

West Michigan Airport Authority
New Terminal/Business Center Cleaning Services

August 17, 2016

Background

Construction has recently been completed on a 7,500 square foot Terminal/Business Center at West Michigan Regional Airport, 60 Geurink Boulevard, Holland, Michigan. The building has two conference rooms, a lobby, pilots lounge, four private offices, five open offices, a small kitchen, three entrances, and three restrooms.

Scope of Work

The work consists of cleaning and vacuuming all interior portions of this building two or three times each week. The Authority will also consider proposals for cleaning the interior and exterior of the building windows. The Authority will determine how often the building and windows are to be cleaned.

Inspection of Building

Prospective contractors are highly encouraged to tour the building prior to preparing a bid. Please contact 616-392-7831 for access to the building between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Indemnification

The contractor will agree to defend, indemnify and save harmless the West Michigan Airport Authority from any and all liabilities that may result from the contractor's work.

Insurance

The contractor is to maintain the following insurance:

- A. General Liability insurance with bodily injury limits of not less than \$1,000,000.
- B. Automobile Liability insurance with bodily injury limits of not less than \$1,000,000.
- C. Workers Compensation insurance in accordance with statutory requirements and employer's liability insurance with limits of not less than \$100,000 for each occurrence.
- D. Property Damage insurance in an amount of not less than \$1,000,000.

Bid Submittal

Bids are to be submitted by 11:00 a.m. Thursday, August 25, 2016, to the Office building at West Michigan Regional Airport, 1581 S. Washington Avenue, Holland, MI. The Office building is brown and located at the southeast corner of S. Washington Avenue and Geurink Boulevard.

Bids are to be submitted in an envelope clearly marked "Bid for Terminal Cleaning Services".

References

The bidder is to submit at least three references having direct experience with the company's work cleaning office buildings.

<u>Bid</u>	<u>Cost/month</u>	<u>Annual cost</u>
2 cleanings per week	_____	_____
3 cleanings per week	_____	_____
Cleaning of interior windows per occurrence		_____
Cleaning of exterior windows per occurrence		_____

The West Michigan Airport Authority reserves the right to accept or reject any or all bids, in whole or part, or rebid if it is in the best interest of the Authority. The Authority also retains the right to waive any informalities/irregularities in the bids, as well as the right to split the award or bid between two or more bidders.

In most cases, but not all, the bid will be awarded to the lowest "responsible" bidder, meaning that the bidder meets all specifications and requirements. Selection criteria will also include cost, references, experience with similar buildings, and quality of work.