

July 11, 2024

CALL AND NOTICE OF A REGULAR MEETING OF THE OPERATIONS AND DEVELOPMENT COMMITTEE OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a <u>regular</u> meeting of the Operations and Development Committee will be held on <u>Monday</u>, <u>July 15</u>, 2024, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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Terri Williams, Board Secretary Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING OF THE OPERATIONS AND DEVELOPMENT COMMITTEE Airport Skyroom Monday, July 15, 2024 8:30 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- Turn off cellular telephones and pagers.
- Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.
- If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.
- Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.
- Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.

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The following activities are prohibited:

- Allocation of speaker time to another person.
- Video presentations requiring use of Authority equipment.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.

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In accordance with the Americans with Disabilities Act of 1990, if you require a disabilityrelated modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

<u>A G E N D A</u>

Monday, July 15, 2024

- 1. Roll Call
- 2. Approval of Agenda
- 3. Public Comment
- 4. Approval of Minutes
 - a. June 17, 2024
- 5. Items for Approval
 - a. Award of Contract Janitorial Services

[See page 1]

[See page 4]

[See page 8]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award a Janitorial Services Agreement to C&W Facility Services, Inc. for a 23-month period, commencing on November 1, 2024, and ending on October 12, 2026.

- 6. Items for Information
 - a. Committee Pending Items
- 7. Adjournment

MINUTES OF THE REGULAR MEETING OF THE OPERATIONS AND DEVELOPMENT COMMITTEE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

MONDAY, JUNE 17, 2024

A regular meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:37 a.m., by Commissioner Hampton.

| 1. ROLL CALL Present: | Commissioners Hampton and Talamantes |
|--------------------------|---|
| Absent: | None |
| Also Present: | Staff: John Hatanaka, Senior Deputy Executive Director; Stephanie Gunawan-Piraner, Director, Engineering and Maintenance; Patrick Lammerding, Deputy Executive Director, Planning and Development |
| 2. Approval of Agenda | |
| Motion | Commissioner Talamantes moved approval of the agenda; seconded by Commissioner Hampton. |
| Motion Approved | The agenda was approved (2-0). |
| 3. Public Comment | There were no public comments. |
| 4. Approval of Minutes | |
| a. May 6, 2024 | A draft copy of the May 6, 2024, Committee meeting minutes was included in the agenda packet for review and approval. |
| Motion | Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Hampton. |
| Motion Approved | There being no objection, the motion was approved (2-0). |

5. Items for Approval

| | Approval of Change Order Request Professional Services Agreement Runway Shoulders and Blast Pad Rehabilitation Design (E22-11) | In February 2023, the Commission awarded a contract to RDM International Inc. ("RDM") for design and engineering services related to the pavement rehabilitation of runway and taxiway shoulders as well as blast pad area. After the design and specifications were completed, the project was placed out to bid which resulted in responses from five firms that were significantly above the Engineer's Estimate for this project. The proposed Change Order request is for RDM's performance of value engineering and approach modifications for the Authority to rebid the Project, with additional funding for program management and design contingency. Staff sought a recommendation from the Committee to: Approve a Change Order to the Professional Services Agreement with RDM for design and engineering services in the amount of \$21,678 related to value engineering and project design and approach modifications; Approve a \$10,000 increase to project budget for project management services for a total not-to-exceed amount of \$30,000; and Approve a \$30,000 increase in design contingency for a total of not-to-exceed amount of \$40,000. |
|----|---|--|
| | Motion | Commissioner Talamantes moved approval; seconded by Commissioner Hampton. |
| | Motion Approved | There being no objection, the motion was approved (2-0). |
| b. | Professional Services Agreement Conway Consulting, LTD. | Staff sought an Operations and Development Committee recommendation to the Commission for approval of a Professional Services Agreement ("PSA") with Conway Consulting, Ltd. ("Conway Consulting") in a not-to-exceed amount of \$150,000 to provide for continued design and support services for the Replacement Passenger Terminal and related airport projects. This item was also placed on the Commission agenda for its meeting immediately following the Committee's meeting. |

| Motion | Commissioner Talamantes moved approval; seconded by Commissioner Hampton. | |
|----------------------------|--|--|
| Motion Approved | There being no objection, the motion was approved (2-0). | |
| 6. Items for Information | | |
| a. Committee Pending Items | Staff informed the Committee of future pending items that will come to the Committee for review. | |
| 7. Adjournment | There being no further business to discuss, the meeting was adjourned at 8:59 a.m. | |

STAFF REPORT PRESENTED TO THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY OPERATIONS AND DEVELOPMENT COMMITTEE JULY 15, 2024

AWARD OF CONTRACT JANITORIAL SERVICES

Presented by Patrick Lammerding Deputy Executive Director, Planning and Development

<u>SUMMARY</u>

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to award a Janitorial Services Agreement ("Agreement"), copy attached, to C&W Facility Services, Inc. ("C&W") for a 23-month period, ending on October 12, 2026, at a fixed annual price of \$2,257,773.24, excluding supplies.

The proposed Agreement also includes an 18-month extension option, where the Authority may request that C&W submit a proposal for performance of the Services in the Replacement Passenger Terminal for the period commencing October 13, 2026, and expiring on April 30, 2028. Such a request will be made at least 120 days in advance, and the parties shall negotiate the change in C&W's scope of work and compensation for the extension period. Supplies will be billed monthly on an actual cost basis, which is estimated to be approximately \$26,996 per month in the existing passenger terminal based on activity levels.

BACKGROUND

The Authority contracts with an outside vendor to provide janitorial services for all publicly accessible areas of the terminal and other specific areas within the Airport property. C&W is the current provider, having been awarded a short-term contract beginning November 1, 2023, to replace the previous vendor which did not meet the required service levels. The current contract with C&W expires on October 31, 2024.

REQUEST FOR PROPOSALS ("RFP")

A Janitorial Services and Supplies RFP was publicly advertised on April 10, 2024, and posted online via PlanetBids. A total of 134 firms were notified of the opportunity and the RFP was subsequently downloaded by 51 firms, including three downloads from Disadvantaged Business Enterprises (DBEs), four from Women-owned Business Enterprises (WBEs), and 13 from Minority-owned Business Enterprises (MBEs). In addition, one local firm from Pasadena downloaded the RFP.

The RFP advertisement was also posted through the Burbank Chamber of Commerce and the Glendale Chamber of Commerce, which reached approximately 5,600 and 2,100 members, respectively. The Pasadena Chamber of Commerce did not respond to the staff's inquiry regarding posting of the advertisement.

On May 10, 2024, staff received proposals from 10 firms, with seven determined to be responsive. The responsive firms, listed alphabetically, were:

- ABM Aviation, Inc.
- C&W Facility Services, Inc.
- Flagship Aviation Services
- PRIDE Industries One, Inc.
- Total Maintenance Management, Inc.
- Universal Building Maintenance, LLC.
- Uniserve Facilities Services

An evaluation panel consisting of five staff members from various departments was assembled to review the responsive proposals. The proposals were evaluated according to the selection criteria specified in the RFP, which include:

- Firm Suitability and Financial Strength (15 points)
- Experience and Past Performance (25 points)
- Workplan (Service Approach, Staffing Structure, and Quality of Team Leaders) (25 points)
- Consent to Service Agreement (10 points)
- Price (25 points)

Based on the proposal evaluation, there was a gap between the two highest scoring firms, C&W and Flagship Aviation Services, and the remaining proposers. An interview invitation was extended to the two highest scoring firms to allow for further evaluation.

The scoring of the responsive proposals is as follows:

| Proposer | Proposal and Fee | |
|--|------------------|--|
| Max Points Available | 100 | |
| | | |
| C&W Facility Services, Inc. | 94 | |
| Flagship Aviation Services | 91 | |
| Uniserve Facilities Services Corporation | 85 | |
| PRIDE Industries One, Inc. | 82 | |
| Total Maintenance Management, Inc. | 76 | |
| ABM Aviation, Inc | 72 | |
| Universal Building Maintenance, LLC | 68 | |

The interviews were held on June 26, 2024, and consisted of a 20-minute presentation by the proposing firm and a 25-minute Q&A with the evaluation panel. Each team's presentation and their response to questions were scored with the highest scoring proposer being recommended.

| Proposer | Proposal and Fee | Interview | Total Score |
|-----------------------------|------------------|-----------|-------------|
| Max Points Available | 100 | 100 | 200 |
| | | | |
| C&W Facility Services, Inc. | 94 | 98 | 192 |
| Flagship Aviation Services | 91 | 90 | 181 |

The scoring of the proposal and interview is as follows:

SCOPE OF SERVICES

The scope of work under the current Agreement includes janitorial services for all publicly accessible areas of the terminal such as restrooms, hallways, hold-rooms, curb-front, bag-claim areas, ticket and gate counters, nursing stations, pet-relief areas, Authority administrative offices, parking booths, security booths, valet center, parking structure elevators, the elevated walkway to the Regional Intermodal Transportation Center, Ground Transportation Islands and sidewalks, Hangar 34, maintenance facility, Building 3, and the second floor of Building 36.

The onsite janitorial staff under the current Agreement provides an average of 5,200 hours per month with personnel distributed over three shifts. There is no anticipated change to the scope of services for the proposed new Agreement compared to the scope of work covered under the current Agreement. Staff recognizes that flight schedules are influenced by several external factors. Thus, the proposed new Agreement includes a provision which ensures good faith negotiation of a reduction in the monthly fee and hourly rates if at any time the annual passenger throughput at the Airport has dropped by more than 10% compared to the prior 12-month period.

The proposed new Agreement also contemplates the potential need to extend services for an 18-month period after the Authority transitions into the RPT. Upon request, C&W will provide the Authority with a proposal and will negotiate in good faith an adjustment to the scope of work and fees reflective of the RPT requirements. Any such contract extension and adjustment to the scope of work and fees would be submitted to the Commission for approval.

EVALUATION PANEL CONSIDERATIONS

Providing a clean facility is critical for Airport operations and is one of the most important factors affecting passenger experience. During their current performance period and in the RFP process, C&W has communicated an excellent understanding of the needs of the Airport and has demonstrated a high standard of performance.

There will be no change to the organizational structure or staffing levels compared to what is being provided by C&W today. With 30 personnel in the janitorial team distributed over three shifts and led by a dedicated Site Manager, C&W is able to provide a customized cleaning approach for the Airport that includes strategies to ensure efficiency and productivity. On the sustainability forefront, C&W is certified as a Cleaning Industry Management Standard Green Building (CIMS-GB), which emphasizes quality management and environmentally preferable programs for cleaning organizations.

C&W demonstrated a strong commitment to safety which is apparent through the firm's initiatives, such as their partnership with Shoes for Crews that provide slip -and-oil resistant footwear to their staff members. The company also provides safety training sessions, including topics such as pandemic response. C&W also maintains an internal recognition program that rewards employees for exemplary services.

BEST VALUE PROPOSAL

C&W is proposing an annual cost for the new Agreement in the amount of \$2,257,773.24, which is \$188,147.77 per month for the 23-month base term. The amount in the new Agreement is a 1.3% decrease from the current Agreement, which would result in savings of approximately \$29,570.76 annually. All custodian staff are paid above the State minimum wage rates as well as the minimum wage rates for Burbank, Pasadena, and Glendale. C&W is signatory to the current collective bargaining agreement with SEIU- United Service Workers West which represents their employees. Wage increases for the duration of the new Agreement are included in the collective bargaining agreement and C&W's price proposal.

FUNDING

Appropriations for Janitorial Services and Supplies have been included in the adopted FY 2025 budget in the amount of \$2,647,000, which are adequate to cover the proposed services.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the proposed new Agreement with C&W for janitorial services for a 23-month period with one 18-month extension option for services at the RPT subject to future negotiation.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY OPERATIONS AND DEVELOPMENT COMMITTEE JULY 15, 2024

COMMITTEE PENDING ITEMS

Future

Tentative Presentation

| 1. Award of Contract - Waste Hauling Services | August 19 |
|---|-----------|
| Award of Contract - On-Call PM/CM Services | August 19 |
| Award of Contract - On-Call Design Services | ТВА |
| Award of Contract - Ambient Al | ТВА |
| 5. Award of Contract - DVSS Extension | TBA |

JANITORIAL SERVICES AGREEMENT

BETWEEN

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

AND

C&W FACILITY SERVICES INC.

THIS JANITORIAL SERVICES AGREEMENT ("Agreement") is dated August 19, 2024 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and C&W Facility Services Inc. ("Contractor") a, Massachusetts corporation.

RECITALS

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("Airport") and desires to retain Contractor as an independent contractor to provide janitorial services.

B. Contractor represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

NOW, THEREFORE, the parties agree as follows:

1. Engagement of Contractor. The Authority engages Contractor to provide the Services in the Service Areas as described and upon the terms and conditions set forth in this Agreement, and Contractor accepts such engagement.

2. Definitions. In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. "Airport Rules and Regulations": July 1, 2023 Airport Rules and Regulations or any successor adopted by the Authority Commission.

B. "Authority Parties": collectively the Authority, TBI Airport Management Inc., the Cities of Burbank, Glendale, and Pasadena, California and their respective commissioners, council members, officers, directors, employees, agents, and representatives.

C. "Claims": all claims, demands, actions, proceedings, causes of action, damages, judgments, awards, settlement amounts, penalties, fines, assessments, charges, fees (including attorney fees and court fees), forfeitures, losses, liabilities, obligations, costs, and expenses.

D. "Contract Administrator": the Authority's Director of Maintenance and Engineering or such person's designee.

E. "Contractor Manager" means Juan Carlos Martinez.

F. "Contractor Parties": collectively Contractor and its officers, directors, employees, agents, representatives and subcontractors and any other persons and entities for whose acts or omissions Contractor is responsible.

G. "Existing Passenger Terminal": passenger terminal in the southeast quadrant of the Airport.

H. "Extraordinary Conditions": occurrences, incidents, or situations involving circumstances beyond the reasonable control of Contractor. "Extraordinary conditions" includes

earthquake damage, fire damage, and structural construction undertaken by the Authority or any tenants, licensees, or other users of the Airport.

I. "FAA": Federal Aviation Administration.

J. "Federal Requirements": the federal requirements set forth in the attached Exhibit I, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the FAA.

K. "MSDS": Material Safety Data Sheet.

L. "Replacement Passenger Terminal": passenger terminal being constructed in the northeast quadrant of the Airport.

M. "Services": the janitorial services described in the attached Exhibit A.

N. "Service Areas": the Airport facilities identified in Exhibit B.

O. "Special Cleaning Conditions": incidents or situations involving emergency or unforeseen circumstances, other than extraordinary conditions, that may develop at the Airport. "Special cleaning conditions" includes broken glass, overflowing toilets, and cleaning and remodeling projects.

P. "Toxic Materials": any hazardous or toxic materials, pollutants, effluents, contaminants, radioactive materials, flammables, explosives, pesticides, chemicals known to cause cancer or reproductive toxicity, emissions, wastes or any other chemicals, materials, or substances whose handling, storage, release, transportation, or disposal either: (i) is or becomes prohibited or regulated by a government agency; or (ii) is or becomes known to pose a hazard or potential threat to the health and safety of any person or to the environment.

Q. "TSA": Transportation Security Administration.

3. Term.

A. Base Term. The base term of this Agreement shall commence on November 1, 2024 and expire on October 12, 2026, unless extended or earlier terminated as provided herein.

B. Extension. The Authority may request that Contractor submit a proposal for performance of the Services in the Replacement Passenger Terminal for the period commencing October 13, 2026 and expiring on April 30, 2028. In the event of such a request, the parties shall negotiate in good faith the change in Contractor's scope of work and compensation for this extension period. If the parties reach a consensus, then this Agreement shall be amended to memorialize the extension and new compensation rate.

4. Fees.

A. Monthly Fee. The Authority shall compensate Contractor for performance of the Services, and Contractor agrees to accept as full satisfaction for such work, payment of a monthly fee in the amount of One Hundred Eighty-Eight Thousand, One Hundred Forty-Seven Dollars and

Seventy-Seven cents (\$188,147.77) ("Monthly Fee") subject to deductions authorized by this Section.

B. Additional Fee. In the event that Contractor performs Services in response to any extraordinary conditions during any calendar month, the Authority shall pay to Contractor, in addition to the Monthly Fee for such calendar month, an additional fee ("Additional Fee") which shall be an amount equal to (i) the lesser of (a) the number of hours over and above the total monthly hours for the performance of Services specified in this Agreement which were required for the performance of Services in response to the extraordinary conditions, as determined by the Authority, in its sole discretion, or (b) the number of hours over and above the total monthly hours for the performance of Services specified in this Agreement during which Contractor actually performed Services in response to the extraordinary conditions, multiplied by (ii) the hourly rates of compensation for the category of the employees of Contractor required to perform such Services, which hourly rates are set forth in the attached Exhibit G.

C. Fee Deductions.

i. The Authority may deduct a proportionate amount from the monthly service charge in the event that Contractor does any of the following: (i) fails to meet the agreed-upon monthly service hours for any given month; (ii) fails to provide sufficient workers, equipment and/or materials to assure completion of work in accordance with the terms of the contract; (iii) performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or (iv) fails to carry on the work in an acceptable manner. The deduction amount shall be calculated based on the shortfall of service hours as compared to the agreed-upon monthly service hours, and shall also include all other identified shortfall, including equipment, training, and other charges. Alternatively, the Authority may take the execution of the work out of the hands of Contractor and appropriate or use any or all materials and equipment that have been mobilized for use in the work and may enter into an agreement for the completion of the work, or use such other methods as in the opinion of the Authority will be required for the completion of the work in an acceptable manner. All costs and charges incurred by the Authority, together with the cost of completing the work under contract, will be deducted from any monies due or which may become due the Contractor. If such expense exceeds the sum which would have been payable under the contract, then Contractor shall be liable and shall pay to the Authority the amount of such excess.

ii. Contractor acknowledges that the deduction shall be a fair and reasonable measure to compensate the client for the reduced level of service. Contractor further agrees that the deduction is not intended to serve as a penalty, but rather as liquidated damages to reflect the actual service provided.

iii. The Authority shall provide notice to Contractor regarding any deductions made from the monthly service charge, clearly stating the reason for the deduction and the amount

deducted. Such notice shall be given within a reasonable period following the end of the month in which the shortfall in service hours occurred.

iv. Contractor shall have the opportunity to address any concerns or disputes related to the deduction in a timely manner. If Contractor can demonstrate justifiable reasons for the shortfall in service hours, the Authority may revise the deduction or take alternative actions.

D. Additions and/or Deletions. The Authority shall have the right at any time to add other premises of the Airport to any of the Service Areas, or to delete or relocate some or all of existing portions of any Service Areas, by delivering written notice to Contractor. In the event of any such addition, deletion or relocation, the Monthly Fee shall be adjusted based upon the addition or reduction in number of monthly hours described in Exhibit A that are required for the performance of Services in such expanded, reduced, or relocated Service Areas, as determined by the Authority, in its sole discretion, and the applicable compensation rate per hour set forth in Exhibit G.

E. Passenger Traffic Fluctuation Rate Adjustment. If at any time the annual passenger throughput at the Airport has dropped by more than 10% compared to the prior 12-month period, then the parties shall negotiate in good faith an amendment to this Agreement to provide a reasonable reduction of the Monthly Fee and the hourly rates set forth in Exhibit G.

F. Month-to-Month Extension Period Rate Adjustment. If the Authority exercises the month-to-month extension option specified in Section 3(B), then the parties shall negotiate in good faith an amendment to this Agreement to provide a reasonable increase of the Monthly Fee and the hourly rates set forth in Exhibit G for the month-to-month extension period.

G. Invoices. Contractor shall submit monthly invoices to the Authority for the Services, together with the weekly cleaning schedules and service records signed by Contractor and the Authority's representative as described in Section 6 below. Each invoice shall itemize the work performed during the billing period and the amount due. In the event Contractor performs Services in response to extraordinary conditions during any calendar month, Contractor shall set forth in Contractor's invoice for such calendar month a description of the Services performed, the number of hours in excess of the hours per month specified in Exhibit A during which Contractor actually performed such Services, and the number and category of employees of Contractor who performed such Services. Within 10 business days of receipt of each invoice, the Authority shall notify Contractor in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Contractor shall pay all required taxes on the payments.

H. Inspection and Audit. Contractor shall maintain all of its books and records relating to the hours of service, composite wage rates, including direct and indirect payroll, and cost of machines, equipment, supplies and materials used in the performance of the Services at all times during the term and for a minimum period of three years following expiration or termination of this Agreement. Pursuant to Government Code Section 8546.7, the parties are subject to the

examination and audit of the California State Auditor, at the Authority's request or as part of any audit of the Authority, for a period of three years after final payment under this Agreement.

5. Services.

A. Daily Services. Contractor shall provide all of the Services in the respective Service Areas with the applicable minimum frequency specified in Exhibit A.

B. Miscellaneous Services. Contractor shall provide additional Services to other airport properties on an as needed basis. This Miscellaneous Services work will be done on a time and materials basis (hourly rates) at the contractual price listed in Exhibit G.

C. Overtime Work: Contractor acknowledges and agrees that overtime work may be required to fulfill the obligations under this contract. Contractor shall not include overtime hours as part of the agreed-upon regular monthly hours of service. Due to the nature of the work associated with Airport time restrictions, Contractor may not use overtime hours incurred to justify shortage in staffing and/or shortfall in regular service hours unless Contractor can demonstrate that satisfactory level of service is maintained and all the required contract specifications are met. For example, the time taken for work that needs to be done only after hours, such as carpet cleaning, cannot be substituted with overtime hours during the day unless the specific work takes place.

6. Specifications.

A. Performance Standard. Contractor shall perform the Services and comply with the other provisions of this Agreement so as to provide at all times an exceptionally attractive and clean environment at the Airport for the use of the traveling public. The Services shall be performed in strict conformity with best practices and highest standards applicable to the janitorial maintenance industry.

B. Equipment. Contractor shall furnish all new machines and equipment required to perform the Services. Contractor shall keep and maintain such machines and equipment in good operating condition and repair at all times. Contractor shall not use any machines or equipment in connection with the performance of the Services without obtaining the Authority's prior written approval. The Authority may inspect the machines and equipment used by Contractor in the performance of the Services on 24 hours prior written notice. In the event of any defect or damage to any such machines or equipment, Contractor shall repair or replace the machine or equipment promptly, but in no event, more than 24 hours after the occurrence of the defect or damage.

C. Supplies.

i. Purchase. Contractor shall be responsible for the selection, purchase, storage, and inventory of all supplies consumed in the performance of the Services. Contractor shall provide the Authority with a monthly Supplies Inventory Report ("SIR") listing the starting inventory, items purchased during the month, and an ending inventory. The Authority shall

reimburse Contractor monthly for the direct, actual cost of supplies purchased on the basis of satisfactory monthly inventory reports and supporting documentation, paid invoices, etc.

ii. Authority Approval. All supplies used in the performance of the Services shall be subject to the written approval of the Authority prior to being used at the Airport. The Authority may require that Contractor substitute, modify, or alter such supplies.

iii. Safety of Cleaning Supplies and Materials. Upon the Authority's request, Contractor shall deliver or otherwise make available to the Authority samples for the testing of any cleaning supplies or materials used by Contractor in the performance of the Services. Such samples may be taken, at the discretion of the Authority, from the supplies or materials being used on the job or from any containers of such supplies or materials stored at the Airport. Contractor shall use only cleaning supplies and materials that are labeled and are identifiable by a brand name and bear an MSDS as approved by the Department of Labor. Contractor shall maintain a current MSDS inventory list of all cleaning supplies and materials and forward copies to the Authority. No supplies, materials, treatments, or procedures shall be used on or applied to any floors, stairways, ramps, sidewalks, or other walkway areas that would cause or contribute to causing such surfaces to be slippery or otherwise unsafe to walk upon. Nor shall any supplies, materials, or treatments be corrosive or deleterious to the surfaces or materials to be cleaned.

D. Restrooms.

i. General. Contractor shall clean all restroom portions of the Service Areas in accordance with the specifications set forth in the attached Exhibits A though E. Contractor shall make a daily pre-opening inspection of all restroom portions of the Service Areas between 4:00 a.m. and 5:00 a.m. to verify that they are being cleaned in accordance with the specifications and to assure readiness for use. In addition to the pre-opening inspection, all restrooms will be checked, cleaned as necessary, and re-stocked with supplies routinely throughout the operating day. Documentation of such inspections shall be in the form of an "Airport Restroom Service Record" in substantially the form of the attached Exhibit F. Contractor shall provide the Authority copies of the Airport Restroom Service Records on a weekly basis.

ii. Supplies. All required towels, toilet tissue, hand soap, sanitary napkins, restroom deodorizers and similar supplies required for use in the restroom portions of the Service Areas shall be furnished by Contractor. Contractor shall maintain an adequate inventory of supplies to meet the demands of the Airport and shall insert such supplies in the dispensers as needed. The Authority shall maintain all restroom mechanical dispensers for proper mechanical operation. Contractor shall immediately notify the Authority of any defects or other problems discovered with respect to the operation of these mechanical dispensers.

iii. Authority Inspection. The Authority shall have the right to make periodic, unscheduled inspections of the restrooms. The Authority shall keep a record of such inspections. The Restroom Inspection Forms shall be kept on file at the Authority's office.

E. Terminal Area.

i. General. Contractor shall clean all Terminal Areas in accordance with the specifications set forth in the attached Exhibits A through E. Contractor shall make a daily pre-

opening inspection of all Terminal A & B Sterile Areas between 4:00 a.m. and 5:00 a.m. to verify that they are being cleaned in accordance with the specifications and to assure readiness for use. In addition to the pre-opening inspection, all Terminal Areas will be checked, cleaned as necessary and routinely throughout the operating day. Contractor shall provide the Authority copies of the Service Records on a weekly basis.

ii. Supplies. All required towels, dusting supplies, window cleaning supplies, cleansers, spot cleaners, disinfectant sprays, degreasers, garbage bags, and other similar supplies required for use in the Terminal Areas shall be furnished by Contractor. Contractor shall at all times during the term maintain an adequate inventory of supplies to meet the demands of the Airport.

iii. Equipment. All required equipment including mops, buckets, brooms, dust mops, dusting apparatus, squeegees, vacuums, carpet cleaning machines, extension poles, electrical cords, supply carts, and other similar equipment required for use in the Terminal Areas shall be furnished by Contractor. Contractor shall at all times maintain an adequate inventory of properly maintained equipment to meet the demands of the Airport.

F. Terminal Site.

i. General. Contractor shall clean all Terminal Site Areas in accordance with the specifications set forth in the attached Exhibits A through E. Contractor shall make a daily pre-opening inspection of all Terminal Site Areas between 4:00 a.m. and 5:00 a.m. to verify that they are being cleaned in accordance with the specifications and to assure readiness for use. In addition to the pre-opening inspection, all Terminal Site Areas will be checked, cleaned as necessary and routinely throughout the operating day. Contractor shall provide the Authority copies of the Service Records on a weekly basis.

ii. Supplies. All required towels, dusting supplies, window cleaning supplies, cleansers, spot cleaners, disinfectant sprays, degreasers, garbage bags, and other similar supplies required for use in the Terminal Site Areas shall be furnished by Contractor. Contractor shall at all times maintain an adequate inventory of supplies to meet the demands of the Airport.

iii. Equipment. All required equipment including mops, buckets, brooms, dust mops, dusting apparatus, squeegees, vacuums, carpet cleaning machines, extension poles, electrical cords, supply carts, and other similar equipment required for use in the Terminal A & B Lobby and Hallway Areas shall be furnished by Contractor. Contractor shall at all times during the term maintain an adequate inventory of properly maintained equipment to meet the demands of the Airport.

G. Walk Off Mats. Contractor shall place acceptable walk off mats at each entrance of each terminal building of the Airport (including each landside and airside entrance) so as to provide the highest degree of cleanliness consistent with the terms and conditions of this Agreement.

H. Coin Operated Vending Machines. Contractor shall be responsible for keeping the coin operated vending machines in the restroom portions of the Services Areas supplied with the appropriate items. The Contractor is also responsible for the collection of deposited monies in

such coin operated vending machines and is required to turn collected monies over to the Authority.

I. Parking Lot Cashier and Valet Service Center. Contractor shall be responsible for maintaining the areas in and around all parking lot cashier booths and the Valet Service Center located in the Airport.

J. Carpet Cleaning.

i. General. All carpeting located in the Service Areas shall be cleaned (including shampooing, spot cleaning, and routine vacuuming) in accordance with the specifications set forth in the attached Exhibits A through E. Any additional cleaning frequency shall be based on need.

ii. Routine Vacuuming and Spot Cleaning. In the event that Contractor performs routine vacuuming and spot cleaning of the carpet which the Authority determines is not in accordance with the manufacturer's recommended procedures, warranty conditions, or the specifications, or otherwise is unsatisfactory to the Authority, the Authority shall have the right to delete the vacuuming and spot cleaning of the carpet as part of the Services and to reduce the Monthly Fee.

K. Office Areas. Contractor shall clean the Authority's office area in accordance with the specifications set forth in the attached Exhibits A through E, at the minimum frequency set forth. In performing such cleaning Services, Contractor shall not move any files, papers or documents on any furniture or floor areas in any portions of the Authority's office area.

L. Other Areas. All portions of the Service Areas not specifically described in this Section shall be cleaned in accordance with the specifications and at the minimum frequency set forth in Exhibits A through E.

M. Special Cleaning Conditions. Contractor shall immediately respond to any and all special cleaning conditions which arise in order to maintain the Service Areas in accordance with the requirements of this Agreement. Contractor's compensation for the performance of Services in response to special cleaning conditions shall be included in the Monthly Fee payable to the Contractor.

N. Extraordinary Conditions. Contractor's sole compensation for the performance of any and all Services in response to extraordinary conditions shall be the Additional Fee payable to Contractor pursuant to Section 4.B.

O. Inspection and Monitoring. Contractor shall be required to continuously inspect and monitor the Service Areas to verify that the Services are being performed, and the Service Areas are being maintained, in accordance with this Agreement.

P. Training. Contractor agrees that its employees and subcontractors who perform the Services shall be properly trained and qualified to perform the Services. All of Contractor's

employees and subcontractors who perform the Services shall do so in a careful and efficient manner consistent with the highest standards in the janitorial maintenance industry.

Q. Contractor Manager. Contractor Manager shall provide administration of the Services and will respond to operational issues and/or emergencies. Contractor Manager is authorized to receive and act upon instructions given by the Authority pursuant to this Agreement, and Contractor agrees that notice to Contractor Manager shall constitute notice to Contractor, and all representations, warranties and agreements made by Contractor Manager shall be binding upon Contractor. Contractor Manager shall be present at the Airport at all times during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. An alternative employee or employees designated by the Contractor shall be required to serve as its substitute on-site manager(s) and such substitute manager(s) shall have the same authority, duties and responsibilities as Contractor Manager, including being required to be present at the Airport at all times other than 8:00 a.m. to 5:00 p.m., Monday through Friday.

R. Coordination with Work of the Authority and Other Contractors. Contractor shall coordinate the performance of the Services with the performance of other services or work by the Authority or any tenants, licensees, or other users of the Airport or any of their respective employees or contractors. Contractor shall take all necessary precautions to protect the work or services performed by the Authority or any tenants, licensees, or users of the Airport or any of their respective employees or contractors from damage caused by the performance of the Services.

S. Laws, Permits, Fees and Notices. Contractor hereby represents and warrants that Contractor has, and Contractor covenants and agrees to maintain in effect at all times during the term, all permits, licenses and approvals required for the performance of the Services. Contractor shall comply with the Federal Requirements and all applicable law in connection with the performance of the Services.

T. Employees. Contractor shall at all times provide a sufficient number of properly skilled personnel to perform the Services pursuant to this Agreement. All matters pertaining to the hiring, employment, engagement, supervision, compensation, promotion, and discharge of Contractor's employees and subcontractors are the sole responsibility of Contractor. Contractor shall not enter into any contract causing or purporting to cause any person to be an employee or independent contractor of the Authority. Notwithstanding the foregoing, in the event that the Authority disapproves of any of Contractor's employees or any subcontractors, Contractor shall remove such employee or subcontractor from the performance of Services and shall replace such employees and subcontractors to wear uniforms, approved by the Authority, at all times while performing the Services.

U. Damage to Property. Contractor will immediately report to the Authority any and all damage to the Service Areas or any other premises or facilities of the Airport or any equipment, fixtures, furnishings or property located in the Service Areas, or any other premises of the Airport arising out of, resulting from or relating to the acts or omissions of Contractor Parties in connection with the performance of the Services. In addition to any and all other remedies available to the Authority, Contractor shall be responsible for the full amount of the costs and expenses of repairing such damage.

V. Waste Disposal. Wastebasket refuse, rubbish, including sweepings, vacuum cleaner dust and waste resulting from performance of the Services shall be disposed of by Contractor in accordance with the instructions of the Authority and all applicable laws.

W. Weekly Report. At the end of each week, Contractor shall provide the Authority with a weekly written report of the Services performed by Contractor during such week. This report is the Cleaning Schedule and Service Record for each Service Area and shall show those items listed on Exhibit B which were performed during such week. Each weekly report shall be in substantially the form of Exhibit A and must be signed by an authorized representative of the Authority upon its determination that the Services described in the weekly report have been performed in accordance with this Agreement; provided, however, that the execution of a weekly report by the Authority's authorized representative shall not constitute a waiver or release of Contractor's obligations under this Agreement. Copies of the weekly reports for each calendar month during the term of this Agreement, signed by the Authority's authorized representative, must be included with Contractor's monthly invoice to the Authority.

X. Inspection. The Authority will conduct weekly inspections of the Service Areas with Contractor, using the Cleaning Schedule and Service Record and/or the Restroom Inspection Form to ascertain the quality and acceptability of the Services provided. Any discrepancies found in such an inspection shall be reported to Contractor in writing. Contractor's representative shall then submit to the Authority, immediately after any such inspection, a written list of corrective action taken for all deficiencies or defects noted by the Authority during such inspection. Such deficiencies shall be corrected immediately by Contractor. Any failure by the Authority to make a daily inspection of the Airport facilities in accordance with this Section shall not be deemed a waiver of its right to cause Contractor to correct any such unsatisfactory work.

7. Schedule of Performance. Contractor shall perform major work generally between the hours of 10:00 p.m. and 5:00 a.m., with continual monitoring and light duty items done throughout the day (5:00 a.m. to 10:00 p.m.), as itemized on Exhibit A and B. Contractor shall perform the cleaning of certain Service Areas so as not to interfere with any Airport operations of the Authority or any of its tenants, licensees or other users.

8. Maintenance of Airport Services. Neither Contractor nor its employees shall hinder, delay, limit, or suspend the continuity of the Airport's function, operation, or service in any manner that would invalidate the Airport operating certificate. Contractor shall not in any manner coerce, intimidate, instigate, endure, sanction, suggest, conspire with, promote, support, sponsor, engage in, condone or encourage any employee to participate in any strike, slowdown, mass resignation, mass absenteeism, or any type of concerted work stoppage. In the event any of the above-described actions occur, Contractor shall be obligated to continue to perform the Services which are the subject of this Agreement.

9. Airport Rules and Regulations. Contractor shall comply with the Airport Rules and Regulations. Contractor acknowledges that the Airport Rules and Regulations are available on the Authority's webpage (hollywoodburbankairport.com), and Contractor may obtain a hard copy from the Authority upon request. Violations of the Airport Rules and Regulations by Contractor

or its personnel shall be punishable as stated in the Airport Rules and Regulations including by administrative fines.

10. Security. Contractor shall comply with the Airport's security requirements, the requirements of the Department of Homeland Security, and the requirements of the TSA as they relate to individual employee background checks and the issuance of identification badges. The requirements may be determined by accessing the TSA website at <u>www.tsa.gov</u>.

11. Indemnification.

A. General. Contractor will accept the full responsibility for and shall defend, indemnify, and hold harmless the Authority Parties from and against any and all Claims (i) arising out of, resulting from, or relating to any acts or omissions of the Contractor Parties in connection with the execution or performance of this Agreement (including any breach or failure to perform this Agreement); or (ii) made by or on behalf of the Contractor Parties arising out of their employment or work pertaining to the this Agreement. The provisions of this Section shall survive the termination or expiration of this Agreement.

B. FAA and TSA Requirements. Punitive fines, levies, or assessments imposed on the Authority by the FAA or the TSA for violations of federal regulations shall be thoroughly investigated by the Authority. Upon those instances found to be based upon the negligence or error of any of the Contractor Parties, such fines, levies or assessments shall be paid by Contractor without limitation and shall be remitted to the Authority, in full, within 30 days of notification of Contractor by the Authority, failing which the Authority may deduct the amount of any such fines, levies or assessments from the Monthly Fee and/or Additional Fee payable to Contractor.

12. Insurance.

A. General. Contractor shall maintain in effect, at its own expense, insurance from insurers acceptable to the Authority protecting Contractor, the Contractor Parties and the Authority Parties against Claims for bodily injury (including personal injury) and property damage (including loss of use thereof) arising out of, resulting from or relating to any acts or omissions by Contractor Parties in connection with the performance of this Agreement. Each insurance policy required to be maintained by the Contractor shall be obtained from an insurance company authorized to conduct business in California and having a rating of not less than A VIII in A.M. Best's Insurance Guide. The types of insurance coverage as well as the minimum amounts of such coverage shall be as follows:

i. Commercial General Liability. Commercial general liability insurance written on an occurrence basis in an amount not less than Two Million Dollars (\$2,000,000) for each occurrence and in the annual aggregate. Such coverage shall include premises/operations, broad form contractual, independent contractors, broad form property damage and personal injury.

ii. Automobile Liability. Automobile liability insurance covering all owned, non-owned and hired vehicles written on an occurrence basis in an amount equal to Five Million

Dollars (\$5,000,000) combined single limit for each occurrence for bodily injury, death and property damage.

iii. Workers' Compensation and Employer's Liability Insurance. Workers' compensation insurance written in accordance with California statutory limits and employer's liability insurance in the following minimum amounts:

Bodily injury by accident - \$1,000,000 – each accident Bodily injury by disease - \$1,000,000 – policy limit Bodily injury by disease - \$1,000,000 – each employee

The employer's liability coverage shall not contain an occupational disease exclusion.

Insert Employer's Umbrella at additional \$1,000,000

iv. Contractual Liability. Contractual liability coverage covering Contractor's indemnification obligations under this Agreement.

v. Excess Liability. Excess (or umbrella) liability insurance written on an occurrence basis in an amount equal to Three Million Dollars (\$3,000,000) per occurrence and in the annual aggregate in excess of the required liability insurance.

Β. Certificate. Within 10 days after award of this Agreement by the Authority, Contractor shall deliver to the Authority certificates of insurance evidencing that insurance has been purchased by Contractor as required in this Section and copies of endorsements requiring (i) at least 30 days prior written notice sent by registered mail to the Authority of any cancellation, non-renewal, or reduction in coverage, and (ii) with respect to the commercial general liability, automobile liability, employer's liability, contractual liability, and excess liability insurance of Contractor, naming (a) the Contractor Parties as named insured, and (b) the Authority Parties as additional insured (utilizing the 1997 Insurance Services Office form CG 20 10 Additional Insured endorsement or another form approved in writing by the Authority). The failure of Contractor to provide such certificates of insurance, together with such endorsements, or the subsequent receipt by the Authority of a notice of cancellation, non-renewal or reduction in coverage under the insurance policy(ies) by Contractor's insurance company(ies), unless Contractor replaces such coverage with comparable coverage with an insurer who meets the criteria of this Section within the 30 day period, shall constitute a default under Section 14(B)(ii) of this Agreement. All insurance required to be maintained by Contractor pursuant to this Section shall be primary insurance without right of contribution of any other insurance carried by or on behalf of any Authority Party and all policies shall be endorsed to this effect. All policies of insurance required and provided by Contractor under this Section shall include, or be endorsed to provide, a waiver by the insurers of any rights of subrogation that the insurers may have at any time against the Authority Parties.

13. Toxic Materials.

A. Prohibition. Contractor shall not cause or permit any toxic materials to be brought onto, stored, used or disposed of in, on or about the Service Areas by Contractor Parties without

the prior written consent of Authority, which Authority shall not unreasonably withhold or delay so long as Contractor demonstrates to Authority's reasonable satisfaction that such toxic materials, and the quantities thereof, are necessary or useful to Contractor's business and will be stored, used and disposed of in a manner that complies with applicable laws.

Indemnity. Contractor shall be solely responsible for and shall defend, indemnify B. and hold harmless the Authority Parties from and against any and all Claims including (i) diminution in value of the Airport, the Service Areas or any other areas of the Airport or any improvements thereon; (ii) damages for the loss or restriction on use of rentable or usable space or of any amenity of the Airport, the Service Areas or any other areas of the Airport or any improvements thereon; (iii) damages arising from any adverse impact on marketing of space in the Airport, the Service Areas or any other areas of the Airport or any improvements therein; (iv) sums paid in settlement of claims; and (v) attorneys' fees, consultant fees and expert fees which arise during or after the term of this Agreement as a result of the receiving, handling, use, storage, accumulation, transportation, generation, spillage, migration, discharge, release or disposal of toxic materials in, on or about the Service Areas or any other areas of the Airport by the Contractor Parties. The foregoing indemnification by Contractor includes any and all costs incurred in connection with any investigation of site conditions and any cleanup, remediation, removal or restoration work necessary to bring the Service Areas or any other areas of the Airport into compliance with law or required by any government agency because of toxic materials present in the soil, subsoils, groundwater or elsewhere from, in, on, under or about the Service Areas or any other areas of the Airport as a result of the receiving, handling, use, storage, accumulation, transportation, generation, spillage, migration, discharge, release or disposal of toxic materials by the Contractor Parties. The indemnification by Contractor under this Section shall survive the termination of this Agreement.

C. Prohibited Substances. The following substances shall not be brought onto the Service Areas or any other areas of the Airport in any quantities whatsoever: (i) arsines; (ii) dioxins, including dioxin precursors and intermediates; (iii) polychlorinated biphenyls; and (iv) anything contained in the California List of Extremely Hazardous Chemicals.

14. Termination.

A. Termination for Convenience. The Authority may terminate this Agreement for convenience upon 60 days written notice to Contractor.

B. Default by Contractor.

i. Dissolution; Insolvency. The Authority shall have the right to terminate this Agreement immediately if Contractor (i) makes an assignment for the benefit of creditors; or (ii) files a voluntary petition in bankruptcy; or (iii) seeks or consents to any reorganization or similar relief; or (iv) is adjudicated bankrupt or insolvent; or (v) if a third party commences any bankruptcy, insolvency, reorganization or similar proceeding involving Contractor; or (vi) if the assets of Contractor or a major part thereof are expropriated, nationalized or otherwise made subject to governmental or judicial control.

ii. Material Breach or Non-Performance. The Authority shall have the right to terminate this Agreement (i) immediately with respect to emergencies and non-curable defaults

of this Agreement, or (ii) within 48 hours after the delivery to Contractor of written notice in the case of curable defaults of this Agreement.

iii. Termination of Authority Liability. The Authority shall be under no obligation to observe or perform any covenant of this Agreement on its part to be observed or performed for the benefit of Contractor, which accrues after the date of any default by Contractor.

iv. Remedies. In the event of the occurrence of any default by Contractor, in addition to any and all other remedies available to the Authority under this Agreement or at law or in equity, the Authority shall have the right to deduct the amount of any and all damages incurred by the Authority as a result of the occurrence of such event from the Monthly Fee and/or Additional Fee payable to Contractor.

C. Default by Authority. The Authority shall not be deemed to be in default in the performance of any obligation required to be performed by it hereunder unless and until it has failed to perform such obligation within 30 days following the delivery by Contractor to Authority of written notice specifying the obligation Authority has failed to perform; provided, however, in the event that the nature of Authority's obligation is such that more than 30 days are required for its performance, Authority shall not be deemed to be in default if it shall commence such performance within such 30 day period and thereafter diligently prosecutes the same to completion.

15. Miscellaneous

A. Request for Proposals. The Authority's Request for Proposals #MA24-02 (including all addenda), and Contractor's proposal delivered to the Authority in response thereto, are incorporated herein by reference. In the event of any inconsistency between the provisions of this Agreement and the provisions of such Request for Proposals or Contractor's proposal, the provisions of this Agreement shall govern.

B. Independent Contractor Status. Contractor is, and shall at all times remain as to the Authority, an independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Contractor except as set forth in this Agreement.

C. Notices. Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received on the day of e-mail delivery.

| If to Authority: | Burbank-Glendale-Pasadena Airport Authority 2627 Hollywood Way Burbank, California 91505 Attn: Director of Maintenance and Engineering |
|-------------------|---|
| With a copy to: | Procurement Manager Burbank-Glendale-Pasadena Airport Authority 2627 Hollywood Way Burbank, California 91505 |
| If to Contractor: | C&W Facility Services Inc. 117 Kendrick Street, Suite 250 Needham, MA 02494 Attn: Allen Dishman |

D. Severability. If one or more of the provisions of this Agreement is hereafter declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, the parties hereto agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

E. Governing Law. This Agreement shall be construed, interpreted and applied in accordance with the laws of the State of California.

F. Waiver. No waiver of any breach or default shall be construed as a continuing waiver of any provision or as a waiver of any other or subsequent breach of any provision contained in this Agreement.

G. Attorneys' Fees. In the event of any action or proceeding (including, without limitation, any bankruptcy proceeding) to enforce or construe any of the provisions of this Agreement, the prevailing party in any such action or proceeding shall be entitled to attorneys' fees and costs.

H. Assignment. Contractor acknowledges and understands that Contractor was awarded this Agreement in reliance and based upon Contractor's qualifications and the proposal submitted by Contractor pursuant to the Request for Proposals. As a result, Contractor shall not have the right to assign, hypothecate, or otherwise transfer Contractor's rights or delegate Contractor's duties under this Agreement.

I. Exhibits. Exhibits A through I are incorporated into this Agreement by reference. Prior to the date of beneficial occupancy of the Replacement Passenger Terminal (currently anticipated to be October 13, 2026), the Authority shall update Exhibits A through H as deemed necessary or appropriate, and such updated Exhibits shall supersede the original upon delivery to Contractor. In the event of any material discrepancy between the express provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A through H, the provisions of this Agreement and the provisions of Exhibit I shall prevail. J. Incorporation of Mandatory Language. Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

K. Entire Agreement. This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

L. Counterpart Originals. This Agreement may be executed in counterpart originals.

[SIGNATURES ON FOLLOWING PAGE]

EXECUTED:

C&W Facility Services Inc.

By:

Print Name: Matthew A Noe

By:

Print Name: Kayla Davis

□ Secretary □ Asst. Secretary Chief Finance Officer □ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

President

Approved as to form:

Richards, Watson & Gershon A Professional Corporation

EXHIBIT A Scope of Services

EXHIBIT A

SCOPE OF SERVICES

JANITORIAL SERVICES AND SUPPLIES HOLLYWOOD BURBANK AIRPORT RFP No. MA24-02

The Burbank-Glendale-Pasadena Airport Authority ("Authority") is seeking a highly experienced and qualified janitorial services company to provide exceptional cleaning services to Hollywood Burbank Airport ("Airport") facilities as stated in the Scope of Services ("Services") defined here and as referenced in other Attachments to this RFP.

NOTE: If any type of normal janitorial duties has been inadvertently omitted, the contract is to be interpreted to include the same.

SPECIFICATIONS - STANDARDS OF PERFORMANCE.

- A. **Specifications for Services**. In addition to any other requirements for the performance of the Services, Contractor shall comply with the following specifications ("Specifications") for the duration of the performance term:
 - a. Performance Standard. Contractor shall perform the Services and comply with the other provisions of this Scope of Services to ensure an exceptionally attractive and clean environment at the Airport for the use of the traveling public. The Services shall be performed utilizing the best practices and highest standards applicable to the janitorial maintenance industry.
 - b. Equipment. Contractor shall furnish all required equipment including but not limited to mops, buckets, brooms, dust mops, dusting apparatus, squeegees, vacuums, carpet cleaning machines, extension poles, electrical cords, supply carts, and other similar equipment. Contractor shall maintain an adequate inventory of well-maintained equipment to meet the demands of the Airport. Contractor shall ensure all items are always in good operating condition. The Authority shall have the right to inspect the machines and equipment used by Contractor in the performance of the Services without notice. In the event of any defect or damage to any such machines or equipment, Contractor shall repair or replace the machine or equipment promptly with new items at the Contractor's expense as part of its operating overhead.

c. Supplies.

i. **Supplies Purchase**. Contractor shall be responsible for the selection, purchase, storage, and inventory of all supplies consumed in the Service Areas as part of the performance of the Services. Contractor shall provide the Authority with a monthly Supplies Inventory Report ("SIR") listing the starting inventory, items purchased during the month, an ending inventory, and a forecast of purchases needed for the next month's supply to be held at an acceptable level. The Authority shall reimburse Contractor for the direct, actual cost of supplies purchased on the basis of satisfactory documentation as described below. Contractor shall submit a monthly invoice detailed supply cost, which will be paid by the Authority after verification of accuracy and acceptance of the

monthly SIR. Invoices shall be well supported and include applicable documentation such as paid supplier invoices, supplier statements, material receipts, and other such suitable documentation. Vendors are required to make their recommendations to satisfy the service supply needs and propose an anticipated monthly expenditure. Contractors that are invited to be interviewed will be required to explain their supply recommendations and show examples of the products recommendation.

- ii. **Authority Approval.** All supplies used in the performance of the Services shall be subject to the written approval of the Authority prior to being used at the Airport. The Authority shall have the right to require Contractor to substitute, modify or alter such supplies. If, for any reason, Contractor determines it is necessary to dispose of, or remove (off-site) any unused, expired or otherwise un-needed cleaning supplies, Contractor shall notify the Authority and the supplies shall not be removed or disposed of without written approval of the Authority. Contractor may be responsible for issuing a credit to the Authority for any unused supplies.
- iii. Safety of Cleaning Supplies and Materials. Upon the Authority's request. Contractor shall deliver or otherwise make available to the Authority samples for the testing of any cleaning supplies or materials used by Contractor in the performance of the Services. Such samples may be taken, at the discretion of the Authority, from the supplies or materials being used on the premises or from any containers of such supplies or materials stored at the Airport. Contractor shall use only cleaning supplies and materials that are labeled and are identifiable by a brand name and bear a Material Safety Data Sheet ("MSDS") as approved by the Department of Labor. Contractor shall maintain a current MSDS inventory list of all cleaning supplies and materials and forward copies to the Authority. No supplies, materials, treatments, or procedures shall be used on or applied to any floors, stairways, ramps, sidewalks, or other walkway areas that would cause or contribute to causing such surfaces to be slippery or otherwise unsafe to walk upon. Nor shall any supplies, materials or treatments be corrosive or deleterious to the surfaces or materials to be cleaned. Supplies shall be Low VOC, bio-friendly and irritant free. All empty cleaning supply containers shall be disposed of properly, in accordance with all applicable regulations. If Contractor requests removal or disposal of any cleaning supplies, and the Authority approves, such removal or disposal shall be done in accordance with all applicable regulations.
- iv. Restroom Supplies. All required towels, toilet tissue, liquid hand soap, sanitary napkins, restroom deodorizers and similar supplies required for use in the restroom portions of the Service Areas shall be furnished by Contractor. Contractor shall maintain an adequate inventory of supplies to meet the demands of the Airport and shall insert such supplies in the dispensers as needed. Contractor shall maintain all restroom mechanical dispensers for proper mechanical operation. Contractor is responsible for stocking all such dispensers with the appropriate supplies at all times. Contractor shall immediately repair or replace any defective mechanical dispensers.

- v. Coin Operated Vending Machines. Contractor shall be responsible for keeping the coin operated vending machines in the restroom portions of the Services Areas supplied with the appropriate items. Contractor is also responsible for the collection of deposited monies in such coin operated vending machines and is required to turn collected monies over to the Authority.
- vi. **General Supplies.** All required towels, dusting supplies, window cleaning supplies, cleansers, spot cleaners, disinfectant sprays, degreasers, garbage bags and other similar supplies required for use in the Service Areas shall be furnished by Contractor. Contractor shall maintain an adequate inventory of supplies to meet the demands of the Airport.
- vii. **Walk Off Mats.** Contractor shall place acceptable walk off mats at each entrance of each terminal building of the Airport (including each landside and airside entrance) so as to provide the highest degree of cleanliness consistent with the defined specifications of this RFP. Contractor shall clean and maintain walk off mats at the frequencies defined in this Attachment.
- d. **Inspection and Monitoring.** Contractor shall be required to continuously inspect and monitor the Service Areas to verify that the Services are being performed, and the Service Areas are being maintained, in accordance with the Specifications and the other terms of this Agreement.
 - i. **Daily Pre-Opening Inspection.** Contractor shall make a daily preopening inspection of all restrooms within the Service Areas between 4:00 a.m. and 5:00 a.m. to verify that they are being cleaned in accordance with the Specifications and frequencies set forth in Sub-Attachments A1 and A3 and to assure readiness for use. Documentation of such inspections shall be in the form of an "Airport Restroom Service Record" in substantially the form attached as Sub-Attachment A5.
 - ii. Weekly Report. At the end of each week, Contractor shall provide the Authority with a weekly written report of the Services performed by Contractor. This report is the Cleaning Schedule and Service Record for each Service Area and shall record each Service item as listed on Exhibit A for the past week's performance. Each weekly report shall be in substantially the form of Sub-Attachment A1 and must be signed by an authorized representative of the Authority signifying acceptance that the Services described in the weekly report have been performed in accordance with this Agreement. The acceptance of a weekly report by the Authority's authorized representative shall not constitute a waiver or release of Contractor's obligations. Copies of the weekly reports for each calendar month, signed by the Authority's authorized representative, must be included with each monthly invoice pursuant to Section 4.1.
 - iii. Weekly Inspection. The Authority will conduct weekly inspections of the Service Areas with Contractor, using the Cleaning Schedule and Service Record to ascertain the quality and acceptability of the Services provided. Any discrepancies found in such an inspection shall be reported to Contractor in writing. Contractor's representative shall then submit to the Authority, immediately after any such inspection, a written list of corrective action(s) taken for all deficiencies or defects noted by

the Authority during such inspection. Such deficiencies shall be corrected immediately by Contractor. Any failure by the Authority to make an inspection of the Airport facilities in accordance with this Section shall not be deemed a waiver of its right to cause Contractor to correct any such unsatisfactory work.

- e. Carpet Cleaning.
 - i. **General.** All carpeting located in the Service Areas shall be cleaned (including shampooing, spot cleaning and routine vacuuming) in accordance with the Specifications set forth in Sub-Attachments A1, A3, and A4. Any additional cleaning frequency shall be based on need.
- f. **Restrooms.** Contractor shall clean the restrooms in accordance with the Specifications and at the minimum frequency set forth in Sub-Attachments A1 and A3. All restrooms shall receive a daily pre-opening inspection as described above. In addition to the pre-opening inspection, all restrooms will be checked, cleaned as necessary, and re-stocked with supplies routinely throughout the operating day. Refer to Sub-Attachment A3 for specific details on the frequency of this requirement.
- g. **Terminal Areas**. Contractor shall clean Terminal A & B in accordance with the Specifications and at the minimum frequency set forth in Sub-Attachments A1 and A3.
- h. **Office Areas**. Contractor shall clean the Authority's office area in accordance with the Specifications and at the minimum frequency set forth in Sub-Attachments A1 and A3. In performing such cleaning Services, Contractor shall not move any files, papers or documents on any furniture or floor areas in any portions of the Authority's office area. Keys are not available for Administrative Office areas; this will need to be scheduled with each occupant.
- i. **Special Cleaning Conditions**. Contractor shall immediately respond to any and all Special Cleaning Conditions which arise during the term in order to maintain the Service Areas in accordance with the requirements of this Agreement. Contractor's compensation for the performance of Services in response to Special Cleaning Conditions shall be included in the Monthly Fee payable to the Contractor.
- j. **Biohazard Services & Staffing.** Contractor will provide qualified staff to perform biohazard services, terminal wide and in accordance with all applicable industry standards and requirements. Biohazard services will include, but shall not be limited, to the following activities:
 - i. Resolve biohazard situations as needed, large scale, maintenance and disposing hypodermic disposal containers, to incidents involving internal and external Emergency Medical Service (EMS) and injury scenes. Contractor must comply with all laws and industry standards pertaining to the handling and disposal of biohazards and related materials.
 - ii. Contractor shall submit to Authority a biohazard plan, which includes procurement of replacement containers for review and approval prior to Authority issuance of a "Notice to Proceed."
 - iii. Contractor shall identify the proposed appropriately credentialed firm that will perform these services in compliance with the Medical Waste Management Act ("MWMA"), along with a description of how the proposed firm will incorporate these supplies and services into the overall approach to the work plan and a proposed budget. Contractor

shall submit to the Authority a detailed biohazard plan shall be submitted to the Authority for implementation approval.

- iv. The public restrooms in the terminal or additional locations in the future will be outfitted with biohazard containers. Contractor shall comply with all laws and industry standards pertaining to the handling and disposal of biohazards and related materials.
- v. Sharp containers shall be placed in all terminal public restrooms.
- vi. Contractor is responsible for cleaning medical waste spill, including blood and body fluids. Must comply with Cal OSHA - Subchapter 7. General Industry Safety Orders Group 16. Control of hazardous Substances Article 109. Hazardous Substances and Processes and § 5193 Bloodborne Pathogens
- k. **Extraordinary Conditions**. Contractor's sole compensation for the performance of any and all Services in response to Extraordinary Conditions shall be the Additional Fee payable to Contractor pursuant to this Agreement.
- Training. Contractor's employees and subcontractors who perform the Services shall be properly trained and qualified to perform the Services as well as ensuring compliance with the training requirements of California's Department of Industrial Relations ("CA-DIR" - see link here: <u>Division of Labor Standards Enforcement - Janitorial Registration Frequently Asked Questions (ca.gov)</u>. All of Contractor's employees and subcontractors who perform the Services shall do so in a careful and efficient manner consistent with the highest standards in the janitorial maintenance industry.
 - i. Contractor shall have ongoing training program for its entire staff. Contractor shall provide only personnel that have been fully trained for performance of this work. Managers shall be trained in supervision as well as technical training in janitorial services.
- m. Contractor's Manager. Contractor shall designate one of its employees as its manager for purposes of managing and supervising the performance of the Services pursuant to this Agreement ("Contractor's Manager"). Contractor's Manager shall provide administration of the Services and will respond to operational issues and/or emergencies. Contractor's Manager is authorized to receive and act upon instructions given by the Authority pursuant to this Agreement, and Contractor agrees that notice to Contractor's Manager shall constitute notice to Contractor, and all representations, warranties and agreements made by Contractor's Manager shall be binding upon Contractor. Contractor's Manager shall be present at the Airport at all times during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. An alternative employee or employees designated by the Contractor shall be required to serve as its substitute on-site manager(s) and such substitute manager(s) shall have the same authority, duties, and responsibilities as Contractor's Manager, including being required to be present at the Airport at all times other than 8:00 a.m. to 5:00 p.m., Monday through Friday.
- n. Coordination with Work of the Authority and Other Contractors. Contractor shall coordinate the performance of the Services with the performance of other services or work by the Authority or any tenants, licensees, or other users of the Airport or any of their respective employees or contractors. Contractor shall take all necessary precautions to protect the work or services performed by the Authority or any tenants, licensees, or users of

the Airport or any of their respective employees or contractors from damage caused by the performance of the Services.

- o. Laws, Permits, Fees and Notices. Contractor represents and warrants that Contractor shall at all times, maintain all permits, licenses and approvals required for the performance of the Services under all applicable laws, and shall comply with all applicable regulatory requirements in connection with the performance of the Services, including those required by CA-DIR.
- p. Employees. Contractor shall at all times provide a sufficient number of properly skilled personnel to perform the Services pursuant to this Agreement. All matters pertaining to the hiring, employment, engagement, supervision, compensation, promotion and discharge of Contractor's employees and subcontractors are the sole responsibility of Contractor. Contractor shall not enter into any contract causing or purporting to cause any person to be an employee or independent contractor of the Authority. Notwithstanding the foregoing, in the event that the Authority disapproves of any of Contractor's employee or subcontractor from the performance of Services and shall replace such employee or subcontractor with a properly skilled replacement. Contractor shall require its employees and subcontractors to wear uniforms approved by the Authority at all times while performing the Services.
- q. **Vehicle.** Contractor owned or leased vehicles to provide transportation and parking fees to meet the Contract specifications.
- r. **Damage to Property.** Contractor will immediately report to the Authority any and all damage to the Service Areas or any other premises or facilities of the Airport or any equipment, fixtures, furnishings or property located in the Service Areas or any other premises of the Airport arising out of, resulting from or relating to the acts or omissions of Contractor or Contractor's subcontractors in connection with the performance of the Services. In addition to any and all other remedies available to the Authority, Contractor shall be responsible for the full amount of the costs and expenses of repairing such damage.
- s. **Waste Disposal.** Wastebasket refuse, rubbish, including sweepings, vacuum cleaner dust and other waste shall be disposed of by Contractor in accordance with the instructions of the Authority and all applicable laws.

EXHIBIT B Service Areas, Cleaning Schedules, and Service Records

SERVICE AREAS, CLEANING SCHEDULES AND SERVICE RECORDS

SERVICE AREAS

Terminal Area

Terminal A

Terminal A – East Concourse

Terminal B

Terminal B – EDS Building

Building 9 – L1, L2

Building 10

Terminal Site

North Tower & Elevated Walkway

Parking Structure Elevator

Ground Transportation Islands & Sidewalks

Valet Service Center

Remote Areas

Building 36 - L2

Hangar 34 Office Areas

Self-Park Structure Cashier Booths (3, no restrooms)

Lot C Parking Cashier Booths (1 with restroom)

North and West SIDA Booths (2 with restrooms)

Maintenance Department Building Building 3

Specialty Items

Pet Relief Areas Mamava Unit

| CLEANING SCHEDULE AND SERV | | | | |
|---|---------|------------|---------|-----------------------|
| Location: Terminal – Public | | | | FOR WEEK ENDING: |
| Terminal A, | | | | |
| Terminal A – East Concourse, | | | | JANITORIAL SIGNATURE: |
| Terminal B | | | | |
| (High Traffic Public Areas) | | | 7 | |
| | * | ≥ E | NOV | AUTHORITY SIGNATURE: |
| | **DAILY | WEEKLY | MONTHLY | |
| 1. PUBLIC SEATING UNITS, AREAS AND FIXTURES | | | | COMMENTS: |
| A. Remove spillage, gum and stains | Х | | | |
| B. Place all waste receptacles, ashtrays, signs, planters and chairs in their | Х | | | |
| designated locations C. Damp Wipe | Х | | | |
| D. Polish chrome legs and parts | | | Х | |
| E. Thoroughly clean using authorized upholstery cleaner (where applicable) | | | Х | |
| 2. WASTE RECEPTACLES AND ASHTRAYS | | • | | Comments: |
| A. Empty containers. Remove stains and spillage (Includes Terminal sidewalk | Х | | | |
| containers) B. Wash interior and exterior | | Х | | |
| 3. STAINLESS STEEL SURFACES | | | | Comments: |
| A. Dust and spot clean | Х | | | |
| B. Polish and shine | | Х | | |
| 4. WATER FOUNTAINS AND | | | | Comments: |
| TELEPHONES | | | | |
| A. Clean and sanitize | Х | | | Compute |
| 5. VERTICLE SURFACES, SIGNS AND LEDGES | | | | Comments: |
| A. Dust and spot clean all areas that can be reached without the use of a ladder | Х | | | |
| B. Dust and clean high areas | | | Х | |

| 6. FLO | ORS (Tile) | | | | Comments: |
|---------|---|---|---|---|-----------|
| А. | Remove gum, spots and stains | Х | | | |
| В. | Sweep and wet mop tile floors | Х | | | |
| C. | Spray buff and wax | | Х | | |
| D. | Strip, seal and re-wax | | | Х | |
| 7. FLO | ORS (Carpet) | | | | Comments: |
| Α. | Remove gum, spots and stains | Х | | | |
| В. | Vacuum carpet, using edge tools | Х | | | |
| C. | Deep Clean | | | Х | |
| 8. WIN | DOWS AND GLASS AREAS | | | | Comments: |
| Α. | Spot clean high traffic areas | Х | | | |
| В. | Clean interior | | Х | | |
| C. | Clean exterior (sterile area and second floor windows excluded) | | | Х | |
| 9. CEII | ING AND VENTS | | | | Comments: |
| Α. | Clean ceiling, vents and diffusers | | | Х | |
| 10. JAI | NITORIAL CLOSETS | | | | Comments: |
| А. | All janitor closets are to be kept clean and neat at all times in accordance with all building, safety, health and fire codes | Х | | | |
| 11. WE | EKLY REPORT | | | | Comments: |
| А. | Fill out weekly report and submit to the Airport Authority's designated representative | | X | | |

| CLEANING SCHEDULE AND S | | | | | |
|---|--------------------|---------|--------|---------|-----------------------|
| Location: Terminal – Restrooms | | | | | FOR WEEK ENDING: |
| All Terminal Area Restroom | ıs | | | | |
| (High Traffic Public Areas & Admi Areas) | nistrative | | | | JANITORIAL SIGNATURE: |
| | | **DAILY | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: |
| | | AILY | KLY | HLY | |
| 1. WASTE RECEPTACLES AND DISPENSERS | | | | | Comments: |
| A. Empty all waste receptacles as ne | eeded | Х | | | |
| B. Wipe off and remove spillage from soap dispensers and adjacent sur | | Х | | | |
| C. Refill all dispensers to the proper | | Х | | | |
| 2. FURNISHINGS, MIRRORS, WA PARTITIONS | LLS AND | | | | Comments: |
| A. Clean all mirrors streak-free | | Х | | | |
| B. Use germicidal detergent to clean disinfect all surfaces | and | Х | | | |
| 3. WASH BASINS, TOILETS AND URINALS | | | | | Comments: |
| A. Use germicidal detergent to clean disinfect all surfaces except chror | and ne fixtures | Х | | | |
| B. Chrome fixtures should be cleane accordance with manufacturer ca instructions as directed by the Air Maintenance Department | d in re | Х | | | |
| C. Descale toilets and urinals using of approved by Airport Maintenance Department | | | | Х | |
| 4. FLOORS | | | | | Comments: |
| A. Remove all spots and spills | | Х | | | |
| B. Scrub and clean tile floors with ge detergent | ermicidal | Х | | | |
| C. Steam clean and disinfect restroo | m grout | | | Х | |
| 5. STAINLESS STEEL SURFACES | | | | | Comments: |
| A. Dust and spot clean | | Х | | | |
| B. Polish with authorized cleaning ag proper techniques | gents using | Х | | | |

| 6. SPECIAL CONDITIONS | | | Comments: |
|--|---|--|-----------|
| A. Biomedical Containers replaced as needed | Х | | |
| 7. WEEKLY REPORT | | | Comments: |
| A. Fill out weekly report and submit to the Airport Authority's designated representative | Х | | |

| CLEANING SCHEDULE AND SERVICE | | | | |
|--|-------|--------|---------|-----------------------|
| Location: Terminal - Administrative | | | | FOR WEEK ENDING: |
| Terminal B - EDS | | | | |
| Building 9 – L1, L2 | | | | JANITORIAL SIGNATURE: |
| Building 10, | | | | |
| (Administrative Areas & Authority Offices) | | | ਵ | |
| | D | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: |
| | DAILY | KLY | HLY | |
| 1. WASTE RECEPTACLES AND ASHTRAYS | | | | Comments: |
| A. Empty containers. Remove stains and spillage from interior and exterior | Х | | | |
| 2. FURNITURE | | | | Comments: |
| A. Dust. Remove spillage and stains | Х | | | |
| B. Clean desktops if clear | Х | | | |
| C. Polish, clean, vacuum and position in designated locations | | Х | | |
| 3. FLOORS | | | | Comments: |
| A. Remove all gum and similar material | Х | | | |
| B. Vacuum | | Х | | |
| C. Wet mop tile floors | Х | | | |
| D. Spray buff tile floors | | | Х | |
| E. Strip, seal and re-wax tile floors | | | Х | |
| 4. ALL OTHER SURFACES, PICTURES AND SILLS | | | | Comments: |
| A. Dust and spot clean all areas that can be reached without the use of a ladder | Х | | | |
| B. Dust and clean high areas | | | Х | |
| 5. WINDOWS AND GLASS | | | | Comments: |
| A. Clean glass doors | Х | | | |
| B. Spot clean as required | Х | | | |
| C. Clean interior and exterior of windows (excludes exterior second floor window surfaces) | | Х | | |

| 6. WAT | ER FOUNTAINS AND | | | | Comments: |
|---------|--|---|---|---|-----------|
| TELEP | HONES | | | | |
| A. | Clean and sanitize | Х | | | |
| Λ. | | ^ | | | |
| 7. CEIL | ING AND VENTS | | | | Comments: |
| А. | Clean ceiling, vents and diffusers | | | Х | |
| | | | | Λ | |
| 8. BRE | AKROOMS & LOUNGES | | | | Comments: |
| А. | Clean and sanitize counters and tables | Х | | | |
| _ | | | | | |
| В. | Turn off coffee makers every evening | Х | | | |
| 9. ELEV | VATOR (KITCHEN) | | | | Comments: |
| | · · · | V | | | |
| А. | Brush particles and paper out of Tracks | Х | | | |
| В. | Use vacuum if necessary. | Х | | | |
| | | | | | |
| C. | Walls & Doors – Clean walls and doors with a micro fiber cloth and vinegar. | Х | | | |
| D. | Floors – Clean floors with vinegar and cloth | Х | | | |
| | | | | | Comments: |
| 10. JAN | NITORIAL CLOSETS | | | | comments. |
| Α. | All janitor closets are to be kept clean and | Х | | | |
| | neat at all times in accordance with all building, safety, health and fire codes | | | | |
| 11. WE | EKLY REPORT | | | | Comments: |
| А. | Fill out weekly report and submit to the | | X | | |
| 73. | Airport Authority's designated representative | | | | |

| CLEAN | NING SCHEDULE AND SERVICE | RECO | RD | | |
|-----------------|---|-------|--------|---------|-----------------------|
| Location: | Terminal Site | | | | FOR WEEK ENDING: |
| Noi | rth Tower and Elevated Walkway | | | | |
| | Parking Structure Elevator | | | | JANITORIAL SIGNATURE: |
| Ground | Transportation Islands & Sidewalks | | | | |
| | (High Traffic Public Area) | | | z | |
| | | D | VEE | MONTHLY | AUTHORITY SIGNATURE: |
| | | DAILY | WEEKLY | HLA. | |
| 1. ELE | VATORS | | | | Comments: |
| • | Brush particles and paper out of Tracks | Х | | | |
| A. | | | | | |
| В. | Use vacuum if necessary. | Х | | | |
| C. | Walls & Doors – Clean walls and doors with a micro fiber cloth and vinegar. | Х | | | |
| D. | Floors – Clean floors with vinegar and cloth | Х | | | |
| 2. MOV | /ING WALKWAYS | | | | Comments: |
| Α. | Dust. Remove dust and debris. | Х | | | |
| В. | Clean glass. | | Х | | |
| C. | Clean rubber handrails. | Х | | | |
| D. | Dust and wipe all rails and trim along the moving walkways. | | Х | | |
| 3. ESC | ALATORS | | | | Comments: |
| Α. | Dust. Remove dust and debris. | Х | | | |
| В. | Clean glass. | | Х | | |
| C. | Clean rubber handrails. | Х | | | |
| D. | Dust and wipe all rails and trim along the moving walkways. | | X | | |
| 4. NOR WALKV | RTH TOWER & ELEVATED NAY | | | | Comments: |
| Α. | Remove all gum and similar material | Х | | | |
| В. | Empty and clean waste | х | | | |
| | | | | | |

| C. | Pressure washing of walkways to remove all gum and similar debris. | | | Х | |
|--------|---|---|---|---|-----------|
| D. | Spot clean all spills and stains on concrete. | Х | | | |
| E. | Interior Walkway walls and ledges. | | | Х | Comments: |
| 5. GRC | OUND TRANSPORTATION | | | | |
| ISLANI | DS & SIDEWALKS | | | | |
| В. | Remove all gum and similar material | Х | | | |
| C. | Empty and clean waste | Х | | | |
| D. | Pressure washing of islands and sidewalks to remove all gum and similar debris. | | | Х | |
| 6. WEE | EKLY REPORT | | | | Comments: |
| | | | | | |
| E. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |

| CLEANING SCHEDULE AND SERVICE RECORD | | | | | |
|--------------------------------------|--|-------|--------|---------|-----------------------|
| Location: | Terminal Site | | | | FOR WEEK ENDING: |
| | Valet Parking Service Center | | | | |
| (High | Traffic Public Areas & Administrative Areas) | | | | JANITORIAL SIGNATURE: |
| | | D | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: |
| | | DAILY | KLY | HLY | |
| 1. VAL | ET CENTER | | | | Comments: |
| Α. | Remove all gum or similar material | Х | | | |
| В. | Vacuum | Х | | | |
| C. | Wet mop tile floors | Х | | | |
| D. | Spray buff tile floors | | | Х | |
| E. | Re-wax tile floors | | | Х | |
| F. | Strip, seal and wax tile floors | | | Х | |
| G. | Clean all glass | Х | | | |
| H. | Sweep and spot clean all exterior walkways | Х | | | |
| I. | Empty waste receptacles | Х | | | |
| J. | Dust all areas | Х | | | |
| 4. RES | TROOMS | | | | Comments: |
| Α. | Empty all waste receptacles | Х | | | |
| В. | Wipe off and remove all spillage from all handsoap dispensers and adjacent surfaces dispensers and | Х | | | |
| C. | Refill all dispensers to the proper fill level | Х | | | |
| D. | Clean all mirrors streak free | Х | | | |
| E. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome | Х | | | |
| F. | Descale toilets and urinals using germicidal cleanser | | | Х | |
| G. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | Х | | | |
| H. | Sweep floors | Х | | | |

| l. | Mop floors with a germicidal cleaner to disinfect | Х | | | |
|--------|---|---|---|---|-----------|
| J. | Steam clean and disinfect restroom grout | | | Х | |
| 5. WEE | KLY REPORT | | | | Comments: |
| Α. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |

| CLEA | NING SCHEDULE AND SERVICE | | | | |
|-----------|---|-------|--------|---------|-----------------------|
| Location: | Remote Areas | | | | FOR WEEK ENDING: |
| | | | | | |
| | BUILDING 36 2 ND FLOOR, | | | | JANITORIAL SIGNATURE: |
| | AND ELEVATOR | | | | |
| | | | | ਵ | |
| | | D | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: |
| | | DAILY | EKLY | HLV. | |
| 1. OFF | ICES AND COMMON AREAS | | | | Comments: |
| Α. | Vacuum all carpeted areas | Х | | | |
| В. | Sweep and mop all tile flooring | Х | | | |
| C. | Remove all gum and similar substances | Х | | | |
| D. | Empty trash receptacles | Х | | | |
| E. | Pick up all trash and debris | Х | | | |
| F. | Carpet Cleaning (Extraction Method) | | | Х | |
| G. | Strip & Wax tile flooring | | | Х | |
| 2. FUR | NITURE | | | | Comments: |
| Α. | Dust. Remove spillage and stains | Х | | | |
| В. | Clean desktops, counters and tables if clear | Х | | | |
| C. | Polish, clean, vacuum and reposition in designated spaces | Х | | | |
| 3. ELE | VATORS | | | | Comments: |
| A. | Brush particles and paper out of Tracks | Х | | | |
| В. | Use vacuum if necessary. | Х | | | |
| C. | Walls & Doors – Clean walls and doors with a micro fiber cloth and vinegar. | Х | | | |
| D. | Floors – Clean floors with vinegar and cloth | Х | | | |
| 4. RES | TROOMS | | | | Comments: |
| Α. | Empty all waste receptacles | Х | | | |
| В. | Wipe off and remove all spillage from all handsoap dispensers and adjacent surfaces | Х | | | |
| C. | dispensers and Refill all dispensers to the proper fill level | X | | | |
| 0. | | ~ | | | |

| D. | Clean all mirrors streak free | Х | | | |
|---------|---|---|---|---|-----------|
| E. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome fixtures | Х | | | |
| F. | Descale all toilets and urinals using germicidal cleanser | | | Х | |
| G. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | Х | | | |
| H. | Remove all spots and spills | Х | | | |
| I. | Sweep floors | Х | | | |
| J. | Mop floors with a germicidal cleaner to disinfect | Х | | | |
| K. | Steam clean and disinfect restroom grout | | | Х | |
| L. | Strip & Wax tile flooring | | | Х | |
| 5 ALL | OTHER SURFACES AND | | | | Comments: |
| FIXTU | | | | | |
| Α. | Dust and spot clean all areas that can be reached without the use of a ladder | Х | | | |
| В. | Clean all marks, smudges, dirt from all walls, doors and other vertical surfaces | Х | | | |
| C. | Clean all windows interior and exterior | | | Х | |
| 6 CEII | ING VENTS AND FANS | | | | Comments: |
| 0. 01.1 | | | | | |
| Α. | Clean ceiling, vents and diffusers | | | Х | |
| 7. WEE | EKLY REPORT | - | | | Comments: |
| Α. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |

| CLEANING SCHEDULE AND SERVICE RECORD | | | | | |
|--------------------------------------|--|-------|--------|---------|-----------------------|
| Location: | Remote Areas | | | | FOR WEEK ENDING: |
| | Hangar #34 Office Areas | | | | JANITORIAL SIGNATURE: |
| | | DAILY | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: |
| | | LY | L L | L L | |
| 1. OFF | ICES AND COMMON AREAS | | | | Comments: |
| Α. | Vacuum all carpeted areas | Х | | | |
| В. | Sweep and mop all tile flooring | Х | | | |
| C. | Remove all gum and similar substances | Х | | | |
| D. | Empty trash receptacles | Х | | | |
| E. | Pick up all trash and debris | Х | | | |
| F. | Carpet Cleaning (Extraction Method) | | | Х | |
| G. | Strip & Wax tile flooring | | | Х | |
| 2.FUR | NITURE | | | | Comments: |
| Α. | Dust. Remove spillage and stains | Х | | | |
| В. | Clean desktops, counters and tables if clear | Х | | | |
| C. | Polish, clean, vacuum and reposition in designated spaces | Х | | | |
| 3. RES | TROOMS | | | | Comments: |
| Α. | Empty all waste receptacles | Х | | | |
| В. | Wipe off and remove all spillage from all handsoap dispensers and adjacent surfaces dispensers and | Х | | | |
| C. | Refill all dispensers to the proper fill level | Х | | | |
| D. | Clean all mirrors streak free | Х | | | |
| E. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome fixtures | Х | | | |
| F. | Descale all toilets and urinals using germicidal cleanser | | | Х | |

| G. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | Х | | | |
|---------|---|---|---|---|-----------|
| H. | Remove all spots and spills | Х | | | |
| I. | Sweep floors | Х | | | |
| J. | Mop floors with a germicidal cleaner to disinfect | Х | | | |
| К. | Steam clean and disinfect restroom grout | | | Х | |
| L. | Strip & Wax tile flooring | | | Х | |
| 4. ALL | OTHER SURFACES AND | | | | Comments: |
| FIXTU | RES | | | | |
| Α. | Dust and spot clean all areas that can be reached without the use of a ladder | Х | | | |
| В. | Clean all marks, smudges, dirt from all walls, doors and other vertical surfaces | Х | | | |
| C. | Clean all windows interior and exterior | | | Х | |
| 5. CEIL | ING VENTS AND FANS | | | | Comments: |
| Α. | Clean ceiling, vents and diffusers | | | Х | |
| 6. WEE | EKLY REPORT | | | | Comments: |
| A. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |

| CLEANING SCHEDULE AND SERVICE | | | RD | | |
|-------------------------------|--|-------|--------|---------|-----------------------|
| Location: | Remote Areas - Booths | | | | FOR WEEK ENDING: |
| Self | f-Park Structure Cashier Booth (3) | | | | |
| Lot | t C Parking Cashier Booth (1 with restroom) | | | | JANITORIAL SIGNATURE: |
| No | orth SIDA Booth (1 with restroom) | | | | |
| W | est SIDA Booth (1 with restroom) | | VE | MON | AUTHORITY SIGNATURE: |
| | | DAILY | WEEKLY | MONTHLY | |
| 1. CAS | HIER AND SIDA BOOTHS | | | | Comments: |
| Α. | Sweep all parking lot booths and environs and pick-up trash as needed | Х | | | |
| В. | Wash windows interior and exterior | | Х | | |
| C. | Wash and wax floors | | Х | | |
| D. | Dust, clean and wipe air conditioning and heating vents | | | Х | |
| E. | Clean light fixtures | | | Х | |
| 2. BOC | TH RESTROOMS | | | | Comments: |
| К. | Empty all waste receptacles | Х | | | |
| L. | Wipe off and remove all spillage from all handsoap dispensers and adjacent surfaces dispensers and | Х | | | |
| M. | Refill all dispensers to the proper fill level | Х | | | |
| N. | Clean all mirrors streak free | Х | | | |
| Ο. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome | Х | | | |
| Ρ. | Descale toilets and urinals using germicidal cleanser | | | Х | |
| Q. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | Х | | | |
| R. | Sweep floors | Х | | | |
| S. | Mop floors with a germicidal cleaner to disinfect | Х | | | |
| Т. | Steam clean and disinfect restroom grout | | | Х | |
| U. | Strip & Wax tile flooring | | | Х | |
| 3. WEE | KLY REPORT | | | | Comments: |
| Α. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |

| CLEA | NING SCHEDULE AND SERVICE | | | | |
|-----------|--|-------|--------|---------|-----------------------|
| Location: | Remote Areas | | | | FOR WEEK ENDING: |
| | | | | | |
| | MAINTENANCE FACILITY | | | | JANITORIAL SIGNATURE: |
| | | Ū | WEE | MONTHLY | AUTHORITY SIGNATURE: |
| | | DAILY | WEEKLY | | |
| 1. OFF | ICES AND COMMON AREAS | | | | Comments: |
| Α. | Vacuum all carpeted areas | Х | | | |
| В. | Sweep and mop all tile flooring | Х | | | |
| C. | Remove all gum and similar substances | Х | | | |
| D. | Empty trash receptacles | Х | | | |
| E. | Pick up all trash and debris | Х | | | |
| F. | Carpet Cleaning (Extraction Method) | | | Х | |
| G. | Strip & Wax tile flooring | | | Х | |
| 2. FUR | NITURE | | | | Comments: |
| Α. | Dust. Remove spillage and stains | Х | | | |
| В. | Clean desktops, counters and tables if clear | Х | | | |
| C. | Polish, clean, vacuum and reposition in designated spaces | Х | | | |
| 3. RES | TROOMS | | | | Comments: |
| Α. | Empty all waste receptacles | Х | | | |
| В. | Wipe off and remove all spillage from all handsoap dispensers and adjacent surfaces dispensers and | Х | | | |
| C. | Refill all dispensers to the proper fill level | Х | | | |
| D. | Clean all mirrors streak free | Х | | | |
| E. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome fixtures | Х | | | |
| F. | Descale all toilets and urinals using germicidal cleanser | | | Х | |
| G. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | Х | | | |

| Н. | Remove all spots and spills | Х | | | |
|---------|---|---|---|---|-----------|
| I. | Sweep floors | Х | | | |
| J. | Mop floors with a germicidal cleaner to disinfect | Х | | | |
| К. | Steam clean and disinfect restroom grout | | | Х | |
| L. | Strip & Wax tile flooring | | | Х | |
| 4 411 | OTHER SURFACES AND | | | | Comments: |
| | | | | | |
| FIXTU | RES | | | | |
| | | | | | |
| A. | Dust and spot clean all areas that can be reached without the use of a ladder | Х | | | |
| В. | Clean all marks, smudges, dirt from all walls, doors and other vertical surfaces | Х | | | |
| C. | Clean all windows interior and exterior | | | Х | |
| 5 CEII | ING VENTS AND FANS | | | | Comments: |
| | | | | | |
| Α. | Clean ceiling, vents and diffusers | | | Х | |
| | | | | | |
| 6. BRE | AKROOM KITCHEN | | | | Comments: |
| Α. | Empty and clean waste receptacles | Х | | | |
| В. | Dust and clean furniture and countertops and tables | Х | | | |
| C. | Mop floors | Х | | | |
| 0. | | ^ | | | |
| D. | Wash and Wax floors | | | X | |
| | | | | | Comments: |
| 1. VVEE | KLY REPORT | | | | |
| Α. | Fill out weekly report and submit to the Airport Authority's designated representative | | Х | | |
| L | . , , , , | | | | |

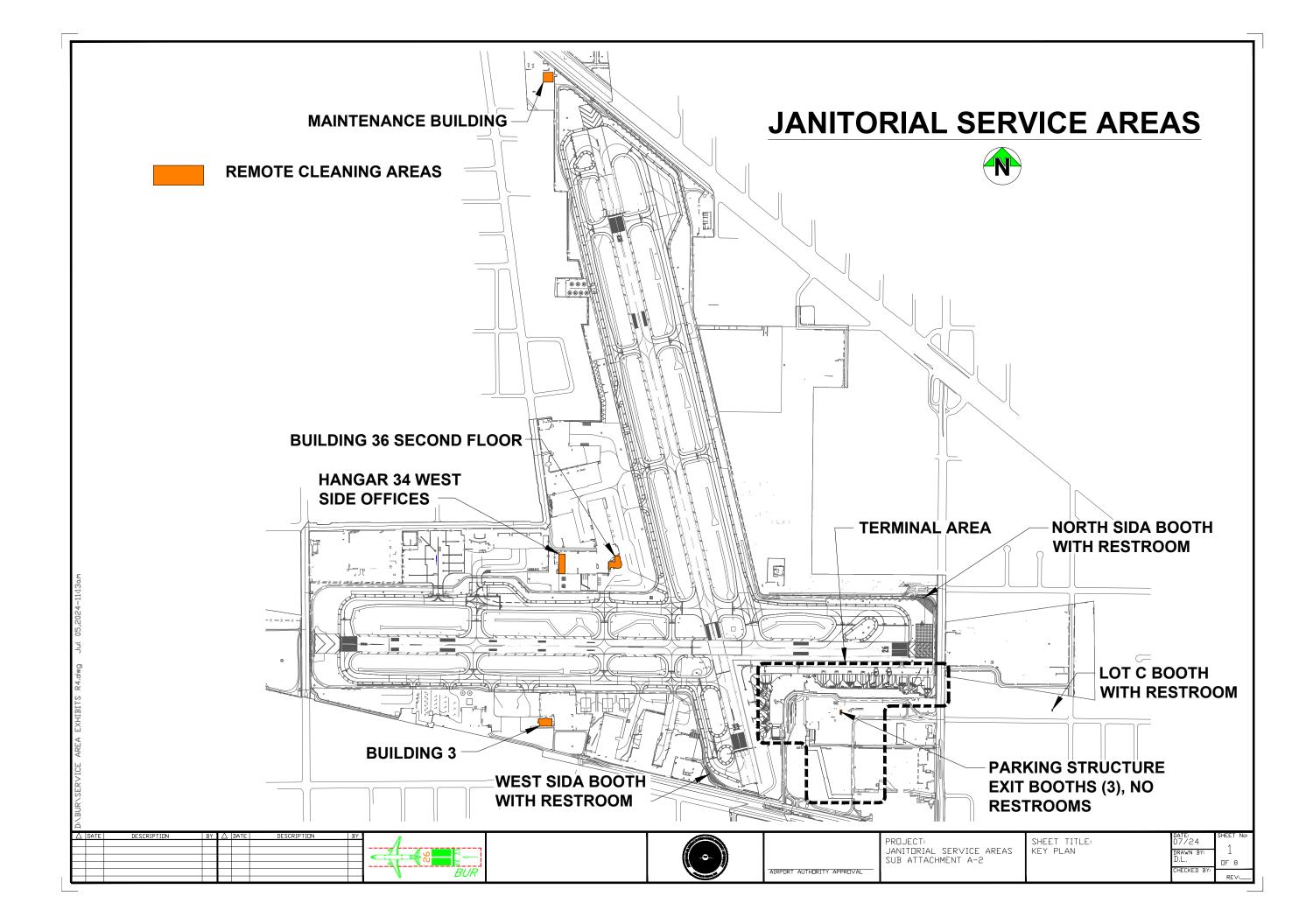
| CLEANING SCHEDULE AND SERVICE RECORD | | | | | |
|--------------------------------------|---|-------|--------|---------|-----------------------|
| Location: | Remote Areas | | | | FOR WEEK ENDING: |
| | BUILDING 3 | | | | JANITORIAL SIGNATURE: |
| | | _ | WE | MONTHLY | AUTHORITY SIGNATURE: |
| | | DAILY | WEEKLY | THLY | |
| 1. OFF | ICES AND COMMON AREAS | | | | Comments: |
| Н. | Vacuum all carpeted areas | | Х | | |
| I. | Sweep and mop all tile flooring | | Х | | |
| J. | Remove all gum and similar substances | | Х | | |
| K. | Empty trash receptacles | | Х | | |
| L. | Pick up all trash and debris | | Х | | |
| M. | Carpet Cleaning (Extraction Method) | | | Х | |
| N. | Strip & Wax tile flooring | | | Х | |
| 2. FUR | NITURE | | | | Comments: |
| D. | Dust. Remove spillage and stains | | Х | | |
| E. | Clean desktops, counters and tables if clear | | Х | | |
| F. | Polish, clean, vacuum and reposition in designated spaces | | Х | | |
| 3. RES | TROOMS | | | | Comments: |
| М. | Empty all waste receptacles | | Х | | |
| N. | Wipe off and remove all spillage from all hand soap dispensers and adjacent surfaces dispensers and | | Х | | |
| 0. | Refill all dispensers to the proper fill level | | Х | | |
| Ρ. | Clean all mirrors streak free | | Х | | |
| Q. | Use a germicidal cleanser to clean and disinfect all surfaces except chrome fixtures | | Х | | |
| R. | Descale all toilets and urinals using germicidal cleanser | | | Х | |
| S. | Chrome fixtures to be cleaned in accordance with manufacturer care instructions as directed | | Х | | |

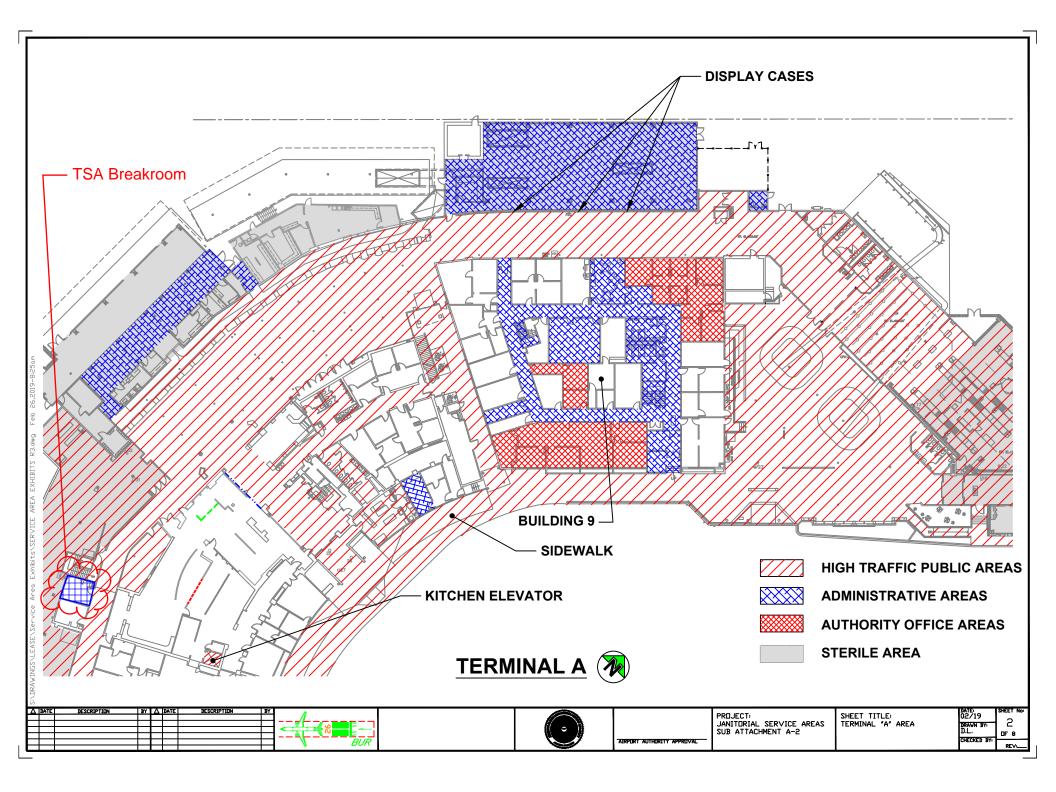
| Т. | Remove all spots and spills | X | | |
|---------|---|-------|---|-----------|
| U. | Sweep floors | Х | | |
| V. | Mop floors with a germicidal cleaner to disinfect | Х | | |
| W. | Steam clean and disinfect restroom grout | | Х | |
| Х. | Strip & Wax tile flooring | | Х | |
| 4. ALL | OTHER SURFACES AND | | | Comments: |
| FIXTU | RES | | | |
| D. | Dust and spot clean all areas that can be reached without the use of a ladder | X | | |
| E. | | | | |
| E. | Clean all marks, smudges, dirt from all walls, doors and other vertical surfaces | X | | |
| F. | Clean all windows interior and exterior | | Х | |
| 5. CEIL | ING VENTS AND FANS | | | Comments: |
| В. | Clean ceiling, vents and diffusers | | Х | |
| 6. WEE | EKLY REPORT | • | | Comments: |
| В. | Fill out weekly report and submit to the Airport Authority's designated representative | Х | | |

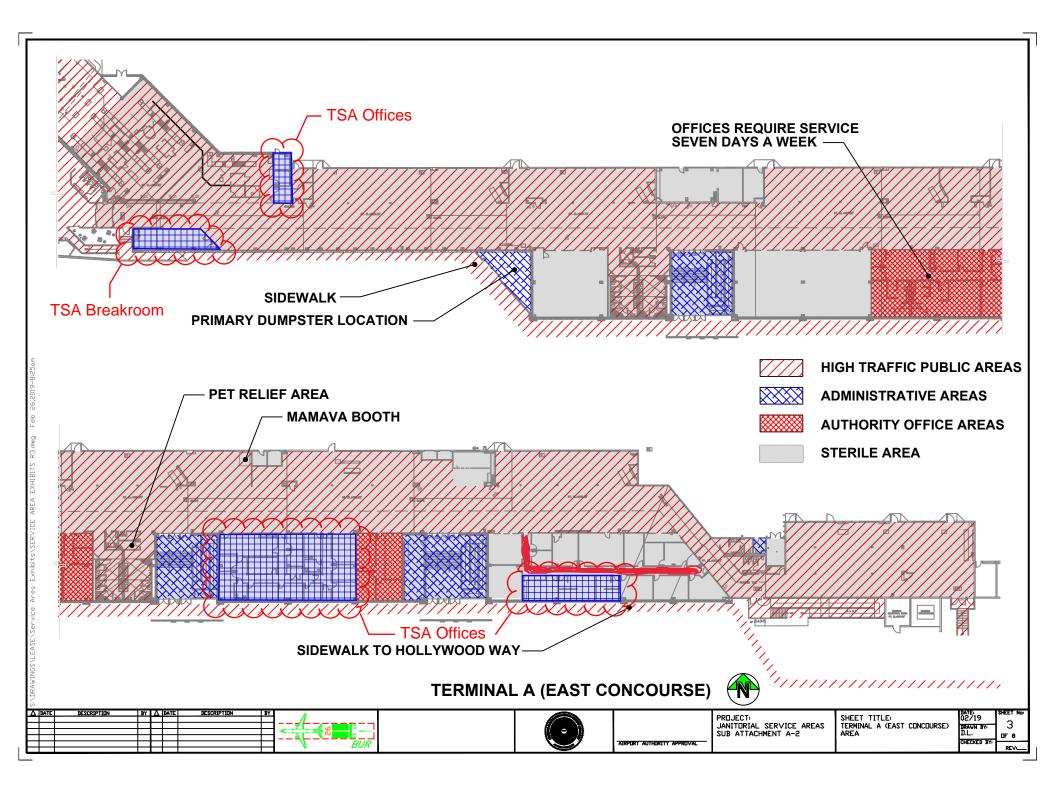
| CLEA | CLEANING SCHEDULE AND SERVICE RECORD | | | | | | |
|-----------|---|-------|--------|---------|-----------------------|--|--|
| Location: | Specialty Items | | | | FOR WEEK ENDING: | | |
| | PET RELIEF AREA (High Traffic Public Areas) | | | | JANITORIAL SIGNATURE: | | |
| | | DAILY | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: | | |
| | | ГY | ΊLΥ | LY | Comments: | | |
| | ELIEF CARPET | | | | Comments. | | |
| Α. | Wash and rinse artificial grass. | Х | | | | | |
| B. | Add pet relief poop/pee pads under relief artificial grass. | Х | | | | | |
| C. | Mop floors with a germicidal cleaner to disinfect. | Х | | | | | |
| D. | Empty trash receptacles. | Х | | | | | |
| E. | Pick up all trash and pet debris. | Х | | | | | |

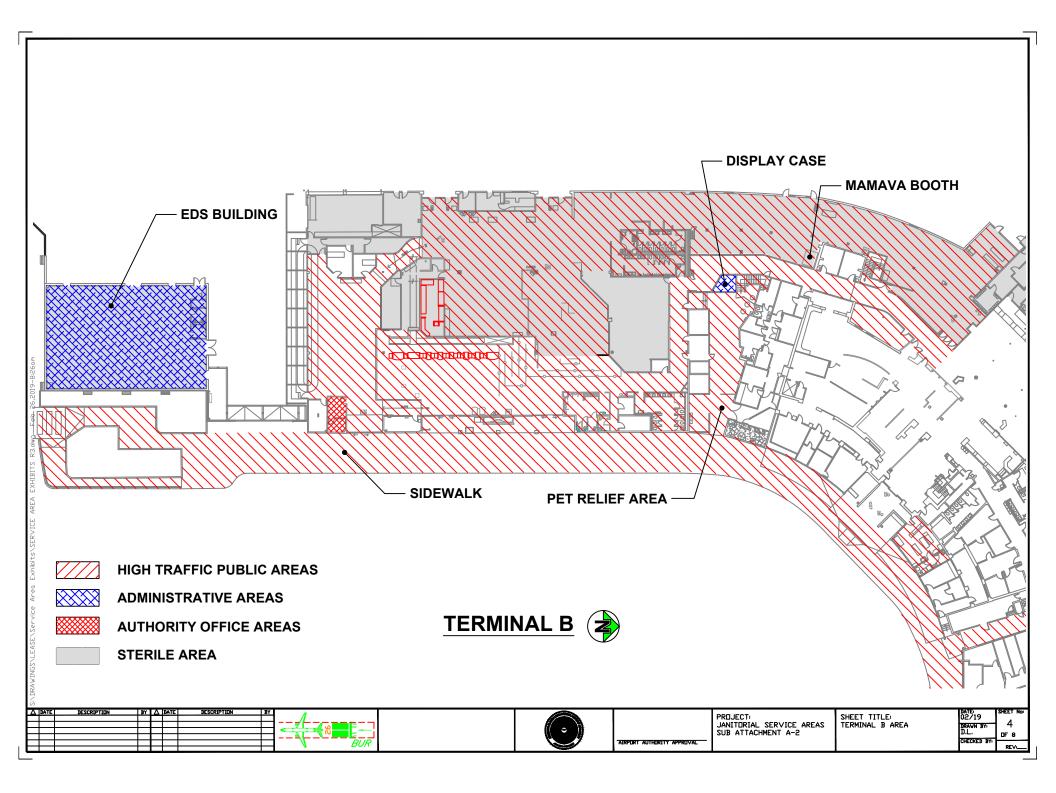
| CLEAI | CLEANING SCHEDULE AND SERVICE RECORD | | | | | | |
|-----------|--|-------|--------|---------|-----------------------|--|--|
| Location: | Specialty Items | | | | FOR WEEK ENDING: | | |
| | MAMAVA UNITS | | | | JANITORIAL SIGNATURE: | | |
| | (High Traffic Public Areas) | D | WEEKLY | MONTHLY | AUTHORITY SIGNATURE: | | |
| | | DAILY | KLY | HLY | | | |
| MAMA | VAUNITS | | | | Comments: | | |
| Α. | Sweep floors. | Х | | | | | |
| В. | Mop floors with a germicidal cleaner to disinfect. | Х | | | | | |
| C. | Pick up all trash and debris. | Х | | | | | |
| D. | Wipe & Dust. Inside and Outside. | Х | | | | | |

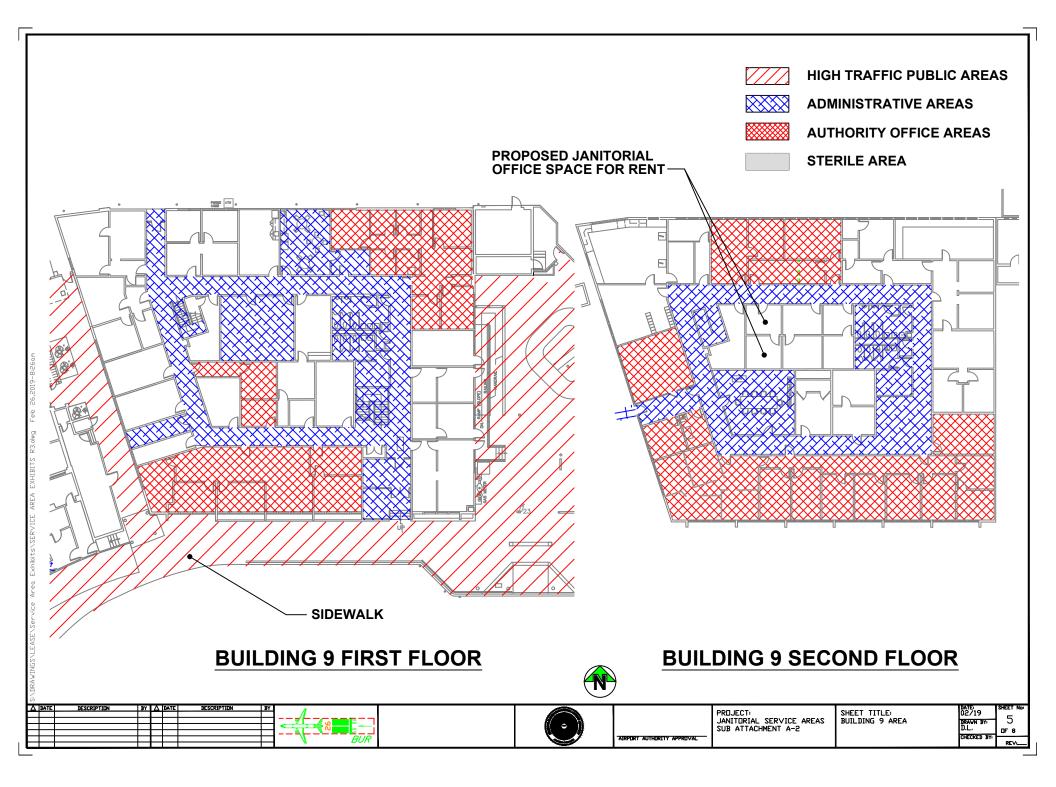
EXHIBIT C Service Area Diagrams

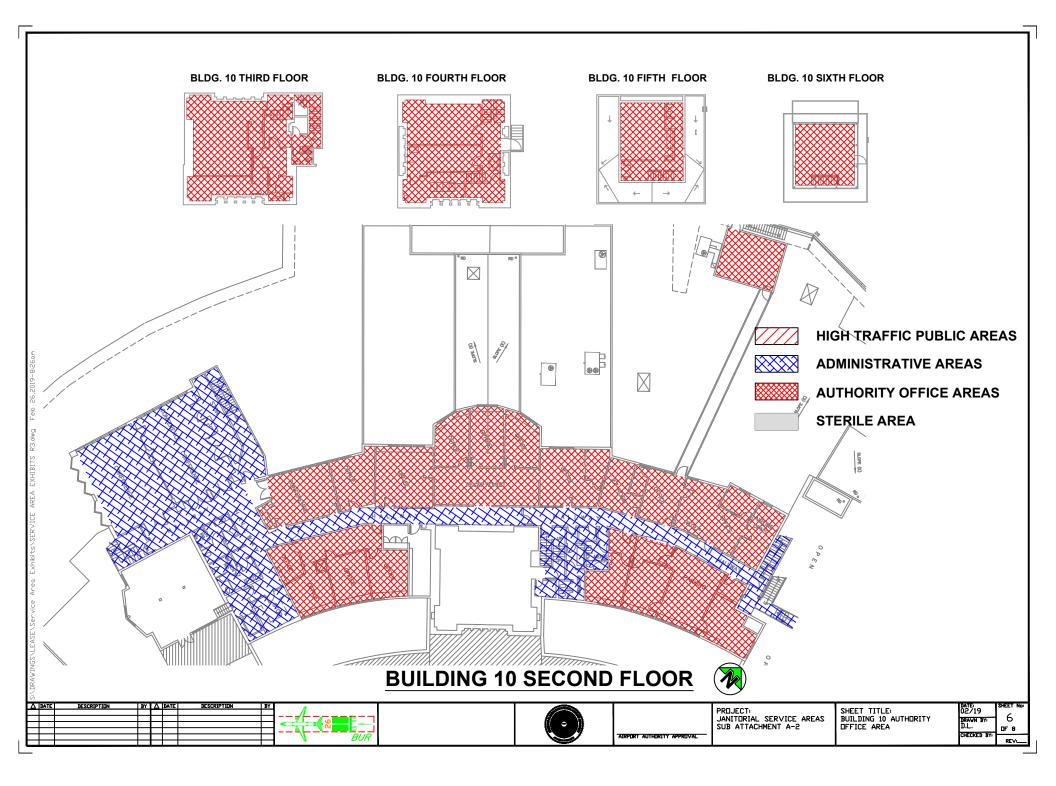


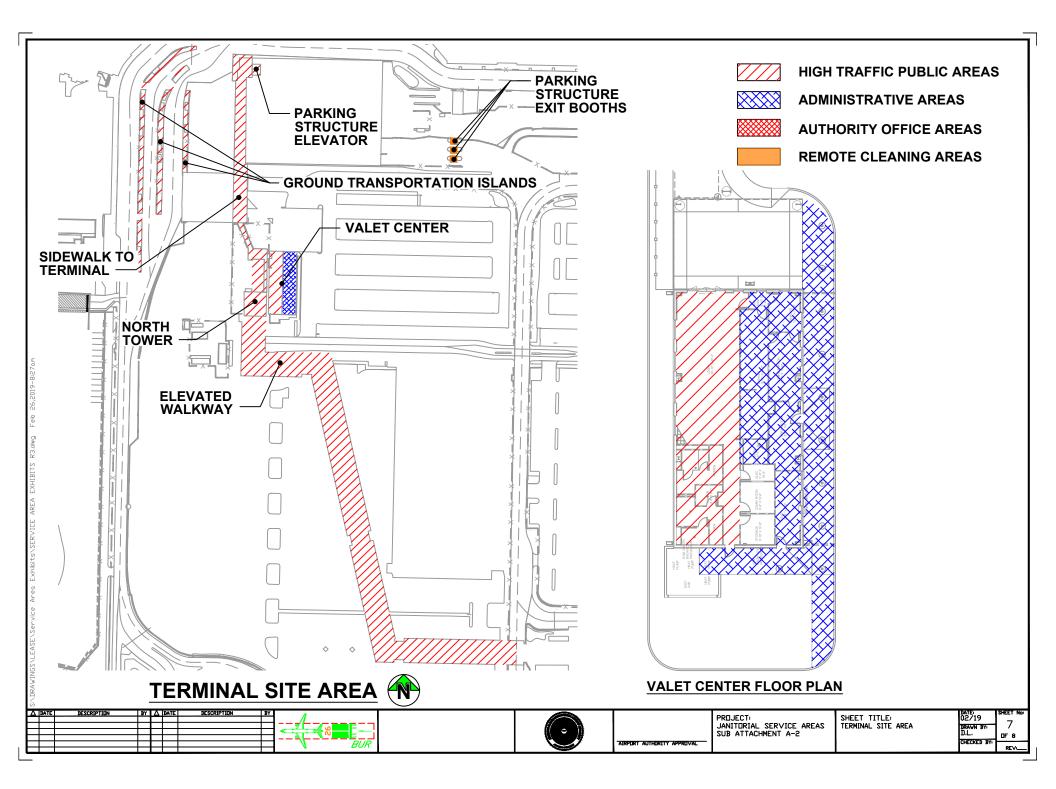


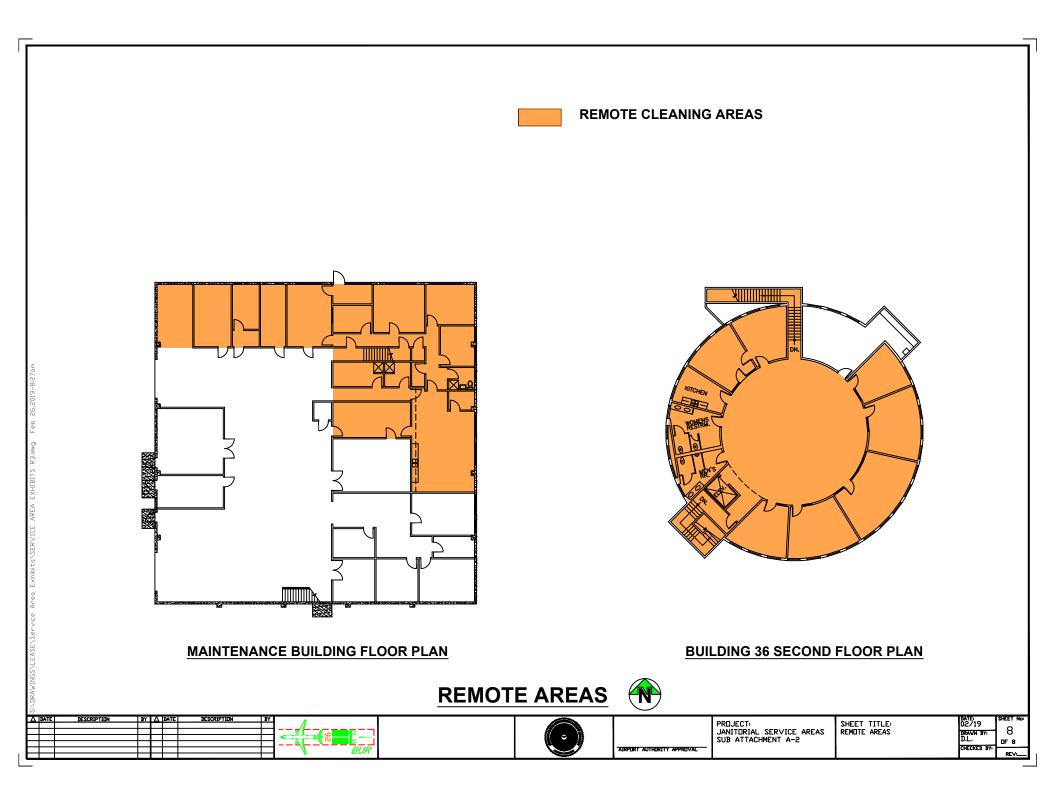


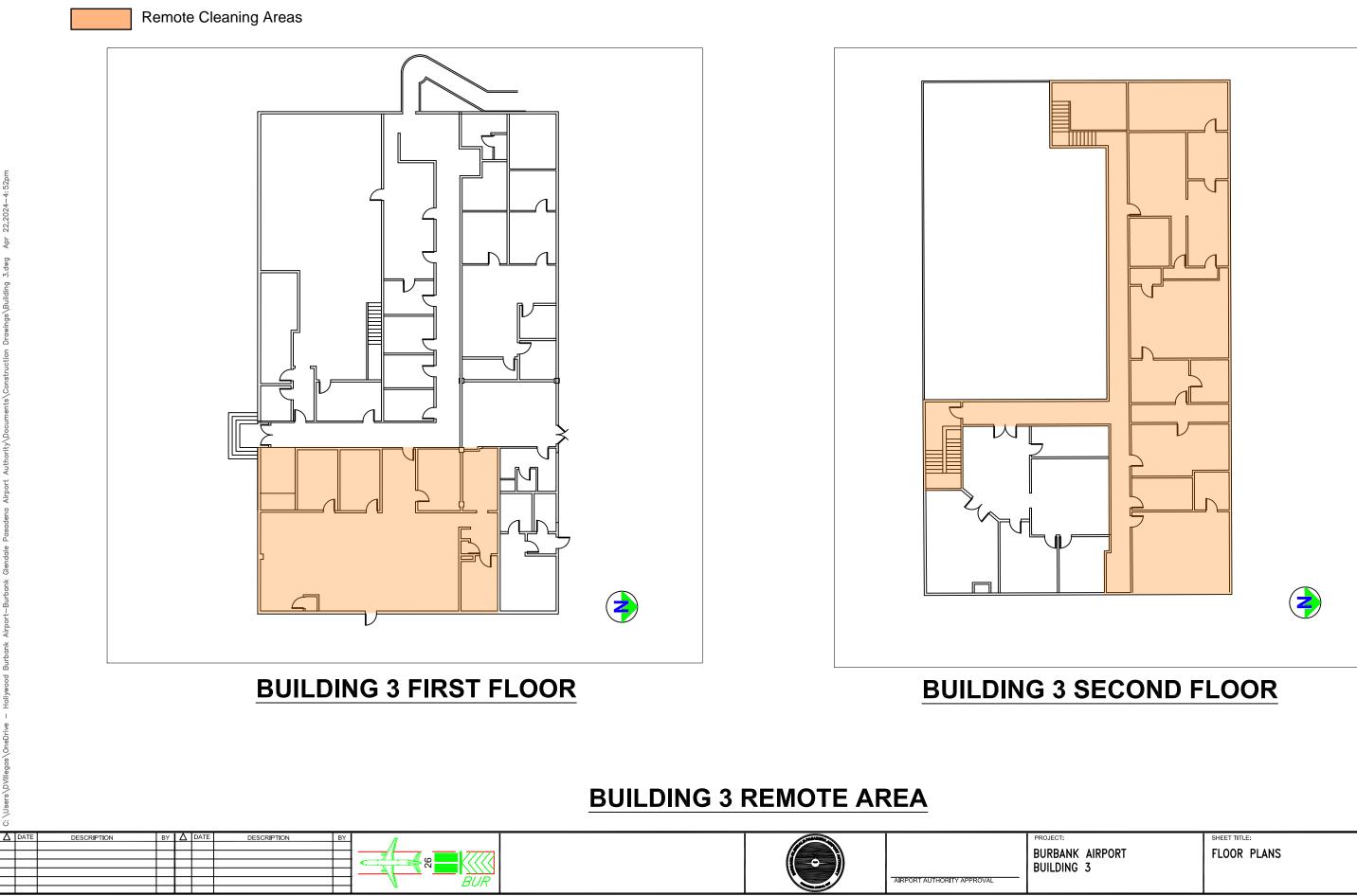












HEET NO

1

1 OF 1

REV:

EXHIBIT D Cleaning Specifications

EXHIBIT D

CLEANING SPECIFICATIONS

The purpose of cleaning is to remove foreign debris, trash, dust, dirt, marks, scuffs or other unwanted substances and prevent build-up from developing to levels which creates an unsightly appearance or foul odor. Cleaning frequency is based on the volume of area usage and is dependent on airline flight scheduling and employee schedules.

Cleaning frequency is based on usage and shall be provided as necessary to maintain the Authority's goal of providing an exceptionally clean facility for passengers and employees. The following use categories are referenced throughout the specification to describe the type of use each facility experiences in order to define minimum cleaning frequencies. It may be necessary to clean more frequently than described below. All areas shall be regularly monitored to ensure compliance with the Authority's goal of maintaining an exceptionally clean facility.

The facility operates 365 days per year. Passenger volumes fluctuate both throughout the week and seasonally. Frequency of cleaning services shall be provided such that the facility always remains exceptionally clean.

1. HIGH TRAFFIC PUBLIC AREAS

The Airport experiences several periods of heavy traffic every day. Concentrated efforts to clean and inspect the gate hold rooms and restroom facilities must occur frequently (no more than 20 minute intervals) throughout these peak times and periodically during the remainder of the operating hours. An inspection report must be signed by the inspecting party to verify that the inspection occurred. Care must be taken not to interfere with passenger use of the facilities. Additionally, cleaning must be accomplished by the use of acceptable methods which will not impair the ability of Authority, Airline, Transportation Security Administration (TSA) or other employee personnel to conduct business.

2. ADMINISTRATIVE (NON-PUBLIC) AREAS

Administrative areas consist of hallways, restrooms, conference rooms, break-rooms and baggage screening areas that are generally not accessible to the public and used primarily by Authority, Airline, TSA and other employees. Use of the administrative areas is typically from 4:00 AM to 11:00 PM. Restrooms in administrative areas shall be checked and cleaned regularly throughout the day. Care must be taken not to interfere with employees or their operations.

3. AUTHORITY OFFICES

EXHIBIT D

Authority offices are typically occupied from 7:00 AM to 5:00 PM Monday through Friday with the exception of Police offices in the Terminal A East Concourse and Remote Area offices which are occupied 7 days per week and require service daily. Authority offices must be cleaned outside of normal business hours; however it may be necessary to respond to special cleaning requirements during normal business hours. Cleaning of all Authority offices must be accomplished prior to the beginning of the next business day. Cleaning must be accomplished by the use of acceptable methods which will not impair the ability of Authority personnel to conduct business. Cleaning shall be done in a manner that will minimize any disruption of papers or work product within Authority offices. Timing of cleaning shall be coordinated with occupants and occur on a regular schedule.

4. <u>REMOTE AREA</u>

Building 36, Hangar 34 Office Areas, SIDA Booths, Parking Booths, and the Maintenance Department Building are on airport property but are not immediately adjacent to the Existing Passenger Terminal. These areas shall follow the cleaning specification from Attachment (A-3). These facilities are occupied 24 hours a day, 7 days a week and require service daily. Timing of cleaning shall be coordinated with occupants and occur on a regular schedule. It is only necessary to service remote areas once per day.

RESTROOM CLEANING SPECIFICATIONS

- Empty all waste receptacles. Clean exterior and interior of receptacles with a disinfectant/antibacterial to maintain cleanliness.
- Check and refill soap, air deodorizer, dispensers and add supplies as needed throughout the operating day.
- Clean and disinfect with a germicidal detergent; mirrors, walls, partitions and furnishings on a daily basis.
- Clean and disinfect with a germicidal agent all wash basins, toilets, urinals and toilet partitions and floors on a daily basis except chrome fixtures.
- Clean chrome fixtures in accordance with manufacturer care instructions as provided by the Airport Maintenance Department.
- De-scale, with a cleaner specifically designed to eliminate buildup, all toilets and urinals on a weekly basis.
- Steam clean and disinfect restroom floors and walls on a monthly basis.

LOBBY, PUBLIC HALLWAYS, HOLD ROOMS

- Empty all waste receptacles. Clean exterior and interior of receptacles with a disinfectant/antibacterial to maintain cleanliness.
- Keep gate holding rooms and hallways free of trash and debris. This shall be ongoing with a heavy emphasis after the gate hold room is emptied.

- Keep ticket lobbies, baggage claim rooms and hallways free of trash and debris. This shall be ongoing with a heavy emphasis after large influxes of passengers have passed through these areas.
- Wipe and dust seats to keep them free of foreign substances that may have been spilled or deposited on them. This shall be ongoing with a heavy emphasis after the gate hold room is emptied.
- Polish chrome legs and parts. Thoroughly clean seats with authorized upholstery cleaner.
- Keep passenger seating neat and organized. Return any moved seating to its original location.
- Wipe and disinfect all walls, window sills, doors, door handles and other surfaces to keep them free of dust, dirt marks and scuffs.
- Spot clean carpets as needed to clean unsightly spills.
- Clean, wipe and dust gate ticket counters, gate podiums, ticket lobby ticket counters and ticket kiosks. Also, empty trash receptacles at gate counters and podiums frequently.
- Clean windows to remove all dirt, dust marks and smudges.
- Clean, wipe and dust all drinking fountains, advertising signs, display cases, railings, counters, display racks.
- Keep carpeted areas and tile flooring clean and free or dirt and debris. This applies to all flooring including behind the ticket counter. Care must be taken not to interfere with airline personnel and or their operations.
- Dust and clean air conditioning and heating vents.

ADMINISTRATIVE AREA HALLWAYS, BREAKROOMS, MEETING ROOMS

- Empty all waste receptacles. Wipe entire exterior of receptacle with a disinfectant/antibacterial to prevent undesirable odor.
- Keep common areas, meeting rooms, hallways, restrooms, lunch room, offices and reception area free of trash and debris.
- Wipe and disinfect all walls, window sills, doors, door handles and other surfaces to keep them free of dust, dirt marks and scuffs.
- Spot clean carpets as needed to clean unsightly spills.
- Return any moved seating, tables or other small furnishings to their original location.
- Clean windows to remove all dirt, dust marks and smudges.
- Keep carpeted areas and tile flooring clean and free or dirt and debris.
- Vacuum all carpeted areas including offices, hallways, reception area and locker room.
- Sweep and mop all tile flooring including hallways, lunch room.
- In kitchen, check and/or refill soap, paper towels, and other supplies as needed.
- Clean kitchen counters and lunch tables with a disinfectant cleaner.
- Strip, clean and wax linoleum and tile floors on an as needed basis.
- Turn off coffee makers at the end of the day.

EXTERIOR SIDEWALKS, ISLANDS

- Empty all waste receptacle and ashcans. Clean exterior and interior of receptacles with a disinfectant/antibacterial to maintain cleanliness.
- Sweep and pick up trash and debris from sidewalk and islands.
- Remove all gum, stickers, spills and stains from sidewalk, seating, rails and islands.
- Wipe and dust seating and all shuttle stops.
- Pressure wash exterior sidewalks and islands on an as needed basis.
- Terminal Canopies: Wash and clean canopies with mild cleaning solution and rinse with recycled water.

ELEVATORS, ESCALATORS, MOVING WALKWAY AND ADJACENT AREAS

ELEVATORS:

- Brush particles and debris out of tracks. Use vacuum if necessary.
- Clean walls and doors. Remove all gum, stickers, and stains.
- Sweep, mop, and maintain floors. Remove gum and debris.

ESCALATORS:

- Remove dust and debris.
- Clean glass.
- Wipe and clean rubber handrails.
- Dust and Wipe all rails and trim along the escalator.

MOVING WALKWAY:

- Remove dust and debris.
- Clean glass.
- Wipe and clean rubber handrails.
- Dust and Wipe all rails and trim along the escalator.

ADJACENT AREAS:

- Empty all waste receptacle. Clean exterior and interior of waste receptacle with a disinfectant/antibacterial to maintain cleanliness.
- Sweep and pick up trash and debris from concrete walkway.
- Remove all gum, stickers, spills and stains from concrete walkway, and seating.
- Wipe and dust seating and side paneling along the concrete walkway.
- Pressure wash concrete walkway, on an as needed basis.

MAMAVA LACTATION PODS

- Wipe and dust walls, seating and door.
- Pick up trash and debris.
- Sweep and mop floor with germicidal cleaner to disinfect.
- Wipe and clean mirror.

PET RELIEF AREA

- Empty all waste receptacle. Clean exterior and interior of waste receptacles with a disinfectant/antibacterial to maintain cleanliness.
- Sweep and pick up trash and debris.
- Wash and rinse artificial grass.
- Add pet relief poop/pee pads under artificial grass.
- Wipe and clean artificial grass containment pan with germicidal cleaner to disinfect.
- Mop floors with germicidal cleaner to disinfect.
- Wipe and clean walls with germicidal cleaner to disinfect.

PARKING LOT CASHIER BOOTHS

- Sweep and mop all parking lot booths.
- Pick up trash and debris.
- Wipe and dust walls and door.
- Dust and clean air conditioning and heating vents.
- Dust light fixtures.
- Wipe and wash windows of interior and exterior of booth.

BOOTH RESTROOM CLEANING SPECIFICATIONS

- Empty all waste receptacles, clean all mirrors (streak-free), add supplies as necessary, and remove all spills and spots.
- Check and/or refill soap, air deodorizer and dispensers.
- Clean and disinfect with a germicidal detergent mirrors, walls, partitions and furnishings on a daily basis.
- Clean and disinfect with a germicidal agent all wash basins, toilets, and toilet partitions and floors on a daily basis except chrome fixtures.
- De-scale, with a cleaner specifically designed to eliminate buildup, all toilets and urinals on a weekly basis.
- Clean chrome fixtures in accordance with manufacturer care instructions as provided by the Airport Maintenance Department.

SIDA BOOTHS

- Sweep and mop all parking lot booths.
- Pick up trash and debris.

- Wipe and dust walls and door.
- Dust and clean air conditional and heating vents.
- Dust light fixtures.
- Wipe and wash windows of interior and exterior of booth.

EXHIBIT E Carpet Cleaning Specifications

EXHIBIT E

CARPET CLEANING SPECIFICATIONS

This specification covers the minimum requirements pertaining to carpet cleaning at Hollywood Burbank Airport.

Contractor must adhere to the following areas which are referenced as minimum requirements only:

 <u>Consistent Vacuuming Schedule</u> – All high traffic areas must be vacuumed at least once daily. Vacuums shall have a beater bar head that is properly adjusted and the bag shall be emptied when it becomes 2/3 full. The vacuum must be allowed sufficient time on the carpet to remove soil. The vacuum must be equipped with a high efficiency collection bag for soil collection down to two microns, and maximum airborne soil control.

Vacuuming may be performed throughout the day on an as needed basis; however, it is incumbent upon Contractor to determine appropriate slack periods and peak periods in order to minimize interference with passengers.

- Perpetual Spot and Stain Treatment and Removal Immediate attention must be given to any material that is spilled or dropped on the carpet. All janitorial personnel must be trained in proper spot cleaning to minimize long-term impact on the appearance of the carpet.
- 3. <u>Carpet Cleaning</u> Carpets in all service areas shall be cleaned using the extraction method on an as add needed basis. This cleaning must be coordinated with the Authority to ensure no impact on daily operations.
- <u>General Appearance</u> The overall appearance of the carpet is paramount. Contractor must be capable of attending to appearance problems above and beyond the established carpet cleaning schedule, should the Authority deem this necessary.
- 5. <u>Hours of Carpet Cleaning</u> Carpet cleaning, except vacuuming and spot cleaning, must be accomplished outside of normal operating hours. This will normally be 10:00 P.M. to 5:00 A.M., however fluctuations in flight arrival and departure times may impact this schedule. This limited window will affect the selection of cleaning methods since "wet" methods will not have a substantial amount of time to dry before traffic resumes. It is not acceptable to close any area during operating hours to accommodate carpet cleaning or drying of wet areas.
- Selection of Cleaning Method Contractor must use the extraction method of carpet cleaning unless otherwise approved by the Airport Maintenance Department. In the event the Airport Maintenance Department determines there is a special need, Contractor must have the ability to perform multiple cleaning methods and may be called upon to alter its cleaning method.

"Bonnet" cleaning methods shall not be used.

7. <u>Compliance with Industry Standards</u> – Contractor must provide carpet cleaning in compliance with the standards developed by the International Institute of Carpet and Upholstery Certification (IICUC) in the IICUC Carpet Cleaning Standard entitled "Standard Reference Guide for Professional On-location Cleaning of Installed Textile Floor Covering Materials S001-1991." Contractor staff shall be properly trained on carpet cleaning methods and the use of carpet cleaning equipment. The Authority may ask for proof of such training.

EXHIBIT F Restroom Service Records

EXHIBIT F

RESTROOM SERVICE RECORD

LOCATION _____

| DATE | TIME IN | TIME OUT | JANITORIAL SIGNATURE | SUPERVISOR'S SIGNATURE | COMMENTS |
|------|---------|----------|-------------------------|---------------------------|----------|
| DAIL | | | SIGNATURE | SIGNATORE | COMMENTS |
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RESTROOM SERVICE RECORDS SHALL BE POSTED IN EVERY BATHROOM

EXHIBIT G Fee Schedule

ATTACHMENT C FEE SCHEDULE

Job Classification Wage Rate Per Sick Leave Taxes Admin, O & P, Total Standard Other¹ Deductions Hour Insurance, Other Wage Rate Per Hour 42.72 61.27 \$ \$ 7,809.25 30,762.57 Site Manager \$ Ś -Ś \$ \$ 41.49 Supervisor 1st Shift 28.23 2,258.17 \$ 5,452.32 Ś 19,884.71 \$ \$ 41.49 Supervisor 2nd Shift 28.23 \$ 2,258.17 \$ 5,452.32 \$ 19,884.71 \$ Supervisor 3rd Shift \$ 28.23 \$ 2,258.17 \$ 5,452.32 \$ 19,884.71 \$ 41.49 \$ 18.82 \$ 36.53 Custodian Lead 1st Shift \$ 3,763.33 \$ 3,952.82 \$ 29,125.19 \$ 18.82 36.53 Custodian Lead 2nd Shift \$ 3,952.82 29,125.19 3,763.33 \$ \$ \$ \$ 19.07 36.89 Custodian Lead 3rd Shift \$ 3,813.33 \$ 4,000.98 \$ 29,266.85 \$ \$ 17.67 34.00 Custodian 1st & 2nd Shift \$ 2,214.22 \$ 3,619.80 \$ 28,145.68 \$ Custodian 3rd Shift \$ 17.92 \$ 2,508.33 3,688.59 \$ 28,348.01 \$ 34.52 \$ Custodian Special Projects \$ 18.42 \$ 2,578.33 \$ 3,782.38 \$ 28,623.89 \$ 35.24

WORKSHEET I HOURLY RATES STANDARD WAGE RATES

(Please attach additional sheets, if necessary).

¹Vacation will be paid at time of vacation and not accrued - please supply vacation policy.

Pricing Notes

> Pricing is based on billing full time employees at 2080 annual hours.

- > Sales tax is not included in the pricing
- > Sick Leave: Holiday, Sick, and Vacation Replacement

> Taxes: FICA, FUTA, SUTA

> Admin, O&P, Insurances, Other: General Liability Insurance, Workers Compensation Insurance, Health & Welfare Benefits, Uniforms, PPE, Quality Inspection Technology, Communication Devices, Equipment, Vehicles, Parking

WORKSHEET II CLASSIFICATION AND WAGES

| | ASSIFICATION AND | | Main | the last of the set |
|---------------------------------------|------------------|--------------------|-------|---------------------|
| Job Classification | Hours Per Month | Standard Wage Rate | ivion | thly Cost |
| Terminal A | | | | |
| Site Manager | 36.79 | | \$ | 2,254.06 |
| Supervisor | 110.37 | | \$ | 4,579.80 |
| Custodian Lead 1st & 2nd Shift | 115.55 | | \$ | 4,221.03 |
| Custodian Lead 3rd Shift | 57.78 | | \$ | 2,131.62 |
| Custodian 1st & 2nd Shift | 391.62 | | \$ | 13,316.11 |
| Custodian 3rd Shift | 195.81 | | \$ | 6,760.22 |
| Custodian Special Projects | 195.81 | \$ 35.24 | \$ | 6,899.51 |
| Terminal A – East Concourse | | | | |
| Site Manager | 36.77 | | \$ | 2,252.48 |
| Supervisor | 110.30 | | \$ | 4,576.59 |
| Custodian Lead 1st & 2nd Shift | 115.55 | | \$ | 4,221.03 |
| Custodian Lead 3rd Shift | 57.78 | | \$ | 2,131.62 |
| Custodian 1st & 2nd Shift | 391.62 | | \$ | 13,316.11 |
| Custodian 3rd Shift | 195.81 | | \$ | 6,760.22 |
| Custodian Special Projects | 195.81 | \$ 35.24 | \$ | 6,899.51 |
| Terminal B | | * | | |
| Site Manager | 56.73 | | \$ | 3,475.65 |
| Supervisor | 170.19 | | \$ | 7,061.83 |
| Custodian Lead 1st & 2nd Shift | 115.55 | | \$ | 4,221.03 |
| Custodian Lead 3rd Shift | 57.78 | | \$ | 2,131.62 |
| Custodian 1st & 2nd Shift | 650.82 | | \$ | 22,129.87 |
| Custodian 3rd Shift | 325.41 | | \$ | 11,234.72 |
| Custodian Special Projects | 325.41 | \$ 35.24 | \$ | 11,466.21 |
| Terminal B – EDS Building | | | | |
| Site Manager | 2.33 | | \$ | 142.85 |
| Supervisor | 6.99 | \$ 41.49 | \$ | 290.24 |
| Custodian 3rd Shift | 30.31 | \$ 34.52 | \$ | 1,046.45 |
| Custodian Special Projects | 30.31 | \$ 35.24 | \$ | 1,068.01 |
| Building 9 – L1, L2 | | | | |
| Site Manager | 4.26 | \$ 61.27 | \$ | 261.14 |
| Supervisor | 12.79 | \$ 41.49 | \$ | 530.58 |
| Custodian 1st & 2nd Shift | 110.82 | \$ 34.00 | \$ | 3,768.22 |
| Building 10 | | | | |
| Site Manager | 4.26 | \$ 61.27 | \$ | 261.14 |
| Supervisor | 12.79 | | \$ | 530.58 |
| Custodian 1st & 2nd Shift | 110.82 | \$ 34.00 | \$ | 3,768.22 |
| North Tower & Elevated Walkway | | | | |
| Site Manager | 6.66 | \$ 61.27 | \$ | 408.13 |
| Supervisor | 19.98 | \$ 41.49 | \$ | 829.24 |
| Custodian 1st & 2nd Shift | 173.20 | \$ 34.00 | \$ | 5,889.33 |
| Parking Structure Elevator | | | | |
| Site Manager | 0.54 | \$ 61.27 | \$ | 32.99 |
| Supervisor | 1.62 | | \$ | 67.03 |
| Custodian 1st & 2nd Shift | 14.00 | | \$ | 476.04 |
| Ground Transport Islands and Sidewalk | | | | |
| Site Manager | 9.32 | \$ 61.27 | \$ | 570.91 |
| Supervisor | 27.96 | | | 1,159.98 |
| Custodian 1st & 2nd Shift | 242.28 | | 1 | 8,238.26 |
| | 242.28 | φ 34.00 | Ψ | 0,230.20 |

| Job Classification | Hours Per Month | Standard Wage Rate | Мо | onthly Cost |
|---|-----------------|--------------------|----|-------------|
| Valet Service Center | | | | |
| Site Manager | 4.27 | \$ 61.27 | \$ | 261.33 |
| Supervisor | 12.80 | \$ 41.49 | \$ | 530.96 |
| Custodian 1st & 2nd Shift | 110.90 | \$ 34.00 | \$ | 3,770.94 |
| Building 36 (Lv 2) | | | | |
| Site Manager | 2.15 | \$ 61.27 | \$ | 131.96 |
| Supervisor | 6.46 | \$ 41.49 | \$ | 268.12 |
| Custodian 1st & 2nd Shift | 56.00 | \$ 34.00 | \$ | 1,904.17 |
| Hangar 34 Office Areas | | | | |
| Site Manager | 2.15 | \$ 61.27 | \$ | 131.96 |
| Supervisor | 6.46 | \$ 41.49 | \$ | 268.12 |
| Custodian 1st & 2nd Shift | 56.00 | \$ 34.00 | \$ | 1,904.17 |
| Parking Cashier Booths (4 booths, 2 restrooms |) | | | |
| Site Manager | 2.15 | \$ 61.27 | \$ | 131.96 |
| Supervisor | 6.46 | \$ 41.49 | \$ | 268.12 |
| Custodian 1st & 2nd Shift | 56.00 | \$ 34.00 | \$ | 1,904.17 |
| North & West SIDA Booths (2 booths, each with | restrooms) | | | |
| Site Manager | 2.15 | \$ 61.27 | \$ | 131.96 |
| Supervisor | 6.46 | \$ 41.49 | \$ | 268.12 |
| Custodian 1st & 2nd Shift | 56.00 | \$ 34.00 | \$ | 1,904.17 |
| Maintenance Dept Building | | | | |
| Site Manager | 2.15 | \$ 61.27 | \$ | 131.96 |
| Supervisor | 6.46 | \$ 41.49 | \$ | 268.12 |
| Custodian 1st & 2nd Shift | 56.00 | \$ 34.00 | \$ | 1,904.17 |
| Building 3 – First Floor (Once a month) | | | | |
| Site Manager | 0.31 | \$ 61.27 | \$ | 18.85 |
| Supervisor | 0.92 | \$ 41.49 | \$ | 38.30 |
| Custodian 1st & 2nd Shift | 8.00 | \$ 34.00 | \$ | 272.02 |
| Building 3 – Second Floor (Once a week) | | | | |
| Site Manager | 0.33 | \$ 61.27 | \$ | 20.27 |
| Supervisor | 0.99 | \$ 41.49 | \$ | 41.17 |
| Custodian 1st & 2nd Shift | 8.60 | \$ 34.00 | \$ | 292.43 |
| TOTAL: | 5,201 | | \$ | 188,147.65 |

WORKSHEET III SUPPLIES

| (Estimated for a one month period) | | | |
|--|----------|-----------|--------------|
| Supplies Description | Quantity | Unit Cost | Total Cost |
| 2-Ply White Cottonelle Professional Bulk Standard Toilet Paper Rolls for Business (451-Sheets/Roll, 60-Rolls/Case) | 250 | | \$ 12,467.50 |
| 3M 0.5 Gal. Flow Control System Bathroom Disinfectant Cleaner 4A Concentrate | 1 | \$ 60.39 | |
| 3M 1 Qt. Stainless Steel Cleaner and Protector with Scotchgard | 1 | \$ 11.57 | \$ 11.57 |
| 3M 20 in. Red Buffer Pad 5100 (5 Per Carton) | 1 | \$ 5.17 | \$ 5.17 |
| 3M 3M 8511 PARTICULATE RESPIRATOR, N95, 10 PER BOX | 1 | \$ 25.32 | \$ 25.32 |
| 3M 8 in. x 6 in. Easy Trap Sweep and Dust Sheets (250-Sheets Per Roll) (1 Roll Per Case) | 3 | \$ 69.10 | \$ 207.30 |
| 3M 8 oz. Gum Remover Degreaser Ready-to-Use | 1 | \$ 7.34 | \$ 7.34 |
| 40 IN X 48 IN 40-45 GAL 2MIL LOW DENSITY CLEAR TRASH BAGS (10 Bags per Roll/10 Rolls per Case) | 1 | \$ 45.99 | \$ 45.99 |
| 7-1/2 in. x 3-1/2 in. x 10 in. Kraft Waxed Paper Liners for Sanitary Napkin Receptacles Bags Brown (500 Per Case) | 2 | \$ 26.37 | \$ 52.74 |
| Blended Cotton Synthetic Replacement String Mop Large Loop Mop Head Green | 1 | \$ 4.43 | \$ 4.43 |
| CLR 28 OZ-Ounce Calcium Lime Rust Remover | 1 | \$ 6.22 | \$ 6.22 |
| Comet Comet 32 oz. Disinfecting-Sanitizing Bathroom Cleaner Spray (Case of 8) | 1 | \$ 5.86 | \$ 5.86 |
| Comfort Plus Tampons Super Absorbency White (500-Case) | 3 | \$ 81.80 | \$ 245.40 |
| CX3 Bio-Assist CX3 Bio-Assist 1 Gallon Floral Scent Carpet Cleaner | 1 | \$ 15.97 | \$ 15.97 |
| Disinfectant Cleaner Dissolvable Pacs Kit (40-Pieces) | 1 | \$ 53.56 | \$ 53.56 |
| Diversey Pro Strip Ultra 5 Gal. Heavy-Duty Floor Stripper | 1 | \$ 78.35 | \$ 78.35 |
| Everbilt 12 ft. x 15 ft. 8 oz. Heavyweight Canvas Drop Cloth | 1 | \$ 43.79 | \$ 43.79 |
| Hand Sanitizing Wipes Refill for High Capacity Wall and Floor Stand Wipe Dispenser (1200-Count Per Pack/2-Pack Per Case) | 1 | \$ 69.68 | \$ 69.68 |
| Homax Coarse Grit #3 Steel Wool (12-Pad) | 1 | \$ 7.15 | \$ 7.15 |
| IMPACT Men Size 10-11 Waterproof Black Overshoe | 1 | \$ 54.44 | \$ 54.44 |
| IMPACT Men Size 12-13 Waterproof Black Overshoe | 1 | \$ 37.06 | \$ 37.06 |
| IMPACT Trigger Sprayer 9.875 in. Tube White | 1 | \$ 0.56 | \$ 0.56 |
| Karcher Vacuum Bags for Charoit ATV24 (10 per Pack) | 1 | \$ 108.04 | \$ 108.04 |
| Maxithin Pad Folded Vending Box (250-Case) | 3 | \$ 49.73 | \$ 149.19 |
| Mr. Clean Magic Eraser Sponge (6 Count) | 2 | \$ 6.71 | \$ 13.42 |
| PC0800 EURO TWIN JMBO TIS DISP | 1 | \$ 32.00 | \$ 32.00 |
| PRO-SERIES 1/8 fold 23 in. x 24 in. Classic Yellow Treated Dust Cloth (50 Each/Per Pack and 10-Pack Per Case) | 1 | \$ 11.18 | \$ 11.18 |
| PUMIE Pumice Scouring Stick | 1 | - | |
| Renown 10 in. Combination Window Squeegee and Washer | 1 | \$ 11.82 | \$ 11.82 |
| Renown 12 in. Stainless Steel Window Squeegee Complete | 1 | \$ 10.04 | \$ 10.04 |
| Renown 16 in. x 16 in. General Purpose Microfiber Cleaning Cloth, Yellow (12-Pack) | 1 | \$ 5.17 | \$ 5.17 |
| Renown 21 in. Super Hog Hair Floor Pad (5-Count) | 1 | \$ 2.65 | \$ 2.65 |
| Renown 24 in. x 33 in. 15 Gal. 8 mic Natural Institutional Can Liner (50 per Roll, 20-Rolls per Case) | 1 | 1 | |
| Renown 32 oz. Starter Kit (6-Pack) | 1 | | \$ 21.15 |
| Renown 33 Gal. 16 mic 33 in. x 40 in. Natural Can Liner (25 per Roll, 10-Roll per Case) | 1 | | |
| Renown 36 in. Blended Dust Mop Head Large | 1 | | \$ 6.76 |
| Renown 36 in. x 5 in. Dust Mop Frame Clamp On | 1 | - | \$ 2.91 |
| Renown 36X5 2-PLY WHITE PREMIUM TWIST COTTON DUST MOP | 1 | T 0.0 | \$ 5.54 |
| Renown 45 Gal. 16 mic 40 in. x 48 in. Natural Can Liner (25-Count, 10-Rolls per Case) | 40 | \$ 36.62 | \$ 1,464.80 |

| Supplies Description | Quantity | Unit Cost | Total Cost |
|---|----------|-----------|-------------|
| Renown 54 in. Plastic Flat Mop Handle and Frame System | 1 | \$ 39.70 | \$ 39.70 |
| Renown Bathroom Cleaner Pod | 1 | \$ 24.46 | \$ 24.46 |
| Renown DUSTER EXTENDED POLYWOOL 52-84 IN. | 15 | \$ 5.78 | \$ 86.70 |
| Renown Fragrance Defoamer Pod | 1 | \$ 20.22 | \$ 20.22 |
| Renown Glass Cleaner Pod | 1 | \$ 10.37 | \$ 10.37 |
| Renown Half-Fold Toilet Seat Paper Cover-Recycled | 40 | \$ 47.82 | \$ 1,912.80 |
| Renown High-Gloss Floor Finish 5 Gal. Pail | 1 | \$ 78.61 | \$ 78.61 |
| Renown Liquid Defoamer Cleaner 1 Gal. (4 Per Case) | 1 | \$ 19.12 | \$ 19.12 |
| Renown Medium Scrub Sponge | 1 | \$ 0.59 | \$ 0.59 |
| Renown Multi-Surface Cleaner and Degreaser Pod | 1 | \$ 14.67 | \$ 14.67 |
| Renown Neutral Floor Cleaner Pod | 1 | \$ 26.69 | \$ 26.69 |
| Renown Super Finish II, 640 oz., 5 Gal. Pail Multi-Surface Floor Finish | 1 | \$ 110.51 | \$ 110.51 |
| Renown Tidal Wave Cinnamon Stick Urinal Screen (6 per Box) | 1 | \$ 22.88 | \$ 22.88 |
| Renown Toilet Mop Brush (6-Pack) | 1 | \$ 2.89 | \$ 2.89 |
| Renown White Cherry Scent Flat Urinal Screen | 1 | \$ 12.14 | \$ 12.14 |
| RUBBERMAID 19 In Low Profile Scrub-Strip Carpet Bonnet White/green, Carton Of 5 | 1 | \$ 189.54 | \$ 189.54 |
| Rubbermaid Commercial Products 11-3/10 in. Upright Dust Pan | 1 | \$ 19.04 | \$ 19.04 |
| Rubbermaid Commercial Products Bonnet Low Profile With Scrub Strips 19 in. White | 1 | \$ 28.04 | \$ 28.04 |
| Rubbermaid Commercial Products Executive 7-1/2 in. Polypropulene Upright Lobby Broom | 1 | \$ 6.89 | \$ 6.89 |
| Rubbermaid Commercial Products Jumbo Smooth Sweep Angle Broom | 1 | \$ 11.19 | \$ 11.19 |
| Sany+ 1 Gal. Foaming Hand Soap | 30 | \$ 8.54 | \$ 256.20 |
| SAS Safety Derma-Max Disposable Powder-Free Nitrile Gloves, Large, Blue, 8 Mil (50 Gloves/Box) | 20 | \$ 10.36 | \$ 207.20 |
| SC Johnson Professional 1 Gal. Concentrated Carpet Pre-spray and Bonnet Cleaner, 4/case | 1 | \$ 20.10 | \$ 20.10 |
| Scotch-Brite 2.8 in. x 4.5 in. x 1.25 in. Easy Erasing Scrubbing Pad (4-Pack) | 1 | \$ 4.87 | \$ 4.87 |
| Scott 13.06 x 11 x 16.94 Essential Hard Roll Towel Dispenser, Smoke | 1 | \$ 1.10 | \$ 1.10 |
| Scott White Fast Change, Unperforated Essential Hard Roll Paper Towels (950/Roll, 6-Rolls/Case, 5,700/Case) | 100 | \$ 61.16 | \$ 6,116.00 |
| Scott White Multi-Fold Paper Towels with Fast-Drying Absorbency Pockets (16-Packs/Case, 250 Multi-Fold Towels/Pack) | 50 | \$ 35.39 | \$ 1,769.50 |
| SCOTT® ESSENTIAL* HARD ROLL TOWEL DISPENSER, BLACK | 1 | \$ 2.50 | \$ 2.50 |
| Simple Green 32 oz. Lime Remover Scale | 1 | \$ 4.72 | \$ 4.72 |
| Simple Green ALL PURPOSE CONCENTRATED CLEANER, GALLON, SASSAFRAS SCENT | 1 | \$ 15.05 | \$ 15.05 |
| SIMPLE GREEN LIME SCALE REMOVER, GALLON | 1 | \$ 9.27 | \$ 9.27 |
| SOLUTION 12/1L BOT | 1 | \$ 172.00 | \$ 172.00 |
| Spartan Chemical Co. Airlift Fresh Scent 1 Quart Air Freshener | 8 | \$ 3.06 | \$ 24.48 |
| Spartan FloorFront 1 Gallon Floor Finish (4 per pack) | 1 | \$ 24.02 | \$ 24.02 |
| Spartan Lite'n Foamy E3 1 Gallon Hand Sanitizer (4 per Pack) | 1 | \$ 89.70 | \$ 89.70 |
| Sperian Dust Masks (50-Pack) | 1 | \$ 9.11 | \$ 9.11 |
| SQUARE SCRUB 20 in. Rectangular Buffing Pad in Red (5 Per Case) | 1 | \$ 7.50 | \$ 7.50 |
| Tide Spring Meadows Laundry Detergent Pods (81-Count) | 1 | \$ 26.98 | |
| TimeMist Classic Dispenser in White | 1 | \$ 22.24 | \$ 22.24 |
| TimeMist Premium 5.3 oz. Caribbean Waters Meter Refill | 1 | \$ 5.73 | \$ 5.73 |
| Unger #9 Mini scraper with 1.5 in. Blade | 1 | \$ 1.92 | \$ 1.92 |
| Warner 4 in. Wall Scraper Blade (5-Pack) | 1 | \$ 3.27 | \$ 3.27 |
| WYPALL L30 White Strong and Soft Wipes DRC Towels (120-Sheets/Pop-Up Box, 6-Boxes/Case, 720-Wipes/Case) | 1 | \$ 47.80 | \$ 47.80 |
| Sharps Removal | 1 | \$ 100.00 | \$ 100.00 |

\$ 26,999.54

| SERVICE AREA | HOURS(Worksheet II) | WAGES(Worksheet II) | ESTIMATED COST OF SUPPLIES(Worksheet III) |
|---------------------------------------|---------------------|---------------------|---|
| Terminal A | 1104 | \$ 40,162.34 | \$ 5,730 |
| Terminal A – East Concourse | 1104 | \$ 40,157.55 | \$ 5,729 |
| Terminal B | 1702 | \$ 61,720.92 | \$ 8,835 |
| Terminal B – EDS Building | 70 | \$ 2,547.54 | \$ 363 |
| Building 9 – L1, L2 | 128 | \$ 4,559.94 | \$ 664 |
| Building 10 | 128 | \$ 4,559.94 | \$ 664 |
| North Tower & Elevated Walkway | 200 | \$ 7,126.70 | \$ 1,038 |
| Parking Structure Elevator | 16 | \$ 576.06 | \$ 84 |
| Ground Transport Islands and Sidewalk | 280 | \$ 9,969.16 | \$ 1,451 |
| Valet Service Center | 128 | \$ 4,563.23 | \$ 664 |
| Building 36 (Lv 2) | 65 | \$ 2,304.25 | \$ 335 |
| Hangar 34 Office Areas | 65 | \$ 2,304.25 | \$ 335 |
| Parking Cashier Booths | 65 | \$ 2,304.25 | \$ 335 |
| North & West SIDA Booths | 65 | \$ 2,304.25 | \$ 335 |
| Maintenance Dept Building | 65 | \$ 2,304.25 | \$ 335 |
| Building 3 - Lv 1 & 2 | 19 | \$ 683.04 | \$ 99 |
| TOTAL: | 5201 | \$ 188,147.65 | \$ 26,999 |

WORKSHEET V MONTHLY EXPENSE SUMMARY

The undersigned hereby certifies that all of the statements, answers and representations made in this Proposal, including all supplementary statements attached hereto are true, accurate and complete. If Respondent is a corporation, partnership, joint venture or other business entity, the signatures of at least two authorized representatives of Respondent are required, unless more signatures are required by the formation or the organizational documents of Respondent, in which case, such greater number of signatures shall be required.

Submitted by:

| Respondent Firm: | C&W Facility Services Inc. | _ | |
|---------------------|----------------------------|------------|-------------------------|
| Signature: | June - | Signature: | Marl |
| Name: | Matt Noe | Name: | Mitch Newhouse |
| Title: | President of Geographies | Title | Chief Financial Officer |
| Date: | May 9, 2024 | Date: | May 9, 2024 |

EXHIBIT H Displaced Janitor Opportunity Act Excerpt

DISPLACED JANITOR OPPORTUNITY ACT (California Labor Code Section 1061)

- (a) (1) If an awarding authority notifies a contractor that the service contract between the awarding authority and the contractor has been terminated or will be terminated, the awarding authority shall indicate in that notification whether a successor service contract has been or will be awarded in its place and, if so, shall identify the name and address of the successor contractor. The terminated contractor shall, within three working days after receiving that notification, provide to the successor contractor identified by the awarding authority, the name, date of hire, and job classification of each employee employed at the site or sites covered by the terminated service contract at the time of the contract termination.
 - (2) If the terminated contractor has not learned the identity of the successor contractor, if any, the terminated contractor shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor contractor as soon as that contractor has been selected.
 - (3) The requirements of this section shall be equally applicable to all subcontractors of a terminated contractor.
- (b)(1) A successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract. This requirement shall be stated by awarding authorities in all initial bid packages that are governed by this chapter.
 - (2) The successor contractor or successor subcontractor shall make a written offer of employment to each employee, as required by this section, in the employee's primary language or another language in which the employee is literate. That offer shall state the time within which the employee must accept that offer, but in no case may that time be less than 10 days. Nothing in this section requires the successor contractor or successor subcontractor to pay the same wages or offer the same benefits as were provided by the prior contractor or prior subcontractor.

- (3) If at any time the successor contractor or successor subcontractor determines that fewer employees are needed to perform services under the successor service contract or successor subcontract than were required by the terminated contractor under the terminated contract or terminated subcontract, the successor contractor or successor subcontractor shall retain employees by seniority within the job classification.
- (c) The successor contractor or successor subcontractor, upon commencing service under the successor service contract, shall provide a list of its employees and a list of employees of its subcontractors providing services at the site or sites covered under that contract to the awarding authority. These lists shall indicate which of these employees were employed at the site or sites by the terminated contractor or terminated subcontractor. The successor contractor or successor subcontractor shall also provide a list of any of the terminated contractor's employees who were not retained either by the successor contractor or successor subcontractor, stating the reason these employees were not retained.
- (d) During the 60-day transition employment period, the successor contractor or successor subcontractor shall maintain a preferential hiring list of eligible covered employees not retained by the successor contractor or successor subcontractor from which the successor contractor or successor subcontractor shall hire additional employees until such time as all of the terminated contractor's or terminated subcontractor's employees have been offered employment with the successor contractor or successor subcontractor.
- (e) During the initial 60-day transition employment period, the successor contractor or successor subcontractor shall not discharge without cause an employee retained pursuant to this chapter. Cause shall be based only on the performance or conduct of the particular employee.
- (f) At the end of the 60-day transition employment period, a successor contractor or successor subcontractor shall provide a written performance evaluation to each employee retained pursuant to this chapter. If the employee's performance during that 60-day period is satisfactory, the successor contractor or successor subcontractor shall offer the employee continued employment. Any employment after the 60-day transition employment period shall be at-will employment under which the employee may be terminated without cause.

*Excerpted and reprinted from www.leginfo.ca.gov

EXHIBIT I Non-AIP Project Federal Requirements

1. <u>General Civil Rights Provisions</u>

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

2. <u>Civil Rights – Title VI Assurance</u>

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the

Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of

the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

part.

b. Cancelling, terminating, or suspending a contract, in whole or in

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States.