

Contracted Custodial Services Request for Proposal

Tri-Cities Airport
3601 N 20th
Pasco, WA 99301

All proposals are due on or before 10:30a.m., PST, September 9, 2022, and must be valid for 90 days from the RFP due date.

One original and Three copies of the proposal must be submitted to:

Tri-Cities Airport
Attn: Don Faley
3601 N 20th
Pasco, WA 99301
(509) 547-6352

There will be a pre bid conference and walk through of the Airport on August 23, 2022 at 10:00 a.m., PST in the upstairs Airport Conference Room.

Requests for clarification regarding this RFP must be made to Don Faley at dfaley@portofpasco.org, no later than 3:00 p.m., PST, September 2, 2022. Written answers to requests for clarification will be provided to all persons making a request no later than 4:00p.m., PST, September 7, 2022.

Electronic copy of this Request for Proposal is available by contacting Don Faley at dfaley@portofpasco.org

CONTRACTED CUSTODIAL SERVICE REQUEST FOR PROPOSALS

Tri-Cities Airport Pasco, WA 99301

PROPOSALS are being requested for a Services Agreement to provide Contracted Custodial Services at the Tri-Cities Airport. These proposals will be opened by the Tri-Cities Airport Staff at the above specified date and time and a recommendation from Airport staff will be presented to the Port of Pasco Commission.

1. Participants are encouraged to submit questions in advance to Don Faley dfaley@portofpasco.org
2. A written response to all inquiries in the form of an addendum will be forwarded to all participating vendors.
3. In all cases, no verbal communications will override written communications and only written communications are binding.
4. The Port of Pasco reserves the right to schedule Proposer interviews at its discretion in order to fully evaluate competing proposals.
5. The Port of Pasco reserves the right to reject any and all proposals.
6. Late proposals will be returned unopened to the sender.
7. Failure to supply any information requested to accompany proposals is cause for rejection of the proposal as non-responsive. The Port of Pasco reserves the right to request additional information if clarification is needed and to reject any or all proposals.
8. Proposals may not be withdrawn for 90 days from the opening date to allow for a full evaluation and to make an award deemed in the best interests of the Port of Pasco.

Request for Proposals

Contracted Custodial Services
for
Tri-Cities Airport



August 2022



TENTATIVE SCHEDULE OF EVENTS

| | | |
|--|--------|--------------------|
| Issuance of Request for Proposals | | August 15, 2022 |
| Pre-Bid Conference – 10:00AM Airport Conference Room | | August 23, 2022 |
| Tour of Buildings - after pre bid conference | | August 23, 2022 |
| Request for Clarifications Due | 3:00pm | September 2, 2022 |
| Response to Request for Clarifications Due | 4:00pm | September 7, 2022 |
| Proposal Due | 3:00pm | September 9, 2022 |
| Potential Interviews | | September 12, 2022 |
| Award by Port Commission | | September 22, 2022 |
| Contract Commencement | | October 1, 2022 |

PREFACE

This Request for Proposals (“RFP”) has been developed by the Port of Pasco (the “Port”) to procure custodial services for the Tri-Cities Airport (the “Airport”).

The RFP is designed to provide interested parties with sufficient information on the proposed project to enable submission of a proposal that will respond to the Port’s expectations for the management of the entire custodial services operation at the Airport.

The RFP provides the instructions and forms for submission of a proposal and associated reference material.

The work performed by the Contractor must be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professionals in the same or similar type of work in the applicable profession.

Notwithstanding an effort to be inclusive of all Airport custodial service needs in this RFP, the Port may have inadvertently left out some service areas. During the course of the contract the custodial services provider will be directed to do many custodial tasks that are not outlined in the



scope of services section. Please keep in mind that this is a contract to provide custodial services at a cost per hour rate, not to provide a cost per facility square foot.

EXECUTIVE SUMMARY

The Port of Pasco is seeking proposals for Custodial Services at the Tri-Cities Airport. The successful proposer shall submit hourly and annual costs to the Airport for the right to operate and manage the custodial services. The successful proposer must have the resources to provide quality cleaning services that are reliable, cost efficient for the Port, and which meet the Global Bio-Risk Advisory Council (GBAC) standards. The custodial services contract will be awarded through a contract based on the RFP responses.

The contract will be for a one (1) year period subject to renewal at the Port's option for four (4) consecutive one-year periods. During the contract term, the Port, upon providing 30 days' prior written notice of intention to terminate, may at any time terminate the contract. The Port standard form of contract will be used for this agreement.

A pre-bid conference will be held at the Tri-Cities Airport, at 10:00 a.m. on August 23, 2022, to address questions and issues from potential proposers. The proposers' conference will be held in the Airport Conference Room, located on the second floor.

One original and three copies of the proposal must be delivered no later than 3:00 p.m., September 9, 2022, to:

Tri-Cities Airport
Deputy Director of Airports
3601 n 20th
Pasco, WA 99301
Attn: Don Faley
509-547-6352

Proposers wishing to receive subsequent addenda to this RFP, or submit requests for clarifications, should contact the Airport via e-mail at dfaley@portofpasco.org no later than 3:00 p.m., August 1, 2022. Responses to requests for clarification will be submitted electronically via an addendum no later than 3:00 p.m., September 2, 2022.

PERSONAL SERVICES AGREEMENT

The successful bidder will be required to sign the Personal Services Agreement in Attachment 1.



GENERAL SCOPE OF WORK

The Port is seeking an independent contractor who shall furnish all labor, **Global Bio-Risk Advisory Council (GBAC)** certified cleaning materials and personnel, and the proper equipment required for the complete and prompt execution and performance of all duties, obligations, and responsibilities, that are described or reasonably implied from the scope of services set forth in the attached Exhibit A at the Tri-Cities Airport.

The proposer will provide two cost proposals:

1. A cost/hour/employee price based upon providing 6 full time employees per day, 365 days per year, (3 shifts, 2 individuals per 8 hour shift). (*Following shift schedule hours are for demonstrative purposes and are subject to the Port's discretion*). First shift is 6:00 a.m. to 2:00 p.m. Second shift is 2:00 p.m. to 10:00 p.m. Third shift is 10:00 p.m. to 6:00 a.m. An eight-hour shift is to include one (1) 10-minute break per four hours worked and a paid 30 min lunch (cannot leave airport). The successful bidder will provide full staff coverage for all 3 shifts, 365 days per year regardless of vacation time, holidays, or personal time. The successful bidder shall ensure that additional staff is available and has successfully satisfied all security and **GBAC** requirements to cover when employees take time off, do not have the ability to perform the scope of work for that shift, have been terminated, or are otherwise unavailable.

The contract price will include all supervision needed to perform the services and fulfill the services requested. This supervision will include the ability to contact a working supervisor, per shift, and/ or a manager responsible for managing and directing the employees. This manager will work directly with Airport staff in a professional manner.

The price per hour per employee will include providing and maintaining all equipment and cleaning supplies necessary to perform the work. The price per hour per employee will include providing all cleaning chemicals, floor care products, floor finishes, finish removers, floor scrubbers, carpet extractors, custodial tools, cleaning supplies, and **GBAC** certification for all employees. All cleaning supplies will meet **GBAC** requirements.

The Airport will provide equipment as outlined in Attachment 2. Successful contractor will use equipment provided for floor and bathroom cleaning.

The Port will maintain inventories of commodities such as toilet tissue, hand towels, toilet seat covers, urinal screens, trash can liners, and hand soap.



Custodial services will be provided at a price per hour per employee rate. The contract between the parties will not provide a cost for square foot cleaning or attempt to identify specific tasks or specific work, except for the special services listed in Attachment 3 for which additional personnel are needed. The Port will expect the service provider to provide the agreed upon custodial labor to respond to any and all custodial services needs regardless of whether or not the work task has been outlined in the scope of services, Exhibit A.

INVOICING AND PAYMENT PROCEDURES

Contractor will provide certified/ attested documentation of hours worked during the previous month and invoice for the actual amount of time worked. The contractor will also use existing or provide an on-site, physical, timeclock for use by employees. This time clock will be placed in an area viewable by security cameras. The Port will pay for the actual hours worked during the previous month (net 30 days).

The contractor will provide the following invoice information:

- Number of employees worked
- Hours worked
- Rate of pay
- Total amount due

The Contractor shall pay prevailing wage as required by the State of Washington. An intent to pay prevailing wage is required prior to each year's agreement. An affidavit of prevailing wage will also be required at the end of each year.

The Contractor shall allow Port staff or a designee to inspect and audit account records and time clock entries, as requested by the Port.

SECURITY REQUIREMENTS

The Contractor's on-site personnel will be required to pass security badge testing and background requirements as determined by the Transportation Security Administration (TSA) and the Tri-Cities Airport. All employees will require access to the Aircraft Operating Area (AOA) and the Security Identification Display Area (SIDA), as determined by Airport operations, and will be required to continuously display on their outermost garment an Airport-issued identification medium. The identification medium will not be granted unless the employee has attended and successfully completed an Airport-administered training program and successfully completed the required federal, state, and local background investigations.

Each employee must be of high moral character, high integrity, trustworthy, must not have been convicted of any crime that may disqualify him/her from obtaining Airport issued identification



media, and must be able to successfully complete all required federal, state, and local background investigations.

Contractor shall be responsible for payment of all costs associated with the application and issuance of an airport security identification and access medium (ID) for each employee. Contractor shall be responsible, at time of ID application, for the following fees associated with each employee's application and ID issuance:

| | |
|--|----------|
| ID medium issuance (non-refundable): | \$ 25.00 |
| Criminal history background investigation/Fingerprinting | \$ 31.50 |

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Contractor will forfeit the airport ID deposit for each ID medium not returned to the Port when the ID is no longer needed by the employee, when employment is terminated, at termination of this contract, or upon request of the Airport Director. Contractor shall be responsible for the non-refundable costs associated with issuance of a new ID medium for each ID medium that is lost, stolen, or otherwise unaccounted for, and pay a deposit for a new ID issued.

Contractor's employees shall immediately report to the Airport when an Airport ID is lost or stolen.

Contractor shall immediately retrieve IDs when employees are terminated, or employees resign from employment. IDs must be immediately returned to the Port.

Contractor's employees shall comply with the security requirements learned during training and all federal, state, and local requirements that pertain to security at the Tri-Cities Airport.

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If you need further information, contact the Airport Badging office at 509-547-6352



SERVICES TO BE PROVIDED BY THE CONTRACTOR

Tri-Cities Airport custodial services (standard of care to be equal to or better than other public / governmental buildings within the Tri-Cities metropolitan area).

GBAC certified Custodial workers, working supervisors, and a working account manager.

All equipment, vehicles, GBAC certified cleaning supplies, and personnel needed to complete the work.

Custodial management with the knowledge, skills, and abilities to manage and maintain quality custodial practices and procedures commiserate with the facility.

In addition to the services listed in Exhibit A, Basic Scope of Custodial Services, other responsibilities of the Contractor include:

1. Responding to requests from Airport staff and management. The Contractor will provide a cell phone to their staff, to be always carried while on duty, for use by custodial staff. The custodial requests will be for any number of custodial responsibilities such as spill cleanup, snow removal, office vacuuming, dusting, refilling hand soap dispensers, refilling plastic toilet seat covers, or receiving deliveries, for example.
2. Snow removal and ice melt application for the pedestrian walks and building entrances at the Airport (landside only).
3. Responding to emergency situations such as building evacuation assistance, initial response to fire alarms or initial response to door alarms.
4. Providing uniforms that identify the Contractor's employees as custodians. Uniforms must be kept clean and worn in a neat, professional manner. Uniforms must be of one standard color and style for all custodians. Shirts must be tucked in at all times and hats are not allowed unless they are part of the uniform.
5. Participating in the Airport recycling program. This will require the custodial staff to keep trash sorted from recyclables, collect the recyclables, and take the recyclables to designated recycling containers.
6. Cleaning vacated tenant areas. In addition to routine cleaning of vacated tenant areas, this cleaning will include any carpet extracting/ spot cleaning required or any stripping, waxing or top coating required.



7. When necessary, cleaning-up of bio-hazard material, such as urine, feces, blood, and vomit.
8. Providing and completing a checklist inspection sheet that will be posted in all public restroom areas for confirmation of routine inspection of custodial work performed.
9. Maintaining floors consisting of:

Approximately 27,752 sf of carpet
Approximately 38,889 sf of tile

Flooring and restroom diagram included in Attachment 4.

No Airport owned or purchased resources can be used outside of the airport facility, unless specific permission is obtained in advance.

The Contractor shall meet with Airport management upon commencement of this contract at least daily until a point is reached that all operational, and procedural aspects have been satisfactorily developed and implemented. Upon such implementation, regular monthly and quarterly account status meetings will be conducted with Contractor and Airport staff.



REQUIRED SUBMITTALS

The following materials are required to be included in the RFP response:

- 1) Name and type of company submitting proposal including President/CEO, business address, phone number, e-mail address and point of contact for this RFP.
- 2) History of your company. Years in business, 3 references, major accounts, municipal buildings, and airport operations experience, etc.
- 3) Qualifications and resumes of key account managers who will be assigned to the Tri-Cities Airport account.
- 4) Invoice procedures: detail invoice processes that would be used to invoice for custodial services provided.
- 5) Annual cost: an annual cost to the Airport including all labor, supplies, and equipment for year 1, 2, 3, 4, 5. If you wish to adjust your rate by the annual CPI please highlight that in your proposal after year 1. All costs will then be adjusted by the CPI for years 2, 3, 4, 5. If you wish to adjust your rates by something other than the CPI, the rates will not be adjusted for the duration of the agreement if your proposed rate is less than the CPI.

Starting in Sept 2022, L&I began making cost of living adjustments to the minimum wage based on the Federal Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

This new minimum wage will be announced on September 30, and take effect Jan 1.

The Evaluation and Selection committee, in its discretion may interview any, all, or no proposer.

The Airport reserves the right to reject any or all proposals.



STANDARD PROVISIONS AND REQUIREMENTS FOR REQUESTS FOR PROPOSALS (RFPs)

1. Proposal Must Be Signed by Proposer or Its Officer or Designated Agent.

A proposal submitted in response to the Airport's Request for Proposals must be signed by the Proposer if an individual, or by a designated agent empowered to bind the Proposer in a contract.

2. Communication with Airport during RFP Process

Upon issuance of this RFP, Proposers shall not communicate in any way with any Airport employee other than the contract manager regarding the terms or provisions of this RFP. Questions about this RFP are to be in writing and directed to the contract manager and will be addressed in a written addendum to the RFP.

3. Airport's Response to Proposer Questions, Objections, and Requests for Clarification or Interpretation

The Airport's contract manager will respond in writing to all inquiries presented to the Airport as provided in section 3, above. The Airport's written response will be directed to all known potential Proposers. Only the Airport's written responses will be considered the Airport's official response binding upon the Airport.

In addition to making a written response, the Authority may issue addenda amending the RFP by changing or deleting the provisions of, or adding provisions to, the RFP.

4. Procedure for Evaluation and Recommendation as to Selection of Best Proposal.

- A Competing proposals submitted in response to the RFP will be evaluated by Airport staff. The Airport staff will utilize the evaluation criteria and scoring methodology set forth in this RFP in making its determination as to the best proposal.
- B Upon completing its evaluation and the scoring of competing proposals, the Port may interview all or none of the proposers.



- C A recommendation will be made to the Port Commission for acceptance and award to the highest scoring proposal. If an agreement cannot be reached, the Port may move on to the second ranked proposal.

5. Rejection of Proposals.

The Port reserves the right to reject any or all proposals in whole or in part received in response to the RFP. The Airport will not pay for any information requested in the RFP, nor is it liable for any cost incurred by a Proposer in responding to the RFP.

6. Formation of Contract.

- A The successful Proposer shall enter into a contract with the Port of Pasco.

7. Proposal Obligations.

The contents of this RFP, of a proposal submitted in response to this RFP, and of the Port's official response to a question, objection, or request for clarification or interpretation regarding the RFP, and of any exception to the RFP submitted by the successful Proposer and accepted by the Port, will become part of the contractual obligation, and deemed incorporated by reference into the ensuing contract.

8. Disposition of Proposals.

All proposals submitted in response to the RFP become the property of the Port and will not be returned.



**TRI-CITIES AIRPORT
CONTRACTED CUSTODIAL SERVICES
RFP EVALUATION CRITERIA**

Proposals will be reviewed and evaluated by an Evaluation and Selection Committee. Each proposal will be evaluated on how well the proposer addresses the requirements of the RFP. The proposal that best addresses the expectations of the Airport in each of the evaluation categories will receive the maximum points available for that category. At the Airport's discretion, proposers with the highest total evaluation points may proceed to an interview stage, after which the interviewed proposers will be re-evaluated in light of additional information received. Points will be assigned as follows to each proposal.

A. Experience, background, qualifications **0 - 30 Points**

Points will be assigned based on Proposer's successful experience in providing contractual custodial services. Particular weight will be given to those with demonstrated experience and competence.

B. References and client lists **0 - 20 Points**

Points will be awarded based on favorable references and client references. The Airport Authority may contact business references to evaluate these criteria.

C. Expense to Airport **0 - 30 Points**

The lowest cost solution which meets all requirements listed in the Request for Proposal will be assigned 30 points. All other proposals will be assigned points on a statistical basis corresponding to its position between the lowest and highest fee proposals.

D. Invoicing procedures **0 -20 Points**

Demonstration of the ability to provide documentation of hours worked during the previous month and to invoice for the amount of time actually worked.



E. Total Points Available

100 points

EXHIBIT A Tri-Cities Airport Basic Scope of Custodial Services

First Shift Terminal

Keep all restrooms cleaned and stocked.
Empty trash barrels inside, outside, restrooms, holding areas, rental car counters, loading dock, baggage claim, Administration offices, TSA offices, Airline ticket counters, airline office hallway.
Clean and wipe down ticket counter areas.
Wipe down or dust tables, chairs, trash barrels, phones, signs, ledges, fire extinguishers, windowsills, and anything that gets dusty or dirty.
Vacuum all carpeted areas.
Clean, sweep, and mop tile areas.
Receive deliveries at loading dock.
Clean drinking fountains, to include removing the grate and wiping out splash pan.
Sweep or blow off front walk.
Remove empty boxes and trash.
Clean up all spills.
Clean upstairs offices (As necessary)
Remove snow. (As necessary)
Perform other duties as assigned.

First Shift Concourse

Keep all restrooms cleaned and stocked.
Empty trash in the concourse, holding areas, gates, and restrooms.
Wipe down or dust the tables, chairs, trash barrels, phones, signs, ledges, fire extinguishers, windowsills, and anything that gets dusty or dirty.
Vacuum all carpeted areas.
Clean and vacuum inside passenger boarding bridges every Monday.
Clean drinking fountains, to include removing the grate and wiping out splash pan.
Cleanup any and all spills, to include spot cleaning the carpet.
Remove empty boxes and trash.
Clean, stock, and organize supply closet.
Clean, sweep, and mop tile areas.



Remove snow (As necessary).
Perform other duties as assigned.

Second Shift Terminal Areas

Keep all restrooms cleaned and stocked.
Empty trash barrels inside, outside, restrooms, holding areas, rental car counters, loading dock.
Wipe down or dust tables, chairs, trash barrels, phones, signs, ledges, fire extinguishers, windowsills, and anything that gets dusty or dirty.
Vacuum all carpeted areas.
Accept deliveries at the loading dock.
Clean carpet to include spotting and extraction.
Sweep and mop tile areas.
Sweep or blow front walk.
Remove empty boxes and trash.
Cleanup any and all spills.
Remove trash, vacuum, sweep, and mop as necessary.
Clean and organize main custodial office.
Remove snow (As Necessary).
Perform other duties as assigned.

Second Shift Concourse

Keep all restrooms cleaned and stocked.
Empty trash in the concourse, holding areas, counters, and restrooms.
Vacuum and dust mop security screening area, if vacant.
Wipe down or dust the tables, chairs, trash barrels, phones, signs, ledges, fire extinguishers, windowsills, and anything that gets dusty or dirty.
Vacuum carpeted areas.
Clean drinking fountains to include removing the grate and wiping out splash pan.
Cleanup any and all spills to include spot cleaning the carpet.
Remove empty boxes and trash.
Clean, stock, and organize supply closet.
Clean, sweep, and mop all tile areas.
Remove snow (As necessary).
Perform other duties as assigned.



Third shift Terminal

Clean and stock restrooms, deep clean toilets and urinals, clean mirrors and counter tops, restock paper products, polish stainless steel, sweep and scrub floors.

Clean screening checkpoint: Empty trash, vacuum rugs, sweep and scrub floor making sure to get under equipment, dust as needed.

Clean TSA baggage screening rooms.

Empty trash barrels, inside, outside, restrooms, holding areas, rental car counters, and loading dock.

Sweep, vacuum, and scrub entrances.

Sweep and scrub lobby area, elevator, stairs, and upstairs areas.

Sweep and scrub terminal floors using provided floor scrubber.

Clean and polish stainless areas.

Topcoat, burnish, strip, and wax floors and stairwells as necessary.

Vacuum and extract holding areas and entrances.

Power scrub restroom floors and wipe down walls once a week using provided equipment.

Clean ventilation grills and air diffusers.

Sweep and clean baggage claim area.

Clean and maintain custodial equipment.

Clean and organize terminal supply and custodial closets.

Remove snow (As necessary).

Perform other duties as assigned.

Third Shift Concourse

Clean and stock restrooms: deep clean toilets and urinals, clean mirrors and counter tops, restock paper products, polish stainless steel, sweep and scrub floors.

Empty trash in the concourse, holding areas, and restrooms.

Wipe down or dust the tables, chairs, trash barrels, phones, signs, ledges, fire extinguishers, windowsills, and anything that gets dusty or dirty.

Vacuum concourse and holding areas.

Remove gum, spot, extract carpeted areas.

Wash restroom walls and power scrub restroom floors once a week using provided equipment.

Clean ventilation grills and air diffusers.

Remove empty boxes and trash.

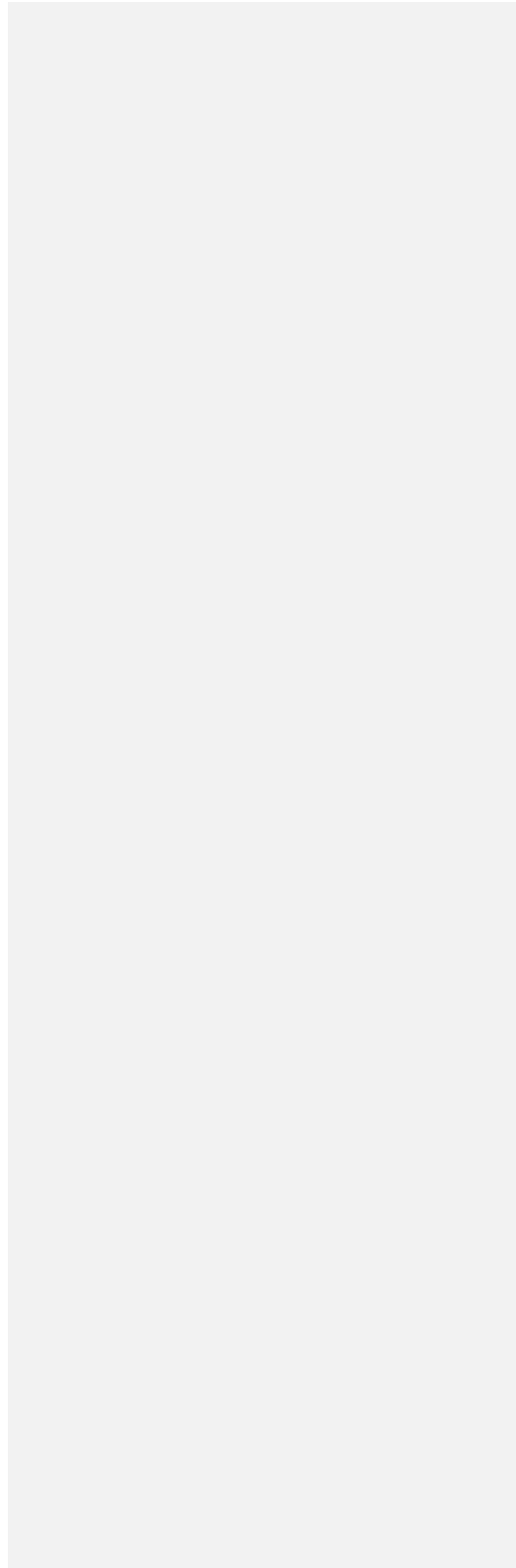
Clean and maintain equipment.

Clean, stock, and organize supply closet.

Remove snow (As necessary).



Other duties as assigned.



**ATTACHMENT 1
PERSONAL SERVICE AGREEMENT**

AGREEMENT FOR PERSONAL SERVICES

THIS AGREEMENT is made as of the ____ day of _____, 2022, by and between PORT OF PASCO, P. O. Box 769, 1110 Osprey Pointe Blvd, Pasco, Washington 99301, hereinafter referred to as the PORT, and _____, _____, _____, Washington _____, hereinafter referred to as the CONSULTANT.

WHEREAS the PORT requires professional services, the scope of which is described in Exhibit A, which is attached hereto and incorporated herein, hereinafter referred to as the "WORK".

NOW, THEREFORE, the PORT and CONSULTANT, in consideration of their mutual covenants herein, agree as set forth below.

STANDARD TERMS AND CONDITIONS

SECTION 1. SERVICES: The CONSULTANT will provide the services described in Exhibit A, according to all the terms and conditions of this Agreement. The PORT will pay CONSULTANT for the services in the amount described in Exhibit A.

SECTION 2. TERMS OF PAYMENT: Payment for services specified herein will be due and payable thirty (30) days after receipt of invoice unless otherwise specified herein.

Any monies not paid when due under this Agreement shall bear a finance charge at the rate of one percent (1%) a month on the balance until paid.

SECTION 3. TERMINATION: This Agreement may be terminated by the PORT upon thirty (30) days written notice without cause. CONSULTANT may terminate this Agreement upon thirty (30) days written notice in the event of substantial failure by the PORT to perform in accordance with the terms hereof. In the event of termination without cause by the PORT, CONSULTANT shall be paid for services performed to the termination notice date plus reasonable termination expenses, but shall not be entitled to lost profits on uncompleted work.

SECTION 4. JOB CONDITIONS: The PORT shall give CONSULTANT free and unobstructed access at all times to the place where work is to be done.

SECTION 5. DELAYS: CONSULTANT shall not be responsible for delays or the inability to complete the services where occasioned by those items involving the actions or omissions of others.

SECTION 6. EXTRAS: If the PORT requests an alteration, modification or deviation from the original scope of work as described in Exhibit A (“Scope of Work”), the PORT agrees to pay the extra costs that occur. CONSULTANT shall identify and negotiate with the PORT any such changes in the Scope of Work prior to commencing work on said changes.

SECTION 7. STANDARD OF PERFORMANCE: The standard of care for all professional consulting and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT’s profession practicing under the same or similar circumstances at the same time and in the same locality.

SECTION 8. INSURANCE: CONSULTANT agrees to procure and maintain, at its expense, Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damages, and Professional Liability Insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which CONSULTANT is legally liable. CONSULTANT shall name the PORT as an additional insured under the policies, and deliver to the PORT, prior to execution of the Agreement by the PORT and prior to commencing work, evidence that policies providing such coverage and limits of insurance are in full force and effect in a form acceptable to the Port. Thirty (30) days advance notice will be given in writing to the PORT prior to cancellation, termination or alteration of said policies of insurance.

SECTION 9. INDEMNIFICATION/HOLD HARMLESS: CONSULTANT shall defend, indemnify and hold the PORT, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the PORT. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the PORT, its officers, officials, employees, and volunteers, the CONSULTANT’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

SECTION 10. DISPUTES: This Agreement shall be governed by and interpreted under the laws of the State of Washington. The parties agree that in the event it becomes necessary to enforce any of the terms and conditions of this Agreement that the form, venue and jurisdiction in that particular action shall be in Franklin County, Washington.

SECTION 11. OWNERSHIP OF DOCUMENTS: All electronic data, electronic files, and other related documents prepared by CONSULTANT pursuant to this Agreement shall be the property of the PORT.

SECTION 12. AGREEMENT: This Agreement represents and incorporates the entire understanding of the parties hereto concerning the statement of work specified in Exhibit A, and each party acknowledges that there are no representations, covenants or understandings of any kind, manner or description whatsoever by either party to the other except as expressly set forth and hereinabove written.

SECTION 13. CONSULTANT: In performing services under this Agreement CONSULTANT shall operate as and have the status of an independent contractor and shall not act as or be an agent or employee of the PORT. For this reason, all of the CONSULTANT's activities will be at its own risk.

SECTION 14. NOTICES: Any notice required to be given under this Agreement shall be given by depositing in the U.S. Mail with certified postage prepaid to the address of the PORT or CONSULTANT, respectively, as set forth herein and shall be effective on the date of mailing as shown by the postmark or shall be given in writing served on an officer of the CONSULTANT or on the Executive Director of the PORT.

SECTION 15. ATTORNEY FEES: In the event of any dispute between the PORT and CONSULTANT arising out of or relating to this Agreement, the prevailing party shall be entitled, whether or not a suit, action, or arbitration proceeding is instituted, to recover all costs incurred in connection with the dispute, including without limitation reasonable attorneys' and expert witness fees, whether at trial, on appeal or denial of any petition for review, or in connection with enforcement of any judgment.

PORT:
Port of Pasco

CONSULTANT:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

ATTACHMENT 2

AIRPORT PROVIDED EQUIPMENT

Advance Reel Cleaner All Surface Restroom Cleaner (Electric)

Cortech Tile and Baseboard Scrubber (Electric)

US Products HydraPort 1200 High Pressure Multi-Surface machine (Electric)

Gotcha Minuteman Carpet Spotter (Electric)

MilliCare Dry Carpet Scrubber (Electric)

2 Floor drying fans

Custodial carts, brooms, misc. custodial equipment (brooms, mops, buckets, etc.)

Floor cleaning machine.

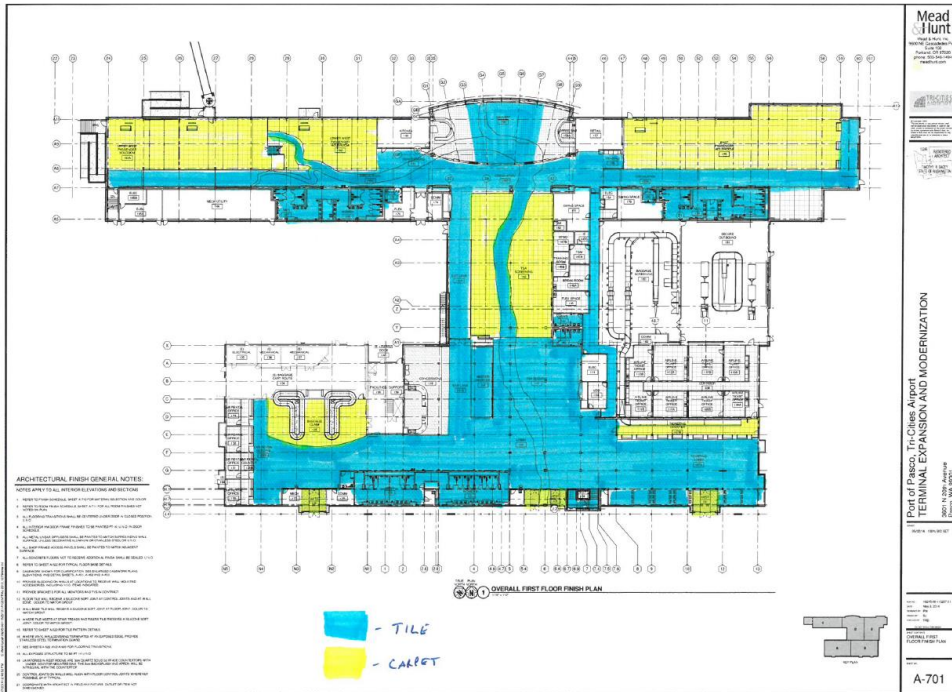
**ATTACHMENT 3
SPECIAL SERVICES**

| | |
|------------------------------------|--|
| General Carpet extraction | |
| Pressure Washing | |
| Window Washing (walk up) | |
| General Cleaning/hour | |
| Light fixture cleaning/per fixture | |

Service

Price

ATTACHMENT 4 FLOOR AND RESTROOM LAYOUT



ROOM FINISH GENERAL NOTES:

1. SEE SPECIFICATIONS FOR FINISHES.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.
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ROOM FINISHES ABBREVIATIONS:

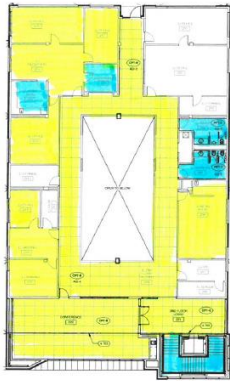
| ABBREVIATION | DESCRIPTION |
|--------------|-------------|
| 1 | CONCRETE |
| 2 | PAINT |
| 3 | PLASTER |
| 4 | CEILING |
| 5 | FLOORING |
| 6 | WALLS |
| 7 | ROOFING |
| 8 | MECHANICAL |
| 9 | ELECTRICAL |
| 10 | PLUMBING |
| 11 | MECHANICAL |
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| 94 | PLUMBING |
| 95 | MECHANICAL |
| 96 | ELECTRICAL |
| 97 | PLUMBING |
| 98 | MECHANICAL |
| 99 | ELECTRICAL |
| 100 | PLUMBING |

SYMBOLS:

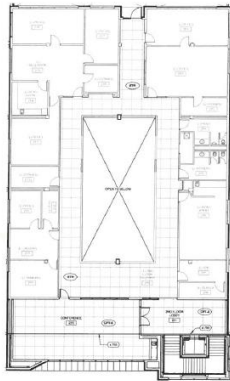
- 1. OPENING FOR DOOR
- 2. OPENING FOR WINDOW
- 3. OPENING FOR CASE
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- 99. OPENING FOR CASE
- 100. OPENING FOR CASE

KEYED NOTES:

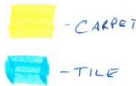
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SECOND FLOOR FINISH PLAN - BID ALTERNATE



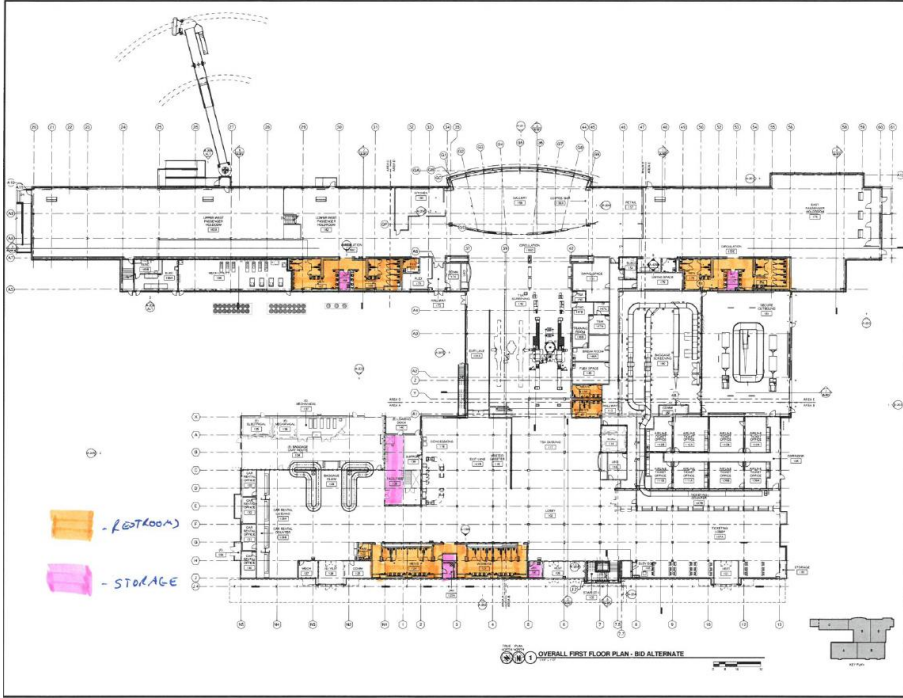
SECOND FLOOR FINISH PLAN - BASE BID



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2021.0000.0000
SECOND FLOOR FINISH PLAN

A-702

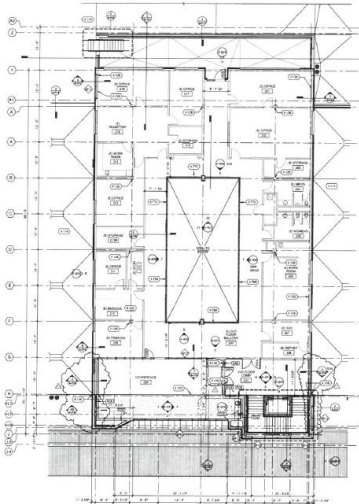
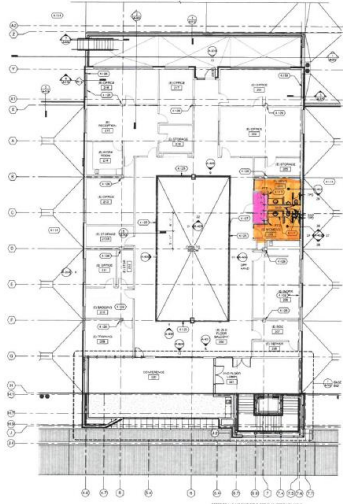


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TERMINAL EXPANSION AND MODERNIZATION**
PROJECT NO. 10000000000000000000
REVISED: 08/14/2018

**A-101
ALT**



FLOOR PLAN - GENERAL NOTES:

- 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND REGULATIONS.
- 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE ALARM AND SIGNALING CODE.
- 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL MECHANICAL CODE AND THE NATIONAL PLUMBING AND HEATING CODE.
- 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL SANITARY ENGINEERING CODE AND THE NATIONAL SANITATION CODE.
- 5. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL BUILDING CODE AND THE NATIONAL BUILDING REGULATIONS.
- 6. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE ALARM AND SIGNALING CODE.
- 7. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL MECHANICAL CODE AND THE NATIONAL PLUMBING AND HEATING CODE.
- 8. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL SANITARY ENGINEERING CODE AND THE NATIONAL SANITATION CODE.
- 9. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL BUILDING CODE AND THE NATIONAL BUILDING REGULATIONS.
- 10. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE ALARM AND SIGNALING CODE.
- 11. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL MECHANICAL CODE AND THE NATIONAL PLUMBING AND HEATING CODE.
- 12. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL SANITARY ENGINEERING CODE AND THE NATIONAL SANITATION CODE.
- 13. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL BUILDING CODE AND THE NATIONAL BUILDING REGULATIONS.

100 SECOND FLOOR PLAN - BID ALTERNATE

- REST ROOMS
- STORAGE

KEYED NOTES:

- 100. 100 SECOND FLOOR PLAN - BID ALTERNATE
- 101. 101 SECOND FLOOR PLAN - BASE BID
- 102. 102 SECOND FLOOR PLAN - BID ALTERNATE
- 103. 103 SECOND FLOOR PLAN - BASE BID
- 104. 104 SECOND FLOOR PLAN - BID ALTERNATE
- 105. 105 SECOND FLOOR PLAN - BASE BID
- 106. 106 SECOND FLOOR PLAN - BID ALTERNATE
- 107. 107 SECOND FLOOR PLAN - BASE BID
- 108. 108 SECOND FLOOR PLAN - BID ALTERNATE
- 109. 109 SECOND FLOOR PLAN - BASE BID
- 110. 110 SECOND FLOOR PLAN - BID ALTERNATE
- 111. 111 SECOND FLOOR PLAN - BASE BID
- 112. 112 SECOND FLOOR PLAN - BID ALTERNATE
- 113. 113 SECOND FLOOR PLAN - BASE BID
- 114. 114 SECOND FLOOR PLAN - BID ALTERNATE
- 115. 115 SECOND FLOOR PLAN - BASE BID
- 116. 116 SECOND FLOOR PLAN - BID ALTERNATE
- 117. 117 SECOND FLOOR PLAN - BASE BID
- 118. 118 SECOND FLOOR PLAN - BID ALTERNATE
- 119. 119 SECOND FLOOR PLAN - BASE BID
- 120. 120 SECOND FLOOR PLAN - BID ALTERNATE

100 SECOND FLOOR PLAN - BASE BID

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ARCHITECTS

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