

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
CUSTODIAL SERVICES
FOR
APPLETON INTERNATIONAL AIRPORT

A site tour is mandatory and scheduled one on one, reference Section 3.0 for details

Due By: 1:00 pm CT March 4, 2025

1.0 **Background Information**

Appleton International Airport (ATW) is seeking a custodial services company to provide cleaning services at the terminal facility, located in Appleton, WI.

2.0 **Specifications**

Services will be performed at the main terminal (w6390 Challenger Dr in Appleton, WI) on the pre-security side as well as the Car Rental Facility (w6395 Challenger Dr). Reference Attachment A for the maps highlighting the areas of the terminal facility and Car Rental Facility where services will be performed.

All custodial services shall be performed between the hours of 4:00 a.m. – midnight, 24x7x365. Staff may be required to stay later if irregular operations are expected or experienced. The purpose of this service is for the awarded contractor to provide a custodian position at the Airport during these hours.

All custodial services shall be performed between the hours of 4:00 a.m. – midnight, 24/7/365 (this includes all holidays). Staff may be required to stay later if irregular operations are expected or experienced.

Vendor shall furnish all labor to fulfill this contract. Outagamie County will provide all equipment and materials including floor scrubbers, carpet cleaners, floor burnisher, cleaning chemicals, vacuums, can liners, toilet paper, hand towels and hand soap.

Reference Attachment B which references the scope of work.

Pricing

Pricing will be a flat monthly rate for the vendor to provide one custodial position between the hours of 4:00 a.m. – midnight, 7 days a week (including any holidays). It will be up the vendor's responsibility to determine how many different people are required to accomplish this coverage. The only additional charge the County will pay for is if one custodial position is required to work additional hours, which could be during the core hours of 4:00 a.m. – midnight (so there would be two custodial positions working at the same time) or after hours between midnight – 4:00 a.m. Reference page 2 of the Proposal Form to provide these rates. We will not pay an additional fee if the assigned custodial position must stay late due to staffing issues and the next scheduled custodial position is unable to start their shift.

3.0 **Site Visit**

It is mandatory for any proposing vendor to have a site tour. Site tours will be given individually to each vendor. Site tours could be arranged with Luke Bettis (lbettis@atwairport.com or 920-585-5971). Any vendors just showing up without an appointment will not be accommodated. February 19th will be the last day offered for a site tour.

4.0 **Contract Term**

We are seeking an initial one-year term with the option of two two-year renewals. Contract shall commence on April 21, 2025. Notice of award will be no later than March 19, 2025. The award will be to a single contractor.

5.0 Requirements of the Awarded Contractor

The following will be requirements of the awarded contractor –

- All supervisors and employees that will be onsite will be subject to a successful background check performed by the County Sheriff's Department (at no cost to the contractor) and adherence to TSA security screening requirements.
- All supervisors and employees that will be onsite will be required to obtain an airport SIDA badge. The cost will be at the provider's expense and \$100 per badge. Training is approximately 2 hours.
- All supervisors and the custodial crew working with the County must possess the ability to read and write in English to effectively perform their job duties and ensure clear communications.
- Custodians working on site will adhere to a routine cleaning checklist. Records of those checklists must be completed for each shift and made available to Airport Staff.
- Provide a staffing plan and schedule to the County to adhere to the hours required as well as a backup plan in case of resignations or staff not showing up for their assigned shift.
- Abide by the indemnification and insurance limits set forth in Attachment C.

6.0 Proposal submittal

Provide the following information in your proposal–

- Completed Proposal Form
- References of a minimum of three and maximum of five similar sized agencies you currently or have provided this service for in the past three years. Include company name, location, service(s) provided, contact name, telephone number and email.
- Information on your ability to begin services on April 21, 2025. Include information such as if you already have a crew in place or you would need to hire a crew.
- Staffing plan as stated in Section 5.0.

Failure to provide all requested information may result in the rejection of your proposal.

7.0 Contact Information

Site Information

Luke Bettis

Airport Operations Supervisor

(920) 585-5971

lbettis@atwairport.com

Purchasing Policy & Procedure Information

Nicole Schoultz

Purchasing Coordinator

(920) 832-6083

Nicole.schoultz@outagamie.org

8.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification. A Proposer's

failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional experience and expertise with regard to industry standards for the job requirements. If the proposer believes specifications are not within industry standards, proposer must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any updates online at www.outagamie.org then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

9.0 County Reservation

Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- E. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- F. Outagamie County reserves the right to request clarifications for any proposal.
- G. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

10.0 Closing Date

Outagamie County will receive proposals up to 1:00pm CT March 4, 2025.

11.0 Proposal Submittal

Email proposals to: Nicole.Schultz@outagamie.org

12.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

13.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

15.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org than **Status of Bids/Proposals**.

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Appleton International Airport Custodial Services
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Proposals Due: March 4, 2025 - 1:00 p.m. CT

Email Proposals To: Nicole.Schoultz@outagamie.org

Provide all information as requested in Section 6.0

Year 1 Base Monthly Rate: \$ _____

Monthly rate includes service of one custodial position from 4:00 a.m. – midnight, 7 days a week
(including holidays)

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

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Additional Service Days/Times	Overtime Hourly Rate
Monday - Friday: Midnight - 4a	
Monday - Friday: 4a - 7a	
Monday - Friday: 7a - 5p	
Monday - Friday: 5p - Midnight	
Saturday & Sunday: Midnight - 4a	
Saturday & Sunday: 4a - 7a	
Saturday & Sunday: 7a - 5p	
Saturday & Sunday: 5p - Midnight	
Holiday:	

Holiday rate applies to the following days: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day.

Year 2 monthly and hourly rates will not exceed _____% over Year 1.

Year 3 monthly and hourly rates will not exceed _____% over Year 2.