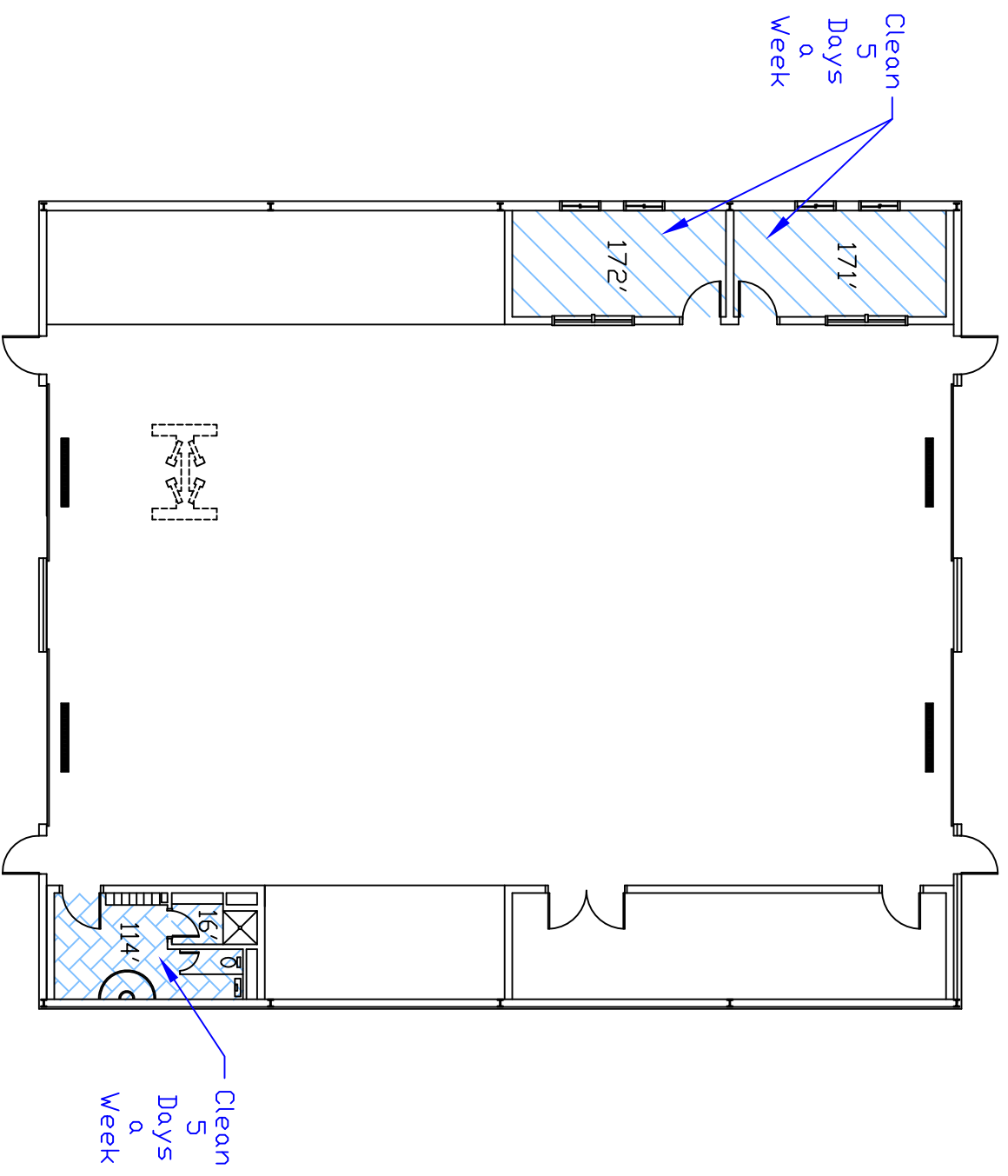


OFFICE SPACE TILE 395 SQ. FT.



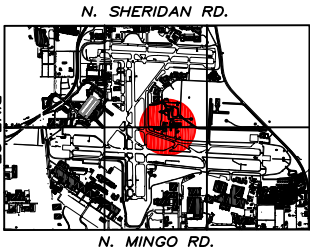
TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36° 12' 10" NORTH
LONGITUDE 95° 53' 29" WEST
ELEVATION 877' (S)
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

TULSA INTERNATIONAL AIRPORT
VEHICLE MAINTENANCE BUILDING
JANITORIAL LEASE AREA

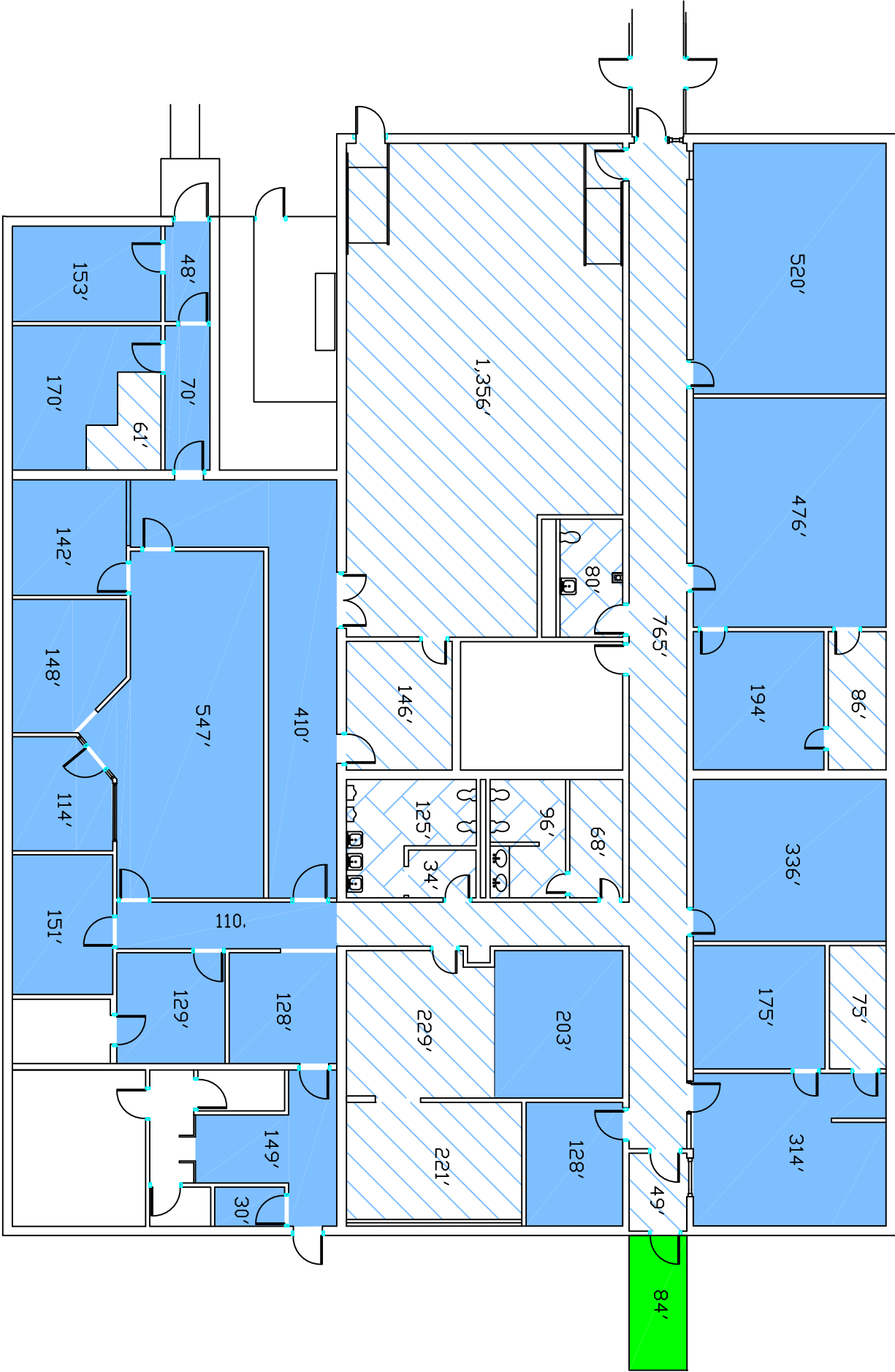




TULSA INTERNATIONAL AIRPORT
TRACON BUILDING
JANITORIAL LEASE AREA
ALL AREAS CLEANED SEVEN (7)
DAYS PER WEEK



TULSA INTERNATIONAL AIRPORT
LOCATION: PINE ST. & E. 46TH ST. N.
LATITUDE: 36°11'30" NORTH
LONGITUDE: 95°53'29" WEST
ELEVATION: 677' (S)
I.D.: TUL
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

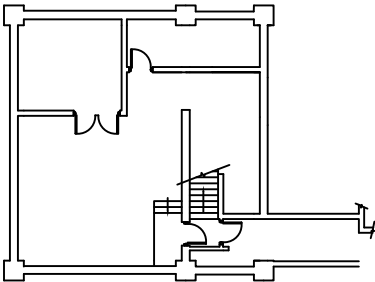
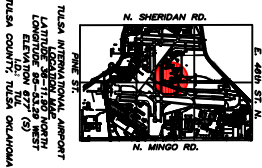


OFFICE SPACE CARPET	4,845	SQ. FT.	OFFICE SPACE RESTROOMS	335	SQ. FT.
OFFICE SPACE TILE	3,056	SQ. FT.	SIDEWALKS	84	SQ. FT.

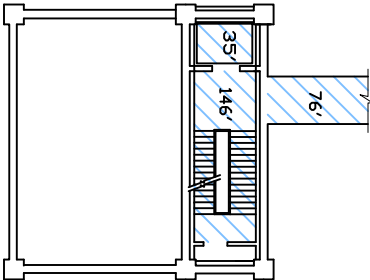


TULSA INTERNATIONAL AIRPORT
FAA CONTROL TOWER
JANITORIAL LEASE AREA

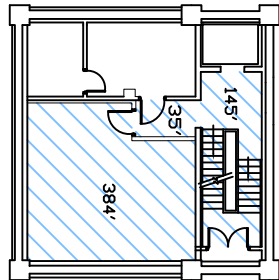
CLEANED SEVEN (7) DAYS PER WEEK



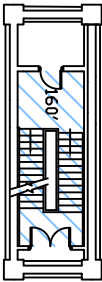
BASEMENT



LEVELS 1-6

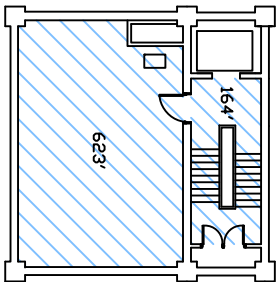


LEVEL 7

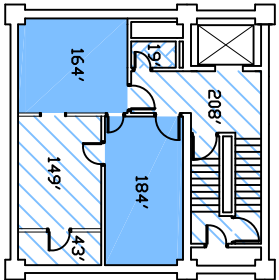


STAIR LANDING PLAN
LEVELS 2 THROUGH 6

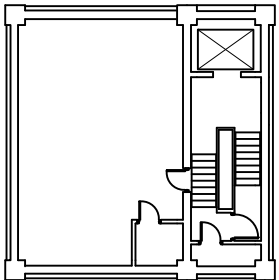
NINTH FLOOR-SECOND FLIGHT
OF STAIRS TO TOWER CAB



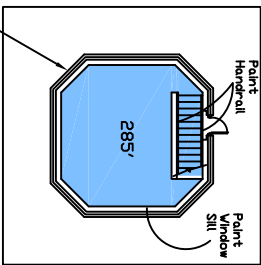
LEVEL 8



LEVEL 9



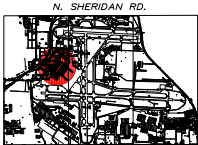
LEVEL 10



CAB FLOOR PLAN

INCLUDES OUTSIDE WINDOW
WASHING PERIMETER
OF TOWER CAB

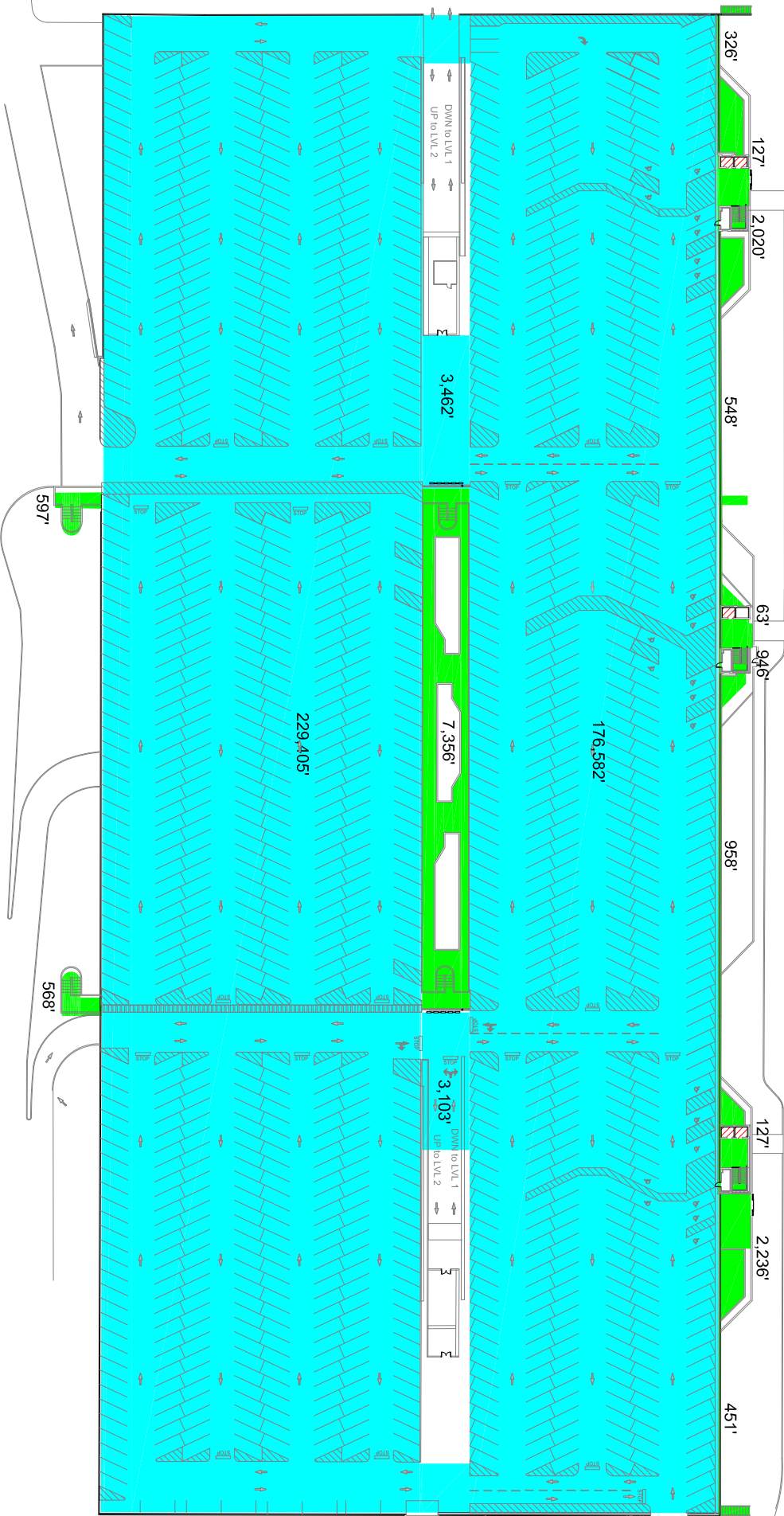
OFFICE SPACE CARPET	633	SQ. FT.	OFFICE SPACE RESTROOMS	19	SQ. FT.
OFFICE SPACE TILE	2,168	SQ. FT.			



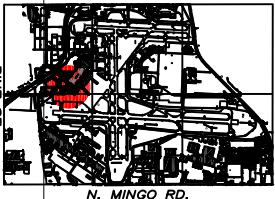
TULSA INTERNATIONAL AIRPORT
LOCATION: 46th ST. N. & AIRPORT RD.
LATITUDE: 36° 10' 00" NORTH
LONGITUDE: 95° 53' 29" WEST
ELEVATION: 711 (3)
TULSA COUNTY, OKLAHOMA
SEC. 14, T-25-2N, R-15-E

TULSA INTERNATIONAL AIRPORT
PARKING GARAGE
(1ST LEVEL)
JANITORIAL LEASE AREA

CLEANED SEVEN (7) DAYS PER WEEK



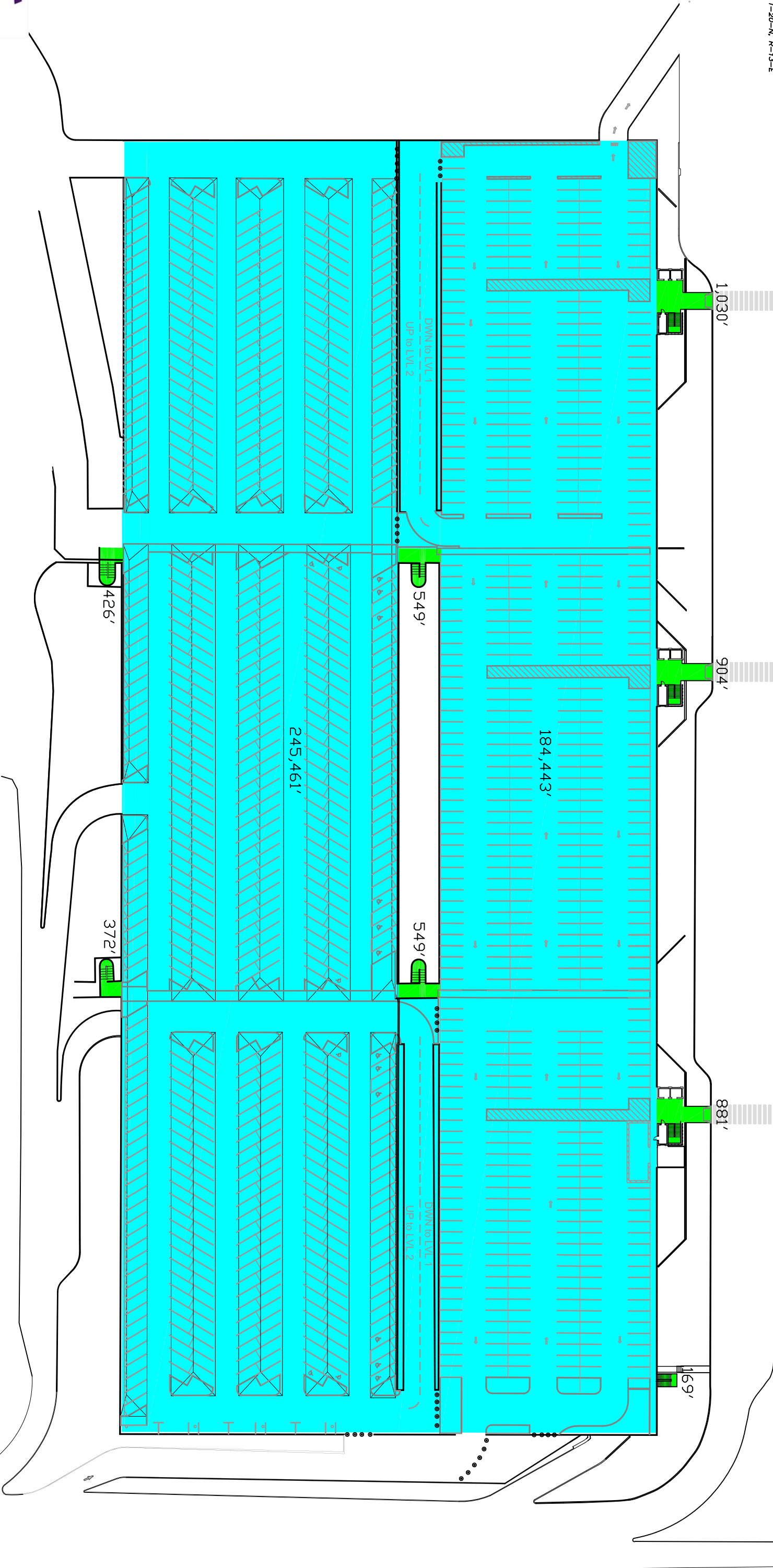
	PARKING STRUCTURE/LOT	412,552	SQ. FT.		SIDEWALKS	16,006	SQ. FT.
	PUBLIC SPACE TILE	317	SQ. FT.				

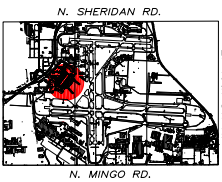


TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36-11.90 NORTH
LONGITUDE 96-53.29 WEST
ELEVATION 917' (S)
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

TULSA INTERNATIONAL AIRPORT
PARKING GARAGE
(2ND LEVEL)
JANITORIAL LEASE AREA

CLEANED SEVEN (7) DAYS PER WEEK





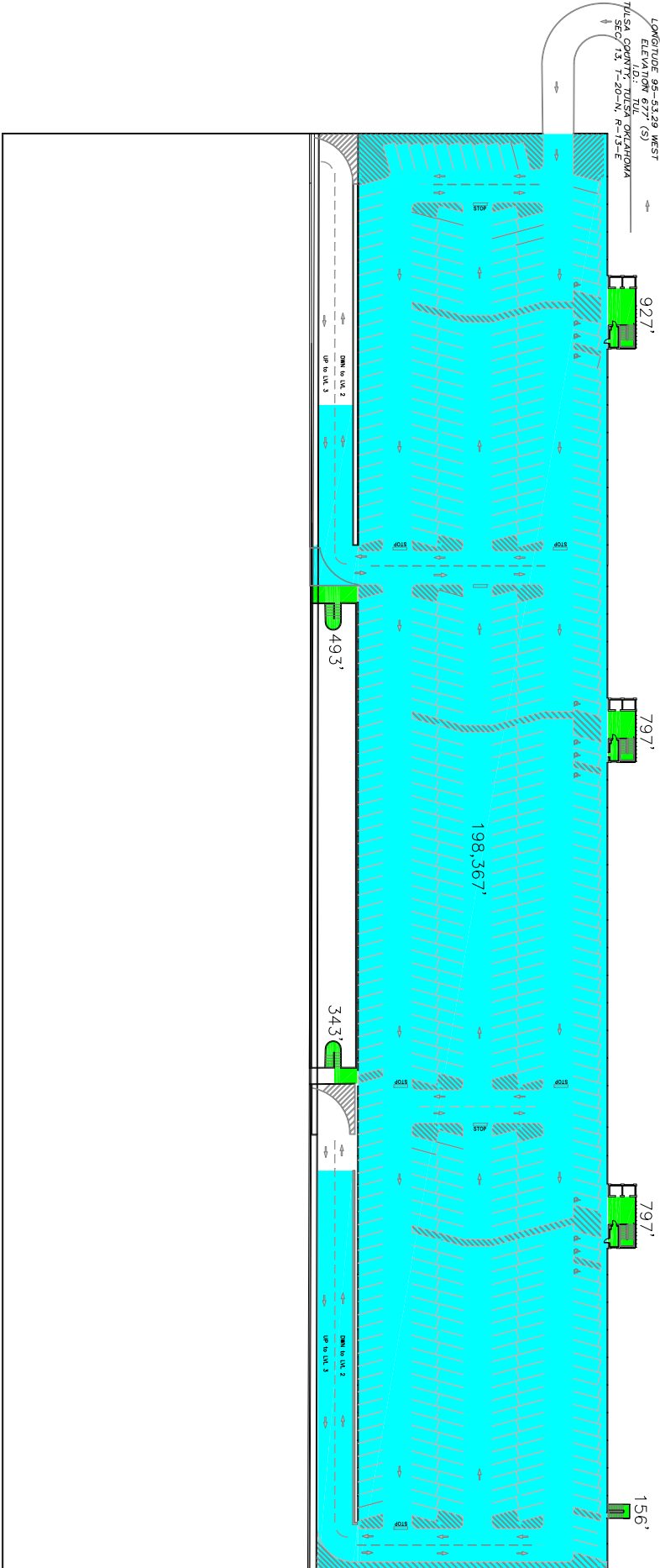
E. 46th ST. N.

N. SHERIDAN RD.

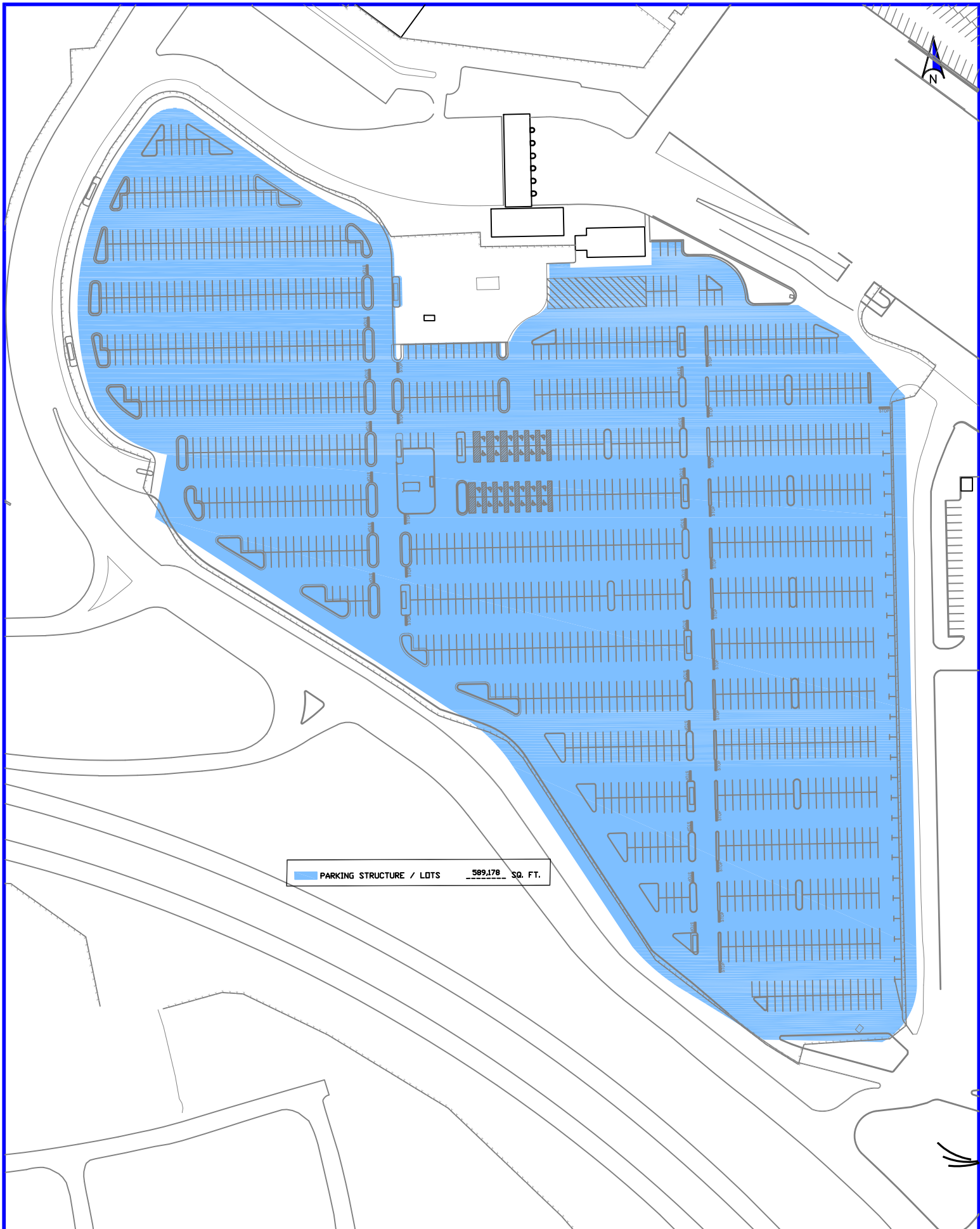
N. MINGO RD.

TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE: 36°15'30" NORTH
LONGITUDE: 95°52'00" WEST
ELEVATION: 677' (S)
TULSA COUNTY, OKLAHOMA
SEC. 13, T-20-N, R-13-E

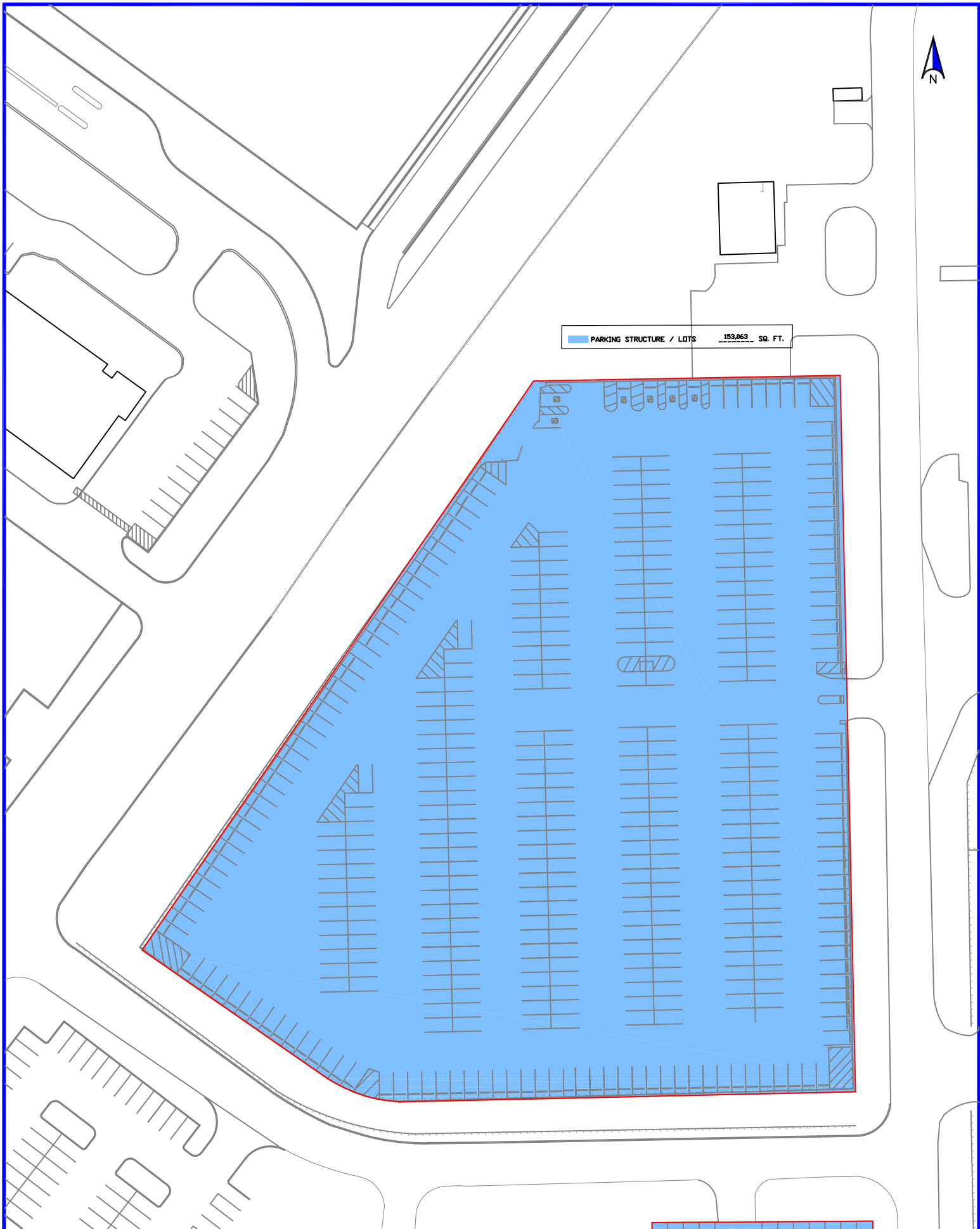
TULSA INTERNATIONAL AIRPORT
PARKING GARAGE
(3RD LEVEL)
JANITORIAL LEASE AREA
CLEANED SEVEN (7) DAYS PER
WEEK

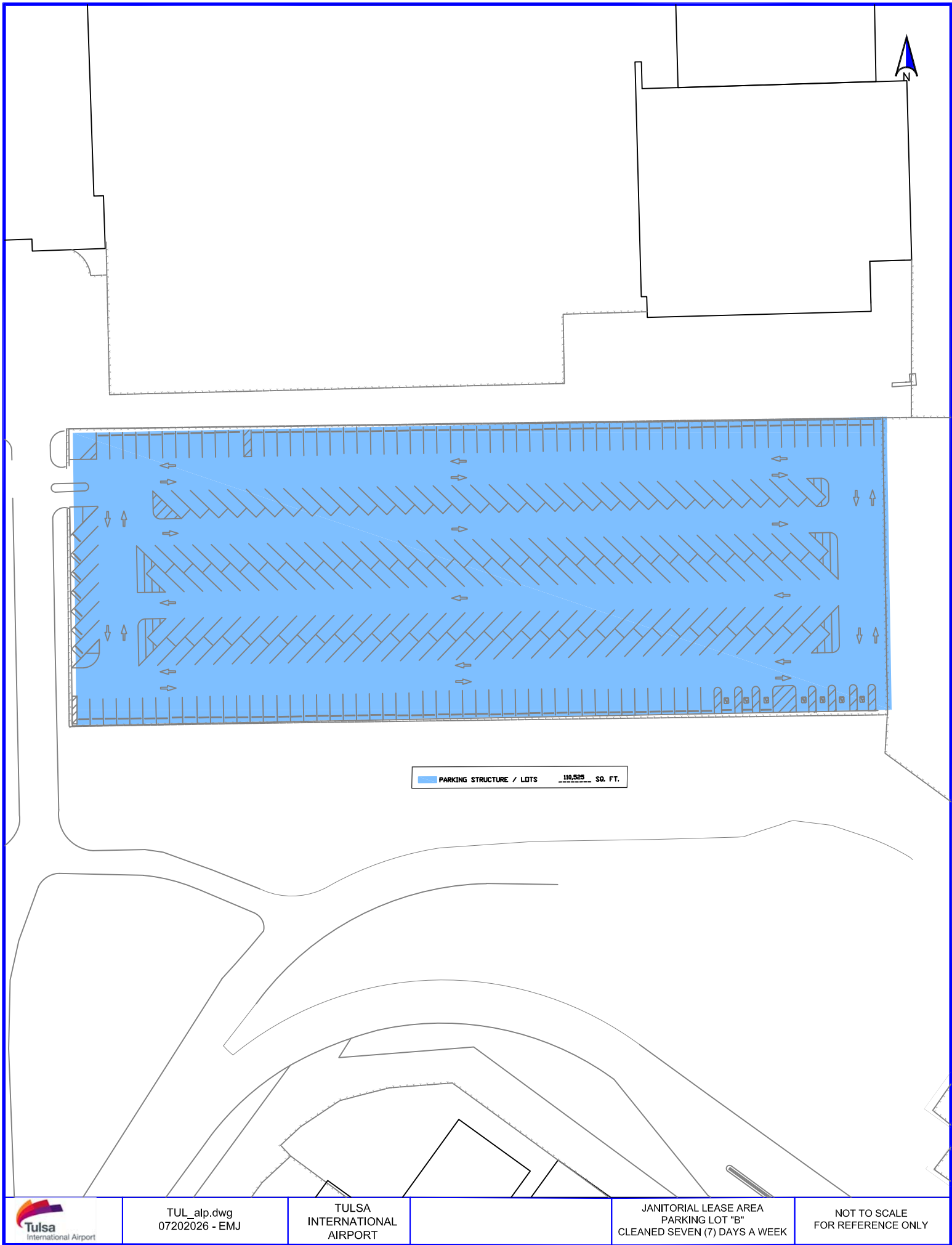


PARKING STRUCTURE/LOT 198,367 SQ. FT. SIDEWALK 3,513 SQ. FT.

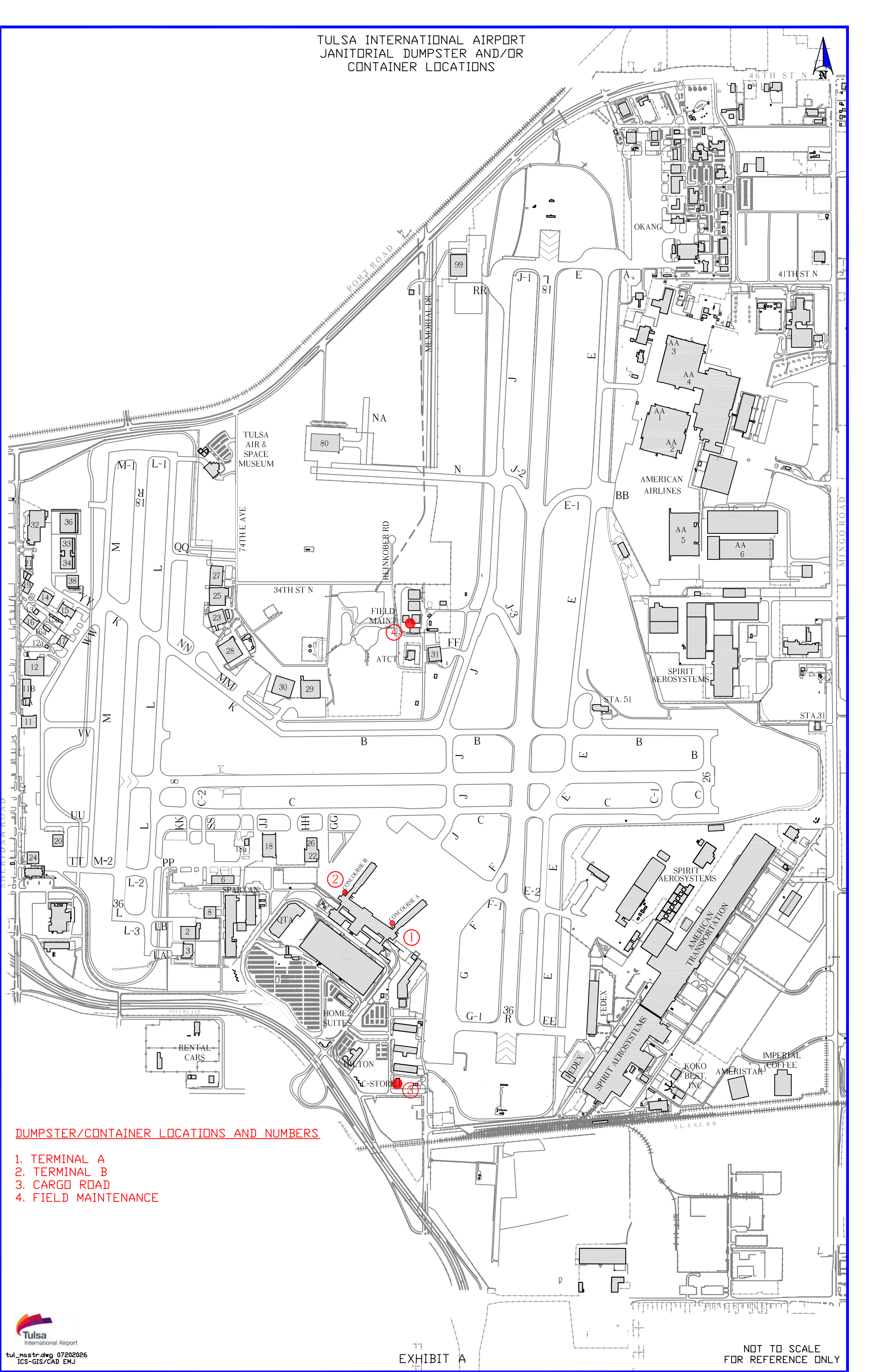


PARKING STRUCTURE / LOTS 589,178 SQ. FT.





TULSA INTERNATIONAL AIRPORT
JANITORIAL DUMPSTER AND/OR
CONTAINER LOCATIONS



DUMPSTER/CONTAINER LOCATIONS AND NUMBERS

- 1. TERMINAL A
- 2. TERMINAL B
- 3. CARGO ROAD
- 4. FIELD MAINTENANCE

